



Gorsley & Kilcot Parish Council

1 May 2021

Councillors are hereby summoned to attend the Annual Parish Council meeting of **GORSLEY & KILCOT PARISH COUNCIL** to be held on **Tuesday 4 May at 7:30pm** by video conference call¹ for the purpose of transacting the business set out below.

Zoom Meeting link:

<https://zoom.us/j/91877191551?pwd=TDdrWIBQbVZnWVM4Y1V0MldSNHA5dz09>

Meeting ID: 918 7719 1551

Password: 6aAQcR

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).

Arin Spencer

Parish Clerk

AGENDA

- 1 To elect a Chairman for the 2021/22 civic year and receive the Chairman's declaration of acceptance of office.
- 2 To elect a Vice-Chairman for the 2021/22 civic year.
- 3 To receive apologies for absence.
- 4 To receive declarations of interests and consider requests for dispensations.
Councillors are reminded of the need to review their Register of Pecuniary Interests and advise the clerk of any changes.
- 5 To resolve that the minutes of the Parish Council meeting held on 1 March 2021 are a correct record.
- 6 To receive an update about progress of resolutions from the last meeting of the Parish Council on 1 March 2021.

Planning

- 7 To consider and respond to the following planning applications:
 - 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

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

- b Baldwins Farm, Mill Lane, Kilcot ([P0535/21/FUL](#))

Erection of a two storey side extension.

8 To note the following planning decisions:

- 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 To discuss ongoing planning enforcement matters in the parish

Annual Accounts 2020/21

10 To receive a report from the Lead Member for Finance on the year end accounts check for 2020/21.

11 To receive year-end financial reports as at 31/03/2021 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement)

12 To note updated asset register and March 2021 condition report completed by Cllr Warwick.

Annual Governance and Accountability Return 2020/21

13 To agree to certify as exempt from a limited assurance review and complete the Certificate of Exemption.

14 To approve and sign Section 1 - Annual Governance Statement 2020/21

15 To approve and sign Section 2 - Accounting Statements 2020/21

16 To confirm dates for the exercise of public rights (15 June – 24 July 2021)

Documentation Review

17 To review and adopt the following policies and procedures:

- a Standing Orders

- b Financial Regulations

Financial Matters

18 To appoint a Lead Member for Finance for the 2021/22 financial year.

19 To approve and sign Clerk's salary schedule for 2021/22.

20 To confirm the Parish Council's insurance provider for 2021/22 and review the insurance provided in terms of all insurable risks.

21 To consider the financial stability of the Parish Council's bankers.

22 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 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 To note closure of the B4221 between Kilcot and Newent from 17 May – 4 June 2021 for drainage works.

27 To note road closure notice for the Three Shires Stages Rally on 5 September 2021.

28 To discuss any other highways matters.

Public Rights of Way

29 Public Rights of Way and the significance of 2026

30 To discuss any other PROW matters.

Grounds Maintenance

31 To discuss work required on Kilcot Green.

General

32 To discuss updating of the Parish Plan

33 To agree the following schedule of meetings for 2021/2022:

<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 To receive items for the July meeting agenda

35 Date and time of next meeting

Monday 5th July 2021 at 7:30pm
Upper Room, Christ Church Gorsley

PLANNING APPLICATIONS WILL BE AVAILABLE FOR VIEWING BY THE PUBLIC FROM 7.15PM ON THE NIGHT 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.”