

KEMPSFORD PARISH COUNCIL

Clerk: Teresa Griffin, Winterwood, Whelford, Fairford, Glos. GL7 4EB

Tel: 01285 713691 Email: clerk@kempsfordparishcouncil.net

To all Parish Councillors

Members are reminded that the council has a general duty to consider the following matters in the exercise of any of its functions: Equal opportunities (race, gender, sexual orientation, marital status, religion and any disability), Crime and Disorder, Health and Safety, and Human Rights.

Minutes from the Annual Parish Council Meeting of Tuesday 21st May 2024

Present:

Mark Strange (Chair)
Stephen Andrews
Neil Green

Karen Saunders
John O'Connell
Debbie Watson

Christine Nugent
GC Cllr Dom Morris
Teresa Griffin (Clerk)

1. Election of Chairman

Proposed by Christine Nugent and seconded by Neil Green, Mark Strange was elected to serve as Chairman until the annual meeting 2025. Chairman's declaration of acceptance duly signed.

2. Election of Vice-chairman

Proposed by Neil Green and seconded by Karen Saunders, John O'Connell was elected to serve as Vice-chairman until the annual meeting 2025. Vice-chairman's declaration of acceptance duly signed.

3. Declaration of Acceptance of Office

Declarations of Acceptance of Office duly signed by all councillors.

4. Register of Members Interests – Councillors were reminded to complete forms if any changes.

5. Apologies: Tristan Wilkinson

6. Minutes: Minutes of the Parish Council Meeting held on 16th April 2024 were approved.

7. Disclosure of member's interests: None

8. Dispensation requests: None

9. Matters Arising: At the recent Annual Parish Meeting, residents requested a councillor attendance record be reported at each meeting. It was agreed to publish this as an appendix to the meeting minutes. See appendix A.

10. Questions from members of the public: None

11. County Councillor's Report – Dom Morris reported –

- I am sorry that some residents were upset that I did not attend the Annual Parish Meeting, and I apologise. I was pleased that Daniel Tiffney attended and provided an update on the Hannington Road Closure.
- We had a really good meeting on the Minerals inter-agency working which is really exciting, and will be upscaling our efforts on minerals and quarrying in particular. At the moment it has been focused mainly in the north Cotswolds but will be coming here. It will result in more officers and enforcement, so now is the time to start asking if you need more enforcement visits.
Stephen Andrews suggested it would be helpful if the Enforcement Officers could chase up the amendments required to the Section 106 for the Quarry planning application on changes to the hydrology. It was agreed at the recent meeting that the Section 106 needs to be much stronger to deal with monitoring and rectifying any measures that fail.
- I am engaging every week on the issues with the Cirencester roundabout. Work is on time and will complete in 3 weeks.
- Following the recent elections, one of the Conservative County Councillors has moved to the Green Party, resulting in the Conservatives losing overall control.
- The County Council AGM is tomorrow.
- Anne Johns, the new local Highways Manager, is getting out and about.
- I am interested to hear about the recent Lakes by Yoo meeting concerning water and flooding and would like to bring my flooding team in to this. Stephen Andrews advised that following on from the meeting he is joining up with the upper Coln group and Debbie with the upper Thames catchment. He has also contacted Jenny Phelps from FWAG who has previously carried out studies and has useful data. The Clerk

advised that Aggregate Industries have expressed an interest in being involved and will be put in touch with Lakes by Yoo's hydrologist.

- Karen Saunders asked if there is any additional funding for speed reducing measures? Not beyond the Community Speedwatch. At the County Council level we have just put a considerable amount in to addressing hot spots where multiple accidents have occurred. It was agreed to chase up signs and roundels.

