



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Meeting of the Parish Council on Tuesday June 13, 2023 at 7pm in the Village Hall

Sarah Broadley, Clerk Email: clerk@kembleandewen-pc.gov.uk Tel: 01285 770650

Present:

Parish Councillors: Michael Binks, Eric Silk, Daniel Demain, Lester Napper, Lisa Hewett, David Russell, George Hilliar

Members of the Public: 2

- 23.22 To hear any contributions from residents** [5 minutes per person maximum; not exceeding 30 minutes in total – refer to Public Participation Procedure [here](#)].
The Oaks: A resident reported an empty house in The Oaks that is run down and thoughts that the occupant may have died
Yellow Lines: A resident queried when the yellow lines will be completed as there are currently gaps on Pheasant Hill where cars were parked on the day they were painted. Awaiting removal of the dumped vehicle before this can be completed
- 23.23 To receive report** from District Councillor Mike McKeown and discuss district matters relating to Kemble & Ewen. Apologies received from Mike McKeown and a report was circulated via email
- 23.24 To receive any apologies for absence** - George Collins
- 23.25 To receive any declarations of interest** – Cllr Napper item 23.29 – he is the appointed Parish Council representative on the KCG committee so no interest to declare.
- 23.26 To approve the minutes of the meeting held on May 10, 2023** - - It was proposed to approve the minutes as a true and accurate record. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.27 To review and approve the following documentation:**
- a. Equality & Diversity Policy - It was proposed to approve this policy. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.28 To review and agree any actions required regarding finding a new contractor to maintain Kemble Cemetery** - It was proposed to offer out the specification to a number of contractors for the remainder of the 2023 cutting season. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.29 To review draft heads of terms for Kemble Community Garden and agree response to CDC** - It was proposed that Cllr Napper and a representative of the KCG committee meet with CDC to discuss the terms of the lease and agree next steps. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.30 To discuss and agree projects suitable for Building Back Better funds available from GCC** - It was proposed to pass details to Kemble Community Garden Committee and suggest they apply for funds. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

- 23.31 To review response to cycle path survey and agree next steps** – A positive response was noted and it was proposed that Cllr Hewett continues to drive this forward and form a working group of interested residents to assist. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.32 To review new cattle fence in Ewen and agree any actions required** – Kemble Farm have confirmed that the fence is for livestock.
- 23.33 To receive and review internal audit report and agree next steps required** - It was proposed to accept the internal audit report and note the comments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 23.34 To review the following planning applications and agree any response to CDC:**
- a. 3/01689/TCONR | (1) Weeping Willow. Crown raise all round to approximately 3.5m and prune to clear the overhead BT wire by approximately 1.0m. (2) Horse Chestnut and Sycamore overhanging the road. Crown raise over the road to give approximately 5.0m headroom and approximately 3.0m over the footpath and prune to clear the BT wire by approximately 1.0m | The Old Bakery School Road Kemble
 - b. 23/01335/FUL & 23/01336/LBC | Refurbishment and extension comprising extension to create additional guest accommodation, extension to dining and back of house areas, internal and external alterations, reconfiguration of car parking, together with associated works | Wild Duck Inn Ewen
 - c. 23/01365/FUL | Variation of condition 4 (Details as per statement) of permission 20/02530/FUL - Temporary siting of 8 units of agricultural workers' residential accommodation for a period of 3 years | Kemble Farms Smerill Dairy Kemble
- 23.35 Financial Matters**
- a. To approve the following spend:
 - i. £200 to refurbish benches around the village
It was proposed to approve this payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
 - b. To agree to sell VPN router which is no longer required
It was proposed to sell this router. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
 - c. To review and approve the Annual Governance Statement 2022/23 – It was proposed to approve. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
 - d. To review and approve the Accounting Statement 2022/23 - It was proposed to approve. This was seconded, all remaining councillors voted to agree and the **matter was resolved**
 - e. To review and approve Bank Reconciliation at June 2, 2023 - It was proposed to approve. This was seconded, all remaining councillors voted to agree and the **matter was resolved**
 - f. To review and approve payment schedule to June 13, 2023 - It was proposed to approve and make the payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**
- 23.36 Councillor Reports/Items to Note**
- a. Ongoing Project
 - i. Road safety project – ongoing
 - ii. Cycle Paths – covered in item 23.31
 - b. Highways including Residents Parking Scheme – yellow lines and signage still to be completed
 - c. Police/Crime – nothing to report
 - d. Village Appearance – see item 23.28
 - e. Playground Inspections – note recent inspection reports
 - f. Youth facilities/plans – nothing to report
 - g. Kemble Community Gardens – see item 23.29
 - h. Kemble Airfield – nothing to report
 - i. Cirencester Light Railway – review at next meeting
 - j. Planning items to note:

i. None

Chairman Signature _____ Date: _____

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: June 2, 2023

Receipts May 3, 2023 – June 2, 2023

Date	From whom received	Particulars	Amount
05/05/2023	NS&I	Interest	16.40
02/06/2023	Santander	Interest	5.43

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/23	£35,844.67
Receipts	£36,543.89
Payments	£3,929.21
New Cash Book balance	£68,459.35

RECONCILIATION TO BANK ACCOUNTS

Savings A/C balance b/f 06/04/23	£9,133.94
Business A/C balance b/f 06/04/23	£29,410.93

Bank a/c balances:

Santander Savings Account 41987930	£9,144.63
Santander Business Account 41987928	£28,336.27
Lloyds Treasurers Account 43826568	£31,053.45
SUB TOTAL	£68,534.35

Adjustments

Income not yet banked	£0.00
Unpresented cheques	£75.00
Other	£0.00
Cash Book balance	£68,459.35

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements

Signature _____ Date: _____

Payment Schedule:

Payments May 11, 2023 – June 13, 2023



Pay Method	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
BACS	04/06/2023	S Broadley	Salary – May 2023	514.99	0.00	514.99	23.12e	Employee – Contained
BACS	04/06/2023	HMRC	PAYE Payment Ref: 214PN001916132401	0.20	0.00	0.20	23.12e	Employee - Contained
BACS	16/05/2023	NetWise Training Limited (t/a NetWise UK)	Annual Website Hosting Costs	500.00	88.00	588.00	23.48a	Admin - Contained
BACS	13/06/2023	D Keicher	Contribution to Refreshments provided at June Litter Pick £75.00	75.00	0.00	75.00	23.12i	Litter – Contained
BACS		DR Howse Services Ltd	Grass Cutting	1880.00	376.00	2256.00	Contract	Grass Cutting - Contained
BACS	31/05/2023	Busy Fingers Printing Ltd	Printing of Annual Report	95.00	4.60	99.60	22.196	Admin - Contained

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____