

**Minutes of the Meeting of
Kingscote Parish Council
Held 26th April 2022, Village Hall Kingscote**

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

Public Participation

Three Members of the public attended the meeting. Issues of public participation and local democracy were raised which were discussed and commented on by councillors and the clerk. The format of agendas was seen as lacking information on the issue to be discussed at council meetings. The clerk observed this was a feature of agendas in the local government sector overall, but some councils upload supporting papers for some agenda items to their website before meetings. The clerk would consult GAPTC as to the best working practice to facilitate parishioner interest in agenda items before meetings. It was also confirmed that the council Standing Orders covering council procedures had been recently reviewed and this was an agenda item at this meeting.

22/01. Apologies for Absence

None

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

None

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

Cllr S Hirst reported an expansive budget adopted for this year with more monies available than previously. This enables budgets for Adult Social Care and Children's Services to have realistic increases in funding. More monies are being invested in highways maintenance, fixing potholes and highway safety schemes, road resurfacing, and further investment in cycle routes and drainage schemes. A parishioner drew attention to potholes at Windy Corner which the county councillor agreed to inspect.

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

None

22/05 Reports from Parish Councillors on matters not on this agenda

Cllr T Wooldridge reported he had attended the GAPTC training session part two, Being a Better Councillor. This was a two-hour session on line with very helpful content. The model Standing Orders document had subsequently been updated with the appropriate values for Kingscote Parish Council. This was an agenda item for agreement at this meeting. Also recommended by GAPTC was the phrase "Councillors are summoned" to a council meeting. The clerk would adopt this phrase for agendas addressed to councillors.

Decision: the clerk to amend agendas addressed to councillors for future meetings.

22/06. Confirm Minutes of meeting held on 18th January 2022

Decision: Agreed by all, the minutes were approved.

21/07. Finance

a) Payment of accounts

- a) Mr S Cooper, reimbursement, payment for Fasthosts service, £30.00 – payment was agreed.
- b) GAPTC, Being a Better Councillor training payment - £25.00 – payment was agreed.
- c) Employer status – update – the clerk reported she had registered Kingscote Parish Council as an employer with HMRC but awaited confirmation of new employer numbers to refer to payroll.
- d) Clerk's PAYE and quarterly pay arrangements – payment: January, February, March, April 2022 wages - payment was agreed
- e) Insurance renewal premium with long term agreement, £848.80 – payment was agreed

2/Other finance:

Minutes of the Meeting of
Kingscote Parish Council
Held 26th April 2022, Village Hall Kingscote

- f) Debit card – update – the clerk reported the replacement of the card was an on-going issue and she had been advised she needed to visit a branch to resolve.
- g) Annual accounts financial year 2021 to 2022 – the clerk presented the draft accounts which would be finalized for the May AGM meeting;
- h) Receipt of CIL (Community Infrastructure Levy) monies 2022 – the council acknowledged receipt of recent CIL income related to a planning application. As regards future expenditure and as the council had no land the main outlet could be village hall improvements. Councillors were asked to consider options and confer with the village hall committee. The clerk would retain monies until needed.

Decision: *councillors to liaise with the village hall committee and the clerk to retain monies.*

- i) Note of internal audit progress – the clerk was due to meet the GAPTC internal auditor shortly for an interview.
- j) Audit, certificate of exemption for external audit – council approved the certificate of exemption in principle. When accounts were finalized, the clerk would enter the annual income and expenditure figures into the form for approval at the May AGM.
- k) Clerk's national pay award agreement – update – councillors noted a national pay award backdated to 1st April 2021. However, clerk's pay was not specifically related to this national scale but geared towards the working pattern of the council over the year. There was provision in the contract for a future pay review.
- l) Purchase of lockable cabinet for council documents.- council agreed to expenditure of £94 for a cabinet for historic council files to be kept in the village hall.

Decision: *the chairman Cllr S Cooper to be reimbursed £94 for the purchase of the cabinet.*

22/08. Correspondence/Communication with Parish Council a/ Local Plan consultation – details had been circulated before the meeting b/ Boundary commission update – details had been circulated before the meeting c/Parish and Town council election update – the clerk reported May 2023 elections would cover Parish Councils.

