



## Kemble & Ewen Parish Council

### ***Minutes of the Annual Meeting of the Council on Friday 18 May 2018 at 7.30pm in Kemble Village Hall***

Sarah Broadley, Parish Clerk

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#### **Present:**

Parish Councillors: Roger Pettit, Michael Binks, Sohrab Sorabjee, George Collins (arrived 7.45pm), Carol Dougill & Lester Napper

Clerk: Sarah Broadley

District Councillor: Tony Berry (left 8.20pm)

Residents: None

Guest: Mark Sabat, Bromford Housing

1. **Election of Chairman of Council** – Roger Pettit was nominated & elected unanimously as Chairman of Council and signed the Declaration of Acceptance of Office.
2. **Election of Vice Chairman** – David Ball was nominated and elected unanimously as Vice Chairman. Although not present, he had confirmed he was happy to stand and would accept the position if elected. **Action**: Declaration of Acceptance of Office to be signed at next meeting-DB.
3. **Residents Contributions** – None
4. **District Councillor Report – TB**  
Annual Meeting of the Cotswold District Council took place on May 15, 2018  
Lease Renewal Meeting – TB confirmed he will attend lease renewal meeting with CDC on June 5 regarding KCG land. Additional areas to be discussed are the Triangle at Windmill Road.
5. **Apologies** – David Ball, Eric Silk & Nicky Baber
6. **Declarations of interest** – None
7. **Minutes of the meeting held on 13 April 2018** – the minutes were agreed, approved as an accurate record and signed.
8. **Minutes of Annual Parish Meeting held on 6 May 2017** - the minutes were agreed, approved as an accurate record and signed.
9. **Minutes of Annual Parish Meeting held on 4 May 2018** – the minutes were preliminarily agreed and will be published in draft format.
10. **Councillor Duties** – the following changes/updates were agreed. Highways & Road Safety: Nicky Baber, Internal Financial Control (rotates annually): Michael Binks, Kemble Community Gardens: Lester Napper & Neighbourhood Plan, Parish Plan, Village Design: Eric Silk.
11. **Matters arising from previous meetings**
  - a) Update on possible cemetery site and fees – nothing to report.
  - b) Sports grant for changing rooms on the football field – no update. **Action**: RP to contact Peter Clegg
  - c) Consultation for Kemble Parking Scheme – ongoing. RP reported some movement now an absent employee from GCC gas returned to work.
  - d) Land at Windmill Road & Clayfurlong Grove – no update. **Action**: RP to raise at June 5 meeting with CDC
  - e) Kemble Churchyard – ongoing. Awaiting letter from PCC.
  - f) Permissive path between Kemble and Ewen – ongoing. RP investigating costs.
  - g) Local Plan – no update

- h) Tenant allocation of local rental properties – Mark Sabat (Bromford Housing) explained process for allocation of tenants to Bromford properties in Kemble & Ewen. RP thanked him for taking time to come and introduce himself and establish communication links with the Parish Council. **Action:** Clerk to forward contact details for housing association contacts to Councillors.

## 12. Councillor Reports

- a) Highways Update – RP advised notes from meeting with Richard Gray, Highways were circulated to all councillors. RP raised question regarding changing Ewen to Siddington Road to a Quiet Lane. Councillors voted against supporting due to number of farms and businesses located along the road.
- b) Police Crime Report/Neighbourhood Watch - 3 crimes were reported for April 2018. Additional households from West Hay Grove have joined Neighbourhood Watch Scheme. Parish Council disappointed to hear reports of litter around Thames Path pool after the weekends. CD reported possible homeless person sighted in Kemble. **Action:** MB to include details of StreetLink.org.uk in Parish News (to enable members of the public to connect people sleeping rough with local services that can support them).
- c) Village Appearance – CD reported grass areas not being cut. Areas in Ewen are not in current grass cutting contract. Unanimous decision to gain quote for regular cutting of these areas **Action:** Clerk to get quote from Grass Cutting Contractor. Additional area between Top Farm & New station car park. **Action:** Clerk to determine whether this belongs to Top Farm Management Company. PC agreed spend for continuation of tree planting on Washpool Lane. **Action:** CD to source trees & liaise with Kemble Farms.
- d) Neighbourhood Development Plan – the NDP group will meet with the consultants to commence consultation process. A questionnaire will be drawn up and sent to all residents for input. The consultant will advise on grants available towards the cost of the NDP. CD, ES & LN will represent the Parish Council within the NDP group.
- e) Playground inspections – PC noted items raised and actions taken. **Action:** DB meet with Steve Napper to discuss outstanding items.
- f) Road Safety – Speedwatch are active in the villages.
- g) Youth facilities/plans – no update.
- h) Kemble Community Garden – A community service group have been clearing the area and have cleared all boundaries and removed the rubbish. 5 apple trees have been planted. Wester Power have visited and will be returning to remove foliage from under the power lines. **Action:** KCG Committee to inform CDC. KCG are hosting a Tea Party June 3, 2.30 – 5pm. All welcome. KCG are wishing to add a wildlife pond and have a grant to create it. PC requested a justification statement from KCG with details including risk assessment. **Action:** KCG to produce justification statement & also raise with CDC at lease renewal meeting June 5.

