

Gorsley & Kilcot Parish Council

Minutes of the Ordinary meeting of the Parish Council

Held virtually on Monday 18th May 2020 at 7:30pm via Zoom Conference Call¹

Present:

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

Officers: Arin Spencer (Parish Clerk and RFO)

1 Election of Chairman

Cllr David Clough proposed, Cllr Steve Excell seconded, and Council **resolved** unanimously to elect Cllr Nigel Warwick as Chairman for the 2020/21 civic year. He duly signed the Chairman's declaration of acceptance of office.

2 Election of Vice-Chairman

Cllr Nigel Warwick proposed, Cllr Poole seconded, and Council **resolved** unanimously to elect Cllr David Clough as Vice-Chairman for the 2020/21 civic year.

3 Apologies for Absence. None

4 Declarations of interest and requests for dispensation. None.

Councillors were reminded of the need to review their Register of Pecuniary Interests and advise the Clerk of any changes.

5 Minutes of the meeting on 3rd March 2020 had been circulated. Council **resolved** unanimously that the Chairman should sign the minutes dated 3rd March as a true and correct record.

6 Matters arising from previous minutes (for information only)

The Action Tracker had been circulated to all Councillors. There was no Clerk's Report.

Cllr Warwick reported that Dave Collicott, Road Safety Campaigns Manager at Gloucestershire Constabulary, will be coming out to talk to Council about the possible installation of signs on either end of the B4221 through Gorsley & Kilcot informing motorists that it is a "Community Speed Watch Area". Due to current social distancing restrictions this meeting will only take place when it is safe to do so.

Cllr Price enquired about an unsent draft reply to Cllr Will Windsor-Clive and Highways regarding the Oxenhall Lane Ford.

Action: Clerk to send drafted letter to Cllr Will Windsor-Clive with a copy to Cabinet Member for Highways Vernon Smith and Highways Operations Manager Kathryn Haworth asking for the new footbridge to be repositioned alongside the ford.

7 Reports from County and District Councillors (if available)

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

Council noted the written report submitted by County Councillor Will Windsor-Clive.

8 Lead Member for Finance

Cllr Warwick proposed, Cllr Clough seconded, and Council **resolved** unanimously to appoint Cllr Graham Price as Lead Member for Finance for the 2020/21 civic year.

9 Renewal of annual subscriptions:

9.1 Gloucestershire Association of Parish & Town Councils (£73.06)

9.2 Gloucestershire Rural Community Council (£25.00)

9.3 Parish Online (£36.00)

9.4 Information Commissioner (£35.00 by direct debit)

Resolved unanimously to renew the annual subscriptions listed above.

10 Insurance Review

Council reviewed the insurance cover in place with BHIB and **resolved** unanimously to renew the policy for 2020/21.

11 Financial Matters

11.1 Noted Coop Bank statement at 31/03/2020 showing balance of £9,237.40.

11.2 **Resolved** unanimously to approve the Bank Reconciliation dated 31/03/2020

11.3 **Resolved** unanimously to approve the year end accounts as at 31/03/2020

11.4 **Resolved** unanimously to approve the summary of Reserves as at 31/03/2020

11.5 **Resolved** unanimously to approve the following list of payments:

DESCRIPTION	CHQ NO	POWER	BUDGET	AMOUNT
GAPTC Subscription	100027	LGA 1972 s.143	Subscriptions	£ 76.03
Parish Online	100028	LGA 1972 s.143	Subscriptions	£ 36.00
Staff Expenses	100030	LG(FP)A 1963 s5	Staff Expenses	£ 46.80
BHIB Insurance	100031	LGA 1972 s.111	Insurance	£ 188.23

11.6 Noted and **resolved** to approve the following payments already made:

DESCRIPTION	CHQ NO	POWER	BUDGET	AMOUNT
Staff Salaries (Mar)	SO	LGA 1972 s112(2)	Staff Costs	£ 196.16
Staff Salaries (Apr)	SO	LGA 1972 s112(s)	Staff Costs	£ 196.16

11.7 **Resolved** unanimously to approve the following list of **standing orders and direct debits**:

DESCRIPTION	FREQUENCY	AMOUNT	DATE
Information Commissioners Office	Annual	£35.00	December
Staff Salary	Monthly	£196.16	26 th

12 Annual Governance and Accountability Return 2019/20

12.1 Exemption from a Limited Assurance Review

As Gorsley & Kilcot Parish Council's income and expenditure is below £25,000 and it fulfils the other criteria, a certificate of exemption from a Limited Assurance Review can be submitted to the external auditor.