21/09. Planning

- a) **Ref. 22/01131/TCONR**, Single yew tree in the south side of the churchyard to be trimmed (reduce branches by two-thirds). ii) three yew trees to be trimmed within a yew hedge in the north side of the churchyard (reduce each of these three yew trees' branches by around one-third). at Church of St John The Baptist Kingscote Gloucestershire – the council noted and made no comment
- b) **Ref. 22/00786/FUL**, Full Application for addition of a conservatory, removal of external wall and installation of an RSJ at Highfield House 9 Bagpath Kingscote – the council noted and made no comment
- c) **Ref. 22/01027/FUL**, Jandacott, Bagpath, Installation of agricultural access gate with gateposts and resurfacing of existing access track (may need extension to receipt of comments date) – in consultation with the comments represented by the parishioner attending the meeting, the council agreed to submit a response by the extended deadline of the forthcoming Thursday. Cllr B Calland would draft the council response as comments and observations for the clerk to upload to the Planning Portal. The response would include a request for a site visit by members of the Planning Committee.
Decision: *Cllr B Calland to draft a response for the clerk to upload to the Planning Portal.*

Planning decisions

a/ 22/00011/OPANOT, Land South West Of Hunters Hall Kingscote, Notification under Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 3, Class R for change of use for storage (B8). Decision: prior approval not required.

b/ 21/04574/FUL, Newington Barn Newington Bagpath Kingscote, Erection of grain intake pit with associated access track and weighbridge. Decision - permitted

**Minutes of the Meeting of
Kingscote Parish Council
Held 26th April 2022, Village Hall Kingscote**

22/10 Phone box update

The phone box repainting was completed satisfactorily and the council agreed payment for work by D. Ball.

Decision: *On sight of the invoice the clerk would action payment of £480.*

22/11 Defib maintenance – update

Cllr B Calland reported she was in the process of collating the information about maintenance to forward to the clerk.

Decision: *Cllr B Calland to forward information on defib maintenance to clerk.*

22/12 Planting of trees to commemorate Platinum Jubilee

The chair reported he was looking after the two trees given for the Platinum Jubilee. Currently no other local place to plant on public land had been agreed. The corner of Bagpath common was a possibility. Cllr S Cooper would retain the trees for the time being.

22/13 Financial contribution towards costs of Platinum Jubilee celebration

The chair advised the parish council had been requested to financially support the 5th June tea party. This was a parish celebration.

Decision: *the council agreed to support the event up to £200.*

22/14 Standing Orders amendment proposal

Cllr T Wooldridge reported he had updated the model Standing Orders for adoption by the council. This involved giving numerical values to some sections and deleting non relevant sections.

Decision: *council agreed the updated document and the clerk would upload to the council website.*

22/15 Arrangements for annual general meeting and annual parish meeting in May

The meetings are scheduled for the 18th May commencing at 7.30 pm. The chair agreed to circulate that date and include on Kingscote On-Line website. The chair will invite local organizations to submit a report to the annual parish meeting. The clerk would customize agendas from last year. The village hall committee are expected to hold their meeting on the same evening of 18th May. The chair and Cllr T Wooldridge will liaise with the village hall committee about their own arrangements expected to commence at 7.00 pm.

Decision:: *the chair, Cllr T Wooldridge, and clerk to finalize arrangements for the meetings.*

22/16 Items to report

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

a/ Gigaclear update – the chair had received an email the same day to confirm works will commence in Bagpath from the 1st May. All residents of the parish are expected to have access to Gigaclear connections by the end of November 2022.

b/ Footpaths – update - Cllr B Calland reported from a very good meeting with The Cotswold Warden, and colleague. The warden was knowledgeable, well connected and knew of the landowners. Few complaints about footpaths had been received with the exception of behind the church. Thanks are due to Bagpath Court Barn for all their work on way-marking. Cllr B Calland agreed to draft a letter of thanks from the Parish Council.

Decision: *Cllr B Calland to draft letter of thanks from the Parish Council for the clerk to send.*

22/17: Climate change initiative -update

Cllr T Wooldridge reported on the well-attended recent climate change meeting. The main areas of interest are retro-fitting houses, solar panels, heat pumps, reducing waste, sharing items, and reducing unnecessary journeys. The county council is planning to update its Cotswold Design Code. The next meeting of the Kingscote Climate Change group is scheduled for the 9th May.

Minutes of the Meeting of
Kingscote Parish Council
Held 26th April 2022, Village Hall Kingscote

22/18 Date of next meeting; to agree the date of the next meeting

The next parish council meeting was agreed for 4th October 2022 in Kingscote village hall at 8.00 pm.

Decision: the clerk to check room availability for 4th October.

The meeting closed at 9.35 pm

Signed.....

Dated.....