12. **District Councillor's Report** – Not present. Report sent from Cllr Mansilla – see Appendix B
13. **Review of Standing Orders** – Standing Orders reviewed and it was agreed no changes necessary.
14. **To review and adopt new NALC Model Financial Regulations** – Prior to the meeting a draft of the model document adapted to suit, was circulated. Council resolved to adopt the new Model Financial Regulations after adapting, where necessary, as relevant to Kempford Parish Council.
15. **Councillor Code of Conduct** – Reviewed with no changes necessary.
16. **Banking and Investment Arrangements** – This was reviewed in detail last year following the Internal Auditor's suggestion of exploring Public Sector Deposit Funds and the conclusion was to continue holding with Lloyds Bank. It was agreed to remain with Lloyds Bank. Under the Financial Services Compensation Scheme, deposits are protected up to a total of £85,000 and funds are lower than this.
17. **General Power of Competence** – In order for the Council to exercise this the Clerk would be required to undertake an additional CiLCA module. Clerk to consider.
18. **Complaints Procedure and Publication Scheme** – Council reviewed both documents, and agreed no changes required.
19. **Review of Inventory of assets and inspection reports** – The inventory of assets was agreed. The Internal Auditor had suggested an inspection report of all assets be presented at each meeting. It was agreed that this was not necessary unless there is a problem with any of the items which is reported at that time, and that a full inspection report be presented half yearly. The traffic calming equipment is inspected frequently as part of battery changes etc. The Whelford play area is inspected as part of insurance requirements. Defibrillators are checked monthly.
20. **Insurance Cover** – The renewal documents from Zurich, plus quotations from Clear Councils and a Zurich Select for Local Councils Policy were circulated prior to the meeting. The policy is due for renewal on the 1st June 2024. Council confirmed it is satisfied with the cover from our existing policy with Zurich and agreed to renew with them for £369.89.
21. **GDPR Policies, procedures and practices** – Reviewed, with no changes required. It was noted that the Internal Auditor recommended separate policies for staff and councillors, and these do exist.
22. **Appointment of members/representative for committees and outside bodies:**
 - Weymouth Trust Neil Green
 - Village Hall Committee Karen Saunders
 - Cotswold Canal Trust Mark Strange & Stephen Andrews
 - Quarries All
 - Highways & Footpaths All
 - RAF Fairford John O'Connell & Christine Nugent
 - Planning All
 - Lakes by Yoo Neil Green, Stephen Andrews & Debbie Watson
 - Cross-County Partnership/Quarry Clustering Debbie Watson
 - RIAT All
 - Flooding & Water Debbie Watson & Stephen Andrews
23. **Renewal of Subscriptions** – It was agreed to renew the following subscriptions:
 - Gloucestershire Association of Parish & Town Councils
 - Society of Local Council Clerks
 - Gloucestershire Play Fields Association
 - Gloucestershire Rural Community Council
 - Campaign to Protect Rural England
 - Parish Online mapping
 - Data Protection
 - Adobe PDF software
 - Norton Security