Resolved unanimously that the Certificate of Exemption be signed by the Chairman and the Clerk.

Action: Clerk to submit the Certificate of Exemption to the External Auditor.

12.2 **Section 1 - Annual Governance Statement 2019/20**

A copy of this had been circulated to all Councillors.

Resolved unanimously that the Annual Governance Statement be completed and signed by the Chairman.

12.3 **Section 2 - Accounting Statements 2019/20**

The accounts had been circulated to all Councillors.

Resolved unanimously to approve the Accounting Statements which were duly signed by the Chairman.

12.4 It was agreed that the statutory period for the exercise of public rights will run from 15 June – 24 July 2020.

13 **Planning**

13.1 **Decisions**

[P0141/20/FUL](#) Erection of a first floor extension and a two storey extension with associated works at Brookfield Cottage Sterrys Lane Gorsley HR9 7AH
Decision: Refused

13.2 **Applications**

[P1882/19/FUL](#) 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.

During the discussion of this application the following points were raised:

- The project has evolved from a conversion of former agricultural buildings under Section Q into a complete demolition and rebuild on the site.
- It is assumed it will now be considered a new build on a brown field site.
- Kilcot is a settlement without defined boundaries and FoDDC policy would appear not to allow new builds in such areas.
- It is questionable how much of the original structures could realistically be used if the Class Q application were to be approved and, despite the best efforts of the designer, how attractive both the dwellings and the site would be to potential occupants.
- The current application provides a more aesthetically pleasing result that will significantly improve the area visually.
- Council supports no new builds being permitted on green field sites but considers there should be scope where brown field sites exist. A small increase in housing is preferable to unused and deteriorating former agricultural buildings.
- Application P1590/08/FUL appears to provide a precedent for an existing agricultural structure to be demolished and replaced with a house within the parish.

Resolved unanimously to support the application on the grounds that it makes best use of the site of former agricultural buildings on a brown field site without compromising FoDDC planning policy on new builds within a settlement without defined boundaries.

Action: Cllr Warwick to submit a letter of support to the Planning Committee.

13.3 Enforcement

EN/0078/20 - Mobile home on land at Kilcot Cross

Cllr Warwick reported on progress to date:

A 21-day letter had been sent to the owner by Forest of Dean planning enforcement on 23 April to remove the works. On 15 May the Principle Planning Officer for Forest of Dean advised that the landowner is preparing a planning application for submission. Their agent has been informed that a planning application is not encouraged by the Council and that a report is being prepared for the next available planning committee for the issuing of an Enforcement Notice.

14 Highways / PROW

Action: Clerk to ask Highways whether dates have been set for the surface dressing of roads in Gorsley & Kilcot. The road closure notice is valid for 18 months and it would be helpful to know more precisely when the respective closures of the B4221 and B4222 will take place.

15 Meetings

Cllr Warwick noted that the 3rd May 2021 meeting will fall on a bank holiday. Councillors agreed that this meeting could take place on Wednesday 5th May 2021 and consequently **resolved** to approve the following amended schedule of meetings for 2020/21:

<u>Planning Meetings</u>	<u>Ordinary Meetings</u>
Monday 1 st June 2020 at 6:00pm	Monday 6 th July 2020 at 7:30pm
Monday 3 rd August 2020 at 6:00pm	Monday 7 th September 2020 at 7:30pm
Monday 5 th October 2020 at 6:00pm	Monday 2 nd November 2020 at 7:30pm
Monday 7 th December 2020 at 6:00pm	Monday 4 th January 2021 at 7:30pm
Monday 1 st February 2021 at 6:00pm	Monday 1 st March 2021 at 7:30pm
Monday 5 th April 2021 at 6:00pm	Wednesday 5 th May 2021 at 7:30pm

16 Items for the July meeting agenda

16.1 Kilcot Wood tree survey

17 Date and time of next meeting

Monday 6th July 2020 at 7:30pm
By video conference call

With no further business the meeting was closed at 20:18pm.

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Signed (Chairman)

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Date: