



## Kemble & Ewen Parish Council

### **Minutes of the Meeting of the Parish Council on Friday 8 February 2019 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, Lester Napper, David Ball & Eric Silk

Clerk: Sarah Broadley

Members of the Public: Austin Hind & Jack Cockerell - Residents

#### **1. Residents Contributions**

None

#### **2. District Councillor Report – TB**

Adjourned to after Item 9.

#### **3. Apologies for Absence –Nicky Baber & Carol Dougill**

#### **4. Declarations of interest – Cllr Napper – Pecuniary Interest item 11.**

#### **5. Minutes of the meeting held on 11 January 2019 –** The spelling of Jill Steedman's name was corrected in Item 19. h). The minutes were approved and signed as an accurate record. All councillors agreed and the matter was 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 – Cllr Pettit continues to chase with GCC. He understands the figure agreed by GWR falls short of the costings provided by GCC.
- d) Land at Windmill Road & Clayfurlong Grove – nothing to report.
- e) Permissive path between Kemble & Ewen – Highways have advised they cannot quote until the new contracts are in place. Likely May/June 2019. Parish Council to re look at alternative route through field.
- f) Road crossing & footpath extension to railway station carpark – as above. Awaiting new contractors at Highways so quote can be obtained.

#### **7. To review and agree Business Plan for 2019/20** – Cllr Binks proposed adopting Business Plan and Budget for 2019/20. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to publish to website*

#### **8. To review quotes received for removal of x2 trees on A429 and agree action** – Clerk circulated the 3 quotes received. Cllr Sohrabjee proposed accepting the quote from Bartlett Tree Surgeons for £310 + VAT. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to arrange removals of trees*

#### **9. To review and agree course of action regarding footpath/cycle way to Jackaments Bottom** –Cllr Napper proposed investigating whether a route could be opened to provide pedestrian access to Jackaments Bottom. The old railway is cited in the Local Plan as a potential Sustrans route. This was seconded, all remaining councillors agreed and the matter was resolved

*Action: Cllr Napper to investigate options*

#### **Item 2. District Councillor Report – TB**

Housing on KCG Site – Idea of setting up a Community Housing Trust goes to cabinet 14/2 before going to full council.

Cirencester Light Railway – Thanks to LN for attending the meeting

Recycling – New vehicles are due onto fleet in November 2019 and will bring new collection schedule. Food waste will be collected weekly in a new separate bin. Green waste will be on a two week cycle.

- 10. To agree course of action for maintenance of the Yew trees at the Cemetery and Churchyard** – Cllr Ball proposed essential safety works are carried out to the Yew tree in the churchyard as advised by Tree Maintenance at a cost of £535 plus 7.5% debris recycle charge. Quote also received to cut back x2 Yews in cemetery – as these are not safety related a second quote will be obtained but approval is made to spend up to £400 on the cemetery yew trees. This spend is contained within the 2019/20 Budget. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to obtain quote for cemetery yew trees*

- 11. To ratify the terms of reference for the Kemble Community Garden** – Cllr Napper provided a copy of the term of reference for the Kemble Community Garden in line with the terms of the lease for the Community Garden. Cllr Sohrabjee proposed Parish Council ratify these. This was seconded, all agreed and the matter was resolved.

- 12. To review request for yellow lines on Windmill Road and agree course of action** – There was no support for this item. The Parish Council are committed to seeing through the Residents Parking Scheme that is a planning condition of the new station car park which will solve the parking issues village wide.

- 13. To agree actions to support annual Litter Pick as part of the Great British Spring Clean** – Cllr Pettit proposed supporting this initiative. Tom Barrow will co-ordinate village event. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Cllr Collins to review Risk Assessment*

- 14. To agree spend for MS office & antivirus annual subscription & review laptop renewal schedule** – Cllr Napper proposed spending £300 to cover the above. This was seconded, all remaining councillors agreed and the matter was resolved.

- 15. To agree Parish Clerk to enrol on CILCA training & mentoring and approve associated training costs** – Cllr Silk proposed clerk enrol on CILCA (£350) and the GAPTC mentoring programme (£295). Cost is contained in 2019/20 budget however payment will need to be made for mentoring before March 1, 2019 so contingency funds will be used. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to action*

- 16. To agree additional spend to increase the number of parishioner places on the First Aid Training** – Cllr Napper proposed adding spaces in response to demand (£125). There is £50 available in the budget for this, £75 to be taken from Training budget for x3 councillor places. This was seconded, all remaining councillors agreed and the matter was resolved. Overspend (£14) to come from contingency. This was seconded, all remaining councillors agreed and the matter was resolved.

- 17. To agree speakers for Annual Parish Meeting on April 26, 2019** – Cllr Pettit proposed Tony Berry, Shaun Parsons, a representative from Gloucestershire Constabulary and a guest speaker regarding the defibrillators in the villages. This was seconded, all remaining councillors agreed and the matter was resolved.

- 18. To decide response to new Planning Applications**

a) 18/02751/FUL | Erection of single dwelling on residential garden - change of design from 16/02097/FUL. Access as per 17/01514/FUL | The Paddock Ewen

Cllr Silk proposed no objection. This was seconded, all remaining councillors agreed and the matter was resolved.

b) 19/00239/FUL | Rear single storey extension and roof alterations to existing side extension including dormers to the front and rear | 1 Kemble Park School Road Kemble

Cllr Sohrabjee proposed raising query regarding the building material for the windows and whether it should be traditional wood. Seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to respond via Planning Portal*

## 19. Finance matters

- a) Bank Reconciliation: February 2, 2018 – Cllr Sohrabjee proposed council accept and approve. This was seconded, all remaining councillors agreed. Matter resolved.
- b) Schedule of accounts – Cllr Binks proposed council approve payments January 12, 2019 to February 8, 2019 as per schedule and sign cheques. This was seconded, all remaining, councillors agreed. Matter resolved.
- c) Internal Audit – Cllr Collins proposed using GAPTC Internal Audit Service at cost of £190. This was seconded, all remaining councillors agreed and the matter was resolved.
- d) VAT Reclaim – Cllr Binks proposed Clerk complete annual VAT reclaim. This was seconded, all remaining councillors agreed and the matter was resolved.

*Action: Clerk to arrange Internal Audit & VAT Reclaim*

## 20. Councillor Reports

- a) Highways Update – Cllr Pettit reported Highways currently unable to arrange replacement sign. Looking at alternative options.
- b) Police Crime Report/Neighbourhood Watch – Police crime report not received for January 2019. Cllr Sohrabjee advised Paul Waldron stepping down as co-ordinator for Neighbourhood watch. Replacement to be sought.
- c) Village Appearance – Great British Spring Clean is 5-7 April 2019. Verges in Windmill Road are being damaged by Parking.  
*Action: Clerk to follow up request to Bromford for better use of Clayfurlong carpark*
- d) Neighbourhood Development Plan – Cllr Silk advised draft consultation due imminently.
- e) Playground inspections – Cllr Ball has spoken to Andrew Lennard regarding the path edging following his water works.
- f) Road Safety – Cllr Silk advised a nearby parish is looking at ANPR as an alternative to Speedwatch and will find out further information
- g) Youth facilities/plans – No update
- h) Kemble Community Garden – Cllr Napper requested assistance to complete a Risk Assessment at the site. Cllr Collins to assist.
- i) Kemble Airfield – No update
- j) Cirencester Light Railway – Cllr Napper gave an update.
- k) Planning Applications - pending & decided - PC noted planning applications pending and decisions reported (as Agenda)

## 21. Items for Future Agenda

- a) Village Sign @ Parker's Bridge

Parish Laptop was backed up during the meeting.  
Meeting Finished at 10pm



## KEMBLE &amp; EWEN PARISH COUNCIL

## Bank Reconciliation: Feb 2, 2019

Receipts January 3, 2019 – February 2, 2019

Date	From whom received	Particulars	Amount
01/01/2019	NS&I	Interest - Investment Account	13.03
04/01/2019	M Graves	Burial Fees	200.00
07/01/2019	NS&I	Interest	6.84
02/02/2019	Santander	Interest	1.22

**CASH BOOK STATEMENT OF FUNDS**

Cash Book balance b/f 06/04/18	£21,933.59
Receipts	£34,025.53
Payments	£23,812.87
<b>New Cash Book balance</b>	<b>£32,146.25</b>

**RECONCILIATION TO BANK ACCOUNTS****Bank a/c balances:**

Santander Savings Account 41987930	£4,088.89
Santander Business Account 41987928	£28,205.36
<b>SUB TOTAL</b>	<b>£32,294.25</b>

**Adjustments**

Income not yet banked	
Unpresented cheques	£148.00
Other	£0.00
<b>Cash Book balance</b>	<b>£32,146.25</b>



KEMBLE & EWEN PARISH COUNCIL

# Payment Schedule:

## Payments– January 12, 2019 – February 8, 2019

Cheque No.	Date Raised	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend	Budget
n/a DD	18/01/2019	ICO	Annual Subscription	35.00	0.00	35.00	LGA 1972 s.143	Prof. Member. - contained
102430	08/02/2019	Mrs S Broadley	Salary for January 2018 & Reimbursement of expenses	██████	0.00	██████	LGA1972 s.112 (2) LG(FP)A 1963 s.5	Employee/Admin - contained
102431	08/02/2019	Lester Napper	Reimbursement of Map copying expenses	31.80	6.36	38.16	LGA 1972 s.111	Admin - contained
102432	08/02/2019	Kemble Village Hall	Room Hire Oct-Dec 2018 & Telephone charges Sept – Nov 2018	132.98	0.00	132.98	LGA 1972 s.134(4) LGA (FP)A 1963 s.5	Admin - Contained
102433	08/02/2019	St John's Ambulance	x5 Additional Places for First Aid training	125.00	25	150.00	LGA 1972 s137 / LGA 1972 s.111	First Aid £50 – Contained Training £75 – Overspend £14