## 13. Document Review & Approval

- a) Data Audit Schedule – the document was reviewed, agreed and approved. PC agreed to: purchase locking filing cabinet, investigate dedicated PC email address, agree on a non-residential Parish Council mailing address. **Action:** Clerk to source & purchase locking filing cabinet & investigate mailing address. **Action:** MB to Investigate dedicated PC email addresses.
- b) Asset Register – the document was reviewed. Clayfurlong Bus shelter & Ewen bus shelter to be added. **Action:** Clerk to update.
- c) Publication Scheme – the document was reviewed, agreed and approved.

## 14. Quote Approval

- a) Repairs at playground & to benches – agreed spend for minor bench repairs, minor playground repairs & bridge repainting.
- b) Replacement Village Sign – agreed spend of £88.58 as per quote 9275 from JACS
- c) SLCC membership renewal – agreed spend of £100 for renewal  
**Action:** Clerk to arrange above.

15. Gate Repair at Kemble Community Garden – **Action:** LN/RP to raise with CDC at lease renewal meeting June 5.

## 16. Planning items

### a) Ongoing

- i) Kemble Airfield – SS/RP reported they had attended the Airfield liaison meeting on May 8, 2018. Aircraft movements are down about 1500 on last year. A new global positioning approach system is being installed to allow more flights to land in marginal weather. Unilateral agreement will end in 2019 and airport will seek to alter terms slightly. Future development of the site is still a possibility due to the 10 year option purchased by KEG, however there is no news at present.

### b) New Planning Applications – *to decide response*

- i) 39 West Hay Grove | 18/01076/FUL | Erection of single storey rear extension – No objection
- ii) 139 West Lane | 18/01371/FUL | Erection of two storey rear extension and garage – Objection: The application represents overdevelopment of the site within the conservation area. The density of the proposed buildings are inappropriate for such an area and will be detrimental to the local environment having an adverse impact on conservation interests. If CDC are inclined to approve the application, the Parish Council would request they consider a condition to prevent the garage becoming a separate dwelling.

### Planning Applications - pending & decided

PC noted planning applications pending and decisions reported (as Agenda)

## 17. Finance matters

- a) Schedule of accounts – payments April 14, 2018 to May 19, 2018 approved and signed.
- b) Bank Reconciliation – 18 May 2018 – noted by PC.

## 18. Items for Future Agenda

- i) Parish Council disappointed to hear of Vehicle Damage on Pheasant Hill.

Parish Laptop was backed up during the meeting.  
Meeting Finished at 10.35pm

**KEPC Finance – Payments 14 April 2018 to 18 May 2018**

<b>Cheque No.</b>	<b>Date</b>	<b>To</b>	<b>Purpose</b>	<b>Total £ (inc VAT)</b>	<b>Power to spend</b>
DD	18/1/2018	ICO	Annual Subscription (Data Protection)	35.00	LGA1972 s28
102375	16/4/2018	JACS UK Ltd	Village Gateway	774.48	RTRA 1984 s72(1)
102376	16/5/2018	Kemble Village Hall	Room Hire Reimbursement of Line rental & calls 1-31 March2018	107.81	LGA1972 s. 134(4) LG(FP)A 1963 s.5
102377	16/5/2018	GAPTC	Training: Clerk's The Knowledge Part 1 &	70.00	LGA1972 s.111
102378	16/5/2018	Steve Napper	Playground Checks & Repairs & reimbursement of materials	184.09	LGA 1974 s19
102379	18/5/2018	Mrs S Broadley	Salary for April 2018 Reimbursement of expenses	██████	LGA1972 s.112 (2) LGA 1972 s.111 LGA 1972 s.150(2)