



GORSLEY & KILCOT PARISH COUNCIL

Chairman: Councillor Nigel Warwick

Clerk: Mrs Arin Spencer ▪ M: 07484 619582

Email: clerk@gkpc.co.uk ▪ Website: www.gkpc.co.uk

MINUTES OF THE MEETING OF GORSLEY & KILCOT PARISH COUNCIL

Held on Monday 2nd September 2019 at 7:30pm in the Upper Room Christ Church, Gorsley

Present: Cllr Nigel Warwick (Chairman), Cllr David Clough (Vice-Chairman), Cllr Graham Price, Cllr Steve Excell, Cllr Catherine Gardner, Cllr John Barker

In attendance: Mrs Arin Spencer (Clerk)

48 Apologies for Absence

Received apologies for absence from Cllr Nigel Poole

49 **Declarations of Interest and Requests for Dispensation.** None received.

50 Minutes

Resolved: Approved and signed the minutes of the Council meeting held on 1st July 2019 as a correct record nem. con.

51 Financial Matters:

51.1 Cllr Price, Lead Member for Finance, reported that he had performed an internal check of the accounts for the period April to July 2019 and found them to be in order.

51.2 **Resolved:** Noted Co-op Bank Statement dated 30/07/2019 showing a balance of £11,504.01 nem. con.

51.3 **Resolved:** Received and signed Bank Reconciliation as at 30/07/2019 nem. con.

51.4 **Resolved:** Approved Receipts & Payments Account as at 30/07/2019 nem. con.

51.5 **Resolved:** Noted Budget Monitoring Statement as at 30/07/2019 nem. con.

51.6 **Resolved:** Approved the following payments nem. con.:

Description	Chq No	Power	Budget	Amount
Clerk's Salary (July)	SO	LGA 1972 s112(2)	Staff Costs	£ 196.16
Clerk's Salary (August)	SO	LGA 1972 s112(2)	Staff Costs	£ 196.16
Clerk's Expenses	100020	LG(FP)A 1963 S 5	Staff Costs	£ 50.61

52 Budget 2020/2021

52.1 Considered draft Budget for 2020/21

Action: Councillors to consider items for inclusion in the budget and send to the Clerk prior to the November meeting.

53 Planning Matters:

53.1 **Considered the following new planning applications received:**

53.1.1 [P0953/19/FUL](#) Quarry Farm, Aston Ingham Road, Kilcot, Newent
Proposal: Construction of an equestrian manège

Resolved: No objection nem. con.

53.2 **Noted the following planning decisions:**

53.2.1 [P0750/19/FUL](#) Orchard House, Aston Ingham Road, Kilcot GL18 1NP

Decision: [Granted Permission](#)

54 **Traffic problems on the B4221**

Speeding on B4221

Cllr Warwick reported to Council on the Road Speed and Road Safety meeting held by Linton Parish Council on 03/07/2019 (notes available on request).

Weight Limit on B4222

Implementation of a weight limit on the B4222 is on the Balfour Beatty Living Places list and currently working its way to the top. Cllr Warwick proposed that council contact Gloucestershire Highways about a joint traffic regulation for the B4222 with the cost to be split between Gloucestershire and Herefordshire.

Cllr Price observed that there has been significant opposition from Gloucestershire Highways to this proposal in the past.

It was agreed that Council will wait for Herefordshire to get to the point where they are ready to implement the weight limit and then lobby Gloucestershire Highways to implement a weight limit on the B4222 from the county boundary to the B4221. (The Herefordshire side of the B4222 already has a sign that says "Unsuitable for HGVs" but this does not deter HGVs coming onto it from the B4221).

HGV Traffic on B4221/B4222

A letter was sent to Local Highways Manager Andrew Middlecote querying how the HGV traffic data available could be used to identify

- a) local vs through traffic and
- b) HGV traffic using the B4222 (where Council would like to see a weight limit imposed)

Highways sent up to date HGV data from the B4221 traffic counter but advised that there is *"no continuous data collection from the B4222, last count is from 2005. With limited resources, our traffic count sites are limited to strategic sites only. In order to obtain local and through traffic, the only way of collecting this data would be to carry out origin and destination surveys or interview surveys. If Parish funding is available...surveys (can) be arranged."*

Cllr Warwick noted that the Local Transport Plan will be reviewed in 2020 which will be an opportunity for Council to raise the issue of HGV traffic again.

Speedwatch

Action: Clerk to set up Speedwatch as soon as can be arranged.

55 **Registration of Common Land – Aston Common**

Cllr Warwick summarised the position for new councillors not familiar with the history. Council has tried to register ownership of Aston Common. Despite having met its obligations for ownership, Council was told it has not done enough to register the land and needs to evidence 12 years of working the land before it can register ownership. Nothing is being done on the land and to get it sorted out will cost a lot of money. Councillors were invited to submit ideas on what could be done with the land. No proposals were immediately forthcoming.

