

Kingscote Parish Council

Parish Council Meeting Minutes - Tuesday 25th April 2023

Meeting commenced: 7.35pm

Meeting concluded: 9.15pm

Minutes recorded by Parish Clerk Mr. Simon Hale.

Present: Cllr Tony Wooldridge (Chair), Cllr Beth Calland, Cllr Sebastian Cooper, Cllr Richard Gale and Cllr Graham Nichols.

Mr. Steve Tattersall and Mr. Steve Teague

- 23.16** No apologies for absence.
- 23.17** No declarations of interest under the Localism Act 2011.
- 23.18** Council resolved to approve the minutes of the Parish Council Meeting held on Tuesday 21st February 2023.
- 23.19** No members of the public in attendance
- 23.20** No report from Gloucestershire County Councillor. S. Hirst.
- 23.21** No report from Cotswold District Councillor R. Morgan.
- 23.22** Council resolved to ratify the appointment of the new Parish Clerk, Mr. Simon Hale under the agreed terms and conditions of employment.
- 23.23** Council noted that the Clerk has elected not to join a pension scheme.
- 23.24** Council noted the results of the recent uncontested election of Parish Councillors and welcomed Mr. Steve Tattersall and Mr. Steve Teague who will be joining the council as new parish councillors in May.

Cllr Sebastian Cooper and Cllr Graham Nichols were thanked for their service as they are to stand down as Councillors on 4 May. The Chair presented both Councillors with a certificate thanking them for their service to the local community. Cllr Nichols was also presented with an engraved tankard on behalf of the local community for a remarkable 40 years' service as a Kingscote Parish Councillor.

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23.25 Internal Audit

- 23.25.1 Council resolved to receive the internal audit report and noted a significant improvement over last year's report. It was agreed that the Chair and Clerk would work together on the report's recommendations to recommend or make any governance changes as necessary.
- 23.25.2 Council resolved to review the internal audit report's recommendations in 6 months' time to ensure the recommendations have been considered and addressed as necessary.

23.26 Financial Matters

- 23.26.1 Council resolved to ratify the appointment of GAPTC as the competent and independent internal auditor for financial year 2022 / 2023
- 23.26.2 Council resolved to ratify the following payments since the last meeting;
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|--|----------|
| • Clerk's salary | |
| • HMRC PAYE | |
| • Clerk's website expenses | £12.00 |
| • PATA payroll fee | £19.00 |
| • Phil Barnes website management | £170.00 |
| • Zurich Municipal Insurance | £1198.87 |
| • Noted receipt of VAT reclaim 21/22 & 22/23 | £177.98 |

A question was raised as to why the Village Hall were also making an insurance payment. It was explained that the Village Hall has a separate contents insurance policy whereas the Council's policy covers the Village Hall building in addition to all other Council assets such as defibrillators, war memorial, bus shelter, etc.

- 23.26.3 Council resolved to approve the following payments to be made,

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|---|---------|
| • GAPTC Annual subscription | £74.19 |
| • GAPTC Internal Audit fee | £180.00 |
| • Clerk FILCA training | £94.00 |
| • Fasthosts website monthly hosting fee for Kingscote Online is to increase from £5.00 + VAT to £5.50 + VAT from May. Fasthosts only accept PayPal or credit / debit payments which at present cannot be accommodated within the Council's banking facility. Council resolved that with immediate effect, | |

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the Clerk will make these monthly payments personally and reclaim from the council budget. This is approved for the financial year 2023-2024 unless reconsidered at a subsequent meeting.

- There was no substantive update from Cllr. Calland regarding salt-bins purchase at this time. The issue will be carried forward to the first meeting after the Annual Parish Council Meeting.

23.26.4 Council resolved to approve the annual accounts cashbook for financial year ending 31st March 2023 and noted the 1 pence discrepancy for the previous year balance brought forward. The Accounts Cashbook spreadsheet was signed by the RFO and Chair.

23.26.5 It was noted that the Clerk will prepare the Annual Governance and Accountability Return (AGAR) and circulate to Councillors for consideration before the Annual Parish Council Meeting (AGM).

23.26.6 Council noted the 2022/2023 CDC Neighbourhood Community Infrastructure (CIL) report and that it will be published on the website.

23.26.7 Council resolved to update the online banking arrangements as follows:

- Cllr Wooldridge will arrange for the Clerk & RFO to have the correct level of access to the banking accounts to set up the agreed process.
- The Clerk / RFO will prepare payments for authorisation.
- Two of either Cllrs. Wooldridge, Calland and Gale will be signatories to authorise such payments.
- Cllrs. Cooper and Nichols are to be removed from the banking system.
- Cllrs. Tattersall and Teague will, when officially in post, have view access to the bank accounts and will primarily be responsible for bank reconciliations, both being independent of the payment procedures.

23.27 Planning – Council considered the following planning applications

23.27.1 **Certificate of Lawful Proposed Use or Development under Section 192 of the Town and Country Planning Act 1990 for formation of a hard standing for vehicle parking and the taking of access to the highway - Jandacott Bagpath Tetbury Gloucestershire GL8 8YG.**

Ref. No: 23/01064/CLOPUD | Received date: Tue 28 Mar 2023 |
Status: Pending Consideration | Case Type: Planning Application

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The site location plan from the planning application was considered. Concerns were raised regarding builder's spoil remaining in the area from previously authorised building activity. It was resolved that Cllr Gale would contact the applicant to discuss this.

