

Gorsley & Kilcot Parish Council

Minutes of the Annual Parish Council Meeting

Held virtually on Tuesday 4th May 2021 at 7:30pm via Video Conference Call¹

Present:

Councillors: Nigel Warwick (Chairman), David Clough (Vice-Chairman), John Barker, Steve Excell, Graham Price, Catherine Gardener

Officers: Arin Spencer (Parish Clerk and RFO)

- 1 Cllr Clough proposed, Cllr Barker seconded and Council –
Resolved unanimously to re-elect Cllr Nigel Warwick as Chairman for the 2021/22 civic year. The chairman's declaration of acceptance of office was duly signed.
- 2 Cllr Warwick proposed, Cllr Barker seconded and Council –
Resolved unanimously to re-elect Cllr David Clough as Vice-Chairman for the 2021/22 civic year.
- 3 Apologies were received from Cllr Poole.
- 4 There were no declarations of interests or requests for dispensations.
Councillors were reminded of the need to review their Registers of Pecuniary Interests and advise the clerk of any changes.
- 5 **Resolved** unanimously to approve and sign the minutes of the Parish Council meeting held on 1 March 2021 as a correct record.
- 6 Progress of resolutions from the last meeting on 1 March 2021
 - a. Drainage issues. Still waiting for Local Area Highways Manager Andrew Middlecote to arrange a site visit to discuss various highways issues in the parish.
 - b. Grit bins. **Action:** Clerk to follow up with highways on grit bins requested for the junction of Ford Lane with the B4222 and on Stony Lane, opposite Lodge Farm.
 - c. Oxenhall Lane Ford. Atkins feasibility study completed. Andrew Middlecote to forward a copy to Council.
 - d. Digibus. Gorsley Parish Hall agreed to host the Digibus and the Digibus Project had been notified of this as a potential location.
- 7 Planning applications considered
 - a. Ford Farm Bungalow, Ford Lane, Kilcot (P0676/21/FUL)
Erection of a single storey extension with balcony terrace over and installation of solar pv panels.
Resolved to comment: No objections, assuming there is no longer an agricultural tie on the dwelling.
 - b. Baldwins Farm, Mill Lane, Kilcot (P0535/21/FUL)
Erection of a two storey side extension.

¹ In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Resolved to comment: No objections.

8 Planning decisions noted

- a. Little Bull Hill, Kempley Road, Gorsley ([P173/21/FUL](#))
Proposed conversion of storage building and replacement of lean-to to provide holiday let accommodation. *Granted permission.*

9 Planning enforcement

Marshalls Meadow

The enforcement notice issued on 8 July 2020 was upheld and the planning application dismissed at the appeal hearing in February 2021. Since then, poultry numbers on the property have increased and additional fences have gone up.

Action: Clerk to find out from the enforcement office what activity is permitted on the site during the three month period (to 9 June 2021) allowed for compliance with the enforcement notice requirements.

Hedgerow Replacement Notice – Land opposite The Poplars, Gorsley

Action: Clerk to follow up with enforcement office on hedgerow reinstatement and request details of the new landowner so that a letter regarding trees resting on BT wires can be sent.

Annual Accounts 2020/21

- 10 The Lead Member for Finance reported that the accounts to March 2021 had been checked and, aside from a few minor issues, were in good order.
- 11 Received year-end financial reports as at 31/03/2021 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement).
- 12 Note updated asset register and March 2021 condition report completed by Cllr Warwick.

Annual Governance and Accountability Return 2020/21

- 13 **Resolved** to certify as exempt from a limited assurance review and complete the Certificate of Exemption.
- 14 **Resolved** to approve and sign Section 1 - Annual Governance Statement 2020/21
- 15 **Resolved** to approve and sign Section 2 - Accounting Statements 2020/21
- 16 **Resolved** to confirm dates for the exercise of public rights (14 June – 23 July 2021)

Documentation Review

- 17 To review and adopt the following policies and procedures:
- a. Standing Orders
- b. Financial Regulations
- It was agreed to defer this item to the next meeting.

Financial Matters

- 18 Cllr Graham Price was reappointed as Lead Member for Finance for the 2021/22 financial year.
- 19 **Resolved** to approve and sign Clerk's salary schedule for 2021/22.
- 20 Reviewed the parish council's insurance policy renewal for 2021/22 in terms of all insurable risks.
Resolved to renew with BHIB on a 3 year contract which includes annual subscription to Parish Online.

- 21 Considered the financial stability of the Parish Council's bankers. Members agreed that the risk of banking with the Co-operative Bank was very low. However, as there are no local Co-op Bank branches, the Clerk was asked to look into opening a Treasurers Account with Lloyds.
- 22 **Resolved** to authorise renewal of the following annual subscriptions/membership fees:
- Gloucestershire Association of Parish & Town Councils (£71.50)
 - Society of Local Council Clerks (£40.50)
 - Gloucestershire Rural Community Council (£25.00)
 - Information Commissioner (£35.00 by direct debit)

- 23 **Resolved** to approve the following list of payments:

DATE	DESCRIPTION	CHQ NO	POWER	BUDGET	AMOUNT
26/03/2021	Staff Salaries	SO	LGA 1972 s112(2)	Salaries	£ 213.00
26/04/2021	Staff Salaries	SO	LGA 1972 s112(2)	Salaries	£ 213.00
04/05/2021	SLCC Membership	100042	LGA 1972 s.111	Subscriptions	£ 40.50
04/05/2021	Tree Services	100043	PHA 1875 s164	Kilcot Green	£ 1,416.00
04/05/2021	GAPTC Subscription	100044	LGA 1972 s.111	Subscriptions	£ 71.50
04/05/2021	BHIB Insurance	100045	LGA 1972 s.111	Insurance	£ 190.11
04/05/2021	Staff Expenses	100046	LG(FP)A 1963 s5	Staff Expenses	£ 30.00

- 24 To note income received as follows:

DATE	DESCRIPTION	AMOUNT
13/04/2021	Precept – Forest of Dean District Council	£ 5,808.00

- 25 To approve the following list of standing orders and direct debits:

DESCRIPTION	TYPE	FREQUENCY	AMOUNT	DATE
Information Commissioners Office	DD	Annual	£ 35.00	December
Website Hosting (Ionos)	DD	Monthly	£ 7.20	21 st
Staff Salaries	SO	Monthly	£ 213.00	26 th

Highways

- 26 Noted closure of the B4221 between Kilcot and Newent from 17 May – 4 June 2021 for drainage works. It was agreed that the road closure notice was ambiguous and “a 24hr closure” implied the road would be closed for one day, not three weeks.
Action: Clerk to write to the Highways Stakeholder Engagement Manager regarding the proposed closure and diversion. Cllr Warwick to prepare a draft in the first instance.
- 27 Noted road closure notice for the Three Shires Stages Rally to be held on 5 September 2021.
- 28 Other highways matters:
- a. B4222 – the request to put a 7.5t weight limit on the Herefordshire stretch of the B4222 has reached number 11 on the Balfour Beatty list and so may happen this year. The same weight limit being implemented on the Gloucestershire stretch to Kilcot will then be very likely.
 - b. B4221 - there is a lot of rubbish lying against the curb. Highways has said this is not their responsibility and is a job for Forest of Dean District Council.
Action: Clerk to ask FoDDC to clean the side of the B4221 through Gorsley & Kilcot.

- c. Flooding outside The Old School – the drains either side of the drive are completely blocked. When it rains water runs down the road from each side and pours down the driveway. This caused trees to fall and block the road during the last bout of heavy rain.

Action: Clerk to raise this issue with Highways.

Public Rights of Way

- 29 Public Rights of Way and the significance of 2026
There are some paths in Kilcot Wood that disappeared off the OS map in the 1950s. Members agreed it could be worth putting a loop back in which users of Kilcot Wood could walk before the fence was installed.
- 30 Other PROW matters
DEFRA is planning to put wildlife cameras in Kilcot Wood which they hope to install next year.

Grounds Maintenance

- 31 Kilcot Green
Members discussed work in Kilcot Green that needs to be done:
 - area around the picnic benches to be cleared
 - repaired noticeboard to be put up
 Volunteers would be needed to do the work. Members were asked to let Cllr Warwick know when they are available to help.

General

- 32 Parish Plan
The Parish Plan needs updating. **Action:** Clerk to find out if a newer Parish Plan template is available.
- 33 The following schedule of meetings for 2021/2022 was agreed:

<u>Planning Meetings</u>	<u>Ordinary Meetings</u>
Monday 7 th June 2021 at 6:00pm	Monday 5 th July 2021 at 7:30pm
Monday 2 nd August 2021 at 6:00pm	Monday 6 th September 2021 at 7:30pm
Monday 4 th October 2021 at 6:00pm	Monday 1 st November 2021 at 7:30pm
Monday 6 th December 2021 at 6:00pm	Monday 3 rd January 2022 at 7:30pm
Monday 7 th February 2022 at 6:00pm	Monday 7 th March 2022 at 7:30pm
Monday 4 th April 2022 at 6:00pm	Tuesday 3 rd May 2022 at 7:30pm

- 34 Items for the July meeting agenda – none.
- 35 **Resolved** that the next Parish Council meeting will be held on Monday 5 July 2021 at 7:30pm in the Upper Room, Christ Church Gorsley.

With no further business the meeting was closed at 20:43.

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Signed (Chairman)

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Date: