



## KEMBLE & EWEN PARISH COUNCIL



### Minutes of the Meeting of the Parish Council held on Tuesday October 10, 2023 at 7pm in the Village Hall

Sarah Broadley, Parish Clerk Email: [clerk@kembleandewen-pc.gov.uk](mailto:clerk@kembleandewen-pc.gov.uk) Tel: 01285 770650

**Present:**

Parish Councillors: Michael Binks, George Collins, Daniel Demain, Lisa Hewett & Eric Silk.

Members of the Public: 4

23.81	<b>To hear any contributions from residents</b> <u>Parking on Station Road</u> – a resident raised the issue of increased parking on Station Road since the lines were painted. <u>Light Railway</u> – a resident raised concern about a lack of publicity around the recent meeting in the village <u>Youth Club</u> – Luke Campbell & Carol Dougill presented a plan to launch a youth club in Kemble with support from the Parish Council. The plan is to offer 2 x1hr session on alternate Mondays from January for children Yr4-6 & Yr 7-9 in the village hall	
23.82	<b>To receive report</b> from District Councillor and discuss district matters relating to Kemble & Ewen – Mike McKeown sent apologies as he was unable to attend. District report circulated to all councillors	
23.83	<b>To receive any apologies for absence</b> – George Hilliar, Lester Napper & David Russell	
23.84	<b>To receive any declarations of interest</b> – George Collins item 23.94 as he is a member of the PCC – he will join the public gallery for this item and neither contribute nor vote	
23.85	<b>To approve the minutes of the meeting held on September 12, 2022</b> - It was proposed these are a true and accurate record and signed accordingly. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved</b> .	
23.86	<b>To review and agree renewal of 12 month lease for Kemble Triangle</b> - It was proposed to sign the license with a £1 annual rent charge. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved</b> .	
23.87	<b>To review and agree Cemetery charges effective Jan 1, 2024</b> - It was proposed to increase charges by 10%. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved</b> .	Clerk to update & publish
23.88	<b>To agree next steps for advertising of grass cutting contract</b> - It was proposed to advertise the contract as per the specification on the website, in the local newspaper and directly to contractors who previously tendered. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved</b> .	DD/DR to publish spec
23.89	<b>To discuss and agree schedule of works for village tree maintenance, fencing, gating, strimming and other similar projects</b> – It was proposed to approve the following spend for below works:	

	<p>£170 – trimming yew trees in cemetery once per annum</p> <p>Strimming of permissive paths - £100 Parkers Bridge, £100 opp. Pear Tree Cottage &amp; £50 playing field up to 5 times per annum for each path</p> <p>£200 – planting of replacement trees on A429</p> <p>This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.90	<p><b>To receive external audit report and publish notice of completion of audit</b> - It was proposed to accept the report and publish the notice of completion on the website accordingly. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.91	<p><b>To receive grant application from Kemble School for £150</b> - It was proposed award this grant. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.92	<p><b>To consider items for 2024-5 budget</b> – It was proposed that George Collins &amp; the clerk drawn up an initial budget for 2024-5 for review at next meeting. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	Clerk/GC to draw up budget v1
23.93	<p><b>To agree to fund and sponsor DBS checks required for starting up a youth club</b> - It was proposed to offer an initial grant of £720 to set up the youth club with access available to additional funds if/when required. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.94	<p><b>To review and approve the following spend including agree budget</b></p> <ul style="list-style-type: none"> <li>a) £56 to Bryan Ayres (passed on from War Graves Commission for maintenance of war graves in cemetery</li> <li>b) £210 + VAT external audit fee</li> <li>c) £25 for Wreath to lay on War Memorial</li> <li>d) £100 + VAT for printing costs associated with Kemble at Play survey</li> </ul> <p>It was proposed to approve these payments. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.95	<p><b>Financial Matters</b></p> <ul style="list-style-type: none"> <li>a) To review and approve bank statement at Sept 4, 2023</li> <li>b) To review and approve bank statement at Oct 4, 2023</li> <li>c) To review and approve payment schedule to October 10, 2023 and make online payments</li> <li>d) To review spend vs budget YTD</li> </ul> <p>It was proposed to approve these items and make the payments accordingly. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
23.96	<p><b>To review the following Planning applications and agree any responses to be made to CDC:</b></p> <ul style="list-style-type: none"> <li>a) 23/02521/FUL   Erection of three estate worker cottages with associated landscaping and change of use from amenity land to Class C3 Dwellinghouses   Ewen Springs Ewen</li> <li>b) 23/02662/FUL   Proposed roof to silage clamp   Kemble Farms Smerill Dairy Kemble</li> <li>c) 23/02985/TCONR   Three sycamores on main drive leading to the house to be felled. Trees are now too high, branches dangerous if they fall and one tree is very close to the house. To be replaced by fruit trees / smaller size trees. One sycamore closest to road to be kept. On sketch plan - trees 1, 2 and 3 to be felled. All others to be</li> </ul>	

	<p>kept. Sketch plan shows garden gate and beds with trees leading up to Pear Tree House. No TPOs but in a conservation area   Pear Tree House Kemble</p> <p><b>d)</b> 23/03001/TCONR   T2 - Juniper - fell. T3 - Yew - fell   Barradale Old Vicarage Lane Kemble</p> <p>It was proposed to note that a) is not in accordance with CDLP policy DS3. This was seconded, all remaining councillors voted to agree and the <b>matter was resolved.</b></p>	
<b>23.97</b>	<p><b>Councillor Reports (updates only – no decisions)</b></p> <ul style="list-style-type: none"> <li>a. Ongoing project <ul style="list-style-type: none"> <li>i. ANPR project – ongoing</li> <li>ii. Lease of Kemble Community Garden – awaiting lease from CDC</li> <li>iii. Cycle Paths – ongoing</li> <li>iv. Kemble at Play – working group are conducting a survey</li> </ul> </li> <li>b. Highways – Nothing to Report</li> <li>c. Police/Crime &amp; Airfield– Nothing to Report</li> <li>d. Village Appearance &amp; Playground Inspection – Recent inspections noted</li> <li>e. Road Safety – nothing to report</li> <li>f. Youth facilities/plans – see 23.93</li> <li>g. Kemble Community Gardens – minutes to be added to website</li> <li>h. Cirencester Light Railway – nothing to report</li> <li>i. Planning items to note: <ul style="list-style-type: none"> <li>i. 23/02200/FUL   Full Application for Temporary siting of 4 units of agricultural workers' residential accommodation for a further period of 3 years pursuant to permission at 20/02530/FUL   Kemble Farms Smerill Dairy Kemble</li> <li>ii. 23/02234/TCONR   Tree works various trees   Garden Cottage</li> </ul> </li> </ul>	

Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

KEMBLE & EWEN PARISH COUNCIL

# Bank Reconciliation: Sept 2, 2023

Receipts Aug 3, 2023 – Sept 2, 2023

Date	From whom received	Particulars	Amount
05/08/2023	NS&I	Interest	19.37
02/09/2023	Santander	Interest	7.97

## CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/23	£35,844.67
Receipts	£36,674.10
Payments	£9,516.00
<b>New Cash Book balance</b>	<b>£63,002.77</b>

## 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	£9,166.13
Santander Business Account 41987928	£28,444.98
Lloyds Treasurers Account 43826568	£25,466.66
<b>SUB TOTAL</b>	<b>£63,077.77</b>

### Adjustments

Income not yet banked	£0.00
Unpresented cheques	£75.00
Other	£0.00
<b>Cash Book balance</b>	<b>£63,002.77</b>

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

KEMBLE & EWEN PARISH COUNCIL

# Bank Reconciliation: Oct 2, 2023

Receipts Sept 3, 2023 – Oct 2, 2023

Date	From whom received	Particulars	Amount
05/09/2023	NS&I	Interest	20.87
02/10/2023	Santander	Interest	7.87

## CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/23	£35,844.67
Receipts	£44,250.84
Payments	£10,184.35
<b>New Cash Book balance</b>	<b>£69,911.16</b>

## 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	£9,174.00
Santander Business Account 41987928	£28,465.85
Lloyds Treasurers Account 43826568	£32,346.31
<b>SUB TOTAL</b>	<b>£69,986.16</b>

### Adjustments

Income not yet banked	£0.00
Unpresented cheques	£75.00
Other	£0.00
<b>Cash Book balance</b>	<b>£69,911.16</b>

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_



# Payment Schedule:

Payments September 13, 2023 – October 10, 2023

Pay Method	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
BACS	04/10/2023	S Broadley	Salary – Sept 2023	522.35	0.00	522.35	23.12e	Employee – Contained
BACS	04/10/2023	HMRC	PAYE <b>Payment Ref: 214PN001916132401</b>	2.20	0.00	2.20	23.12e	Employee - Contained
BACS	04/10/2023	B.A. T. Ayres and Mrs P.Q. Ayres	War Graves	56.00	0.00	56.00	23.94a	Cemetery - Contained
BACS	04/09/2023	D Keicher	Contribution to Refreshments provided at October Litter Pick £75.00	75.00	0.00	75.00	23.12i	Litter – Contained
BACS	28/08/2023	Cotswold District Council	Lease for Kemble Community Gardens	50.00	0.00	50.00	23.12g	Community Garden - Contained
BACS	25/09/2023	PKF Littlejohn	External Audit Fee	210.00	42.00	252.00	23.94b	Admin – Contained