24. **Future Meeting Dates** – Following the Village Hall’s request to change our meeting day, it was agreed to change our meeting day to the third Monday of the month from July 2024 and a new start time of 7pm. Clerk to advise the Village Hall committee and publish new dates on website.
25. Propose Plans for 2024/25 –
- Resolve outstanding issues with Persimmon regarding Hazel View community facilities and dedicate green space in the Local Plan.
 - Undertake Housing Needs Survey.
 - Land Registry of parcels of open space and identification on Parish Online Mapping.
26. **Planning** - None
27. **Kempsford Parish Council**
1. Footpath Dedication at Coln Country Park – The main area of concern is the corner by the old farm buildings. At the site meeting, Stephen Andrews questioned the surface requirements as the original S106 stated it would be a bound gravel path. There is also a debate about the openness of the land. It was agreed to ask our District Councillors to investigate the last formal agreement between CDC and LBY on what the Country Park should be and more work to be done before the route can be approved.
 2. Consider correspondence received (e-mailed) –
 - The Upper Thames Catchment Partnership is keen to set up a new steering group and a meeting is scheduled for 5th July 2024. Debbie Watson advised that she has been in touch with Bea Oliver and updated her with what projects we have been involved in. Unfortunately nobody is available to attend the 5th July meeting and minutes will be requested.
 - Mark Strange received an email from the Chair of Hannington Parish Council. He would like to meet up to discuss cross-boundary issues.
 3. Updates from meetings attended and working groups –
 - RIAT Community Briefing – Karen Saunders reported that after the presentation she enquired as to what roping off would be done in Whelford this year and offered to show them the areas of concern. Paul Sayer advised that they have no jurisdiction to do any roping off, and it is up to the individual landowners/householders.
Historically, it has always been done except for last year when it was done at the last minute following complaints, and some areas were missed resulting in problems. It was agreed to write to RIAT asking for clarification and copy in our MP.
 - Kempsford Village Hall – Karen Saunders reported –
 - Things are going very well.
 - The next events are Bingo and the Euros
 - 2 free sessions are being given to anyone wanting to start up a new group. This has been received well and a Pilates Group and Craft Session will be starting. A new Zumba class is likely from September.
 - The committee is looking to de-register for VAT.
 - April Flood Meeting – Stephen Andrews reported –
 - It was a useful opportunity to talk to Thames Water and for Debbie to raise the issue of the tanker and clear-up. Debbie advised that they have not made good the verges yet and will chase up after RIAT if not done.
 - Water levels have dropped and it should be possible to do their inspection of the sewer and drainage systems.
 - The promised layout plan needs to be chased up.
 - Mark Strange advised that he had raised concern over the hole in the road outside ‘Lorien’ with Highways and that it may be related to drainage/water pipe underground.
 - Lower Coln Catchment – A meeting with landowner/riparian owners. Moving forward with landowners giving consent for inspection of their sections of watercourses.
 - River quality meeting with MP – An opportunity to meet up with the upper Coln group and to raise again the issue of inspections around here
 - Community Speed Watch –
 - We are continuing dialog and correspondence with companies on what information we are allowed to share, which is limited.

- We are trying to find out from the Enforcement Team what we can do about really persistent speeders. For example, a vehicle that has been captured 28 times at Whelford with speeds up to 67mph.
- The camera by the telephone box has a problem with condensation again and has been returned for re-sealing and pressure testing.

4. Residents reports to Councillors

- John O’Connell reported a resident getting in touch requesting the bus stop at Ham Lane being re-instated. Christine Nugent has spoken to the resident and called Stagecoach who advised it is a matter for GCC. Christine rang them on the 7th May and they promised to get back in touch, but haven’t, she will chase them up.
- A resident reported to Debbie Watson that the hedge opposite the George that was impacting on footpath users has been cut back and sloped , but it is still quite low. It was agreed that this is a matter for the resident to take up with GCC Highways if they are still concerned.

28. Finance

1. Review of Independent Auditor’s Report – The Audit Report was circulated prior to the meeting.

- For Item B. A statement of action being taken was agreed to accompany the report.

Other comment/recommendations were discussed –

- Playground equipment at Whelford Village Hall – it was agreed to draw up a simple agreement with the Whelford Village Hall Trust giving permission for the Parish Council to have the equipment on their land.
- Asset Inspection reports for meetings – covered in item 19 above.
- VAT – Ensure that supplier’s VAT number is printed on all invoices even where the VAT number is known. It was agreed to make an amendment in the next return for an item purchased where a donation towards it was received.
- Power to award grant or purchase – Ensure that the council has the legal power to spend and seek advice where necessary.
- Internal Control checks and rotation of councillors – it was agreed a rota of councillors so no one councillor undertakes more than 2 checks per annum. For this financial year the 4 quarterly checks will alternate between Karen Saunders and Christine Nugent.
- Pension re-enrolment – ensure re-enrolment is recorded in minutes even though no pension scheme in place.
- Appointment of Internal Auditor - ensure that it is confirmed and minuted that the internal auditor is independent of the council.
- Website domain name – it was recommended that the domain name be changed to a .gov.uk name. This would be considered if we were setting up or planning to change website/domain.
- Naming residents in minutes – Names of residents present are recorded and noted in meeting discussions. When residents issues are reported to council, they are not named individually.

