



## KEMBLE & EWEN PARISH COUNCIL



Notice is hereby given that Councillors are summoned to attend the  
Annual Meeting of the Parish Council  
on Friday 17 May 2019 at 7.30pm in Kemble Village Hall

Sarah Broadley, Parish Clerk Email: [kpcclerk@kemble.co.uk](mailto:kpcclerk@kemble.co.uk) 13 May 2019  
*Sarah Broadley* Tel: 01285 770758

### Agenda

1. **To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **To hear any contributions from residents** [5 minutes per person maximum; not exceeding 30 minutes in total].
4. **To receive any apologies for absence**
5. **To receive any declarations of interest**
6. **To approve the minutes of the meeting held on 12 April 2019**
7. **To allocate councillor duties for 2019-20**
8. **To review and agree council's subscriptions and ongoing cost**
  - a. annual subscriptions to ICCM (£95 pa), GAPTC (£200pa), SLCC (£106pa), ICO (£35pa)
  - b. Parish council telephone line and call forwarding (up to £30 per month)
  - c. contribution to village hall maintenance for bookings of monthly meetings (£24 per meeting)
9. **To review and agree salaries and regular payments**
  - a. Clerk salary increase in line with contract & NALC published pay scales
  - b. Weekly playground inspections at £10 per inspection
10. **To review and agree the following policies:**
  - a. Complaints Procedure
  - b. Audio Visual Policy
  - c. Equality & Diversity Policy
  - d. Dignity at Work Policy
  - e. Disciplinary and grievance policy
  - f. Privacy Notice: General
  - g. Privacy Notice: Staff
11. **To agree lease of space at Kemble Railway Station for storage and display of parish memorabilia from GWR**
12. **To agree the draft lease for land at Station Road from Cotswold District Council**
13. **To agree meeting dates to May 2020**
14. **To decide response to New Planning Applications**
  - a. 19/01324/FUL | Erection of single storey extension | 3 West Hay Grove Kemble
  - b. 19/01299/LBC | External and internal alterations, including replacement entrance doors, 2 no. rooflights and formation of new fireplace | The Brook House Brookside Ewen

### 15. Financial Matters

- a. To review and approve the bank reconciliation at May 2, 2019
- b. To review and approve payments April 13, 2019 to May 16, 2019 and sign cheques
- c. To approve and sign the Annual Governance Statement 2018/19
- d. To approve and sign the Accounting Statement 2018/19
- e. To receive and approve the Internal Audit Report 2018/19
- f. To review and approve spend 2018/19 under Section 137
- g. To review and approve the asset register and confirm adequate insurance is in place

### 16. Items to Note

- a. Reference Meeting 12April2019 Item13. Mr Chudasama was seeking guidance on how to arrange a sign, not funding.
- b. Planning items to note:
  - i. Decisions reported by Cotswold District Council
    - i) 19/01477/TCONR | 2 x Yew Trees on entrance to Cemetery - Lift the lower limbs of each tree up to 2 m all round to clear the graves and footpath | All Saints Churchyard Old Vicarage Lane Kemble | **No objection**
    - ii) 19/00203/FUL | Erection of two storey garage, increase height of ridge of roof, render and cladding to existing dwelling, erection of single storey extensions and formation of veranda | The Pool House School Road Kemble | **Application Permit**
  - ii. Planning Applications Pending
    - i) 18/03637/FUL | Erection of garage | 179 Malmesbury Road Kemble
    - ii) 19/00440/FUL | Demolition of existing stables, erection of garages, erection of garden store, reconfiguration of coach house and associated works | The Brook House Brookside Ewen

### 17. Items for future agenda

*Parish Council Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights*