

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.

D R A F T

Minutes from the Annual Parish Council Meeting of Tuesday 16th May 2023

Present:

Mark Strange (Chair)
Karen Saunders
Christine Nugent
Neil Green

John O'Connell
Helene Mansilla (CDC)
Clare Muir (CDC)
Teresa Griffin (Clerk)

Members of public:
Alison Ward
Stephen Andrews
Richard

1. Election of Chairman

Proposed by Christine Nugent and seconded by Karen Saunders, Mark Strange was elected to serve as Chairman until the annual meeting 2024. Chairman's declaration of acceptance duly signed.

2. Election of Vice-chairman

Proposed by Mark Strange and seconded by Neil Green, John O'Connell was elected to serve as Vice-chairman until the annual meeting 2024. 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 and return to CDC by end of May.

5. Apologies: Dom Morris

6. Minutes: Minutes of the Parish Council Meeting held on 18th April 2023 were approved.

7. Disclosure of member's interests: None

8. Dispensation requests: None

9. Matters Arising: None.

10. Questions from members of the public: None

11. County Councillor's Report: Not present. An update was circulated by email prior to the meeting. A date for the Quarrying Cluster Meeting has been arranged for 23rd June 2023.

12. District Councillors Report: -

- Clare Muir reported – It has been an interesting few days settling in, and there is quite a lot of training to do so we are up to speed with things. We do now have our CDC email addresses which will be forwarded to you. We appreciate that May is a busy month for the Parish Council, but if there is anything that we can help with please get in touch. Mark Strange offered to meet up and have a look around the Parish in order to help understand some of the current issues.
- Helene Mansilla reported –
The aim of attending tonight's meeting is threefold. First, to introduce myself; second, to personally thank all those who either voted for me or voted for Clare and myself; and third, to get an understanding of your processes and the issues that matter to you

13. Review of Standing Orders – Council resolved to adopt the updated Model Standing orders produced by NALC in 2022 with appropriate amendments.

14. Review of Financial Regulations - These were reviewed and it was agreed no changes necessary.

15. Councillor Code of Conduct – Council resolved to adopt the current Local Government Association (LGA) Model Councillor Code of Conduct in line with Cotswold District Council.

16. Review of Banking and Investment arrangements – Currently all funds are held with Lloyds Bank and are less than the FSCS protection limit of £85,000. All councillors are set up as account signatories with 2 signatories required for cheque payments. There is no requirement to use on-line banking other than for viewing statements and transferring funds between the current and business call account. No petty cash is held. Sufficient fidelity cover provided through insurance policy.

The Internal Auditor has recommended that Council consider some of the funds held in reserves be invested in a Public Sector Deposit Fund to attract higher interest. It was agreed that the Clerk should look at what options are available, ensuring that funds could be accessed easily if required.

17. General Power of Competence – When previously considered there was some uncertainty as to the Clerk's eligibility due to the Cilca qualification being completed prior to the Localism Act. The Internal Auditor has advised that the Clerk would be eligible if she undertook Section 7 in Isolation Module Certificate. The Clerk advised that cur-

rently she does not wish to do this but would consider it in the future if the Council felt there was a need to use the power.

18. **Complaints Procedure and Publication Scheme** – Council reviewed both documents, and agreed no changes required.
19. **Review of inventory of assets** – Council reviewed the Asset Register. The broken mobile Vehicle Activated Sign has been removed and the new AutoSpeedWatch Camera has been added. No other changes necessary.
20. **Insurance Cover** Renewal documents have been received from Zurich Municipal for an annual cost of £341.32 compared to £326.89 last year. The Policy is due for renewal on the 1st June 2023. An updated Asset Register has been sent to Zurich requesting confirmation of any price adjustment resulting from the changes. Council agreed it is happy with the cover provided and approval will be confirmed by email when Zurich respond, given the policy is due for renewal before the next meeting.
21. **GDPR Policies, procedures and practices** – No changes were agreed necessary to the General Privacy Notice and the Staff, Councillors and Role Holders Policies. The Data Protection Impact Assessment and Auto Speed Watch Camera Operating Policies to be reviewed and adopted in the next couple of months when final installation of both cameras is complete and full information on the data handled and the processes are finalised.
22. **Appointment of members/representative for committees and outside bodies:**
 - Weymouth Trust Neil Green
 - Village Hall Committee Karen Saunders
 - Cotswold Canal Trust Mark Strange
 - Quarries All
 - Highways & Footpaths All
 - RAF Fairford All
 - Planning All
 - Lakes by Yoo Neil Green
 - Cross-County Partnership/Quarry Clustering Mark Strange
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

It was agreed not to renew the River Thames Alliance subscription.
24. **Propose plans for 2023/24** –
 - To undertake a Housing Needs Assessment
 - To start the process of producing a Neighbourhood Development Plan.
25. **Planning & Licensing** – None
26. **Kempsford Parish Council**
 1. Correspondence received (e-mailed) –
 - a) Grass cutting at Kempsford – The majority of grass has not been cut, and what has been done has been left in a mess with cuttings not removed. It was agreed that the Clerk would advise them that if they cannot come out and attend to our satisfaction this week, then the contract will be cancelled.
 - b) The annual report from Aggregate Industries to satisfy planning conditions has been circulated.
 - c) A resident emailed today regarding the condition of the C124. John O’Connell wrote to Wiltshire Highways earlier this month and they replied to say some defects had been identified and would be attended to. It was disappointing that they do not consider the road to be unsafe.
 2. Areas of open space at John of Gaunt/Tuckwell Road – Where the elderflower was cut down last year the area is a mess with the stumps and brambles growing. Clerk to contact the person who provided a quote last year for them to be dug out and check the quotation price is still valid. The area needs to be cleared so it can be managed.
 3. Updates from meetings attended and working groups –

- a) Mud and silt at Quarry footpath crossing - Reported to Quarry Manager and some works have been done. A more long-term solution needs to be discussed at the next liaison meeting.
 - b) RIAT Community Briefing – The Hannington Road closure, which is used for the Purple Route, is proving difficult for the organisers and a final alternative is yet to be agreed. Residents Newsletters and car stickers were collected and a date will be set for the first week in July for parishioners to collect additional stickers from the Village Hall.
 - c) Kempsford Village Hall –
 - A tree fell in the Car Park which has been removed.
 - The AGM was held last week. There are various changes to the committee and Ian Housley has taken over from Hannah Dickens as Chair. A new Treasurer will take over after the accounts have been audited.
 - They are working on the bookings process.
 - The separate Garden Committee is attracting members.
 - The Youth Group are moving to two sessions from September as it is proving very popular. The sessions will be split by age. They receive help from various businesses to provide food during the session, including The George, Cotswold Chippy and Greggs.
 - d) Lakes by Yoo - It was agreed that the Southern Route of the proposed multi-user path project is more likely to be achievable than the northern route. Discussion took place concerning the fencing and planting that has been carried out at the Country Park to route the footpath. It was agreed that LBY would produce a plan for that area to include the farm building development, showing drainage etc. Neil Green will attend future monthly meetings when possible.
 - e) Whelford Community Speed Watch Cameras – We are still awaiting the second ASW camera being funded and provided by GCC. Highways have provided a quotation of £454.23 to install a new pole for the existing camera to enable it to work properly and detect cars. Now the trees are in leaf, it is apparent that the approved location for the second camera will not provide enough sunlight for the solar panel. It was agreed to ask Highways what the additional cost would be to install a second post in a less shaded area.
4. Residents Reports to Councillors –
- Dog fouling along Chapel Road – it was agreed to purchase signs to be fitted to telegraph poles.
 - Recycling waste collection – Recycling waste was not collected in Whelford or some parts of Kempsford on Friday 5th May. Crews returned on Monday 8th to collect. Residents who complained were told there were not enough crews. Most people left their waste out over the weekend, which when windy results in it being blown around.

27. Finance

1. Internal Audit Report – The Internal Audit has been completed with a satisfactory report. Recommendations have been noted and actioned. It was recommended the council consider removing the timesheet element for the Clerk and she is paid on a fixed hour contract for 40 hours per month, as per her contract, with overtime considered if and when required. This was agreed and to be implemented from June 2023.
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. Authorisation of bills to be paid -

The following bills were approved to be paid:-

002331	GRCC (membership renewal)	£25.00
002332	Viking Direct (stamps for newsletters)	£44.58 inc. VAT
002333	T Griffin (wages & use of home)	£543.50
002334	HMRC (PAYE)	£77.80
002335	T Griffin (Adobe annual subscription)	£156.89 inc. VAT
Receipts since last meeting:		
	Bank Interest	£35.51
	CDC – Precept (1 st instalment)	£18,120.00

4. Council resolved to approve the Annual Governance Statement for the financial year ending 31st March 2023 and was duly signed by the Chairman and Clerk.

5. Council resolved to approve the accounts for the year ending 31st March 2023 and Accounting Statements, including the list of ear-marked reserves, and was duly signed by the Chairman and Clerk.
6. Council considered the qualifying criteria for certifying exemption from a limited assurance review. Both annual gross income (including prior year VAT repayment) and gross expenditure for the year ending 31st March 2023 did not exceed £25,000. Council resolved to self-certify and certificate form signed by the Chairman and Clerk. A copy to be sent to the external auditor no later than 30th June 2023.
7. 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 Monday 5th June 2023 and ends on Friday 14th July 2023.

28. **Clerks Report** – Nothing to report

29. **Correspondence** – All correspondence received via email has been circulated. Magazines and literature distributed.

30. **Date of next meeting** –20th June 2023

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

Meeting ended at 9:10pm