Gorsley & Kilcot Parish Council

**Minutes of the Parish Council Meeting**

Held on Monday 6th January 2020 at 7:30pm in the Upper Room Christ Church, Gorsley

**Present:**

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

Officers: Arin Spencer (Parish Clerk and RFO)

 Three (3) members of the public

1. **Apologies for Absence** received from Cllr Catherine Gardner.
2. **Declarations of Interest and Requests for Dispensation.** None.
3. **Minutes**

**Resolved:** Approved and signed the minutes of the parish council meeting held on 4th November 2019 as a correct record *nem con*.

1. **Planning**
	1. **Applications**
		1. [**P1882/19/FUL**](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q1Y2LOHIM5P00) Replacement of existing former poultry buildings with 3 no. dwellings, bat houses and associated landscaping and works at Ford Farm Poultry Sheds, Ford Lane, Kilcot ([///delay.melts.uncle](https://what3words.com/delay.melts.uncle))

 Member of the public, L Watkins, was given leave by the chairman to make the following representation:

* The property currently has permission for Class Q development.
* The existing poultry sheds are unattractive agricultural buildings containing asbestos.
* If returned to agricultural use, the sheds would be a nuisance to local residents.
* New dwellings rebuilt within the existing footprint can be developed sympathetically within the landscape, with a higher energy rating (it is difficult to insulate the existing structures well), and with improved eco credentials.
* The proposed landscaping design will enhance the biodiversity of the site.

 Cllr Warwick observed that to date FoDDC has not been supportive of this kind of development as Gorsley & Kilcot has no defined settlement boundary. However, it was generally agreed that the proposed development would be an improvement on what is currently there and no councillors had any specific objections.

**Resolved:** To comment no objections *nem con.*

* 1. **Decisions**

**Permission granted:**

* + 1. [P1386/19/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PX1WUPHIKCR00) Erection of a stable block with attached hay and feed store for equine use at Brookfield Cottage, Sterrys Lane, Gorsley ([///crush.prancing.exact](https://what3words.com/crush.prancing.exact))
		2. [P1387/19/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PX1WV0HIKCT00) and [P1388/19/LBC](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PX1WV8HIKCU00)Weddings and events use of the house and garden, together with the erection of an orangery and associated works and demolition of aviary at Briery Hill House, Briery Hill Lane, Kilcot GL18 1NH. ([///record.blogs.century](https://what3words.com/record.blogs.century))
		3. [P1555/19/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PYOV2CHIKYM00) Conversion of garage to annexe ancillary to main dwelling including associated works at Hartleys Barn, Ross Road, Gorsley ([///decay.height.creeps](https://what3words.com/decay.height.creeps))
1. **Budget and Precept 2020/21**
	1. Councillors considered the following draft budget for 2020/21 and

**Resolved:** To approve the draft budget for 2020/21 *nem con.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **BUDGET** | **YTD**  | **Year End** | **BUDGET** | **BUDGET** | **Notes** |
|   | **2019/2020** | **Spend** | **Forecast** | **2020/2021** | **2021/2022** |  |
| Salaries |  2,354  |  1,569  |  2,354  |  2,490  |  2,565  | 1 |
| Home working allowance |  350  |  104  |  208  |  72  |  84  | 2 |
| Clerk's Mileage |   |  23  |  23  |  50  |  50  |   |
| Training |  400  |  135  |  174  |  300  |  315  |   |
| Chairman’s Allowance |  100  |  -  |  -  |  100  |  100  |   |
| Councillor's Mileage |  50  |  -  |  -  |  50  |  50  |   |
| Stationery/Postage |  120  |  17  |  40  |  100  |  105  | 3 |
| Newsletter |  90  |  -  |  90  |  95  |  100  |   |
| Internal Audit |  185  |  176  |  176  |  185  |  190  |   |
| Insurance |  190  |  168  |  168  |  168  |  173  | 4 |
| Election Expenses |  146  |  147  |  -  |  -  |  -  |   |
| Subscriptions |  265  |  144  |  168  |  185  |  191  | 5 |
| Room Hire |  255  |  -  |  255  |  265  |  275  |   |
| APM Expenses |  25  |  -  |  25  |  30  |  30  |  |
| Laptop Computer |  -  |  324  |  324  |  -  |  -  |   |
| Computer Software |  -  |  42  |  42  |  40  |  40  |   |
| Website Hosting |  100  |  20  |  56  |  72  |  74  | 6 |
| Grants & Donations |  100  |  -  |  -  |  100  |  100  |   |
| Work on Kilcot Green |  750  |  -  |  750  |  750  |  750  |   |
| New Speedwatch Kit |  -  |  -  |  -  |  175  |  -  |   |
| General Reserve |  300  |  -  |  -  |  200  |  200  |   |
| Election Reserve |  -  |  -  |  -  |  300  |  300  | 7 |
| IT Hardware Reserve |   |   |   |  100  |  100  | 8 |
| VAT Paid |  -  |  95  |  95  |  -  |   |   |
| **TOTAL EXPENDITURE** |  **5,780**  |  **2,965**  |  **4,948**  |  **5,827**  |  **5,791**  |   |
| Other Income |  19  |   |  19  |  19  |  19  |   |
| VAT Claimed |  |   |  95  |   |  |   |
| Precept |  5,547  |   |  5,547  |  5,808  |  5,772  | 9 |
| **TOTAL INCOME** |  **5,566**  |  |  **5,661**  |  **5,827**  |  **5,791**  |  |
|  |  |  |  |  |  |  |
| **NOTES:** |  |  |  |  |  |  |
| 1. NALC LC1 SCP 8  | £10.37/hour x 20 hours x 12 months = |  £ 2,489  |  |  |
| 2. Home Working Allowance:  | £6 x 12 months = |  £ 72  |   |   |
| 3. Stationery: |  |  |  |  £ 20  |  |  |
|  Printing: | £5/month x 12 |  |  £ 60  |  |  |
|  Postage: | 3 x £0.61 2nd class stamps x 12 months |  £ 22  |  |  |
|  |  |  |  |  £ 102  |  |  |
| 4. Third year of three year fixed premium insurance contract |  £ 168  |   |   |
| 5. Subscriptions |  |  |  |  Ex VAT  |  | VAT |
|  | GAPTC Annual Subscription |  £ 72  |  |  £ -  |
|  | Parish Online |  |  £ 30  |  |  £ 6  |
|  | NALC LCR Magazine |  |  £ 17  |  |  £ -  |
|  | GRCC Annual Subscription |  £ 25  |  |  £ -  |
|  | Society of Local Council Clerks |  £ 40  |   |  £ -  |
|  |  |  |  |  £ 184  |  |  £ 6  |
| 6. 1&1 Ionos Managed WordPress Essential: | £6 \* 12 months |  £ 72  |   |   |
| 7. Election Reserve - towards provision for £1200 in the event of a contested election in 2023 |
| 8. Based on replacement of laptop every four years |   |   |   |   |
| 9. Precept | **2019/2020** | **2020/2021** |  |  |  |  |
|  |  £ 5,547  |  £ 5,808  |  |  |  |  |
|  Per Tax Band D Property |  £ 41.86  |  £ 43.60  |  |  |  |  |
|  Per Week |  £ 0.81  |  £ 0.84  |  |  |  |  |

* 1. Based on the approved budget, council

**Resolved:** To set the precept for 2020/21 at £5808 *nem con.*

1. **Financial Matters**
	1. Considered appointing GAPTC as Internal Auditor for the 2019/2020 financial year.