Clerk to research whether the time period for Statutory Consultee Parish Council comments could be extended for this application.

- 23.27.2 **T1 Yew - Crown reduce in height by approx 2 meters - Kingscote House Kingscote Tetbury Gloucestershire GL8 8XY**
Ref. No: 23/01255/TCONR | Received date: Thu 13 Apr 2023 | Status: Pending Consideration | Case Type: Planning Application
- 23.27.3 **Erection of a single storey side extension - Westcote House 2 The Walled Garden Kingscote Tetbury Gloucestershire GL8 8YP**
Ref. No: 23/00510/FUL | Received date: Wed 15 Feb 2023 | Status: Pending Consideration | Case Type: Planning Application
- 23.27.4 **T1 Beech Tree fell - The Matara Centre Kingscote Park Kingscote Tetbury Gloucestershire GL8 8YA**
Ref. No: 23/00813/TCONR | Wednesday 19th April – CDC approved
- 23.27.5 **Change of use from agricultural land to residential domestic land (use class C3) - Clements House Bagpath Kingscote Tetbury Gloucestershire GL8 8YG**
Ref. No: 22/03276/FUL | Received date: Fri 16 Sep 2022 | Status: Pending Decision | Case Type: Planning Application

- It was noted that this application and on occasion, other applications seem to generate somewhat random update emails from the planning system for no apparent reason. Clerk to contact CDC Planning Department to ask for an explanation of the email issue and also to ask why several old applications remained as 'awaiting decision' on the public access planning system.

23.28 **Asset Maintenance**

- 23.28.1 The current defibrillator management procedures were discussed at some length and it was also noted that there had been some problems in obtaining replacements for the expired batteries for either device due to ongoing global supply problems. However, Cllr. Calland advised the supplier is suggesting that even though batteries and pads have expired, they will still be fit for purpose.

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It was resolved that the Clerk would research how defib' devices are managed in other parishes and put together a proposal for consideration by the council.

It was further resolved that at a total cost of around £700, new batteries and pads would be purchased either by Cllr Calland who would be subsequently reimbursed by the Council or, subject to timeliness of getting the new banking procedures setup, by the Clerk.

23.28.2 The Clerk was tasked with reviewing the Asset Register in line with the internal audit comments and to circulate for consideration.

23.29 Council resolved not to pursue GAPTC request to check whether Council land is registered with the Land Registry at this time. Other than the Village Hall and its immediate curtilage, the council does not possess any other land.

23.30 Council resolved to defer a parishioner's request to consider speed control measures in the area of Kingscote phone box until the meeting following the Annual Parish Council Meeting (AGM).

23.31 Items upon which to receive an update;

23.31.1 Councillor Calland is still awaiting an explanation from GCC Highways about why the promised work on ash dieback at Bagpath Common has not been carried out. GCC Highways appear to have lost the commitment to remove any trees endangering the highway! They appear to believe that unrelated work on trees near Barnhill Farm fulfilled their commitment.

23.31.2 ~~A footpath issue had been raised by a parishioner but no substantive detail had been received in time to be considered by the Council. It was noted however that the footpath in question had been walked by Cllr. Calland and GCC Footpaths Officer in Jan 2021. The Officer advised that the footpath sign in position at that time was correct. Council resolved to take no further action.~~

** 11th July 2023 - Note from Parish Clerk Simon Hale - Following reflection by Cllr. Calland, this amendment to the minutes has been added at her request for accuracy and clarity of the issue summarised above in minute 23.31.2. For council consideration on 11th July 2023.*

** On 21st January 2022 (not 2021 as previously minuted), Cllr. Calland, the footpath officer and the volunteer warden attended to view the location of the rubble pile at Jandacott. A parishioner had raised a concern that it was obstructing the public footpath. During the visit, the*

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footpath officer observed that the path crossed the field to the gate and then onwards down into the valley. As there was no waymark the footpath officer asked the voluntary warden to obtain one and mark the footpath through the gate.

23.31.3 Mr. Geoffrey Higgins has allowed public access to his field at Matara Centre for a number of years. He would like to provide more formal permissive access to the field and had discussed this with Cllr Woodridge. The possibility of volunteers helping with maintenance of the field (eg fitting of tree guards) was also discussed. Council was supportive of local access and asked for more detail as to what Mr. Higgins envisages. Cllr Wooldridge to contact Mr. Higgins to discuss further.

23.32 Potholes A4135 – GCC Highways have left some road closure notices in situ which is confusing for motorists. Cllr. Woodridge to contact HCC Highways to request sign collection and discuss traffic management for future significant highways maintenance activity.

23.33 The following meetings will all be held in Kingscote Village Hall on Tuesday 16th May 2023;

- 7.00pm - The Village Hall Committee Annual General Meeting
- 7.30pm – The Annual Parish Meeting
- **8.00pm – The Annual Parish Council Meeting (AGM)**

[Redacted Signature]

11 July 2023.

[Redacted Signature]

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