

Gorsley & Kilcot Parish Council

Minutes of the Ordinary meeting of the Parish Council

Held virtually on Thursday 17th September 2020 at 7:30pm via Video 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)

39 **Apologies for absence.** None.

40 **Declarations of interest and requests for dispensation.** None.

41 **Minutes** of the meeting held on 6th July 2020 had been circulated. Council **resolved** unanimously that the Chairman should sign the minutes dated 6th July as a correct record.

42 **Matters arising** (for information only)

The Clerk was asked to follow up with Herefordshire County Council regarding a weight limit on the B4222.

43 **Reports from County and Ward Councillors** (if available) – none received.

44 **Hills Ford Three Shires Stages Rally 2021**

An official from Cheltenham Motor Club, provided details of the Hills Ford Three Shires Stages car rally which will be held next year on Sunday 5th September 2021. The route will involve the closure of some public roads in the parish of Gorsley & Kilcot on that day, in accordance with new laws allowing motorsport events to take place on closed roads under the Road Traffic Act. All properties and / or businesses directly affected by the road closures will be personally visited by a member of the organising team as soon as practically possible once the route is confirmed. This will only be carried out in accordance with government advice, in view of the current ongoing Coronavirus outbreak. Other properties / businesses indirectly affected but within close proximity to the closed roads will also be notified by letter nearer to the event.

45 **Community Emergency Plan Review**

The (unrestricted) Community Emergency Plan was reviewed and the proposed updates were adopted. **Action:** Clerk to distribute the updated (unrestricted) plan in accordance with Appendix H – Plan Distribution.

The restricted section of the plan (Appendix R1) requires further updating.

Action: Clerk to include an appeal in the Parish Newsletter for residents to volunteer the community resources that could be needed in an emergency.

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

46 Highways/PROW

- a) Local Transport Plan Review Feedback: LTP Themed Policy and Transport Mode Responses. Councillors noted that the feedback was an officer level response and that the LTP Review Process is currently ongoing.
- b) Road pollution of Kilcot Green
Kilcot Hill has no drains on the Kilcot Green side of the road. As a result, Highways have for several years dug channels in the verge so that surface water from the road runs off into Kilcot Green. An email has been sent to Local Highways Manager Andrew Middlecote noting evidence of fuel pollution at various locations in Kilcot Green following heavy rain and requesting:
 - installation of drains in the road, and
 - a solution to dealing with the existing pollution.
- c) Community Speedwatch
Dave Collicot, Road Safety Campaigns Manager at Gloucestershire Constabulary, has confirmed that signage warning motorists that Community Speedwatch is active on the road is desirable but not essential. Community Speedwatch checks can therefore go ahead at the convenience of local volunteers.
- d) Surface Dressing
Feedback on the surface dressing around Kilcot has been sent to Andrew Middlecote noting the following:
 - pre-surface dressing to the B4222 was undertaken in bad weather
 - areas affected by tarmac laid under water were not repaired ahead of surface dressing, missing tarmac was filled with chippings and a dip in the road created
 - signage warning of road closures was woefully inadequate
 - reliance on Facebook to disseminate changes due to weather was not effective as relatively few residents in the area appear to use this platform
 - there are ridges along the middle of the carriageway which seem to be the result of overlapping the two passes on the road
- e) Edge of carriageway lines
Highways were asked for edge of carriageway lines to be painted when the road markings are reinstated following the recent surface dressing on the B4222 and B4221. Council has been informed that when a road is resurfaced the road markings are replaced like for like and if some of the markings are changed a safety audit has to be carried out and signed off by the police.

47 Oxenhall Lane Ford / Footbridge

Cllr Price updated members on progress to date. Andrew Middlecote, Local Area Highways Manager, has instructed Atkins to conduct a feasibility study.

Action: Cllr Price to follow up towards the end of September.