**Resolved:** Approved *nem con.*

* 1. The Lead Member for Finance report was deferred to the March meeting. Cllr Price will report at that meeting on the accounts for August – December 2019.
	2. Noted Co-op Bank Statement dated 29/11/2019 reflecting a balance of £10,185.85 (reconciled balance £10,142.61)
	3. Noted the budget monitoring statement as at 30/11/2019 *(Appendix 1)*
	4. Noted the receipts and payments schedule as at 30/11/2019 *(Appendix 2)*
	5. Considered the following payments schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Chq No** | **Power** | **Budget** | **Amount** |
| Clerk’s Salary (Nov) | SO | LGA 1972 s112(2) | Staff Costs | £ 196.16 |
| Clerk’s Salary (Dec) | SO | LGA 1972 s112(2) | Staff Costs | £ 196.16 |
| Clerk’s Expenses | 100025 | LG(FP)A 1963 S 5 | Staff Costs | £ 85.57 |

**Resolved:** Approved the payments listed *nem con.*

1. **Clerks Report** (For information only)

The clerk reported to council on progress to date in respect of items on the action tracker.

1. **Highways**
	1. B4221 and other traffic problems
		1. Cllr Warwick reported that he had sent strongly worded letters of complaint to Highways regarding the poorly organised and signposted roadworks that took place in the parish in November and December. He voiced concern at the chaos caused by the surface dressing with more disruptive mass gravelling due to take place later in the year.

Some of the tarmac laid in the rain outside Normanhurst was, he said, already lifting.

A member of the public attending the meeting commented that the roadworks team were rude and unhelpful, expecting residents to wait thirty minutes to collect their children from school.

* 1. A member of the public reported that there are dead trees on Mill Lane. Some have fallen over. One is leaning dangerously towards the road. ([///desire.something.dusters](https://what3words.com/desire.something.dusters))

**Action:** Clerk to ask Highways to send a letter to the landowner.

* 1. The knocked over safety bollard at the bus refuge at the bottom of Kilcot Hill, which was reported in July 2019, has not yet been fixed. Action: Clerk to report it again to highways.
	2. Condition of Roads Report

**Action:** Cllr Warwick to send the most recent report to the clerk.

* 1. Oxenhall Lane Ford

Cllr Price reported on the meeting held on 26 November at the ford with PROW Officer Suzanne Hopes, Local Highways Manager Andrew Middlecote and Martyn Davy representing Newent Cycling Group.

* The existing footbridge needs replacing.
* The replacement will probably need to be somewhat longer than the original due to bank erosion.
* A footbridge without cross rails at either end is preferred by the parish council as these make it challenging for less able walkers to cross.
* The footbridge in its current position is not easy to access and is likely to get little to no use making its replacement in that position a poor use of public funds.
* Moving the footbridge fifteen or so metres up stream and two to three metres from the edge of the ford would require a bridge of no greater length and would be an asset for the community.
* However, relocating the footbridge will involve getting an environmental impact assessment among other things and could cost around £2500.

Suzanne Hopes intends to replace the footbridge in its current location in the “fairly near future” but has been asked by the parish council to explore all other costs/options before the replacement bridge is installed.

**Action:** Cllr Price to draft a letter to County Councillor Will Windsor-Clive asking him to intercede on behalf of the parish council in this matter.

1. **Meetings / Events to consider attending**
	1. Road Safety Group Meeting at Lydney Fire Station on 2 March 10 – 12am
	2. Chartered Parishes Group Meeting at GL3 Community Hub on 7 March 7 – 9pm

Council agreed that the clerk should attend both meetings. Cllr Warwick may also attend the meetings.

1. **Items for next meeting agenda**
	1. Defibrillator: Buildbase will be closing on 31 January 2020. This will impact the defibrillator if the power to the building is switched off. **Action:** Cllr Warwick to approach the owner of the garage next door about the possibility of relocating the defibrillator there.
	2. Ford lane bridge
	3. Kilcot Green
	4. Purchase of a Community Speedwatch Kit
2. **Next meeting**

**Resolved:** The next ordinary meeting of the Parish Council will be held on 2 March 2020 at 7:30pm in the Upper Room at Christ Church, Gorsley.

With no further business the meeting was closed at 20:45pm.