2. Finance Reports – The monthly Finance Report consisting of bills to be paid, receipts received, bank reconciliation and income/expenditure vs budget was received and agreed.

3. The following bills paid between meetings were approved:-

002420	Busy Fingers Printing Ltd (Apr & May newsletter printing)	£181.80
002421	M Dyball t/a Willow Gardening (Kempsford grass-cutting)	£576.00 inc. VAT
002422	GRCC (membership renewal)	£25.00
002423	TEEC Ltd (website planning tracker 2024)	£28.80 inc. VAT
002424	T Griffin (Adobe software subscription renewal)	£156.89 inc. VAT
002425	T Griffin (wages & use of home)	£779.00
002426	SSE Energy Solutions (power Dunfield de-fib/Reevev sign)	£9.08 inc. VAT
002427	Zurich Municipal (Insurance 1/6/24 – 31/5/25)	£369.89

Receipts since last meeting

Bank Interest	£67.51
CDC Precept (1 st instalment)	£19,230.00

- The Whelford grass-cutters have advised that the price per cut will increase by £5. This was approved.

- The spinal point scale for the Clerks Salary should be SCP23 from the 1st April 2024. An adjustment was made in the May salary payment and the Chair to confirm in writing to the Clerk.
 - 4. Council resolved to approve the Annual Governance Statement for the financial year ending 31st March 2024 and was duly signed by the Chairman and Clerk. An explanation note to Item 3 with a No response to accompany the Statement.
 - 5. Council resolved to approve the accounts for the year ending 31st March 2024 and Accounting Statements and was duly signed by the Chairman and Clerk.
 - 6. Dates for the period of exercise of public rights – The notice will be published in the June Newsletter and on our website and noticeboards. The inspection period commences on the 3rd June 2024 and ends on Friday 12th July 2024.
 - 29. Clerks Report – nothing to report.
 - 30. Correspondence - Noted and all correspondence received via email has been circulated. Magazines and literature distributed.
 - 31. To note date of next meeting – 18th June 2024 at 7.45pm at Kempsford Village Hall
- Copies:- Mrs Nugent, Mr Green, Mrs Saunders, Mr Strange, Mr O’Connell, Mr Andrews, Mrs Watson CD.Cllrs, C.Cllrs.
Meeting ended at 10:40pm

Appendix A

Kempsford Parish Council - Attendance Report (12 months to May 2024)

Name	Attendance	Attendance Percentage
Dom Morris (GCC)	5/12	41.7%
Helene Mansilla (CDC)	0/12	0.0%
Claire Muir (CDC) – Retired	5/6	83.3%
Tristan Wilkinson (CDC)	1/5	20.0%
Mark Strange (KPC – Chair)	12/12	100.0%
John O’Connell (KPC – Vice Chair)	11/12	91.7%
Christine Nugent (KPC)	9/12	75.0%
Karen Saunders (KPC)	12/12	100.0%
Neil Green (KPC)	12/12	100.0%
Stephen Andrews (KPC)	11/12	91.7%
Debbie Watson (KPC)	7/7	100.0%

Report from District Councillor Mansilla

There was no council meeting held in April 2024.

The fourth full Council meeting will be held on Wednesday, 15 May, 2024, at 6.00 pm.

OTHER MATTERS

Economy & Communities

Funding

a. UK Shared Prosperity Fund (UKSPF)

Around £190,000 of funding for local investment is still available to be spent by March 2025. The fund aims to improve pride in place and increase life changes by investing in communities and places, supporting local business, people and skills. <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus>

Grants already approved:

- Fairford Town Council - Fairford - Lechlade MUP - £12,500.

The deadline for applications is 17 May 2024. Further information, including the application form, is available at www.cotswold.gov.uk/spf

b. Rural England Prosperity Fund

• Cultural & Heritage Buildings

Around £100,000 in funding is available in 2024/25, which can be between £5,000 and £50,000. Approved Heritage and Cultural Buildings grants already approved:

Local Cultural Heritage

- Bowmoor Sailing Club - Solar panel & battery solution project - £34,000.
- Lechlade Community Library - Library refurbishment project - £16,000.

