

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 Parish Council Meeting of Tuesday 20th June 2023

Present:

Mark Strange (Chair)
Karen Saunders
Christine Nugent
Neil Green

John O'Connell
Stephen Andrews
Clare Muir (CDC)
Teresa Griffin (Clerk)

Members of public:
Colin South

1. **Apologies:** Dom Morris & Helene Mansilla.
2. **Minutes:** Minutes of the Annual Parish Council Meeting held on 16th May 2023 were approved.
3. **Disclosure of member's interests:** None
4. **Dispensation requests:** None
5. **Matters Arising:** None.
6. **Questions from members of the public:** Colin South asked –
 - Why are there no minutes from the two meetings the Parish Council held with Pye Homes. Mark Strange advised that it is no secret that the Parish Council had met with Pye Homes prior to the application being submitted, which was more of an information gathering exercise. The meetings were no different to other meeting held with outside bodies which are not minuted.
 - What is the Parish Council's current position regarding the planning application? Mark Strange advised that the Parish Council will be objecting and that a formal response is being prepared. Stephen Andrews advised that although the response will be an objection, it would contain details of things the Parish Council would want included should the application be approved.
 - As the application is for 'outline' planning only, could the District Council request that a full application is submitted? Stephen Andrews advised that they could, but it is unlikely to be considered reasonable. They could put on conditions if permitted.
 - There is concern from those residents that live around the perimeter that as the application is only 'outline' we do not know exactly how close the houses will be.
 - My other concern is regarding the planning application by Aggregate Industries for a concrete batching facility and the additional 60 HGV movements associated with it. It says on the Cotswold District Council website that it is decided. The Clerk advised that it is a GCC planning application and is yet to be determined.Colin South left the meeting.
7. **County Councillor's Report:** Not present. A general GCC News briefing was circulated by email prior to the meeting with the follow updates –
 - Aggregate Industries have requested a one on one meeting with me. This may be as a result of my driving GCC to take a firmer stance on quarrying, applications and cumulative impact. I shall attend in due course
 - I am working with FTC and LTC on a youth work bid and suggest you triple check that Kempford and Whelford youngsters will be included in the provision
 - I have been pushing on Hannington Lane but there appear considerable engineering reasons for the timeline. I appreciate community frustrations on this. I know that Dan is in contact with the RIAT team
8. **District Councillors Report:** -
 - Helene Mansilla sent the following report prior to the meeting –

The first council meeting of the new administration was held on the 24 of May 2023. The first order of business was the election of the council Chair and Vice-Chair followed by the election of the Leader of the Council who then proceeded to update the Council on the appointment of the Deputy Leader and Cabinet members.

Appointments to the committees of the Council and other bodies were also announced. Full details of the event can be found at the following link:
<https://meetings.cotswold.gov.uk/ieListDocuments.aspx?Cid=1154&Mid=2084>

Councillor Mansilla decided to initially not take up any lead positions. Although, she decided that she would

be a contributing member to the Audit and Governance Committee. Councillor Muir will be the Vice Chair of the Audit and Governance Committee and will be the Armed Forces Champion for the District Council.

- Future Meetings
We both look forward to attending the Multi Use Path meeting on Tuesday 13 Jun and the Kempsford Cluster Quarry Meeting on Friday 23 Jun.
- Feedback
Please do let us know if there are particular matters/subjects which you would like to see included in our updates. Moreover, please do get in touch if there are any queries arising out of our report.
- Clare Muir reported –
 - The multi-user path meeting I attended was very helpful and I came away with a huge folder of information which I am working my way through.
 - I will not attend the Quarry Cluster meeting on Friday but will accept your kind offer to meet separately to see and discuss.
 - I have been meeting with individual councillors at Fairford and Lechlade who focus on the planning side to get the background and current issues they are working on. I would like to do the same with Kempsford.

