



## KEMBLE & EWEN PARISH COUNCIL



### Minutes of the Meeting of the Parish Council Held on Tuesday March 12, 2024 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: Daniel Demain, Lester Napper, Lisa Hewett, David Russell, George Collins & Luke Sherlock

County Councillor: Mike McKeown

Members of the Public: 4

**23.244 To hear any contributions from residents**

Cost of MS Office – Queried as cheaper options available. Cost is related to E3 package which is a business package with cloud storage

**23.245 Report from County Councillor on matters relating to Kemble & Ewen**

KCG – awaiting copy of lease

Local Plan – consultation has been extended – residents are encouraged to review and comment

Cirencester Master Plan

Car Park/Housing Strategy – consultation is closing

CDC Corporate Plan – has been approved at cabinet mtg

**23.246 To receive any apologies for absence** – Cllrs Silk, Hilliar & Binks

**23.247 To receive any declarations of interest** – Cllrs Napper & Sherlock are on KCG Committee as appointed representatives of the Parish Council. Cllr Demain is on the village hall committee

**23.248 To approve the minutes of the meeting held on February 13, 2024** – It was proposed to accept and sign the minute. This was seconded, all remaining councillors agreed and the **matter was resolved.**

**23.249 To review and agree any actions relating to latest Heads of Terms regarding lease of Kemble Community Garden** – item adjourned awaiting lease from CDC

**23.250 To agree arrangements for Internal Audit** – It was proposed to use an independent internal auditor at a cost of 200. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**

**23.251 To review Community Grant application from Kemble Community Garden** – The application has been withdrawn.

**23.252 To review and agree actions required for production and publication of the Annual Report** – It was proposed to produced an online version of the annual report summarising activity in 2023-24. Paper copies will be available by request only. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**

**23.253 To review and agree any possible actions ahead of the summer biker nights at The Tavern Inn, Kemble** – It was proposed that the Parish Council take a proactive approach with all interested parties with a view to minimising noise disturbance to local residents – all ideas from residents are welcome

**23.254 To review and agree any actions required regarding the garage at the Village Hall** – It was noted that there are lots of changes in the Village Hall Committed. It

was proposed that once the new committee are established the Parish Council invite the chairman to the Parish Council to provide an update on any proposals for refurbishment of the garage. This was seconded, all remaining councillors voted to agree and the **matter was resolved**

**23.255 Village Appearance:**

- a. To agree to seek quotes for having additional stone laid and compacted on permissive path opposite Pear Tree Cottage – item adjourned
- b. To agree to inspect timbers on Parkers Bridge to see if any treatment is necessary. – adjourn item

**23.256 To carry out annual review of the following documentation:**

- a. Code of Conduct
- b. AV Policy
- c. Risk Assessment policy & risk assessments

It was propose to approve the reviewed policies above. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

**23.257 To review and approve the following spend including agree budget to be taken from:**

- a. £170 + VAT for stones for path in cemetery
- b. MS Office Annual Fee - £316.80 (previously approved at £250)
- c. Annual Insurance - £2343.42

It was proposed to approve these payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

**23.258 Financial Matters**

- a. To review and approve bank statements to March 4, 2023 - It was proposed to approve these payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- b. To review and approve payment schedule to March 12, 2024 and make online payments - It was proposed to approve these payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. To review spend vs budget YTD – item adjourned
- d. To review and agree VAT reclaim to 29-Feb-2024 - It was proposed to reclaim the VAT. This was seconded, all remaining councillors voted to agree and the **matter was resolved**

**23.259 To review the following Planning applications and agree any responses to be made to CDC:**

- a. 24/00425/FUL | Erection of two storey/single storey rear extensions, front porch canopy, recess door on front elevation, amendments to fenestration, removal of chimney (retrospective), installation of solar panels/external boiler, amendments to vehicular access and associated works | The Old Church House Kemble

It was proposed to support this application. This was seconded, all remaining councillors agreed and **the matter was resolved**.