56 **Tree Safety**

Cllr Warwick reported to Council that the Clerk had provided several examples of tree policies ranging from one page to 65 pages. He recommended using the one page policy but incorporating elements from the other policies to create a proportionate policy for Gorsley & Kilcot Parish Council.

Action: Cllr Warwick to draft a Tree Safety Policy and circulate to councillors for consideration at the November meeting.

56.1 NALC Tree Charter

Resolved: To sign up to the NALC Tree Charter nem. con. <https://treecharter.uk/>

57 Kilcot Green Noticeboard

Cllr Warwick has removed the rotten back of the noticeboard. Further attempts to repair it may make the noticeboard unsalvageable.

Action: Cllr Warwick to continue with attempt to salvage the noticeboard. Council accepts the risk that it could become unsalvageable in the process.

58 Community First Aid Course

Action: Clerk to make necessary arrangements to host a free community first aid course.

59 New WordPress Council Website

Action: Clerk to rebuild Council's website in WordPress using 1&1 Ionos WordPress Essential package at a cost of £6/month excl VAT.

60 Training

Resolved: Approved the following GAPTC training schedule for the Clerk nem. con.:

60.1 Budget Planning & Precept Setting (16-10-19) £15

60.2 Planning applications from the perspective of town and parish councils (20-11-19) £17

60.3 Clerk's Networking with 2 guest speakers (27-11-19) £7

61 Clerks Report – FOR INFORMATION ONLY

Received a report from the Clerk on actions requested in the minutes dated 1st July 2019 not covered elsewhere in the agenda including action tracker.

62 Considered attending the following meetings/events:

62.1 CPRE AGM 12 September 2019 at 18:30 in Westbury-on-Severn church

Resolved: Not to attend.

62.2 Dementia Action Alliance Celebration Event 27 September 2019 (GL16 7QT)

Resolved: Not to attend.

63 To RECEIVE items for the November meeting agenda

Kilcot Wood Maintenance

Speedwatch

64 Next meeting

To CONFIRM that the next ordinary meeting of the Parish Council will be held on 4 November 2019 at 7:30pm in the Upper Room at Christ Church, Gorsley.

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

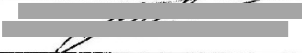
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Signed (Chairman)

.....
Date:

51.1 REPORT: Internal Accounts Check (April – July 2019)

GORSLEY & KILCOT PARISH COUNCIL

Internal Check List (Check of accounts performed by Lead Member for Finance every 4 months)

	YES	NO	Comment
All payments are authorised by two Members	✓		
Cheque signatories have initialled the original invoice as evidence	✓		
The cheque counterfoil initialled by the auditing Member	✓		
Bank accounts reconciled monthly (or other - please identify)	✓		
Payroll actioned accurately on a regular basis (state frequency)	✓		Monthly
Payments in system/spreadsheet/cashbook labelled accurately with the relevant power			
Payment schedule presented to full council (state frequency)	✓		Bi Monthly
There are separate s137 and VAT columns on the accounting spreadsheet/system	✓		
The VAT is claimed regularly (please state frequency)	✓		Annually
Receipts are correctly recorded on accounts system (spreadsheet)	✓		
Receipts are reconciled against original bank statements	✓		
For funds being transferred between accounts, a virement has been agreed and recorded by the Council			N/A
A reconciliation of accounts is presented to Council regularly (please state frequency and date of last one)	✓		3-4 Months APRIL
Internal checks occur (state frequency)	✓		✓
Any other comments:			
Auditing Member: Cllr Graham Price (Lead Member for Finance)			
Signature: 			
Date: 10th August 2019			

TRANSACTION CHECKS 2019/2020

CHEQUE	DATE	PAYEE	AMOUNT	APPROVAL	INVOICE RECEIPT	PAID
10010	13.05.19	GAPTC 503	72.45	✓	✓	✓
10011		Cancelled				
10042	13.05.19	Clubs Exp	49.43	✓	✓	✓
10013	13.05.19	M.H. Exp's Capex	455.43	✓	✓	✓
10014	13.05.19	Parish Office	36.00	✓	✓	✓
10015	13.05.19	BHIB Insurance	188.23	✓	✓	✓
10016	13.05.19	NALC ICR Aug.	17.00	✓	✓	✓
10017	01.07.19	Clubs Exp.	40.16	✓	✓	
10018	01.07.19	GRCC Sub.	25.00	✓	✓	
10019	01.07.19	GAPTC Int. Audit	175.75	✓	✓	10/08/19 EP

51.3

Bank Reconciliation

Name of smaller authority: Gorsley & Kilcot Parish Council

Date: **30 July 2019**

Prepared by (Name and Role): Arin Spencer (RFO)

Date: 06/08/2019

	£	£
Balance per bank statement as at 30/07/2019:		
The co-operative bank	11,504.01	
	<hr/>	
		11,504.01
Less: Unpresented cheques as at 30/07/2019		
A. Spencer (Expenses) 100017	- 40.16	
GRCC Subscription 100018	- 25.00	
		-
GAPTC Internal Audit 100019	175.75	
	<hr/>	
		-
		240.91
Net balances as at		
30/07/2019		<u>11,263.10</u>