9. **Kempsford Parish Council**

1. **Councillor vacancies and co-option** – One application was received and Stephen Andrews has been co-opted as a Parish Councillor. A Declaration of Acceptance of Office has been signed and Stephen to complete the Register of Interest Form.
An update on Parish Councillors will be included in the next Parish Newsletter, advertising the remaining vacancy.
2. **Camera Policies** – Council resolved to adopt the following policies and assessments:
 - a) The Surveillance Camera Code of Practice and 12 Guiding Principles
 - b) Auto Speed Watch Camera Policy
 - c) Surveillance Camera Commission (SCC) Data Protection Impact Assessment
 - d) Service Level Agreement with Gloucestershire Police
 - e) Update to General Privacy Policy
3. **Affordable Housing Survey** – It was agreed that a survey should be undertaken at the earliest opportunity. The Clerk has contacted Barbara Pond at GRCC for information on costs, distribution and timescale. Stephen Andrews advised that the GRCC surveys are funded by CDC and therefore it would be helpful for them to understand the priority, given the Pye Homes application.
4. **Grass Cutting Contract at Kempsford** – John O’Conner missed cutting in May and left the areas in a terrible mess. J&T Chesterman stepped in to rectify the situation as a one off and the contract with John O’Conner was terminated. The cost of rectifying (£396.25) was approved between meetings. Three tenders were sought to replace the contractors, and through email correspondence it was agreed to award the contract to Willow Gardening Services.
It was agreed to pay the final John O’Conner May invoice. As the contract is billed over 12 months the cost paid for this financial year is still lower than the proportionate cost relevant to date for works done.
5. **Hazel View/Persimmon** – There has been no communication from Persimmon since the change of Completion Manager.
Councillors undertook a Pitch Power Assessment and the report has confirmed that the pitch is in a very poor condition, with various recommendations and costs.
It was agreed that a meeting should be arranged with Mark Parker and Richard Pitts from GCC, District Councillors and Enforcement/Legal Officer from CDC and Dom Morris. Clerk to email Mark Parker for some suggested dates.
6. **Poles for Auto Speed Watch cameras at Whelford** – Gloucestershire Highways quoted £450 to install one pole, including cost of traffic lights. To install 2 poles at the same time they said the price would be double as it would require 2 sets of traffic lights. Quenington had a pole installed which took just over 10 minutes and did not require any lights. The Clerk has asked Highways if both poles can be installed with one set of lights. We still haven’t received the ASW camera being provided through GCC despite numerous emails and calls. It was agreed the Clerk to ask if it can be collected.
Feedback from the Quenington Group on their 4 cameras is extremely positive. They have been working on new signage with Highways and will let us know when they have been produced.
The Whelford speed watch group is continuing to do one or more sessions a week. A session last week recorded 55 vehicles in one hour travelling over 35mph. The Police have increased their enforcement van sessions as a result of the data, and last week an unmarked Policeman and car was carrying out enforceable checks.

Dave Holland from Gloucestershire Police is coming out on the 28th to approve the second location. He mentioned that he is also visiting Kempford to attend a training session with Andy Lee. Andy Lee has not replied to any of Karen's emails and had not notified us that the group had re-established and was going to receive training.

7. Updates from meetings attended and working groups –
 - a) Kempford Village Hall Committee – minutes from the last meeting have been circulated. Key points –
 - Ian, the new Chair, gave a very encouraging introduction.
 - The next Bingo event is this Saturday.
 - A Fete and Dog Show will be held on the 9th September. The Church will organise a Pimms bar. They are looking in to obtaining a road closure.
 - A separate fund has been set up for the community garden.
 - The Treasurer provided a profit and loss account and there was discussion on auditing the accounts.
 - They are still looking to replace the outside doors.
 - A new coffee van business is starting from the car park at the end of July. Its opening hours will be around travelling to work time in the morning and collecting children from the school in the afternoon.
 - Hire prices are still being looked at together with a move away from paper bookings.
 - Meeting start time has been changed to 7.30pm
 - b) Flood Resilience Forum - attended by Neil Green and Stephen Andrews.
 - There was a lot of talk from Thames Water on the relining works of sewage pipes in Fairford and the issues at Meysey Hampton requiring 24hr sewage pumping by lorries.
 - Neil discussed the concerns regarding the quarry and backfilling with James Spicer from the EA, and has since been in touch with Nick Read. He has asked for feedback on any changes since he last came out. The Clerk reported that today water was flowing from the flood relief ditch in to the recently dug interception ditch instead of the other way. It was reported to the planning officer who replied to say the works are not yet complete.
 - c) Weymouth Trust – Neil Green reported:
 - The school still haven't appointed a Head despite interviewing some candidates before half term. They think the position will be a 'teaching' Head which is not popular.
 - At the moment there are 80 children. 10 are leaving at the end of the summer term and only 5 starting in September. Capacity is 105.
 - d) Lakes by Yoo meeting – the group continue to progress with the southern route of the multi-user path project.
 - e) River pollution & sewage – Stephen Andrews attended with photographs taken at Whelford Mill. The material in the photographs is not raw sewage but the impact of pollution with natural elements in the river when plants die-off unnaturally. Thames Water will investigate why it occurred on that particular day.

