

# 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 Monday 21<sup>st</sup> April 2025

Present:

Mark Strange (Chair)  
Stephen Andrews  
Neil Green

Debbie Watson  
John O'Connell  
Karen Saunders

Teresa Griffin (Clerk)

1. **Apologies:** Dom Morris and Christine Nugent.
2. **Minutes:** Minutes of the Meeting held on 17<sup>th</sup> March 2025 were approved.
3. **Disclosure of member's interests:** None
4. **Dispensation requests:** None
5. **Matters Arising:**
6. **Questions from members of the public:** None
7. **County Councillor's Report:** Not present.
8. **District Councillors Report:** - Not present.
9. **Kempsford Parish Council:** -
  1. **Hazel View community facilities land transfer –**
    - The final sign-off of the S38 with Gloucestershire Highways is now not expected to happen for a couple of months. It was agreed to proceed with the land transfer providing that the agreement includes appropriate wording and permission of access to the facilities until such time the S38 is complete.
    - A meeting was held with the school on forming a new Management Committee for the community facilities. Tenders for the grass maintenance were considered and it was agreed to appoint Countrywide Grounds Maintenance. Clerk has informed all contractors and advised Countrywide that at present we do not know when the contract will commence.
    - The Management Committee will consist of representatives from the Parish Council, School, a local resident and a Kempford young volunteer.
    - The committee will look at signage (for sports pitch and car park) and fencing ahead of the land transfer. It is unacceptable to have dogs on the pitch due to health hazards.
  2. **Updates from meetings attended and working groups –**
    - Joint sewage working group meeting – Stephen Andrews reported that following the meeting, Thames Water have provided an explanation and report on the investigation works they have done at Kempford. This needs to be followed up as they have still not identified the problem section.
    - Kempford Village Hall – Karen Saunders reported –
      - The Big Lunch community picnic idea has been scrapped as it would clash with Fairford Festival.
      - They are still looking at other ideas for events later in the year, such as a barn dance, line dancing and race night.
      - The family café event went well and possibly the next one can be held outside.
      - There is still uncertainty about a Fete due to dates clashing with other events, hall bookings and holidays.
      - The roof leak repair has been done, gas check carried out and fire stops fitted. There is a problem with ants.
      - Still no quote for storage cupboard, so advised them to move the PC filing cabinets to one side and clear other unused items. The Clerk advised she has found out a list of what the PC is required to keep and councillors offered to help sorting through what is stored.
      - The Beer Festival raised approximately £1,200, which was better than last year but not as good as 2023. There was a profit of £7,200 last year. They are looking at new free software for accounting.
      - There are concerns over storage if additional short mat bowls equipment is acquired.
      - Quotes have been obtained for security cameras.
      - Following the Annual Parish Meeting they have been in contact with RAF Fairford regarding

- volunteers to repaint the hall.
- Garden rules have been agreed.
- The next meeting is the AGM.
- The Chair has been in contact with CD Cllr Tristan Wilkinson regarding potential grants.
- Footpath meeting with Lakes by Yoo - Stephen Andrews reported-
  - In conjunction with Fairford Town Council we broadly agreed the route of the footpath around the sailing lake (Country Park Phase 1).
  - The initial conversation with their planning consultant implied that it would be a PROW and everything else would be open. Towards the end of the meeting, they stated that they may wish to fence the footpath in the future, and have sheep to manage the land.
  - To avoid any suspicion or confusion the only way forward is to have a document which states what the Country Park is, and what can, or cannot be done. They have changed their view on preparing a Country Park Management Plan, to suggesting that it might all be done in a Landscaping & Environmental Management Plan (LEMP).
  - I raised the issue of parking and the new 'Patrons only' signs that have been erected, and was told that where it says 'Patrons only' this includes users of the Country Park.
  - Around Manor Farm there is no fencing or physical barrier preventing dogs or people entering the garden by accident. I proposed a mini-haha ditch be constructed, which would provide a barrier without spoiling the view.

### 3. Residents reports to Councillors –

- Two cones remain along Top Road, Kempsford following the drain cover repair – Clerk to request Highways collect them.

