

Minutes of the Meeting of  
Kingscote Parish Council  
Held 4<sup>th</sup> October 2022, Village Hall Kingscote

Members present: - Cllr S Cooper, G Nichols, T Wooldridge, R Gale, B Calland  
Officer: - Clerk Elizabeth Oakley

The chair thanked Elizabeth for her service to the council of just over a year. The clerk said, following recent Covid illness as well as receipt of state pension for the first time, she felt it was timely to step down.

**Oct 22/01. Apologies for Absence**

None

**Oct 22/02. Declarations of Interest under the Localism Act 2011**

None

**Oct 22/03. Reports from Gloucestershire County Councillor Cllr S Hirst**

None

**Oct 22/04. Reports from Cotswold District Councillor Cllr R Morgan**

None

**Oct 22/05 Confirm minutes of the meeting held on June 28<sup>th</sup> 2022**

The minutes for June 28<sup>th</sup> were approved. Thanks were noted for Cllr S Cooper's production of the minutes.

**Oct 22/06 Clerk's resignation and arrangements for recruitment of replacement clerk**

The chair thanked councillors for their feedback on the documents for the recruitment process to include Job Description and Person Specification. The salary range was agreed at £2200 to £2,500 per annum. The clerk confirmed the vacancies section of GAPTC website was where qualified clerks sought job roles. Social media and Kingscote On-line could also be used. The chair invited councillors to let those who might be interested know of the vacancy.

**Oct 22/07 Finance**

1/Payment of accounts:

Payments were agreed:

- a) **E Oakley**, clerk's reimbursements, interim cover for Fasthosts and Linux service, - see c/
- b) **Clerk's PAYE and quarterly pay arrangements** –£131.80 PAYE, £526.84 pay
- c) **E Oakley, clerk's expenses** – Clerks total expenses to include a/ and all items outstanding: £91.08
- d) **PATA payroll fee July to October: £36.35**

2/Other finance:

**e) Debit card – update**

Cllr S Cooper reported on his recent telephone conversation with the bank who proposed submitting another replacement form. However, several forms having been submitted without result, council was planning to initiate internet banking.

**f) Direct debits – update**

The clerk reported on no direct debits appearing in the cashbook or bank statements received to date. It was noted Fasthosts don't accept direct debit payments. (*Post-script: A direct debit of £35 to the Information Commissioner's Office was paid on 14-10-22.*)

**g) Internet banking – update**

The chair reported he was activating the delegate user option for internet banking and Cllrs R Gale and R Graham signed the delegate user application form. Signatories on the bank account should apply for full user access. Cllr S Cooper, Cllr G Nichols and Cllr R Gale

**Minutes of the Meeting of  
Kingscote Parish Council  
Held 4<sup>th</sup> October 2022, Village Hall Kingscote**

agreed to complete the forms. The chair to check with Fasthosts if payment can be taken on line.

**Decision:** *councillors to complete forms for internet banking access and chair to contact Fasthosts.*

**h/Clerk's national pay award agreement – update**

The chair reported that an offer had been made which parties were considering but there was no agreed outcome to date. If the minimum pay level rises there would be a need to review the clerk's minimum rate.

**Oct 22/ 08 Correspondence/Communication with Parish Council**

**a/ Planning permission for Air BnBs**

Cllr B Calland reported she had carried out research on planning rules with the general principle applying that Air BnBs can operate on an occasional basis but not as a permanent situation.

**Oct 22/09 Planning:**

**a/consultations**

**22/03276/FUL Change of Use from agricultural to domestic land at Clements House, Bagpath.**

Cllr B Calland explained why a number of residents objected to this change of use and the parish council agreed to submit an objection to the application.

**Decision:** *Council to submit an objection.*

**22/03060/CLEUD** Cert of Lawful Existing Use or Devt for Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 to formalise the lawful use of land as garden at 3 Lower Hazlecote Cottages Kingscote Tetbury Gloucestershire GL8 8XX

**Decision:** *the council agreed to make no comment.*

**b/decisions – (non-tree decisions since June 2022)**

**22/00786/FUL**, Highfield House 9 Bagpath Kingscote, -erection of front conservatory – permitted

**22/01662/COMPLY**, Jasmine Cottage Kingscote - Compliance with Conditions 3 (Sample walling stone), 4 (Sample roof tile) and 6 (Stonework panel) of permission 21/00262/FUL - Demolition of detached garage and construction of two-storey side extension and first-floor rear extension - permitted

**22/03071/NONMAT**, Calcot Manor Calcot Kingscote -Non-material amendment to permission 20/03176/FUL (Proposal for change of use of existing former grain store to hotel purposes including gym/exercise studio area, hotel administration, laundry and storage and erection of pool house/changing room) for external alterations including extension of timber cladding detail to ground level, omitting low level stonework, cladding in pre-weathered cedar, omission of balcony to rear NE elevation, revised specification for all exterior glazing frames and door sets from aluminium to painted hardwood and addition of minor window apertures -refused

**22/00369/FUL**, 7 Boxwood Close Kingscote - Erection of single storey rear extension - permitted

**Oct22/10 Review of internal audit action plan**

The chair presented the internal audit action plan showing most actions now completed. The chair thanked councilors and clerk for all their contributions to the audit action plan.

**Code of conduct:** Cllr R Gale agreed to review the Code of Conduct before the next meeting and would circulate a note.

**Insurance:** The clerk had added employer's liability insurance at no extra cost. A new professional valuation of the village hall had been carried out. Thanks were extended to Cllr B Calland for liaising

Minutes of the Meeting of  
Kingscote Parish Council  
Held 4<sup>th</sup> October 2022, Village Hall Kingscote

with the insurance company and she would get a new quotation. The clerk advised that, as this was an extension to an existing policy, comparative quotations were appropriate at the renewal stage next spring.

**Risk Management:** Cllr G Nichols had reviewed the risk management policy and made no recommendations.

**VAT reclaim:** The clerk agreed to table VAT that could be reclaimed within the last three years including during the tenure of the previous clerk.

**Assets register:** Cllr S Cooper had inspected all assets last September and all were in good condition. He would forward the updated assets register to the clerk.

The clerk had arranged for PATA payroll to register required data with the Pensions Regulator.

**Decisions:** -- *Councillors to continue actions from the audit review and the clerk to review VAT reclaims status.*

**Oct22/11 Defibrillator maintenance including replenishing consumables – update**

Cllr B Calland reported from her inspection that the pads and batteries were out of date. There was a need to find out if consumables are available and what records the council already has and advice on next steps. The clerk would review past minutes and forward to B Calland.

**Decision:** *Cllr B Calland to collate information and the clerk to review past minutes.*

**Oct22/12 Items to report**

**(Items can be discussed but members can make no decisions)**

a/ Cllr G Nichols referred to a recent email sent to the Council about parking opposite the entrance to The Walled Garden. It was recognised that parking in the village is limited and that restricting parking in that location could create similar problems elsewhere.

**b/ To consider planning and budgeting for the coronation in 2023**

Council agreed to refer this item to the next meeting.

**Oct22/13 Reports from Parish Councillors on matters not on this agenda**

The chair reported a valuation had been carried out for the village hall and an invoice was expected for £350.00 plus VAT.

**Oct22/14 Highways**

**a/ to consider condition of road into Bagpath**

Cllr B Calland reported she had registered every pothole on the Highways website. The larger ones had been repaired but smaller ones were outstanding.

**Decision:** *Cllr B Calland to pursue with Highways.*

**b/ to consider signage at Windy Corner.**

There are private signs relating to the new access to Bagpath Court.

**Oct22/15 To receive notification of matters relating to Elections May 2023 (if received)**

The clerk confirmed no further information had been received.

**Oct22/16 Date of next meeting; to agree the date of the next meeting**

The next meeting was agreed for 29<sup>th</sup> November at the slightly earlier time of 7.30 pm.

Signed.....

Dated.....