The other issue raised is the discharge from Kempford Sewerage Treatment Plant (STP) in to the Dudgrove Brook, particularly relevant given the comments by residents to the Pye Homes application that sewerage backs up. Thames Water has been asked what is happening with the STP.
 - f) Mark Strange attended the Change of Command at RAF Fairford. It provided an opportunity to meet other local council representatives.
 - g) Stephen Andrews reported that he has been discussing CDC's proposed planning changes, and the involvement of town and parish councils, with local councillors interested in planning. We will need to lobby for training, which will also need to be linked in with GAPTC.
8. Residents reports to Councillors –
 - Karen received a report of a camera at Whelford on the Popes Court/Horcott Road junction. The RIAT organisers have confirmed it is an extra measure put in by the Police to monitor un-desirable vehicles.
 - Mark Strange was contacted by a resident who was walking the Hannington Road and witnessed people in a 4x4 vehicle towing the concrete road closure blockades out of the way so they could access the bridge. Mark advised them to contact the Police.

10. Planning, Policies and Licensing –

- a) 23/01514/LBC Conversion of ground floor of Stable Cottage to residential use ancillary to Church Farm | Stable Cottage Ground Floor Church Farm Whelford Gloucestershire. **Decision: No comment**

- b) 23/01665/OUT Outline planning application for the erection of up to 35 dwellings, public open space, landscaping, associated parking, vehicular access and ancillary works (all matters reserved except means of access) | Land Parcel North Of The Knoll Whelford Road Kempford. **Decision: Objection response to be finalised and agreed by email prior to comment deadline.**
- c) 23/01581/FUL Variation of conditions 2 (Approved plans), 5 (Landscaping) and 8 (Consultants report) of permission 22/02158/FUL- Conversion and change of use of various former farm buildings to 5 no. residential dwellings and associated works | Manor Farm London Road Lechlade. **Decision: Further information required before responding.**
- d) 23/01458/FUL Change of use of Manor Farm from C3 to a mixed C3/E use for wedding/partnership ceremonies and receptions | Manor Farm London Road Lechlade. **Decision: Objection based on the current application information. Consult with Fairford Town Council, who has requested additional information, before final decision.**

11. Finance

1. Renewal of SSE Business Energy Contract – A 12 month renewal contract of £5.42 was accepted for the Dunfield defibrillator and Reevey speed sign.
2. The following bills paid between meeting were approved:-

002336	Zurich Municipal (Insurance)	£341.32
002337	J&T Chesterman (grass cutting Kempford & Whelford)	£656.25

 The following bills were approved to be paid:-

002338	John O’Conner GM Ltd (grass cutting)	£257.90 inc. VAT
002339	TEEC Ltd (website hosting & domain)	£155.99 inc. VAT
002340	Wayne Smith (stump removal and rotavating)	£756.00 inc. VAT
002341	Viking Direct (paper & stamps)	£54.88 inc. VAT
002342	T Griffin (wages & use of home)	£562.60
002343	HMRC (PAYE)	82.20

 Receipts since last meeting:

	Bank Interest	£48.71
--	---------------	--------
3. 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.
4. Lloyds Bank Signatory update – A mandate variation request form was authorised and signed to remove Phil Nickson and Jerry Stokes, and to add Stephen Andrews. It was agreed that the Chair, Vice Chair and Councillor responsible for financial checks should be Full Power Signatories and remaining councillors be Limited Power Signatories. The mandate included a change for John O’Connell to a Full Power Signatory following his appointment as Vice-Chair last month.
5. The Independent Auditor had recommended that Council consider some of the funds held in reserves be invested in a Public Sector Deposit Fund to attract higher interest. The Clerk has looked in to this with CCLA who specialise in Local Authority Funds. A Public Sector Deposit Fund would be the only fund offering a short term investment and would require an initial minimum investment of £25,000. Although the fund aims to maintain a stable net asset there is no guarantee. Council agreed to continue holding reserves in the Lloyds Bank Business Call Account. A letter was received from Lloyds Bank outlining the Financial Services Compensation Scheme (FSCS) and who is covered by the Scheme. The Government Scheme offers protection of up to £85,000 which is more than the total funds held.
6. The audit exemption certificate and contact details have been sent to the external auditors today.

12. Clerks Report –

- The track to High Bridge has kindly been cut by the Blackwell family and Tony Williams has thanked them.

13. Correspondence –

- All correspondence received via email has been circulated. Magazines and literature distributed.
- GAPTC AGM Call for motions – noted.

14. Date of next meeting –18th July 2023

Copies:- Mrs Nugent, Mr Green, Mrs Saunders, Mr Strange, Mr O’Connell, Mr Andrews CD.Cllrs, C.Cllrs.

Meeting ended at 10:10pm