51.4 Receipts and Payments Account

	Note	Budget 2019/20 £	YTD Total 2019/20 £	Total 2018/19 £
Co-op Bank Balance b/f 01/04/2019	1		7,560.19	8,247.19
RECEIPTS				
Precept			5,547.00	5,385.00
Wayleave re Electricity Poles				19.15
VAT Refund				656.49
TOTAL RECEIPTS		-	13,107.19	14,307.83
PAYMENTS				
Mileage / Home Allowance		350.00	69.66	
Salaries		2,353.92	784.64	
Staff Costs		2,703.92	854.30	4,757.02
Stationery / Postage		120.00	7.60	24.37
Newsletter		90.00	-	45.00
Insurance		190.00	168.06	183.57
Audit		185.00	175.75	174.85
Subscriptions	2	265.00	144.45	296.08
Room Hire		255.00	-	260.00
Chairmans Allowance		100.00	-	1.95
Website		100.00	19.98	
Administration		1,305.00	515.84	985.82
Councillors' Mileage		50.00	-	
Training		400.00	25.00	231.49
New Laptop Computer		-	323.99	
Laptop Software		-	30.00	
Grants & Donations		100.00	-	
Election Expenses		146.00	-	
APM Expenses		25.00	-	23.15
Advertisement for new Clerk		-	-	46.80
Other		721.00	378.99	301.44
Work on Kilcot Green		750.00	-	-
Registration		-	-	580.00
Amenities		750.00	-	580.00
S137 Expenditure		-	-	-
VAT		-	94.96	123.36
Total Payments		5,479.92	1,844.09	6,747.64
Bank Reconciliation				
Balance b/f 01/04/2019			7,560.19	8,247.19
Receipts			5,547.00	6,060.64
			13,107.19	14,307.83
Payments			1,844.09	6,747.64
Balance c/f 30/07/2019			11,263.10	7,560.19

52. Draft Budget 2020/2021

Description	BUDGET 2018/2019	Year to Date Expenditure	Year End Forecast	BUDGET 2019/2020	Notes
Mileage/Home Allowance	350.00	69.66	238.30	295.00	1
Salaries	2,353.92	784.64	2,353.92	2,490.00	2
Staff Costs	2,703.92	854.30	2,592.22	2,785.00	
Stationery/Postage	120.00	7.60	40.00	100.00	3
Newsletter	90.00	-	90.00	90.00	
Insurance	190.00	168.06	168.06	170.00	4
Audit	185.00	175.75	175.75	185.00	
Subscriptions	265.00	144.45	168.45	185.00	5
Room Hire	255.00	-	255.00	265.00	
Chairman's Allowance	100.00	-	-	100.00	
Website	100.00	19.98	55.98	72.00	6
Administration	1,305.00	515.84	953.24	1,167.00	
Councillor's Mileage	50.00	-	-	50.00	
Training	400.00	25.00	159.00	300.00	
Laptop Computer	-	323.99	323.99	-	
Microsoft Office 365	-	30.00	30.00	20.00	
Antivirus Software	-	11.60	11.60	20.00	
Grants & Donations	100.00	-	-	125.00	
Election Expenses	146.00	-	-	300.00	7
APM Expenses	25.00	-	25.00	30.00	
Other	721.00	390.59	549.59	845.00	
Work on Kilcot Green	750.00	-	750.00	750.00	
Registration	-	-	-	-	
Amenities	750.00	-	750.00	750.00	
Contingency	300.00	-	-	-	
S137	-	-	-	-	
VAT	-	94.96	94.96	-	
TOTAL EXPENDITURE	5,779.92	1,855.69	4,940.01	5,547.00	8

NOTES:

1. Home Working Allowance:	£18 x 12 months =	£	216.00	
Mileage:		£	80.00	
		£	296.00	
2. NALC LC1 SCP 8	£10.37/hour x 20 hours/month x 12 months =	£	2,488.80	
3. Stationery:		£	20.00	
Printing:	£5/month x 12	£	60.00	
Postage:	3 x £0.61 2nd class stamps x 12 months	£	21.96	
		£	101.96	
4. Third year of three year fixed premium insurance contract		£	168.06	
5. Subscriptions			Ex VAT	VAT
	GAPTC Annual Subscription	£	72.45	£ -
	Parish Online	£	30.00	£ 6.00
	NALC LCR Magazine	£	17.00	£ -
	GRCC Annual Subscription	£	25.00	£ -
	Society of Local Council Clerks	£	40.00	£ -
		£	184.45	£ 6.00
6. 1&1 Ionos Managed WordPress:	£6 * 12 months	£	72.00	
7. Election Reserve - towards provision for £1200 in the event of a contested election in 2023				
8. Precept remains unchanged at		£	5,547.00	