



Gorsley & Kilcot Parish Council

Councillors are hereby summoned to attend a Meeting of GORSLEY & KILCOT PARISH COUNCIL to be held at **7:30pm on Monday 2nd September 2019** in the Upper Room at Christ Church, Gorsley for the purpose of transacting the following business.

Arin Spencer

Arin Spencer (Mrs)
Clerk to Gorsley & Kilcot Parish Council

Dated 28 August 2019

Members of the Public are invited to address the Council at 7:30pm on matters on the agenda. (Public to speak for a maximum of 3 minutes each with the Public Session being no longer than 30 minutes).

AGENDA

- 48 To RECEIVE Apologies for Absence**
- 49 To RECEIVE Declarations of Interest and Requests for Dispensation regarding items on the agenda**
- 50 To APPROVE and sign the minutes of the Council meeting held on 1st July 2019 as a correct record.**
- 51 Financial Matters:**
- 51.1 To RECEIVE report from Cllr Price, Lead Member for Finance, on the internal accounts check for April – July 2019.
- 51.2 To NOTE Co-op Bank Statement dated 30/07/2019 showing a balance of £11,504.01
- 51.3 To RECEIVE and sign Bank Reconciliation as at 30/07/2019
- 51.4 To APPROVE Receipts & Payments Account as at 30/07/2019
- 51.5 To NOTE Budget Monitoring Statement as at 30/07/2019
- 51.6 To APPROVE the following payments as per the Cheque Approval Sheet:

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 To CONSIDER proposed draft Budget for 2020/21
- 53 Planning Matters:**
- 53.1 To COMMENT on new planning applications received:
- 53.1.1 [P0953/19/FUL](#) Quarry Farm, Aston Ingham Road, Kilcot, Newent
Proposal: Construction of an equestrian manege
- 53.2 To RECEIVE planning decisions
- 53.2.1 [P0750/19/FUL](#) Orchard House, Aston Ingham Road, Kilcot GL18 1NP
Decision: [Granted Permission](#)

- 54 To DISCUSS traffic problems on the B4221**
- 55 To DISCUSS Registration of Common Land – Aston Common**
- 56 TREES**
- 56.1 To CONSIDER action required in respect of tree safety in the parish
- 56.2 To CONSIDER signing up to NALC’s Tree Charter
- 57 To RECEIVE progress report from Cllr Warwick on repair of Kilcot Green Noticeboard**
- 58 To CONSIDER hosting a free Community First Aid Course**
- 59 To CONSIDER rebuilding Council’s website in WordPress**
- 60 To APPROVE the following GAPTC training schedule for the Clerk:**
- 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**
- To RECEIVE 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 To CONSIDER attending the following meetings/events:**
- 62.1 CPRE AGM 12 September 2019 at 18:30 in Westbury-on-Severn church
- 62.2 Dementia Action Alliance Celebration Event 27 September 2019 (GL16 7QT)
- 63 To RECEIVE items for the November meeting agenda**
- 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.

PLANNING APPLICATIONS WILL BE AVAILABLE FOR VIEWING BY THE PUBLIC FROM 15 MINUTES PRIOR TO THE MEETING AND BY APPOINTMENT WITH THE CLERK (Mrs Arin Spencer 07484619582) AT CHRIST CHURCH GORSLEY
 ALL MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC AND PRESS WITH THE EXCEPTION OF ITEMS
 CONSIDERED UNDER STANDING ORDER 1C


All meetings can be moved downstairs if stairs are an obstacle to attendance at a meeting or a Loop System is required. A wheelchair ramp can be provided to access the church.

“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, sexual orientation, marital status and any disability), Crime and Disorder, Biodiversity, Health and Safety and Human Rights.”

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)	✓		1
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	PAYD
10010	13.05.19	GAPTC SUB	72.45	✓	✓	✓
10011		Cancelled				
10012	13.05.19	Clubs Exp	49.43	✓	✓	✓
10013	13.05.19	M.H. Eggs Comp To	455.43	✓	✓	✓
10014	13.05.19	Parish Office	36.00	✓	✓	✓
10015	13.05.19	B.H.B Insurance	188.23	✓	✓	✓
10016	13.05.19	NALC 12R 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 GP

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

51.5 Budget Monitoring Statement
GORSLEY & KILCOT PARISH COUNCIL
Budget Monitoring Statement as at 30/07/2019

Description	Budget 2019/2020	YTD Spend	Remaining Budget	Projected year end	Est. under/ over spend	Notes
Mileage/Home Allowance	350.00	69.66	280.34	238.30	111.70	1
Salaries	2,353.92	784.64	1,569.28	2,353.92	-	
Staff Costs	2,703.92	854.30	1,849.62	2,592.22	111.70	
Stationery/Postage	120.00	7.60	112.40	40.00	80.00	
Newsletter	90.00	-	90.00	90.00	-	
Insurance	190.00	168.06	21.94	168.06	21.94	2
Audit	185.00	175.75	9.25	175.75		
Subscriptions	265.00	144.45	120.55	168.45	96.55	
Room Hire	255.00	-	255.00	255.00	-	
Chairman's Allowance	100.00	-	100.00	-	100.00	
Website	100.00	19.98	80.02	55.98	44.02	3
Administration	1,305.00	515.84	789.16	953.24	342.51	
Councillor's Mileage	50.00	-	50.00	-	50.00	
Training	400.00	25.00	375.00	159.00	241.00	4
Laptop Computer	-	323.99	- 323.99	323.99	- 323.99	
Microsoft Office 365	-	30.00	- 30.00	30.00	- 30.00	5
Grants & Donations	100.00	-	100.00	-	100.00	
Election Expenses	146.00	-	146.00	-	146.00	
APM Expenses	25.00	-	25.00	25.00	-	
Other	721.00	378.99	342.01	537.99	183.01	
Work on Kilcot Green	750.00	-	750.00	750.00	-	
Registration	-	-	-			
Amenities	750.00	-	750.00	750.00	-	
Contingency	300.00	-	300.00	-	300.00	
S137	-	-	-	-		
VAT	-	94.96		94.96		
TOTAL EXPENDITURE	5,779.92	1,844.09	4,030.79	4,928.41	937.22	6

NOTES:

1. £69.66 + (£17.33 home allowance x 8 months) + £30 mileage estimate = £238.30
2. Budgeted figure includes VAT.
3. Domain £19.98 + £6 x 6 months monthly fee for wordpress essential managed package (1&1 Ionos)
4. £25 + £95 councillor training + £39 clerk training = £159
5. Microsoft Office 365 required for new laptop
6. Grants & Donations Reserve £ 100.00
Elections Reserve £ 146.00
Projected Underspend £ 691.22
 £ 937.22

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	

54. HGV THROUGH TRAFFIC ON B4221

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.”

56.2 NALC Tree Charter

The Charter for Trees, Woods and People sets out the principles for a society in which people and trees can stand stronger together. The Tree Charter was launched in Lincoln Castle on 6 November 2017; the 800th anniversary of the 1217 Charter of the Forest. The Tree Charter is rooted in more than 60,000 ‘tree stories’ gathered from people of all backgrounds across the UK. <https://treecharter.uk/>

The 10 Tree Charter Principles

Sustain landscapes rich in wildlife



Each tree is a world within itself, teeming with life. A fallen branch is a feast for beetles, fungal-rich woodland soil is a wildflower bed. A hedgerow is a living network, where a host of creatures share their home. Forests are full of opportunities for people, but their natural wealth is the wildlife. Our future good means thinking in the round, adapting plans to what is on the ground. New urban and transport projects should make routes for our native wildlife to move forward too. Take heed of nature’s needs.

Plant for the future



When we enjoy the company of a treasured tree or the beauty of a favourite wood we often owe thanks to those with the foresight and confidence to invest in the future. We must show that same generosity of spirit, that same sense of hope for the future, and plant more now. Line streets with living greenery, let trees allow shifting colour into every life. More orchards for communities, more hedges for wildlife, more forests for timber and jobs. Nurture people’s pride in their local trees and empower them to care for their future. Right tree, right place, bright future.

Celebrate the power of trees to inspire



Stories have always grown on trees. Artists are drawn to their intricacies. Woods are rooted in memories, but it’s the leaf mould of tales told that nourishes future growth. The poetry of trees is always living, for every older work sends out new shoots. We grow attached to trees in books and learn to look for them in life. We feel connected to trees we know and love to see them painted well. Celebrate Tree Charter Day each year to strengthen this cultural legacy and help our living traditions thrive.

Grow forests of opportunity and innovation



Forests, woods and trees all flourish under the stewardship of skilled professionals. Trees reward us with fuel for enterprise, craft and invention, green energy and fires. Consider the source of wooden products and choose the home-grown from well-managed forests. Teach the rising generation that with responsible management a wooded land is a thriving nation.



Protect irreplaceable trees and woods

Ancient woods have been continuously wooded since before records started: they are living descendants from Britain's prehistory. A tree may be a village's oldest inhabitant, a founding figure in a region's identity, a natural monument in the nation's story. Thorn-bushes and hedgerows harbour our history. Old orchards are habitats for some of our rarest species and living museums of disappearing ways of life. A country that cares for its future cares for its past: we need laws and commitment to protect these irreplaceable natural treasures.

Plan greener local landscapes



The trees that touch us most are those that live among us, along our street, in the local park, beside our school or place of work. Like us, they grow and change, need space to breathe and support to thrive. Trees give places their distinctive character. Local community networks have a vital role to play in caring for woods and trees. Trees provide long-lasting good, so well-informed planning reaps long-term rewards. Take guidance on planting, felling and replanting from skilled professionals. Good landscapes of the future depend on care for trees today.

Recover health, hope and wellbeing with the help of trees



Peace grows quietly in tree-lined places, where bees, fresh scents and birdsong revive our jaded senses. Sprays of greenery ensure cleaner air and clearer minds, and fitter bodies, more inclined to take a walk or meet a friend. Spirits lift and stress recedes when we stroll through healing glades. Parks and woodlands keep us well and help to quell fears of illness, ageing, loss – we breathe more freely under trees. Healthcare and tree-care go hand in hand: harness the therapeutic power of trees.

Make trees accessible to all



Trees offer shared experience to every age, religion and race. In woods people can work together, sharing experiences and learning from each other and their natural surroundings. Those who no longer move with ease can still find pleasure among the trees. Cheerful voices ring through leaves, from makeshift pitches and games of make-believe. There should be room for us all beneath spreading canopies.

Combat the threats to our habitats



Pests, diseases and climate change pose serious threats to our precious trees. Enlightened management of woods will help ensure their future health: planting strong seeds and saplings, selecting species suited to the site, keeping forests mixed in age and kind, regular thinning, combatting invasive plants, and controlling infections and pests at the earliest sign.

Strengthen our landscapes with trees



From roots that bind and enrich the soil to leaves that shade and shelter, from locking carbon into timber and purifying air and water, trees make our landscapes better. Rising water swells and floods, so strengthen riverbanks with roots. Bare hills need trees to keep the soil stable, to slow the flow of nature's deluge, to shelter sheep or shade the cattle. The right tree in the right place earns its keep again and again. As farmers and landowners benefit from woods, the country will be strengthened in the years ahead.