## 10. Planning, Policies and Licensing –

| Ref.             | Location  | Proposal  | Decision  |
|------------------|---|---|---|
| 25/01125/CLO PUD | 2 Chapel Close Kempsford                                    | Cert of Lawful Proposed Use or Devt for Certificate of Lawful Proposed Use or Existing Development under Section 191 of the Town and Country Planning Act 1990 for conversion of the roof space of two-bedroom Bungalow into a occupiable space   | No comment  |
| 24/03332/FUL     | The Lakes Bar and Kitchen Claydon Pike London Road Lechlade | Retention of tented structure accommodating a restaurant visitor centre and standalone dog wash structure and the erection of a single storey clubhouse building with associated kitchen, plant and storage and other infrastructure, including hard and soft landscaping and parking – To consider new information | Awaiting copy of a Management Plan for the Country Park |

## 11. Finance

### 1. The following bills paid between meetings were approved: -

|        |   |                   |
|--------|---|-------------------|
| 002489 | GRCC (Housing Needs Survey)                         | £3498.26 inc. VAT |
| 002490 | C Nugent (mileage exp's for collecting newsletter)  | £90.00            |
| 002491 | Police & Crime Commissioner (ASW ltrs 1/7-31/12/24) | £295.40           |
| 002492 | TEEC Ltd (website planning tracker facility)        | £28.80 inc. VAT   |
|        | Lloyds Bank (monthly service fee & charges)         | £5.78             |

### The following bills were approved to be paid: -

|        |  |                                    |
|--------|--|------------------------------------|
| 002493 | M Dyball t/as Willow Gardening (March grass Kempsford) | £302.40 inc. VAT                   |
| 002494 | Busy Fingers Printing Ltd (April Newsletter)           | £94.50                             |
| 002495 | T Griffin (wages & use of home)                        | £684.80                            |
| 002496 | HMRC (PAYE Emp'er NI)                                  | £37.47                             |
|        | Open Spaces Society Membership                         | To be paid by Clerk £45.00         |
|        | Adobe Acrobat (subscription renewal due 4/5)           | on c/c & reclaimed 156.89 inc. VAT |

### Receipts since last meeting

|   |            |
|---|------------|
| Bank Interest                                     | £56.80     |
| HMRC (VAT reclaim)                                | £1,505.84  |
| CDC Precept 2025/26 (1 <sup>st</sup> installment) | £20,363.00 |

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. Ear-marked Reserves – It was agreed to ear-mark a further £4,727 following the year end (£3,000 for new burial ground, £582 unspent CIL money and an additional £1,145 for Village Halls maintenance). The land transfer at Hazel View should be progressing in the next couple of months and expenditure on legal fees, fencing and signage is expected. Total ear-marked reserves of £61,902 to be carried forward at the 31<sup>st</sup> March 2025, split as follows -
 

|                       |         |                 |        |
|-----------------------|---------|-----------------|--------|
| New Burial Ground     | £6,000  | Parish Plan/NDP | £7,000 |
| Hazel View facilities | £18,000 | Open Spaces     | £5,500 |
| Village Halls Fund    | £15,500 | Election Costs  | £1,400 |
| Legal Fees            | £4,000  | CIL             | £582   |
| Cllr/Clerk Training   | £250    | Traffic Calming | £3,670 |
4. Grant application for Kempsford Table Tennis Club – a grant of £600 was requested. It was agreed to donate £500 on the basis that the club can fund the additional amount to purchase a table costing £600. Clerk to raise cheque.
5. Following receipt of the precept first installment, the funds held with Lloyds Bank exceed the FSCS limit. There will be some expenditure expected upon the Hazel View land transfer but this may not happen for several months. The Clerk was asked to look in to setting up a public sector deposit fund account.
6. The Clerk reported that Christine Nugent had inspected the books and financial records on the 31<sup>st</sup> March 2025. Everything is in order and the internal control check list was completed.

12. **Clerks Report –**

- There has been no further correspondence from the solicitor regarding the registering of open space areas. It was agreed to look at fencing of the boundary of the land parcel at the end of Holford Crescent and chase up the solicitor on land registry.
- At the Annual Parish Meeting RIAT representatives implied they would meet with the Parish Council prior to the show to discuss any specific concerns. Mark Strange to follow up.

13. **Correspondence** – Noted and all correspondence received via email has been circulated.

14. **Date of next meeting** – Monday 19<sup>th</sup> May 2025, 7pm 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 9.00pm

Appendix A

| Kempsford Parish Council - Attendance Report |            | 12 months to: Apr-25  |
|--|------------|-----------------------|
| Name   | Attendance | Attendance Percentage |
| Dom Morris (GCC)                             | 5/12       | 42%                   |
| Helene Mansilla (CDC)                        | 0/12       | 0%                    |
| Tristan Wilkinson (CDC) - elected Dec 23     | 5/12       | 42%                   |
| Mark Strange (KPC - Chair)                   | 10/12      | 83%                   |
| John O'Connell (KPC - Vice Chair)            | 12/12      | 100%                  |
| Christine Nugent (KPC)                       | 10/12      | 83%                   |
| Karen Saunders (KPC)                         | 11/12      | 92%                   |
| Neil Green (KPC)                             | 12/12      | 100%                  |
| Stephen Andrews (KPC)                        | 12/12      | 100%                  |
| Debbie Watson (KPC) - Co-opted Nov 23        | 12/12      | 100%                  |