

Kingscote Parish Council

Parish Council Meeting Draft Minutes

Tuesday 11th July 2023

Venue: Kingscote Village Hall

Meeting commenced: 7.35 pm

Meeting concluded: 9.25 pm

Minutes recorded by Clerk to the Council, Mr. Simon Hale.

Present: Cllr. Tony Wooldridge (Chair); Cllr. Beth Calland (Vice-Chair); Cllr. Richard Gale; Cllr. Steve Tattersall; Cllr. Steve Teague; District Cllr. Tony Slater

4 members of the public attended and the chair introduced the council members

- 23.44** No apologies for absence.
- 23.45** No declarations of interest under the Localism Act 2011.
- 23.46** Having been read aloud by the Chair, council considered and resolved to approve the amendment to minute 23.31.2 requested by Cllr. Calland. The amended minutes for 25th April 2023 were approved.
- 23.47** Minutes for the Parish Council AGM held on 16th May 2023 were approved.
- 23.48** Public Participation (5 mins per person).
Two members of the public took the opportunity to state their differing positions regarding the ongoing dispute over the route of footpath NKS 30 in Bagpath. Some documents were submitted by both parties. After the public participation had concluded, the Chairman clarified that the issue was going to be considered later in the meeting.
- 23.49** Report from Gloucestershire County Councillor. S. Hirst.
No specific report.
- 23.50** Report from Cotswold District Councillor. T. Slater.
See minute 23.55.
- 23.51** Council resolved to change the parish council website provider to HugoFox and to delegate authority to the clerk to pay for the transfer of the domain name as necessary. The clerk will administer the new website and this change will be an approximate saving of £180 per annum.
- 23.52** Council resolved to adopt Standing Orders with the NALC amendment of June 2022.
- 23.53** Council reviewed and resolved to adopt the Code of Conduct.
- 23.54** Having listened to the representations made in the public participation session, and having had advanced opportunity to consider previous email submissions, council resolved to refer the matter of the disputed route of footpath NKS 30 to GCC Highways PROW Department as the relevant authority, for their attention, consideration and resolution.

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Council delegated the referral process to the clerk.

The clerk explained that relevant previous correspondence submitted by both parties involved in the disagreement of the route of NKS 30 had been circulated to all councillors with the agenda several days before the meeting. The clerk stated his intention to contact both parties involved and to invite them to each submit a summary of evidence to be shared among all parties. A councillor would also be invited to submit a report. Documents would be referred by the Parish Council to GCC Public Rights of Way Department with a covering email from the clerk.

It was agreed that interested parties would have 2 weeks from receipt of the clerk's email to submit their documents. However, an extension may be considered if appropriate.

23.55 District Councillor Tony Slater joined the meeting part way through the NKS 30 discussion and introductions took place after conclusion of this session. Cllr. Slater has been recently elected and said he would in future be circulating reports of interest to the District and the Parish. He said there would be grant funding available later this year for business and village halls which would be environmentally focused and require a 20% commitment from the applicant. More details will be released in due course.

23.56 Further to minute 23.30 and a request from residents received by Chairman on 12th June, council debated and consider ideas for reducing speed through Kingscote and facilitating large vehicle access.

Considerations to deal with speeding issues.

- 20 is plenty signage
- Speed limit reduction from national speed limit to 20 or 30 mph.
- LED flashing actual speed sign
- Deployment of speed monitoring equipment
- Traffic surveys
- Welcome to Kingscote, Please Drive Safely village gate
- Traffic order for speed limit
- SLOW on the road
- Contacting the companies of delivery drivers who were seen speeding

Considerations for HGV access

- White H lines on bends
- No waiting cones
- No parking signs
- Enforcement action

Advantages and disadvantages of all potential solutions were discussed. In the first instance it was decided the clerk should invite an officer from GCC Highways for a site visit to help consider viable options for each of these issues. Public consultation methods will also be considered. For further consideration and updates at the next council meeting.

23.57 Financial Matters

23.57.1 Council noted the bank reconciliation and new internal controls checklist for April to June inclusive, completed by the RFO and Councillor Teague.

23.57.2 Council resolved to appoint GAPTC as Internal Auditors for 2023 / 2024 and confirmed they are competent and independent of the council. Clerk to send relevant instruction letter to GAPTC.

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- 23.57.3 Council noted that Lloyds online banking was now fully functioning and old signatories had been removed. Council resolved to add Cllr. Tattersall and Cllr. Teague to the bank mandate with 'view only access', to facilitate completion of regular bank reconciliation and the internal controls checklist.
- 23.57.4 Council noted year-end documentation for 2022-23 has been uploaded to the website. 'Notice of Electors Rights' has been published. AGAR Certificate of Exemption and contact list sent to external auditor.
- 23.57.5 Council ratified the following payments.
- Reimbursement payment of £24.00 to Cllr Wooldridge for 4 months of 2022/23 Fasthosts
 - Reimbursement payment of £198.00 to clerk for defibrillator pads
 - Cancellation of a 6 monthly standing order for 'Safe Custody Fees' for £7.50.
 - PATA Payroll Services - £14.00
 - Clerk's quarterly net salary [REDACTED] & Home Working allowance - £15.
 - HMRC PAYE [REDACTED]
 - Clerk's mileage on 29th May 2023 ABW authorised - £7.20
- 23.57.6 Council resolved for the clerk / RFO to apply for a Lloyds Banking online debt card and for it to be used for monthly webhosting payments and domain renewals for Kingscoteonline and KingscoteParishCouncil.co.uk websites as necessary.
- 23.57.7 Council considered levels of earmarked reserves and general reserves.

Council considered the current account balance, the recommendations of the internal auditor and the current levels of reserves. Council resolved to redistribute the reserves as follows with a view to reconsideration of future reserve levels when considering the budget 2024 / 2025.

Council resolved to redistribute and redefine the total reserves of the council as follows;

Estimated total reserves -	£ 10,377
Defibrillators reserve increased to -	£ 1,500
Repairs & maintenance reserve increased to -	£ 2,400
Elections reserve established -	£ 1,000
Set remainder as general reserves -	£ 5,477
Transparency code dissolved and redistributed	
Unaccounted for reserves	£0.00

- 23.57.8 Council resolved that the clerk should apply for a Lloyds online banking savings account for the reserves.

23.58 Planning

- 23.58.1 **Full Planning Application - 23/01626/FUL – 16th May 2023**
Kingscote Lodge, Kingscote, Tetbury. Erection of single storey side extension, front porch, detached garage and associated works. - **Councillors have considered and no objections.**
- 23.58.2 **Planning Application Decision - 22/03276/FUL**
Clements House, Bagpath. Change of use from agricultural land to residential domestic land.
Decision – Permitted, subject to various conditions.

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Councillors noted this had been approved despite objections. Councillors to make themselves aware of the conditions imposed.

- 23.58.3 Further to minute 23.27.5, Clerk advised council of the following update from CDC Planning Department
*Application reference 21/02831/FUL and 20/04502/FUL are still outstanding.
With regard to 98.00022; 93.00167; 91.00746; 90.00900, these cases are under review with a view to close. Application case files from 1990's were transferred to a new planning record system the result of which some historic cases that should have been closed were transferred as "Awaiting Decision."*

23.59 Defibrillators

- 23.59.1 An update was received from Cllr's Calland, Tattersall and the clerk on the introduction of a checking schedule and council resolved that a minimum check of once per month shall be undertaken by Cllr. Tattersall at Kingscote and Cllr. Calland at Bagpath. Clerk to record details of checks.
- 23.59.2 Registering defibrillators on the national network was further debated. Councillors were reassured that theft and vandalism of these devices in Gloucestershire is minimal. Concerns were raised as to what happens to a defibrillator when it is used by the ambulance service. Was it taken away with the patient if used and if it is, how is it returned? Clerk to make enquiries of the ambulance service and update the meeting in September.

23.60 Other Assets

- 23.60.1 Council resolved to adopt the new Asset Register as advised by the internal auditor and to allocate Councillor responsibilities and a checking schedule as follows:

Asset	Responsibility	Inspection Frequency
Village Hall	Cllr. Tattersall	Liaise with Village Hall committee in the first instance to see what inspection processes are currently undertaken – Update in Sept meeting.
War Memorial	Cllr. Gale	6 monthly
Bus Shelter	Cllr. Teague	6 Monthly
Phone Box	Cllr. Tattersall	6 Monthly
Kingscote Defibrillator	Cllr. Tattersall	Monthly
Bagpath Defibrillator	Cllr. Calland	Monthly
Clerk's Laptop	Clerk	In constant use
Kingscote Noticeboard	Cllr. Wooldridge	6 Monthly
Bagpath Noticeboard	Cllr. Calland	6 Monthly

- 23.60.2 Council considered the village hall boundary wall adjacent to the dwellings. Councillors Gale and Wooldridge to meet and consider the state of the wall. Cllr. Gale to obtain a minimum of 2 quotes for any work deemed necessary.

- 23.60.3 Following checks undertaken by Councillor Wooldridge, council considered:

1. Bus Shelter roofing felt has patchy holes. Awaiting update from Paul Giddings.
2. Guttering and downpipe need clearing.
3. War memorial needs weeding.
4. Phone box windows need cleaning.

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Once Mr. Giddings assessment is received it will be presented to Council for consideration
Councillor Wooldridge will ask for volunteers to address issues 2 to 4.

- 23.60.4 Salt-bins reconsiderations (c/f minute reference 23.26.3 and 23.42.1). Cllr. Teague updated on size and pricing options. Once the clerk or Cllr. Teague have obtained siting permission confirmation from the Highways Authority, council resolved to purchase three large lidded salt bins at a cost of £100 + vat each and free delivery.

23.61 Items upon which to receive an update;

- 23.61.1 Various correspondence had been received by Cllr. Wooldridge regarding GCC Highways recent work to tackle ash-dieback on Bagpath Common. The contractor used smaller equipment to facilitate essential entry and exit by vehicles and pedestrians. Unfortunately, the number of interruptions to facilitate access slowed down work considerably and further action by GCC will be required at a later date.

Cllr Wooldridge summarised the correspondence as follows:

1. *An email claiming that the work conflicted with the Road Traffic Act and the Wildlife and Countryside Act and should be stopped.*
2. *An email saying that the police had been asked to attend when the work was due to start in case a crime was committed.*

Items 1 & 2 were addressed on-site at commencement of work by the highways.

3. *An email claiming that the rate at which the work was being done was too slow.*
The Chairman responded to this email detailing the adverse effect of traffic movements.


4. *An email asking what the parish council planned to do about all the other ash trees on the Common - and other issues.*
The Chairman responded by advising the parish council were not the responsible authority for the issues raised.

5. *An email offering to cut down other ash trees on the Common at minimal cost.*
Clerk asked to reply on behalf of the council.

- 23.61.2 Cllr Wooldridge and Naomi Teague had a meeting with Mr. Geoffrey Higgins and Mr. Liam Latham at The Matara Centre on 26 May 2023. The Centre are keen to facilitate community access to the main field and to discuss voluntary opportunities to help with maintenance. They proposed to hold a community event where the Centre's long-term vision could be explained. This would be followed by a 'bring and share' picnic lunch and a walk around the grounds. Further details will be circulated by Cllr Wooldridge as and when available.

23.62 Date of next meeting –

7.30 pm Tuesday 26th September 2023
Kingscote Village Hall


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