



Kemble & Ewen Parish Council

Minutes of the Meeting of the Parish Council on Friday 13 July 2018 at 7.30pm in Kemble Village Hall

Sarah Broadley, Parish Clerk

Email: kpcclerk@kemble.co.uk

Tel: 01285 770758

Present:

Parish Councillors: Roger Pettit, Michael Binks, George Collins, David Ball & Carol Dougill

Clerk: Sarah Broadley

District Councillor: Tony Berry (left 8pm)

Residents: Victoria Gleed

1. Residents Contributions

Kemble Kids – Victoria Gleed presented her plan to run kids activities in Kemble over the summer holidays. She plans to run session in association with KPG where parents attend with their children to participate in a variety of activities. She requested funding of £500 to help pay for resources, prizes & skilled people to run workshops; this will help keep cost low for participants making sessions accessible to all. Session will be run on the Playing Field, at KCG or at the Tavern. Cllr Pettit thanked Victoria for her idea and advised it would be discussed under item 18.

2. District Councillor Report – TB

Local Plan –to be reviewed at CDC in an Open Meeting August 3, 2018.

Planning –New Covert, Ewen: TB advised this was permitted with conditions at the planning committee meeting of July,11.

Defibrillators – some funding is available from CDC for new units (£625 – 50% of cost)

Youth funding - £1000 per annum available from CDC for relevant projects

3. Apologies for Absence – Nicky Baber, Eric Silk, Sohrab Sorabjee & Lester Napper

4. Declarations of interest

Item 8: Cllr Collins declared an “Other interest in this item due to his involvement with the church. Cllr Collins will participate in discussion but withdraw from room for voting.

5. Minutes of the meeting held on 15 June 2018 – Cllr Dougill proposed the minutes were agreed, approved and signed as an accurate record. Seconded by Cllr Binks and all remaining councillors voted in agreement. Matter resolved.

6. 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 – nothing to report.

c) Consultation for Kemble Parking Scheme – RP continuing to chase GCC & GWR.

d) Land at Windmill Road & Clayfurlong Grove – nothing to report

e) Local Plan – see above Item 2.

7. Document Review, Approval and Adoption

Cllr Collins proposed that the following policies were approved and adopted with minor amends to Small Grant Policy (including annual review brought forwards to October). This was seconded by Cllr Binks and all remaining councillors voted in agreement. Matter resolved.

a) Small Grants Policy

b) Data Retention Policy

Action: Clerk to publish policies on website and action data retention policy

8. To agree taking on of maintenance responsibility for Kemble Church – following discussion regarding pros and cons Cllr Dougill proposed KEPC take on the maintenance to ensure it is

properly maintained and looked after. This was seconded by Cllr Binks. All remaining councillors agreed (Cllr Collins had left the room) and the matter was resolved.

- 9. To agree course of action regarding permissive path between Kemble & Ewen** – Cllr Pettit proposed go ahead to establish costings for this project. This was seconded by Cllr Collins. All remaining councillors agreed and the matter was resolved.

Action: RP to gaining costing

- 10. To agree course of action regarding Schedule of works and costing for the road crossing and extension to the footpath into the railway station car park** – Cllr Pettit proposed arranging to have a safety audit/ interim report carried out before committing to the costs of a full feasibility study. This was seconded by Cllr Dougill. All remaining councillors agreed and the matter was resolved.

Action: RP to arrange with GCC & Network Rail

- 11. To review Insurance requirements ahead of renewal & to agree course of action regarding inspection of assets** – Cllr Collins proposed existing cover is adequate with addition of lychgate at the cemetery. Village gateways & bike racks are covered under street furniture but should be added to the asset register. Annual inspection of assets is to be carried out by Cllrs Binks & Dougill. This was seconded by Cllr Ball. All remaining councillors agreed and the matter was resolved.

Actions: ES to arrange insurance update. MB/CD to carry out asset inspection

- 12. To review and agree lease of Kemble Triangle from Bathurst** – awaiting reply from Bathurst following last communication. Item adjourned to next meeting.

- 13. To review request for a rotating chairman and agree course of action** – there was no support for this item from councillors present. Cllr Dougill proposed the council remain with the existing procedure outlined in the standing orders (5.e & 5.f) voting the chairman in annually at the Annual Meeting. This was seconded by Cllr Collins. All remaining councillors agreed and the matter was resolved.

- 14. To review and agree NDP grant application & consultation** – Cllr Binks proposed support for NDP grant application and for initial consultation questionnaire to be distributed to all houses in Kemble & Ewen and approval of associated costs. This was seconded by Cllr Collins. All remaining councillors agreed and the matter was resolved.

- 15. To review and agree course of action regarding Clayfurlong Grove carpark** – following discussion regarding parking issues in Windmill Road it was felt the carpark in Clayfurlong Grove could be better used. Cllr Pettit proposed speaking to Bromford Housing to see if spaces could be created and allocated to residents. This was seconded by Cllr Collins. All remaining councillors agreed and the matter was resolved.

Action: Clerk to speak to Bromford Housing

- 16. To review and agree response to CDC Public Space Protection Order: Dog Fouling consultation** – Cllr Dougill proposed KEPC respond with support for the proposals and suggesting additional controls to enforce keeping dogs off the playing field. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.