Active Travel Enhancements

- Lechlade Town Council - St John's Priory Path project - £15,000.

The deadline for applications is 5pm on Friday 17 May 2024. Further information, including the application form, is available at www.cotswold.gov.uk/repf

• Community Infrastructure Grants

Around £100,000 of funding is available in grants of between £2,000 and £10,000 for improvements to village halls and community buildings, particularly in energy efficiency and

decarbonisation projects. Other capital improvements will be considered.

There are two applications rounds left: 12noon, Thursday, 23 May 2024 and 12noon, Friday, 12 July 2024. Further information, including the application form, is available at <https://www.grcc.org.uk/news-events/news-events/post/278-cotswold-district-council-rural-england-prosperity-fund-community-infrastructure-capital-grants>

All funding needs to be spent by the end of March 2025. I strongly encourage new and existing applicants, who may or may not have already received grants under any of these schemes, to apply for funds or further funds to advance their projects.

Infrastructure

• Rural Services Network

The Rural Services Network is looking for a community to feature in BBC Radio 4, Farming Today programme. They are particularly interested in a community who is actively finding solutions to improve their mobile or broadband signal as a result of the switchover of telephone lines in 2025 to digital lines.

Communities interested in being interviewed by Farming Today please contact press@sparse.gov.uk

CDC Services

Cotswold District Council Website

There are new reporting forms for reporting graffiti, overflowing bins, dog fouling and street cleaning. <https://www.cotswold.gov.uk/report-it/> changes allow residents to drop a pin in the map and allowing for what3words location submission.



Environment & Climate

a. Revocation of the Lechlade Air Quality Management Area (AQMA)

There was an expectation from Defra that the AQMA should be revoked, and consequently CDC had little option.

CDC will continue to monitor air quality within Lechlade town, both in Thames Street and High Street, as well as working with Gloucestershire County Council and Lechlade Town Council to continue reducing air pollution from exhaust emissions.

b. Electric vehicle charging points (EVCPs) - Cirencester

New public EVCPs have been installed at the car park at the Council's Trinity Road offices in Cirencester to respond to the climate emergency by providing more sustainable transport options and anticipate the future needs of residents.

Housing/Planning

a. Planning application 24/00845/FUL - Lechlade

An application for the erection of 15 dwellings at the Land South of Butlers Court, London Road, Lechlade has been received.

b. The Round House - Lechlade

There are no further updates at this stage regarding the planned site visit.

C. Lakes by YOO Leisure Facility Building

Matters regarding the Leisure Facility at Cotswold Waters are progressing well.

The Lakes by Yoo ("Yoo") is very keen to start building as soon as possible and it is working hard to finalise drawings for the Leisure Facility, inclusive of a flood management plan that will potentially seek ways to improve water flows between Fairford, Kempsford and Lechlade.

I have not been notified of the aforementioned details having been received by CDC. Once such details are received, I would expect local residents, town and parish councils, schools, business and other stakeholders to be able to make their own representations through the usual channels e.g. CDC's website before CDC makes any decision on the proposal.

Additionally, I have been informed that Yoo and Corylus are hoping to present an early draft proposal, potentially inclusive of an entire masterplan of the site to the application to Fairford (Roz Morton (Deputy clerk) and Derek Thornhill (Cllr)), Lechlade (Steve Trotter (Mayor)) and Kempsford (Teresa Griffin (clerk) and Steven Andrews (Cllr)) town and parish councils' representatives at their monthly meetings ahead of any formal submission to CDC officers.

The next community meeting will be held on 13 May 2024 at The Lakes.

Future Meetings

As per aforementioned, the next full Council meeting will be held on Wednesday, 15 May, 2024, at 6.00 pm.

Feedback

Please do let me know if there are particular matters/subjects which you would like to see included in my updates. Moreover, please do get in touch if there are any queries arising out of this report. My email is:

helene.mansilla@cotswold.gov.uk