



Kemble & Ewen Parish Council

Minutes of the Annual Meeting of Kemble & Ewen Parish Council held on Friday 19th May 2006 at 7.30pm in Kemble Village Hall.

Present: Councillor R. Pettit Chairman Councillor D. Ball Vice Chairman
 Councillor G. Moreman Councillor S. Sorabjee Councillor G Collins
 Councillor L Hetherington Councillor J Courts
 In attendance: Isobel Yates, Clerk Member of the public

1. Election of Chairman. It was proposed by GC & seconded by DB that Roger Pettit be re-elected as Chairman. This was carried by the meeting.

2. Election of Vice Chairman. It was proposed by RP & seconded by SS that David Ball be re-elected as Vice Chairman. This was carried by the meeting.

3. Signing of Declarations of Acceptance of Office. This was done by the Chairman and Vice Chairman.

4. Acceptance of apologies for absence. Apologies were accepted from Councillor Bainbridge.

5. Receipt of Declarations of Interest. GM registered an interest in item 10 Airfield Liaison Meeting. RP registered an interest in Planning item 05/24 CT.4546/I/K (planning applicant).

6. Distribution of Duties:

a) Planning Committee	RP, DB, GC & SS	h) Footpaths	DB
b) Kemble at Play Committee	SS	i) Grass Cutting	DB
c) Village Hall Committee	GM	j) Highways & Road Safety	LH
d) Airfield Liaison	SS	k) Poole & Partridge	Pat Ayres, MBE
e) Parish Plan	JC	l) Public Relations /web site	GC
f) Cemetery & War Graves	GC	m) Schools Liaison	GM
g) Finance	GC	n) Thames Awareness	DB

7. Approval and Signing of the Minutes of the Previous Meeting. The Minutes of the previous meeting held on Friday 31st March 2006 were approved, and signed by the Chairman.

8. Report on matters arising from the minutes (items not on the agenda).

Jan06/2 The Oaks barrier: DB still chasing Mr Summerell to respond. To also raise with him state of A429 (Clayfurlong to Smerrills), roadside trees, & need for centre lines & junction markings to be redone. LH reported that work to put white lines at Parkers Bridge & install the warning sign linked to the pedestrian crossing was due to be completed within the next 2/3 months.

Feb06/5 Gardenia Landscapes revised contract terms: £20 increase per cut agreed by DB. IY to check increase on 1st invoice & confirm to DB.

Mar06/1 Funds from Redcliffe Homes: RP confirmed request for payment of £7,500 (50%) had to come from CDC - s.106 agreement. JB chasing action on our behalf. Following discussion, it was agreed that RP should now request payment of the full £15,000.

Mar06/2 Brush cutter: IY to recover from Brian Robbins & give to DB for maintenance.

Mar06/3 Fly tipping – reported & cleared.

Mar06/5 Clayfurlong Grove: GCC's response, following a site visit, was totally unacceptable with no follow up action proposed by Highways. Clerk had sent a letter, based on the Chairman's response to GCC's position, to the County Councillor asking for his intervention & also to clarify to whom PC should write to demand action.

Mar06/5 Orchard End: GCC had removed bollards & installed granite sets, as requested.

Parish Meeting a): RP reported that Kemble had been added to the CDC's list to have a plastics recycling bin but 15 potential sites already on the list & only 7 bins on order this financial year. He confirmed he would ask JB to press for one in Kemble.

- b): RP reported that the loose paper at the recycling bank had been cleared up but rubbish still remained around the bins. JB was following this up with Waste.

May06/1 Station Fencing: RP to check progress with J Murphy & Sons.

9. Review of Standing Orders & Financial regulations. It was agreed that the following amendments be made:

- a) *Financial Regulations 5.3:* (Banking arrangements) The Council shall appoint 4 councillors at the Annual Meeting of the Council to be signatories for the bank accounts. Any two signatories shall sign cheques drawn on the account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4.
- b) *Financial Regulations 8.3:* (Loans & Investments) All investments of money under the control of the Council shall be in the name of the Council. The Council shall appoint 4 councillors at the Annual Meeting of the Council to be signatories for the accounts, the signatories to be the cheque signatories for the council's bank accounts in accordance with paragraph 5.3.
- c) *Schedule F: Planning Committee Working Regulations 1:* The Planning Committee has a membership of not less than four councillors, including the Chairman of the Parish Council, appointed at the Annual Meeting of the Council each year.
- d) *Schedule F: Planning Committee Working Regulations 4:* Any application which either causes a range of views to arise from the Committee or is 'significant' eg more than one new dwelling proposed, will be discussed by the full council & a response agreed. An extension to the response date will be obtained by the Clerk if appropriate or a special meeting of the council will be called to meet the planning deadline.

10. Report on the Airfield Liaison Meeting. The report was noted. SS added that a letter had been mentioned at the meeting which came from a large landowner in Kemble, thanking the airfield for addressing noise & other issues during the last year. Re the regularisation of planning matters between CDC & the airfield, some expressions of concern had been received by the Chairman. It was agreed that RP should write to CDC asking for clarification of the legal situation. RP felt the District Council should give this information to local residents - they were entitled to express their views via the planning process. If planning applications were not going to be required from the airfield, residents would be denied this prerogative & should be made aware of this.

May06/2 RP to write to CDC about the regularisation of planning matters.

11. Response to KAP's proposal for a cycle track/ skate ramp extension. Following detailed discussion, it was agreed that SS suggest to KAP that the youngsters needed to be aware that there were limited funds available for equipment & that a choice had to be made, in discussion with them, on what the money should be spent. The Parish Council approved in principle the skate ramp extension detailed by KAP & costing £6,078. However, it was agreed that all options needed to be considered, including using the funds for the half pipe rather than the proposed extension, with fundraising by the youngsters themselves to raise the balance needed for this. It was noted that if there was a shortfall, the Council would be prepared to step in with some further funding. Reservations were also expressed about the proposed cycle track, with comments made that youngsters would soon tire of it.

May06/3 SS & DB to confirm the siting & scale of the proposed cycle track.

May06/4 GM to arrange marking out of football pitch & repair of posts.

12. PLANNING. The report was noted. SS flagged up neighbours' concerns about the work done at 87 Ewen without planning permission. It was agreed that, in view of the number of recent cases where work done without approval was subsequently allowed, RP would raise this as a concern with JB. Re Station Road, it was noted that the Enforcement Officer had been due to visit the site this week but no feedback had yet been received.

May06/5 RP to raise issue of the level of retrospective consents with JB.

13. PUBLIC RECESS. A member of the public raised concerns about commuters parking on the verge along the station access road. RP noted the position & confirmed the matter would be raised with the operator as part of wider discussions about station parking & traffic calming.

14. FINANCE.

14.1 Appointment of 4 councillors as account signatories. It was agreed that the following would be signatories on the investment accounts, replacing any existing signatories: Chairman, Vice Chairman, GC & JC. It was also agreed that all councillors would continue as bank signatories as these arrangements had just been set up with Abbey & Lloyds. However, no new signatories would be added & eventually only the 4 signatories appointed by the council & noted above would remain as bank signatories.

14.2 Approval of the schedule of accounts for payment. Payment of the following expenses was approved:

14.2.1	I Yates salary @ £8.760/hr x 5 hrs/wk for 7 wks (progression to scale pt 21 from 1st April after further 12 months in post: max point in scale range)	£306.60	cheq 002 LGA 1972 s112
	+ hall heating at 31 March 06 PC meeting	£6.00	LGA 1972 s111
	+ 900 copies: Annual Report & Parish Plan flier	£72.00	LGA 1972 s142
14.2.2	J Telling @ £5.05/hr x 4hrs/wk for 7 wks	£141.40	cheq 003 LGA 1972 s112
14.2.3	B Robbins@ £6.50/hr x 1 hr/wk for 7 wks	£45.50	cheq 004 LGA 1972 s112
	+ delivery of Annual Report	£25	LGA1972 s.142
	+ stiles maintenance	£16.25	HA 1980 s43
14.2.4	M Hall delivery of Annual Report	£25	cheq 005 LGA 1972 s.142
14.2.5	Murial Hope: top soil/weed killer & grass seeds	£50.98	cheq 006 HA 1980 s96
14.2.6	Allianz Cornhill: insurance renewal 1 st June	£888.65	cheq 007 LGA 1972 s140/111
14.2.7	LexisNexis Butterworths: Arnold-Baker 7 th edition	£48.00	cheq 008 LGA 1972 s111
14.2.8	Playsafety Ltd: RoSPA annual safety inspection	£91.65	cheq 009 PHA 1875 s.164
14.2.9	Madge Lloyd & Gibson: consecration of cemetery	£411.25	cheq 010 LACO 1977 s5a
14.2.10	Gardenia Landscapes Ltd: 2 cuts April	£587.50	cheq 011 HA 1980 s96
14.2.11	P Measures: cuts 1-5 cemetery	£250	cheq 013 OSA 1906 s10
14.2.12	The Green Fig: Parish Plan WG (catering)	£130	cheq 014 LGA 1972 s111
14.2.13	Kemble PC: transfer of funds from Lloyds to Abbey	£6,000	cheq 722

Abbey cheque 012 was spoiled.

