



## KEMBLE & EWEN PARISH COUNCIL



### Minutes of the Annual Meeting of the Parish Council Held on Tuesday May 14, 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, Lisa Hewett, David Russell, Michael Binks

Members of the Public: 1

- 24.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – It was proposed to elect George Hilliar. This was seconded, all remaining councillors agreed and the matter was resolved.
- 24.2 To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – It was proposed to elect George Collins. This was seconded, all remaining councillors agreed and the matter was resolved.
- 24.3 To hear any contributions from residents** - None
- 24.4 To receive report** from County Councillor and discuss district matters relating to Kemble & Ewen – Annual report provided from County Councillor
- 24.5 To receive any apologies for absence** – George Hilliar, George Collins, Luke Sherlock, Eric Silk
- 24.6 To receive any declarations of interest and remind all councillors to ensure register of interest forms correct and up to date** - none
- 24.7 To approve the minutes of the meeting held on April 9, 2024** – It was proposed to accept and sign the minutes. This was seconded, all remaining councillors agreed and the matter was resolved.
- 24.8 To approve minutes of Planning Committee Meeting held on April 18, 2024** – item adjourned
- 24.9 To review committees, terms of reference and delegation** – It was proposed to continue with existing set up. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 24.10 To agree dates for meetings until May 2025** – It was proposed to hold the meetings at 7pm on the second Tuesday of each month. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 24.11 To resolve to use the Power of General Competence and confirm eligibility** – It was noted that the Council is eligible and will therefore use the Power of General Competence. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 24.12 To review and approve the following documentation:**
  - a. Standing Orders
  - b. Financial Regulations
  - c. Complaints Policy
  - d. Discipline & Grievance Policy & Dignity at Work
  - e. Privacy Policy (General & Staff/Volunteer)

- f. Asset register (with adequate insurance in place)
- g. Publication Scheme & Data retention

It was proposed to accept the above documentation with the exception of b. as a new regulations are due. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

**24.13 To review and approve the following subscriptions and regular spend for 2023/24:**

- a. ICCM - £100 pa
- b. GAPTC - £350pa
- c. SLCC - £150pa
- d. ICO - £35pa
- e. Clerk – Monthly Salary as per NALC contract plus expenses up to £50 per month
- f. Kemble Village Hall - Rent (£30pm)
- g. Lease for Playing Field (£tbc), Kemble Triangle (£1) & Community Garden (£50)
- h. Weekly Playground Inspections (£10 per inspection) & Quarterly Bench Inspections
- i. Monthly contribution to refreshments for litter pick (£75pm payable to D Keicher)
- j. Annual Insurance Premium (up to £2500)
- k. Annual website hosting charges (up to £600)

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

**24.14 To review and approve clerk annual pay increase from SPC 15 – SPC 16 as per NALC contract** – It was proposed approve this increase. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

**24.15 To review and approve the following payments:**

- a. Pea Gravel for Cemetery Path £150

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

**24.16 Financial Matters**

- a. To review and approve the final year accounts for 2023-24 – It was proposed to approve the accounts. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- b. To review and approve the internal audit report for 2023-24 – It was proposed to approve the audit report. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. To review and approve the Annual Governance Statement for 2023-24 – It was proposed to approve the Annual Governance Statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- d. To review and approve the accounting statement 2023-24 – It was proposed to approve the accounting statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- e. To review and approve Bank Reconciliation at May 2, 2022 – item adjourned
- f. To review and approve payment schedule to May 10, 2022 – It was proposed to approve the payment schedule. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

**24.17 To review the following planning applications and agree response to CDC**

- a. 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 – **New Details** - - It was proposed to object to this application as per the original objection. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

- b. 24/01112/FUL | Erection of single-storey rear extension | Rosevear Cottage 2 Old School Meadow West Lane Kemble Cirencester
- c. 24/01056/FUL | Replacement of windows and external doors, alterations to fenestration | Ewen Farm House Ewen

It was proposed to make no comment on items b. and c.. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

#### 24.18 Councillor Reports/Items to Note

- a. Ongoing Project/Areas of Interest
  - i. Biker Nights at The Tavern Inn
  - ii. Village Hall
  - iii. ANPR
  - iv. Cycle Paths
  - v. Kemble at Play
  - vi. Village Archive
- b. Highways – GC
- c. Police/Crime & Airfield– DR
- d. Village Appearance & Playground Inspection – DD
- e. Road Safety - MB
- f. Youth Club update –
- g. Kemble Community Gardens – LN
- h. Cirencester Light Railway – LH
- i. Planning items noted as follows:
  - i. 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 | **Decided – Application Permit**
  - ii. 23/03950/FUL | Erection of detached garage and associated change of use of land to residential garden | Telling Barn Kemble Wick Kemble | **Decided – Application Permit**
  - iii. 23/04024/FUL | Extension to existing kitchen and reuse of the piggery to form a garden room | Mill Farmhouse Mill Farm Ewen | **Awaiting Decision**
  - iv. 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 | **Decided – Application Permit**
  - v. 24/00421/FUL | Removal of outbuilding and conservatory and erection of two storey side rear extension and replacement windows | 162 Church Road Kemble | **Awaiting Decision**
  - vi. 24/00827/FUL | Redevelopment of plot to create workshops, offices, storage and parking - Variation of condition 2 (Drawings) of permission 23/02925/FUL to enable amendments to design of approved scheme | Plot D3 Kemble Airfield Kemble | **Decided – Application Permit**
  - vii. 24/00732/FUL | Erection of three dwellings, associated parking area, access and landscaping | Stanmore House Ewen | **Awaiting Decision**
  - viii. 24/00849/FUL & 24/00850/LBC | Reorganisation of the internal layout. New construction to contain annex stairwell and WC. Modest extension to the existing lean to | Old Forge Ewen | **Awaiting Decision**

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