BACS	11/10/2023	George Hilliar	Reimbursement for: Roger Pettit flowers £43.50 Boards for display at fete £29.05 + VAT	72.55	5.81	78.36	23.48b	Admin & Publicity - contained
BACS	04/10/2023	Royal British Legion Poppy Appeal	Wreath Poppy for War Memorial	25.00	0.00	25.00	23.94c	Admin - Contained
BACS	04/10/2023	Corinium Education Trust	Community Grant – Kemble Primary School	150.00	0.00	150.00	23.91	Community Grant - Contained
BACS	30/09/2023	Busy Fingers Printing	Quiz Sheets & Photo Collage	99.00	19.80	118.80	23.66a	Admin - Contained
BACS	07/10/2023	Austin Hind	Reimbursement for Hard Copy of Playground Survey	100.00	20.00	120.00	23.66b/23.94d	Playground - Contained
BACS	04/10/2023	D Keicher	Litter Pick	75.00	0.00	75.00	23.12i	Litter - Contained

Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Cheque Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

# Kemble & Ewen Parish Council - YTD Budget Review 2023 / 24

PAYMENTS EX VAT	BUDGET	VIREMENT	AMENDED BUDGET	TOTAL	DIFFERENCE	% SPENT	RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Employees	£7,000.00		£7,000.00	£2,594.67	£4,405.33	37%	Precept	£27,943.90	£22,644.00	-£5,299.90
Administration	£5,000.00		£5,000.00	£554.83	£4,445.17	11%	Grants	£0.00	£13,911.86	£13,911.86
Grass Cutting	£7,000.00		£7,000.00	£1,880.00	£5,120.00	27%	Agency Services	£900.00	£0.00	-£900.00
Professional Memberships	£700.00		£700.00	£546.90	£153.10	78%	Burial Ground Fees	£0.00	£0.00	£0.00
Training	£200.00		£200.00	£0.00	£200.00	0%	Playing Field	£0.00	£0.00	£0.00
Playing Field	£5,000.00		£5,000.00	£460.00	£4,540.00	9%	Santander Savings A/c Interest	£0.00	£32.19	£32.19
Cemetery	£2,500.00		£2,500.00	£0.00	£2,500.00	0%	Santander Business A/c Interest	£0.00	£0.00	£0.00
Grants	£700.00		£700.00	£300.00	£400.00	43%	CIL (Community Infrastructure Levy)	£0.00	£0.00	£0.00
Village Enviroment	£2,000.00		£2,000.00	£0.00	£2,000.00	0%	NS Investment Account (re Youth Club)	£1.00	£0.00	-£1.00
Community Gardens	£300.00		£300.00	£0.00	£300.00	0%	NS Bond Interest (re WHG)	£0.00	£86.05	£86.05
Neighbourhood Plan	£250.00		£250.00	£0.00	£250.00	0%	Community Gardens	£0.00	£0.00	£0.00
Village Web Site	£700.00		£700.00	£500.00	£200.00	71%	Transfers from NS A/C	£0.00	£0.00	£0.00
Road Safety	£200.00		£200.00	£0.00	£200.00	0%	Transfers Saving to Business A/C	£0.00	£0.00	£0.00
Defibrillator	£200.00		£200.00	£0.00	£200.00	0%	PC VAT refund	£0.00	£0.00	£0.00
Litter	£5,000.00		£5,000.00	£375.00	£4,625.00	8%				
Contingencies	£100.00		£100.00	£0.00	£100.00	0%				
Chairmans Allowance	£1,000.00		£1,000.00	£0.00	£1,000.00	0%				
Build Reserves (playground./cemeter)	£4,000.00		£4,000.00	£0.00	£4,000.00	0%				
Kemble Green (previously Beehive)	£300.00		£300.00	£0.00	£300.00	0%				
Kemble Kids	£400.00		£400.00	£0.00	£400.00	0%				
Publicity	£500.00		£500.00	£30.00	£470.00	6%				
1st Aid Courses	£500.00		£500.00	£0.00	£500.00	0%				
Planning	£100.00		£100.00	£0.00	£100.00	0%				
Village Archive	£1,000.00		£1,000.00	£0.00	£1,000.00	0%				
Coronation Celebrations	£500.00		£500.00	£1,800.00	-£1,300.00	360%				
Winter/Cost of Living Crisis Support	£0.00		£0.00	£0.00	£0.00					
Election Costs	£0.00		£0.00	£0.00	£0.00					
TOTAL PC EX VAT	£45,150.00	£0.00	£45,150.00	£9,041.40	£36,108.60	20%	OVERALL TOTAL	£28,844.90	£36,674.10	£7,829.20