Signed (Chairman) Date:

**Appendix 1**



**Appendix 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GORSLEY & KILCOT PARISH COUNCIL** |   |  |  |  |  |  |   |
| **Receipts and Payments**  |  |  |  |  |  |  |  |
| 1 April 2019 - 30 November 2019 |  |  |  |  |  |  |  |
| **Date** | **Description** | **Cheque No** | **Receipts** | **Payments** | **VAT** | **S137** | **Bank Balance** | **Power** |
| 01/04/2019 | Bank Balance |   |  7,560.19  |   |   |   |  7,560.19  |   |
| 24/04/2019 | Precept |   |  5,547.00  |   |   |   |  13,107.19  |   |
| 26/04/2019 | A. Spencer (Apr) | SO |   |  196.16  |  -  |   |  12,911.03  | LGA 1972 s112(2) |
| 13/05/2019 | GAPTC Subscription | 100010 |   |  72.45  |  -  |   |  12,838.58  | LGA 1972 s111 |
| 13/05/2019 | A. Spencer (Expenses) | 100012 |   |  49.43  |  -  |   |  12,789.15  | LG(FP)A 1963 s5 |
| 13/05/2019 | M. Highton (Expenses) | 100013 |   |  455.43  |  68.79  |   |  12,333.72  | LG(FP)A 1963 s5 |
| 13/05/2019 | Parish Online Sub | 100014 |   |  36.00  |  6.00  |   |  12,297.72  | LGA 1972 s111 |
| 13/05/2019 | BHIB Insurance | 100015 |   |  188.23  |  20.17  |   |  12,109.49  | LGA 1972 s111 |
| 13/05/2019 | NALC LCR Magazine Sub | 100016 |   |  17.00  |  -  |   |  12,092.49  | LGA 1972 s111 |
| 28/05/2019 | A. Spencer (May) | SO |   |  196.16  |  -  |   |  11,896.33  | LGA 1972 s112(2) |
| 26/06/2019 | A. Spencer (Jun) | SO |   |  196.16  |  -  |   |  11,700.17  | LGA 1972 s112(2) |
| 01/07/2019 | A. Spencer (Expenses) | 100017 |   |  40.16  |  -  |   |  11,660.01  | LG(FP)A 1963 s5 |
| 01/07/2019 | GRCC Subscription | 100018 |   |  25.00  |  -  |   |  11,635.01  | LGA 1972 s111 |
| 01/07/2019 | GAPTC Internal Audit | 100019 |   |  175.75  |  -  |   |  11,459.26  | LGA 1972 s111 |
| 26/07/2019 | A. Spencer (Jul) | SO |   |  196.16  |  -  |   |  11,263.10  | LGA 1972 s112(2) |
| 01/07/2019 | A. Spencer (Expenses) | 100020 |   |  50.61  |  -  |   |  11,212.49  | LG(FP)A 1963 s5 |
| 26/08/2019 | A. Spencer (Aug) | SO |   |  196.16  |  -  |   |  11,016.33  | LGA 1972 s112(2) |
| 26/09/2019 | A. Spencer (Sep) | SO |   |  196.16  |  -  |   |  10,820.17  | LGA 1972 s112(2) |
| 07/10/2019 | GAPTC Training | 100021 |   |  95.00  |  -  |   |  10,725.17  | LGA 1972 s111 |
| 07/10/2019 | FoDDC Election Fee | 100022 |   |  147.00  |  -  |   |  10,578.17  | RPA 1983 s36(5) |
| 26/10/2019 | A. Spencer (Oct) | SO |   |  196.16  |  -  |   |  10,382.01  | LGA 1972 s112(2) |
| 04/11/2019 | A. Spencer (Expenses) | 100023 |   |  28.24  |   |   |  10,353.77  | LG(FP)A 1963 s5 |
| 04/11/2019 | GAPTC Training | 100024 |   |  15.00  |  -  |   |  10,338.77  | LGA 1972 s111 |
| 28/11/2020 | A. Spencer (Nov) | SO |   |  196.16  |  -  |   |  10,142.61  | LGA 1972 s112(2) |
|   |   |   |   |   |   |   |   |   |
|   |   |   |  **13,107.19**  |  **2,964.58**  |  **94.96**  |  |   |   |