

Minutes of the Meeting of
Kingscote Parish Council
29th November 2022, Village Hall Kingscote

Recorded by: Mandy Rossiter - Clerk

Date: 29th November 2022

Meeting Commenced: 19:30

Meeting ended: 20:40

Parish Councillors:	Tony Wooldridge (Chairman) Sebastian Cooper Beth Calland Graham Nichols Richard Gale
District Councillors:	None present
County Councillor:	Not present
Clerk:	Mandy Rossiter
Other:	No members of the public present
NOTE:	

Nov 22/01. To note apologies for absence

None

Nov 22/02. To note declarations of interest under the Localism Act 2011

None

Nov 22/03. To provide an opportunity for members of the public to raise/matters with the council

No members of the public attended the meeting

Nov 22/04. To receive reports from Gloucestershire County Councillor Cllr S Hirst

None received

Nov 22/05. To receive reports from Cotswold District Councillor Cllr R Morgan

None received

Nov 22/06 To agree minutes of the meeting held on October 4th 2022

The minutes for October 4th were approved by the council and signed by the chair

Nov 22/07 To approve the appointment and terms of employment for the parish clerk

The council agreed the appointment, contractual terms and salary payment of new clerk, Mandy Rossiter. Clerk to make agreed amendments to contract and provide copy to chairman for signature

Nov 22/08. To discuss and agree any Financial Matters:

Nov22/08.1 To note the estimates of income and expenditure for 2022/23 and 2023/24

Council reviewed the budget. It was noted that a CIL report may be due, clerk to look into this. It was agreed that CIL payments would be used for maintenance of phone boxes and defibrillators provided that this fell within CIL legislation.

Cllrs reviewed and agreed the bank reconciliation prepared by the chair. The chair signed a copy.

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Nov22/08.2 To agree the proposed increase in precept for 2023/24

Council agreed a precept request of £4,600. Clerk to send request to Cotswold District Council

Nov22/08.3 To ratify the following payments made since the last meeting:

Valuation report on village hall by Coleman Jones £350 + VAT

Additional insurance premium for 2022/23 following revaluation £123.76

Delayed invoice for setup of PATA payroll. £32.95

Payments were agreed by council. The payments were made via dual signature cheques.

Nov22/08.4 To discuss progress with internet banking and whether to pursue a debit card

Council agreed to continue with dual signature online banking process however will not pursue a request for an account debit card.

Nov22/08.5 To note limited options for payment of website hosting

It was noted that the current website host will not accept cheque or bank transfer. It was agreed that the clerk would pay for the hosting and claim back via expenses.

Nov22/09. To discuss and agree actions on any Planning Matters

Nov22/09.1 To note recent planning applications:

- 22/03276/FUL Change of use from agricultural land to residential domestic land at Clements House, Bagpath. Objection comment sent 20.10.22

- 22/03518/FUL Addition of new doors and windows to the rear elevation and erection of deck area over the slope at Lower Hazlecote Barn, Kingscote

The planning applications were discussed. The council agreed to make no comment.

Nov22/10 Asset maintenance – defibrillator consumables and service

Cllr Calland is working on acquiring replacement batteries and pads, however there is currently a national shortage.

Nov22/11 To review internal audit report progress plan

- Cllr Gale has reviewed the code of conduct and advised that no changes were necessary.
- Clerk to claim VAT (Cllr Wooldridge will find out if there is an HMRC online ref, sign in details etc.)
- GDPR policy - Cllr Wooldridge has reviewed the GAPTC pro-forma. The council agreed to adopt it.

Nov22/12 To review arrangements for the snow plough operator

Cllr Gale to contact Gill Portlock of Highways and existing snow plough operator (O.Toms) to discuss and agree arrangements, routes, payment processes etc.

Nov22/13 To agree provisional dates for future meetings

Dates agreed (and corrected from agenda):

Tuesday 21 February 2023. Review outturn for 2022/23 and budget for 2023/24

Tuesday 25 April 2023. Approve year end accounts and preparations for AGM and APM

Tuesday 16 May 2023 AGM of Parish Council preceded by Annual Parish Meeting

Nov22/14. Items to report not on the agenda

Councillors reported on highways work carried out to pot holes in the area

Nov22/15. 15. Dates of next meeting: Tuesday 23 February 2023 at 7.30pm

Noted that the next meeting will be Tuesday 21st February 2023 at 7:30pm

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Signed.....

Dated.....

DRAFT