It was recorded that the following cheque had been paid since the last meeting:

J Murphy & Sons Ltd	VAT on station fencing	£280.00	cheq 001 LGA 1894 s8
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(original payment of £1,600 for fencing work approved 31 March 2006 meeting).

14.3 Adoption of Annual Report & Accounts for year ending 31 March 2006. GC proposed & DB seconded that the Report & Accounts be adopted. This was agreed unanimously.

14.4 Approval of Annual Return. GC proposed & DB seconded that the Annual Return for year ending 31 March 2006 be adopted. This was agreed unanimously.

14.5 Appointment of Internal Auditor. It was agreed unanimously by the meeting that Tim Postlethwaite continue as the Internal Auditor for this financial year.

14.6 Policy for investing Village Hall funds. It was proposed by JC & seconded by GC that these funds should be held in the Abbey Reserve Account, taking into account the advice received from the SLCC National Financial Adviser. This was agreed by the meeting.

14.7 Introduction of Members' Allowances. The meeting agreed to adopt the following parts of the scheme outlined by CDC, subject to clarification of the types of expenses which could be reimbursed:

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| 5. Approved Duties – Travel & Subsistence Allowance. | 9. Taxis & Private Hire Vehicles. |
| 6. Travelling Rates. | 10. Overnight Accommodation. |
| 7. Subsistence Rates. | 11. Completion of Claims |
| 8. Public Transport. | 12. Foregoing Allowances. |
| | 13. Publicity. |

May06/6 IY to clarify reimbursement of incurred costs & rules for co-opted councillors with Nigel Adams, CDC.

15. Report on the Parish Plan. JC outlined the timetable: working groups meeting to clarify the issues to be included in the questionnaire over the next 6 wks, with the questionnaire due to be issued in early July. It was hoped that GRCC would analyse the returns & give feedback by mid September & a public meeting would follow in October at which a draft Plan would be presented. It was agreed that the introduction to the Questionnaire should include a reference to the positive outcomes from the previous consultation process, the Village Appraisal.

16. War Memorial. GC confirmed that Pay Ayres & Mr Austin had been consulted & agreed some work on the Memorial would be a good idea.

May06/7 GC to meet Mr Austin & agree details of the work to be done.

17. Attendance at Summer Fetes. It was agreed that the Council would attend the School Fete on June 24th (2-4pm) & have a visual display plus Parish Plan information.

May06/8 DB & JC to co-ordinate School Fete presence.

18. AOB.

18.1 SS reported that the problem of horses on the Thames Path seemed to have gone away.

18.2 GM asked if the Council would pay for a replacement swing-ball for The Tavern. This was agreed.

18.3 LH outlined the costs & sizes of hardwood posts for Windmill Road. The following was agreed: width 100mm, depth 100mm & height 600mm above ground; to be treated; spacing – less than 1200mm; GCC to install at Parish Council's expense, as previously confirmed.

May06/9 LH to circulate costs of posts.

18.4 LH confirmed that the cost of the speed limit warning signs would be approx £2,500 & that she would apply for the remaining Ward Project Fund to help meet this expense. It was agreed that 5 posts would be installed initially, with possibly more to follow later, at the approaches into Kemble & Ewen.

SIGNED

DATED

The meeting was closed at 11.00pm. The next meeting will be on Friday 14th July.

SUMMARY OF ACTIONS ARISING FROM THE MEETING:

ITEM	ACTION	BY WHOM
Jan06/2	To agree details of The Oaks barrier with GCC.	DB
Feb06/5	To check increase in costs on Gardenia invoice & advise DB.	IY
Mar06/1	To seek payment in full from Redcliffe Homes.	RP
Mar06/2	To give brush cutter to DB for maintenance check.	IY
May06/1	To chase installation of station fencing with J Murphy & Sons.	RP
May06/2	To write to CDC re regularisation of planning matters at the Airfield.	RP
May06/3	To confirm siting & scale of proposed cycle track.	SS/DB
May06/4	To arrange marking out of football pitch & repair of posts.	GM
May06/5	To raise with JB issue of level of retrospective planning consents being granted.	RP
May06/6	To clarify reimbursements of costs & rules for co-opted councillors re Members' Allowances with CDC	IY
May06/7	To meet Mr Austin & agree details of work on War Memorial.	GC
May06/8	To co-ordinate School Fete presence.	DB/JC
May06/9	To circulate cost of posts for Windmill Road.	LH