

# KEMPSFORD PARISH COUNCIL

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

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## 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 19<sup>th</sup> September 2023

Present:

Mark Strange (Chair)  
Karen Saunders  
Christine Nugent  
Neil Green

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

Dom Morris (GCC)  
  
Members of public:  
Mr & Mrs Slade

1. **Apologies:** Helene Mansilla
2. **Minutes:** Minutes of the Parish Council Meeting held on 15<sup>th</sup> August 2023 were approved.
3. **Disclosure of member's interests:** None
4. **Dispensation requests:** None
5. **Matters Arising:**  
Neil Green was thanked for repairing the noticeboard at Kempsford Village Hall
6. **Questions from members of the public:** Mr & Mrs Slade have not received a reply to their email to Cllr Dom Morris regarding the closure of the Hannington Road. How was the road allowed to open for 3 days during RIAT?  
Karen Saunders advised that at the RIAT wash-up meeting they were advised that Gloucestershire Highways gave the authority for the road to be used with all costs for bridges and insurance covered by RIAT. There were strict instructions that after the event it was not to be used for any other purpose. Mrs Slade said this differs from the statement given in March that said the road would not be reopened.  
Stephen Andrews advised he has requested a scheme of works or project plan from Gloucestershire Highways.  
Dom Morris restated his regret at how the decision was made, it was poorly handled and he has already apologised to residents, the Parish Council and others. The current position is that critical national infrastructure gas prevents any mechanised digging and the team are trying to find a way around this and he is chasing every week
7. **County Councillor's Report:**
  - The site meeting to discuss the drainage proposals for Manor Farm Quarry was very helpful, and it was useful to have all the experts together. The Clerk took some photos this week of how the interception ditch was working following the heavy rainfall. Dom suggested they be sent to AI as a chase up on the revised plans. Stephen Andrews advised the revised plans must include, and show the interaction with, the Whelford flood relief scheme.
  - The meeting to discuss the community facilities at Hazel View was very useful. Is there another date in the diary? Clerk advised it is 11<sup>th</sup> October and Richard Gray from GCC Highways will also be attending. I am still of the opinion we should go hard on the legal side of things.
  - Half Penny bridge repairs are on time and target for mid-October and I have managed to get some mitigations regarding parking and other things.
  - As part of the Highways Transformation Program we will be bringing 'fix my street' to Gloucestershire. It feels like a revolution compared to emails. It is a working website or app that you can go to and look at a particular street/pothole and see if it has been reported and follow progress. The soft launch is next week and the hard launch will be in 2 weeks.
  - Highways have also changed the way we fix potholes. Teams can do additional work outside their mandate to avoid more trips.
  - Winter preparation – are you happy with it? I have tried to expand the menu of items Parish Council can have. The Clerk confirmed that Mr Spackman is happy to remain as Snow Warden and plough operator if any of his staff locally can do it.
  - A motion was passed at full council on Wednesday for a summit on flood prevention and resilience. Mark Strange advised that we had advertised for volunteer flood wardens in our parish newsletter, but nobody came forward. Clare Muir reported she is a flood warden for Fairford. Mrs Slade expressed an interest in this and provided her contact details to Clare.
  - Karen Saunders asked what we do if a highways issue was raised, workmen claim to have completed the job and we disagree. Dom advised that an email should be sent to your local Highways Manager, copied to me, and if a satisfactory response is not received then put in a formal complaint.

8. **District Councillors Report:** - Clare Muir Reported -
- You will have seen the Pye Homes planning application has been refused. There was a delay in making the decision as there were a couple of things to be incorporated in to the report to make it as robust as possible. We should be prepared for an appeal and there are various options open to them including Public Enquiry and Informal Hearing. This could be next week or in 6 months minus 1 day. Stephen Andrews advised that they could submit a full planning application as another option. The review of the Local Plan is very robust and has been stress tested although a test case appeal is expected. Stephen Andrews advised that the 2 key documents to be looked out for are the S106 Heads of Terms and Statement of Common Ground.
  - We discussed flooding briefly earlier, and it would be helpful to know what plans you have. Mark Strange asked if information on the flood warden's role could be provided to go in the Parish Newsletter.
  - With regards to the Hazel View sports pitch meeting, I have seen the email that the Enforcement Officer has sent to the Legal Team. Now we have a date for the next meeting we need to try and secure a legal representative.
  - There is an outstanding CIL query raised by Stephen which I will respond to.
9. **Kempsford Parish Council**
1. **Review of Contracts for Clerk and Maintenance Position** – Both contracts were discussed with no changes required.
  2. **Community Speedwatch and AutoSpeedWatch update, plus Vehicle Watch Pilot Project App** –
    - The Whelford Speedwatch Group is still doing 2 sessions per week. The speed camera van has been out on a number of occasions in the last month. The Clerk has contacted a couple of lorry companies regularly seen speeding and after the drivers have been spoken to there has been a noticeable reduction in their speeds.
    - We now have the second AutoSpeedWatch camera and landowner permission has been given for the new pole locations. Highways have raised a work ticket so we are hoping the poles will be installed soon.
    - Data from the new 'smiley sign' at Top Road, Kempsford has been downloaded and covers one month plus. The average speed is 28.32mph and the 85th Percentile speed (a commonly used measure for speed surveys) is 33.5mph. It is worrying that the report also shows a maximum speed of 80mph.
    - Dave Holland from Gloucestershire Police has requested completion of the Triage and Service Level Agreement Forms for the camera/s applied for under the CSW Fund for Kempsford. As no information on the number of cameras/location and direction of travel have been provided by Andy Lee of the Kempsford CSW Group the Clerk was asked to contact him for details, together with data from the CSW sessions undertaken.
    - A new App has been launched inviting Community Members to Participate in a Commercial Vehicle Watch Pilot Project. Stephen Andrews advised he has installed the App but it comes up with 'live proof of concept' and appears not to have been launched fully yet.
  3. **Actions from Play Area Inspection Reports** – The Kempsford Play Area Report was forwarded to Persimmon to action and a new contact has confirmed the remedial works will be carried out. The Clerk and Karen Saunders met with members of the Whelford Village Hall Committee and carried out all tightening of fixings identified in the Whelford Report. The old sign previously used at Kempsford Village Hall has been adapted to be used at Whelford. A quote for replacing the rotten wood element of the play structure has been provided by Creative Play totalling £1,145.00. The quote was approved and Creative Play to be instructed to carry out the works.
  4. **Cotswold Water Park Nature Recovery Plan** - An email from CDC's Assistant Biodiversity Officer is producing an advice sheet to help local Parish Councils integrate ways of promoting wildlife, and has asked if there is any particular information that would be especially helpful. Clerk to reply advising any advice would be welcomed, particularly given the Whelford Pools Nature Reserve and opportunities that may arise through the Lakes by Yoo development and former canal at Kempsford.
  5. **Updates from meetings attended and working groups** –
    - a) The quarry site meeting was covered off in the County Councillor's Report above and Clerk to chase for update on revised plans.  
It was noted that the quarry have recently filled holes in the tarmac at their entrance with gravel. With the wet weather this is now being spread further along the lane making a mess. Footpath BKD19 is due to be reopened mid October.

- b) RIAT debrief – notes have been circulated by email. Karen to forward a copy to Claire Muir.
- c) Highways Meeting – Daniel Tiffney was taken around the Parish and shown all current issues and it was agreed to meet again in 6 months. The only action to take away from the meeting is to determine where we think the yellow ‘no parking’ lines should be. Stephen Andrews offered to take some screen shots of the software map and break in down in to sections for discussion.
- d) Hazel View community facilities – covered off in Item 7.
- e) CDC Town & Parish Council Forum – Stephen Andrews attended and reported that the meeting was broken in to 2 sections –
  - 1. The leader talked about the priorities and emphasized that there will be things that come up in the future that the District Council will not be able to afford to do with costs being passed down to Town and Parish Councils. An example of this is the forthcoming closure of the Print Room.
  - 2. Development management and how they see this working in respect of things like planning and enforcement. Planning is likely to get more difficult as 4 officers have resigned. This may impact the more complicated issues like the potential appeal by Pye Homes and the new application for The Wern at Lechlade. There was also discussion on making judgements and Parish Councils being useful in providing local points.
- f) Lakes by Yoo –  
Information boards for the proposed Fairford to Lechlade footpath will be displayed at the Lakes Kitchen from Saturday 23<sup>rd</sup> September for 3-4 weeks. A list of FAQ’s has been suggested and these were agreed.  
It was agreed that without an Agenda and note of actions from the meetings, the same ground is being covered each meeting without progress. It was felt there needs to be more structure to the meetings. There is still concern over the line of the footpath around the sailing lake to be dedicated and perhaps a conversation with the PROW Officer needs to be had.  
The Manor Farm House wedding venue planning application has been withdrawn.
- g) Kempsford Village Hall – attended by Mark Strange and Karen Saunders. Karen to circulate notes by email. The possibility of a display cabinet within the Hall for the Sports Trophy etc. was raised. Fairford has a similar display unit in their History Room at the Community Centre. Given the other uses of the hall, preventing it getting damaged would need to be considered.

**6. Residents reports to Councillors –**

- The foliage around the vehicle activated sign at Reevey has been cleared.
- Mark Strange expressed thanks to Alison Ward for clearing leaves off the road outside her property.
- A letter (presumably from a youth member) had been left in the village hall asking if the village could have a shop. Mark Strange will make contact with the Youth leader to find out more on how to reply as no address provided.

**10. Planning, Policies and Licensing –**

	Ref.	Location	Proposal	Decision
CDC	Call for Sites		Gypsy, Roma, Traveller, Travelling Showpeople & Bargee communities – suggestion of sites	No sites to put forward
CDC	Neighbourhood Development Plan	Down Ampney	Comments sought	Councillors to review & circulate comments

**11. Finance**

1. The following bills were approved to be paid:-
 

002357	T Griffin (Exp’s – Tony’s gift & padlocks)	£61.93
002358	Westcotec Ltd (speed sign batteries & bracket)	£273.00 inc. VAT
002359	Cotswold District Council (printing Sept Newsletter)	£140.79
002360	The Play Inspection Co. Ltd (2 x play inspections)	£175.08 inc. VAT
002361	M Dyball (Willow Gardening) – Kempsford grass August	£480.00
002362	T Griffin (wages, holiday & use of home)	£687.70
002363	HM Revenue & Customs (PAYE)	£117.32
Receipts since last meeting:		
	Bank Interest	£68.81

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. Notification of receipt of the second Precept installment was received today, after the Finance Report was prepared.
  3. Christine Nugent inspected the books and financial records today and found everything in good order. The Internal Control Check List template provided by the independent auditor has been completed.
  4. Lloyds Bank Signatory update – Mark Strange to call Lloyds Bank over signature query.
12. **Clerks Report** –
- There has been no further correspondence from Barbara Pond at GRCC re the Housing Needs Survey and will be chased up.
  - Tony Williams requested his thanks for the plaque be noted. He is really pleased with it.
  - A query over the Member’s Interest Form was raised with Democratic Services and chased up a few weeks later. As there has been no response, it was agreed members would complete the previous form circulated around April time.
13. **Correspondence** –
- All correspondence received via email has been circulated. Magazines and literature distributed.
14. **Date of next meeting** –17<sup>th</sup> October 2023
- It was agreed to change the date of the December meeting to the 12<sup>th</sup> December at Whelford Village Hall to avoid clashing with the Salvation Army Carols.

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

Meeting ended at 9:50pm