**23.260 Councillor Reports (updates only – no decisions)**

- a. Ongoing Project
  - i. ANPR – awaiting update from GCC Highways
  - ii. Cycle Paths – KEPC have arranged to walk the proposed route with Kemble Farms. A meeting has been arranged between Sustrans, CDC, KEPC & Ashton Keynes PC
  - iii. Kemble at Play – nothing to report
  - iv. Village Archive – more content has been added. Lester happy to continue this role.
- b. Highways – nothing to report (GH absent)

- c. Police/Crime & Airfield– Car crime is an ongoing issue. Residents reminded to be vigilant
- d. Village Appearance & Playground Inspection – recent playground inspections noted
- e. Road Safety – nothing to report (MB absent)
- f. Youth Club update – The club is going well with good attendance from local children
- g. Kemble Community Gardens – Recent Quiz night raised over £1000 for site improvements.
- h. Cirencester Light Railway – nothing to report
- i. Planning items noted as follows:
  - i. 23/03421/FUL | Change of use from dwelling to wedding venue - Variation of Condition 3 (28 days) of permission 20/04650/FUL to increase the number of days weddings can be held from 28 to 52 | Bittenham Springs Ewen | **Awaiting Decision**
  - ii. 23/03788/FUL | Demolition of car port and rear extension and erection of two storey side and single storey rear extensions | Brunel Cottage Church Road Kemble | **Awaiting Decision**
  - iii. 23/03950/FUL | Erection of detached garage and associated change of use of land to residential garden | Telling Barn Kemble Wick Kemble | **Application Permit**
  - iv. 23/04024/FUL | Extension to existing kitchen and reuse of the piggery to form a garden room | Mill Farmhouse Mill Farm Ewen | **Awaiting Decision**

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

KEMBLE & EWEN PARISH COUNCIL

# Bank Reconciliation: March 4, 2024

Receipts February 5, 2024 – March 4, 2024

Date	From whom received	Particulars	Amount
05/02/2024	NS&I	Interest	21.34
02/03/2024	Santander	Interest	24.90

**CASH BOOK STATEMENT OF FUNDS**

Cash Book balance b/f 06/04/23	£35,844.67
Receipts	£45,981.98
Payments	£22,037.76
<b>New Cash Book balance</b>	<b>£59,788.89</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	£30,093.23
Santander Business Account 41987928	£8,909.76
Lloyds Treasurers Account 43826568	£20,785.90
<b>SUB TOTAL</b>	<b>£59,788.89</b>

**Adjustments**

Income not yet banked	£0.00
Unpresented cheques	£0.00
Other	£0.00
<b>Cash Book balance</b>	<b>£59,788.89</b>

**Youth Club**

Opening Balance	£1,839.00
Interest	£0.00
<b>Closing Balance</b>	<b>£1,839.00</b>

**Cash Book Balance** £59,788.89

**LESS RINGFENCED FUNDS**

CIL	£16,793.51
Reserve for Playground	£17,000.00
<b>Available Balance</b>	<b>£25,995.38</b>

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

# Payment Schedule:

Payments February 14, 2024 to March 12, 2024

Pay Method	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
BACS 40-23-01 31181203	04/03/2024	<u>S Broadley</u>	Salary – February 2024 – 522.35 Reimbursement of MS Office: 316.80	786.35	52.80	839.15	23.12e 23.258	<u>Employee – Contained</u> /Admin - Contained
BACS 08-32-10 12001039	04/03/2024	HMRC	PAYE <b>Payment Ref: 214PN001916132401</b>	2.20	0.00	2.20	23.12e	Employee - Contained
BACS 11-10-10 00065481	10/03/2024	D Keicher	Contribution to Refreshments provided at March Litter Pick £75.	75.00	0.00	7.00	23.12i	Litter – Contained
BACS 30-80-12 19511668	02/03/2024	AJGIBL GBP CLIENT NST ACCOUNT	Gallagher – Annual Insurance Premium Payment Ref: 531344235	2343.42	0.00	2343.42	23.258	Admin - Contained
BACS 60-83-71 82015189	07/03/2024	Mr Austin G Hind	Playground Inspections x8	80.00	0.00	80.00	23.12h	Playground - Contained
BACS 04-06-05 18540365	20/02/2024	J C Tye & Son	Cotswold Pea Shingle	168.30	33.66	201.96	23.257a	Cemetery - Contained

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

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