Action: Clerk to respond to CDC

- 17. To agree spend on items as listed:**

- a) Clerk ILCA training and associated materials - £200 total
- b) Authorisation for clerk to spend up to £250 on items required for GDPR compliance
- c) Transfer of War Graves maintenance funds to Brian Ayres - £56

Cllr Dougill proposed spend above approved. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.

- 18. To review and agree course of action regarding funding request for Kemble Kids summer activities** – Cllr Collins proposed awarding £500 to the project subject to adequate insurance cover being in place by the organisers. This was seconded by Cllr Dougill. All remaining councillors agreed and the matter was resolved.

Action: Clerk to inform Victoria Gleed, liaise with ES regarding Insurance & KPG regarding payment.

19. To review and agree course of action regarding request to fly Red Ensign on Merchant Navy Day (September 3) – There was no support from Cllrs present for associated spend.

20. Planning items

a) New Planning Applications – to decide response

- i) 18/02249/FUL | Change of use of agricultural land to residential curtilage | Park House 5 Kemble Park School Road Kemble
- ii) 18/02256/FUL | Erection of single storey side extension (amendment to 17/04422/FUL) - change of wall material | 90 Ewen Cirencester Gloucestershire GL7 6BT
- iii) 18/02152/FUL | Creation of vehicular access | Telling Barn Kemble Wick Kemble Cirencester Gloucestershire GL7 6EQ

Cllr Dougill proposed support for items i) & ii) and no comment either way on item iii). This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
Action: Clerk to respond via Planning Portal.

b) Planning Applications - pending & decided - PC noted planning applications pending and decisions reported (as Agenda)

21. Finance matters

- a) Bank Reconciliation: July 2, 2018 – Cllr Collins proposed council accept and approve. This was seconded by Cllr Ball, all remaining councillors agreed. Matter resolved.
- b) Schedule of accounts – Cllr Collins proposed council approve payments June 16, 2018 to July 13, 2018 as per schedule and sign cheques. This was seconded by Cllr Ball, all remaining councillors agreed. Matter resolved.
- c) PC noted Internal Audit Report and recommendations within.

22. Councillor Reports

- a) Highways Update – no update
- b) Police Crime Report/Neighbourhood Watch - 3 crimes were reported for June 2018.
- c) Village Appearance – CD noted cars parking on the gravel by the electricity transformer causing visual obstruction at junction. Tree on West Hay Green requires some trimming.
- d) Neighbourhood Development Plan – NDP working group met 12 June led by the consultant. Report from meeting was received by the Parish Council.
- e) Playground inspections – Inspection reports noted - dry weather causing shrinking around flooring. DB looking into replacing wooden edging.
- f) Road Safety – no update.
- g) Youth facilities/plans – no update
- h) Kemble Community Garden – inspection report received from CDC regarding site. RP to respond regarding queries.
- i) Kemble Airfield – RP advised the next liaison meeting is being arranged ahead of a public open day in August
- j) BT issues – now resolved.

23. Items for Future Agenda

- i) Lease for Kemble Triangle
- ii) Cemetery grass maintenance agreement
- iii) Village appearance - Tree pruning & bramble cutting back
- iv) Raising of invoice to GCC for grass cutting
- v) War graves sign
- vi) Snow warden contact details

Parish Laptop was backed up during the meeting.
Meeting Finished at 10.15pm



KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: July 2, 2018

Receipts June 4, 2018 – July 2, 2018

Date	From whom received	Particulars	Amount
05/06/2018	NS&I	Interest	5.95
15/06/2018	Commonwealth War Graves	War Graves Maintenance Contribution	56.00
22/06/2018	Groundwork UK Ltd	Neighbourhood Development Plan Grant	7472.00
02/07/2018	Santander	Interest – Business Saving Account	1.01

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/18	£21,933.59
Receipts	£26,499.56
Payments	£5,736.65
New Cash Book balance	£42,696.50

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,080.82
Santander Business Account 41987928	£40,908.26
SUB TOTAL	£44,989.08

Adjustments

Income not yet banked	
Unpresented cheques	£2,292.58
Other	£0.00
Cash Book balance	£42,696.50

KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:
Payments June 16, 2018 – July 13, 2018



Cheque No.	Date Raised	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend
102386	13/07/2018	GAPTC	Internal Audit Fee & Training	225.00	0.00	225.00	LGA 1972 s111
102387	13/07/2018	Brian Ayres	Payment for War Graves maintenance	56.00	0.00	56.00	LGA 1948 s.133(2)
102388	13/07/2018	Steve Napper	Playground Checks & Repairs & reimbursement of materials	30.00	0.00	30.00	LGA 1976 s19 HA1980 ss.43,50
102389	13/07/2018	Mrs S Broadley	Salary for July 2018 & Reimbursement of expenses	██████	0.00	██████	LGA1972 s.112 (2) LG(FP)A 1963 s.5
102390	13/07/2018	RF Upholstery Ltd	Purchase of Locking Filing Cabinet (GDPR compliance)	139.00	27.80	166.80	LGA 1972 s111
102391	13/07/2018	Mr P Measures	Mowing & Strimming of Kemble Cemetery	630.00	0.00	630.00	LGA 1972 s.216 (6)