48 Planning for the Future white paper consultation

There are several national level planning consultations underway at present including:

- Changes to the current planning system (NALC deadline 17.09.2020, MHCLG deadline 01.10.2020)
- Planning for the Future white paper (NALC deadline 15.10.2020, MHCLG deadline 29.10.2020)

- Transparency and Competition: a call for evidence on data on land control (NALC deadline 16.10.2020, MHCLG deadline 30.10.2020)

Members agreed that the Clerk should send the following response to NALC in respect of the *Changes to the current planning system* consultation:

It is impossible to offer meaningful comment on the proposed changes to the current planning system until our local District Council's response is known.

However, GKPC believes that any changes to planning must avoid siting houses in rural areas where there are no facilities and poor public transport links.

49 **Planning decisions noted**

- a) [P1882/19/FUL](#) Ford Farm Poultry Sheds, Ford Lane, Kilcot Granted permission

50 **Planning applications considered**

- a) [P0978/20/FUL](#) Briery Hill House, Briery Hill Lane, Kilcot
Installation of a domestic heating oil storage tank within the existing parking area of 'The Granary' including the installation of a new below ground oil feed line and the erection of a shallow protective wall on two sides of the oil storage tank.

Resolved: No objections.

51 **Planning Enforcement**

EN/0078/20 Land at Kilcot Cross

An appeal to the Planning Inspectorate against the enforcement notice has been validated. An Inspector is yet to be appointed. This could take anything from several weeks to six months. The owner has appointed an agent who says the land remains in agricultural use as it is a poultry enterprise. Approximately 6 chickens and a rooster have been noted on the property. Additionally, Severn Trent has been instructed to install a water mains connection to the property.

EN/0062/17 Hedgerow Replacement Notice on land adjacent to B4221

The land has been sold and transfer is understood to be imminent. Alastair Chapman, Sustainability Team Leader, has spoken with the agent involved in the sale and informed them that a hedgerow replacement notice has been served at the property and the Enforcement Office expects planting to be undertaken this autumn.

52 **Staff Matters**

- a) Noted updated 2020/21 pay scales set by the National Joint Council for Local Government Services
- b) **Resolved:** to approve the Clerk's amended salary schedule for 2020/21 based on the updated pay scales and backdated to April 2020.
- c) **Resolved:** to approve and sign a Standing Order instruction reflecting the above change to the Clerk's monthly salary.

53 **Financial Matters**

- a) Noted Internal Auditor’s report for the 2019/20 financial year with particular attention to the following issues raised:

<u>Auditors Feedback</u>	<u>Action Taken</u>
No authorisation of Direct Debit list and Standing Orders	Direct Debit list and Standing Orders were authorised 18.5.2020, minute ref 11.7.
Risk management policy and risk assessment last reviewed January 2019	Reviewed annually. Reviews will be minuted going forward.
Asset register last reviewed February 2019.	Asset register is reviewed annually. Reviews will be minuted going forward.
Assets should be regularly inspected and outcome and actions reported in the minutes.	Assets regularly inspected with actions taken as appropriate. Will be minuted clearly going forward.
Auto-enrolment registration with Pension Regulator not reviewed.	Auto-enrolment registration has been reviewed but will be minuted in future.

- b) Noted bank balance as at 31/08/2020 £ 13,407.34

- c) **Resolved:** Approved Bank Reconciliation as at 31/08/2020 £ 13,166.49

- d) **Resolved:** Approved the following expenditure

DESCRIPTION	CHQ NO	POWER	BUDGET	AMOUNT
Staff Salaries (Jul)	SO	LGA 1972 s.112(2)	Staff Costs	£ 196.16
Staff Salaries (Aug)	SO	LGA 1972 s.112(s)	Staff Costs	£ 196.16
Internal Audit	100035	LGA 1972 s.111	Internal Audit	£ 165.00
Salary Adjustment	100036	LGA 1972 s.112(2)	Staff Costs	£ 39.24

54 Items for next meeting agenda

- a) Budget 2021/22
- b) Kilcot Wood Tree Survey
- c) Asset Inspection Report
- d) Roads Inspection Report

55 Date and time of next meeting

**Monday 2nd November 2020 at 7:30pm
Via Zoom video conference call**

With no further business the meeting was closed at 20:27pm.

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Signed (Chairman)

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Date: