

# Kingscote Parish Council

## Minutes from Parish Council Meeting

Tuesday 26<sup>th</sup> September 2023

Meeting commenced at; 7.33pm

Present; Cllr. Wooldridge, Cllr. Calland, Cllr. Gale, Cllr Teague,

District Cllr. Slater part way through.

Parish Clerk, Mr. Simon Hale

Two new parishioners were welcomed to the meeting.

- 23.63** Note apologies for absence.  
Cllr. Steve Tattersall absence was noted and approved.
- 23.64** No declarations of interest under the Localism Act 2011.
- 23.65** Minutes of the meeting held on 11<sup>th</sup> July 2023 were approved.
- 23.66** No public participation.
- 23.67** No report received from Gloucestershire County Councillor. S. Hirst.
- 23.68** Report from Cotswold District Councillor. T. Slater circulated to Councillors prior to the meeting and uploaded to the website.
- 23.69** Council considered and resolved to adopt "Privacy Notice for Staff, Councillors and Other Role Holders" as per Internal Auditors recommendations.
- 23.70** Council reviewed and resolved to adopt a revised "Risk Management Statement", as per the Internal Auditors recommendations.
- 23.71** Council reviewed and resolved to adopt revised "Financial Regulations".
- 23.72** Council resolved to adopt a 4-year schedule for policy reviews.

Document	Review Frequency	Review Month
Asset Register	Annual	February
GDPR checklist	Annual	February
Internal Controls	Annual	February
Winter Plan	Annual	May for July
Standing Orders	Annual	July
Risk Management	Annual	September
Financial Regulations	Annual	September
Code of Conduct	Year 1 & 3	July

# Kingscote Parish Council

Privacy Notice	Year 1 & 3	September
Data Protection	Year 1 & 3	December
Data Breach	Year 1 & 3	December
Subject Access Request	Year 2 & 4	July
Records Retention	Year 2 & 4	September
Complaints	Year 2 & 4	December
Co-opt Councillor	Year 2 & 4	December

**23.73** Six-month review of GAPTC Internal Auditor's recommendations. All of the recommendations listed within the Internal Audit report undertaken by GAPTC auditor have been implemented.

**23.74** Agreement of councillor responsibilities further to those allocated within the Asset Register,

- Highways, roads – Cllr. Gale.
- Highways, public rights of way – Cllr. Wooldridge.
- Snow Warden(s) – Cllr. Calland with Cllr. Teague as Deputy.
- Internal controls – Cllr. Teague and Cllr. Tattersall.
- Planning – Cllr. Calland.
- Staffing Committee – Cllr. Wooldridge, Cllr. Calland & Cllr. Gale.

**23.75** Clerk advised that the following records had been transferred to the County archives.

- Parish Council Meeting minutes – 24/04/2006 to 21/02/2023
- Parish Council Assembly (annual) – May 2006 to May 2016
- Minutes of Annual Parish Meeting – May 2018 to May 2022.
- Unsigned copy of Village Hall Deed of Gift
- Bagpath Church Records – 1977 to 1983
- All Kingscote Charity records

Clerk to circulate details of what Kingscote records the archives hold.

**23.76** Council considered and resolved to adopt the Winter Plan. Cllr. Calland to contact the Snow Plough Operator regarding outstanding invoice for winter 2022 / 2023.

## **23.77 Training**

Council resolved to approve funding for Cllr. Tattersall to undertake GAPTC, 'New Councillor Toolkit' training. Cost £35.00

## **23.78 Financial Matters**

**23.78.1** Council ratified the follow payments since the last meeting.  
22/08/2023

Reimburse clerk, July Fasthosts payment £6.00

*ABW*



# Kingscote Parish Council

Reimburse Clerk, postage costs (Lloyds)	£2.60
Reimburse clerk, Fasthosts domain renewal	£11.99
Reimburse clerk, August Fasthosts payment	£6.00

Note receipts,

Savings account interest for August	£5.11
Savings Account interest for September	£7.18

- 23.78.2 Internal controls for July and August 2023 were undertaken by Cllr. Teague and there were no discrepancies.
- 23.78.3 The half-year budget situation was reviewed. There was discussion about the precept and council's reserves. Considering rising insurance costs across the board, clerk to see how early he can get renewal quotes to help inform December's budget and precept review.
- 23.78.4 GAPTC have accepted instruction as Internal auditors for 2023 / 2024.
- 23.78.5 Clerk is attempting to expedite online banking access for Cllr. Teague & Tattersall. A debit card has been received and is in use for Fasthosts.
- 23.78.6 Following the impending imposition of charges for HugoFox Bronze webhosting package for the council website, council resolved to remain with HugoFox and to make an annual payment rather than monthly as this will save 15%. Cost of the annual bronze package - £101.90 + VAT.
- 23.78.7 Consider resolved to reimburse Cllr. Teague for noticeboard refurbishment and thanked him for an excellent job. Cost - £60.99.

## 23.76 Planning Matters were noted.

23.76.123/02269/AGFO

Agricultural or Forestry Notification for Prior notification for the erection of steel framed agricultural building at Land (E) 380775 (N) 193230 Bagpath.

**NO CONSENT REQUIRED.**

23.76.223/02067/FUL

Full Application for Change of Use of building to self-catering holiday unit or incidental to the residential use of Bagpath Court and other associated works (retrospective) at Bagpath Court. Bagpath, GL8 8YG. **PERMITTED.**

**CIL Demand notice has been served.**

23.76.323/00510/FUL

Erection of a single storey side extension at Westcote House 2 The Walled Garden Kingscote Tetbury Gloucestershire GL8 8YP. **PERMITTED.**

23.76.423/01626/FUL



# Kingscote Parish Council

Erection of single storey side extension, front porch, detached garage and associated works at Kingscote Lodge Kingscote GL8 8YN. **PERMITTED**

## **23.77 Defibrillators \***

Update from clerk as to the process when the Ambulance Service uses and takes a defibrillator with a patient to A&E.

Council considered a letter from the Minister for Health & Social Care which urged all local authorities to register their defibrillators on the national network (The Circuit).

Council have given this matter considerable consideration and resolved that both defibrillators will be registered on The Circuit. Clerk to expedite.

## **23.78 Assets.**

23.78.1 Council resolved to purchase a salt spreader from GCC Highways at a cost of £83.33 + VAT for public highway pavements in the area of the village hall & the church. Overall cost is a 50/50 split with Highways.

Cllr. Wooldridge and the Clerk to devise an operating procedure and risk assessment for its use.

Some salt bins have now been installed in the Hazelcote valley at no cost.

Council resolved to purchase a new salt bin to replace one at Bagpath. Cost £105.05 + VAT.

23.78.2 Cllr. Gale has obtained one quote for repairs to the village hall boundary wall but will endeavour to get two more quotes for consideration at the December Meeting.

23.78.3 Update from Cllr Wooldridge following a councillor asset maintenance day. Bus shelter gutters were cleared, war memorial weeded and the phone box was cleaned.

23.78.4 Update on bush shelter roof. Cllr. Wooldridge advised that the internal roof felt had been professionally checked and appeared to have some fire damage. The tiles are doing their job. Council resolved to take no further action.

23.78.5 Update from Cllr. Tattersall on Village Hall Health & Safety checks.



# Kingscote Parish Council

There is a standing agenda item for each meeting to report on maintenance issues and the discussion is recorded in the minutes. Some items for attention have been identified, namely

- Reynolds Room – lighting flickering.
- East side windowsill rotten. Glazing beading loose. Needs replacing and re-painting.
- Bottom of fire exit door rotten. Need repair and re-painting. Rest of paintwork in good order
- Rear gate needs attention. Perhaps cutting off lower bar. Needs repainting.
- Quotes to be obtained.

## **23.79 Items upon which to receive an update**

### **23.79.1 NKS 30 referral**

The Clerk advised that the matter was referred in its entirety to GCC PROW Department. They considered the available information and decided that the route shown on the definitive map is correct. Despite the state of the stile being the land-owners responsibility, GCC undertook to address the state of the stile and to task it to the Volunteer Footpath Warden to make the stile easier to use. They are also aware of other issues regarding the state of this path and it is on their list of things to address.

The suggested "alternative route" would need to have historical evidence submitted by the parishioner claiming its lawful existence and the parishioner or parish council would have to apply for a modification order. Council resolved to take no further action in this matter, and that any further communications on this particular issue be directed straight to GCC PROW Department for consideration.

District Cllr. Slater joined the meeting at this point.

23.79.2 New website is fully functioning as [kngscoteparishcouncil.co.uk](http://kngscoteparishcouncil.co.uk). Parishioners are encouraged to sign-up for updates as all future news communications from the parish council will be through the council website, rather than through Kingscote online. Clerk to request a final message to be sent through Kngscoteonline to this effect.

23.79.3 Clerk has completed Society of Local Clerks, Certificate in Financial Introduction to Local Council Administration.

23.79.4 AIRBNB update from SDC Planning Department. AIRBNB is defined as short term holiday let (STHL). If someone wants to use their home for a STHL, at present planning permission is not required. If an ancillary building or an annex



# Kingscote Parish Council

is to be used for a STHL then planning permission is required for a change of use of the land as this would not be an ancillary use.

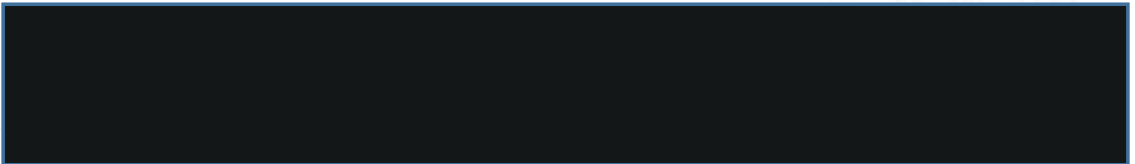
Council Slater advised he sits on a new committee at CDC considering the issue of second homes and AirBNB type premises. Regulation details are being considered by central Government.

- 23.79A** A full public consultation process has taken place regarding proposals to manage parking issues, and vehicle speed in Kingscote. GCC Highways have been involved in, and supportive of the process. Having considered all of the consultation responses, and some positive and constructive comments and suggestions, a slightly revised plan was put to the council who resolved to approve it. The new website was very useful in facilitating the consultation process.

Clerk to liaise with Deputy Highways Manager to move plans forward.

- 23.80** **Matter arising** – Cllr. Calland advised of the poor state of road surfaces in Bagpath, despite several reports to GCC Highways. She will send an email to the Clerk with full details and the Clerk will make direct contact with local Highways management.


- 23.81** **Closed session**



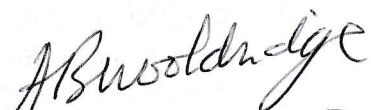
- 23.82** **Date of next meeting**

7.30pm, Tuesday 5<sup>th</sup> December 2023

Meeting concluded at 9.25pm



Mr. Simon Hale.  
Clerk and RFO  
Kingscote Parish Council.



13.12.23