

# Gorsley & Kilcot Parish Council

## Minutes of the Ordinary meeting of the Parish Council

Held virtually on Monday 2<sup>nd</sup> November 2020 at 7:30pm via Video Conference Call<sup>1</sup>

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### 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)

63 **Apologies for absence.** None received.

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

65 **Minutes** of the previous meeting had been circulated. Council **resolved** unanimously to approve the minutes dated 5<sup>th</sup> October 2020 which the Chairman duly signed.

### 66 **Reports**

- a) Reports from District and County Councillors – none received.
- b) Clerk's Report including action tracker. The action tracker had been circulated to members ahead of the meeting. The Clerk had nothing further to report.

### 67 **Highways / PROW**

- a) Oxenhall Lane Ford / Footbridge

Members received an update on progress to date from Cllr Price. The Atkins survey had not yet been arranged as the responsible person is on annual leave. Andrew Middlecote, Local Area Highways Manager, had said he would follow up with Atkins.

- b) Road pollution of Kilcot Green

Cllr Warwick informed members that Andrew Middlecote and a colleague had been to inspect the road as far as Briery Hill and had not been able to identify any road pollution. They had not informed Members in advance of their site visit and were looking in the wrong place.

**Action:** Cllr Warwick to respond and invite Highways to conduct another site visit following heavy rain, along with a Councillor who can point out the location and extent of the problem.

### 68 **Kilcot Green Tree Survey**

Kilcot Green had been inspected by a qualified arborist, BJ Unwin Forestry Consultants, in September. The tree survey report was noted, and the recommendations contained therein considered. Cllr Warwick confirmed that quotes for the short-term work required by the survey were being sought and would be brought before council at the next meeting.

**Action:** Clerk to follow up with BJ Unwin about tree markings referred to in the report that appear to be missing.

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<sup>1</sup> 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

69 **Kilcot bus shelter refurbishment costs**

Cllr Clough advised that the materials required for repairs to the bus shelter roof would cost approximately £300 with Cllr Clough overseeing the work and Cllr Warwick assisting as needed.

Members unanimously **resolved** that Cllr Clough be authorised to purchase materials for the repair of the bus shelter roof up to a maximum value of £300.

70 **Newsletter**

Members were asked to consider submissions for the newsletter.

**Action:** Cllr Warwick to draft Chairman’s Report.

Cllr Price to draft a report on the Oxenhall Ford footbridge.

Clerk to produce a list of planning applications for the last 18 months.

71 **Planning**

a) **New planning applications**

<u>Address</u>	<u>Proposal</u>
Ford Farm Poultry Sheds, Ford Lane, Kilcot ( <a href="#">P1740/20/FUL</a> )	Erection of a bat receptor including log store, to provide a separate structure to accommodate bats and to serve as a roosting provision. <b>Resolved:</b> No comment.

b) **Noted planning decisions**

<u>Address</u>	<u>Proposal</u>	<u>Decision</u>
Ford Farm Poultry Sheds, Ford Lane, Kilcot ( <a href="#">P1882/19/FUL</a> )	Replacement of existing former poultry buildings with 3 no. dwellings, bat houses and associated landscaping and works.	Granted

c) **Enforcement**

<u>Enforcement Ref</u>	<u>Description</u>
EN/0078/20 Land at Kilcot Cross	Unauthorised development. The appeal against both the enforcement notice and the refusal to consider the retrospective planning application (P0981/20/FUL) will be considered together. It was noted that the arguments made by the landowner’s agent were at best misleading. Cllr Warwick confirmed he had written to the Planning Inspectorate to request a hearing for the appeal rather than the written representation procedure.

72 **Staff Matters**

The Clerk’s salary schedule for 2021/22<sup>2</sup> had been circulated and was unanimously approved.

73 **Financial Matters**

a) **Noted Co-op Bank Statement and bank reconciliation as at 30/09/2020**

b) **Received Summary of Receipts and Payments as at 30/09/2020** (including budget monitoring)

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<sup>2</sup> Financial Regulations 4.4

c) **Resolved to approve the following list of payments**

DESCRIPTION	CHQ NO	POWER	BUDGET	AMOUNT
Staff Salaries (Sep)	SO	LGA 1972 s.112(2)	Staff Costs	£ 213.00
Staff Salaries (Oct)	SO	LGA 1972 s.112(s)	Staff Costs	£ 213.00
Clerk's Expenses	100037	LGA 1972 s.111	Staff Costs	£ 121.06
Tree Survey	100038	CA 1899 s.5	Kilcot Green	£ 300.00

d) **Budget for Financial Year 2021/22**

Cllr Clough proposed, Cllr Warwick seconded, and it was unanimously **Resolved** to adopt the proposed Budget for 2021/22 (Appendix 1)

e) **Precept for Financial Year 2021/22**

Cllr Clough proposed, Cllr Warwick seconded, and it was unanimously **Resolved** to set the precept for 2021/22 at £5,808 (unchanged from 2020/21).

**Action:** Clerk to sign the precept request and submit to Forest of Dean District Council.

74 **Councillors' submissions** – none.

75 Date and time of next meeting **Monday 4<sup>th</sup> January 2021 at 7:30pm**  
**Via Zoom video conference call**

With no further business the meeting was closed at 20:04.

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Signed (Chairman)

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Date:

## Appendix 1 Budget 2021/22

No	RECEIPTS	2019-20		2020-21		2021-22		
		Budget	Actual Receipts	Budget	YTD Receipts	Draft Budget		
1	Precept	5547	5577	5808	5808		5808	
2	VAT Refund		0		0			
3	Wayleave	19	19	19	19		19	
	<b>TOTAL</b>	<b>5566</b>	<b>5596</b>	<b>5827</b>	<b>5827</b>		<b>5827</b>	
No	PAYMENTS	Budget	Actual Payments	Budget	Projected Y/End Pmts	Draft Budget		
4	Clerk's Salary	2354	2354	2490	2556		2675	
5	Clerk's Home Allowance	208	191	72	72		72	
6	Clerk's Mileage	142	23	50	0		50	
7	Chair's Allowance	100	0	100	0		100	
8	Councillors' Mileage	50	0	50	0		0	
9	Office/Postage	120	27	100	50		100	
10	Website/Software	100	66	112	99.6		115	
11	Audit Fees	185	176	185	165		185	
12	Affiliation Fees/Subs	265	220	185	146		202	
13	Room Hire/Lease	255	0	265	520		270	
14	Annual Parish Meeting	25		30	0		30	
15	Insurance	190	168	168	168		173	
16	Training	400	168	300	10		100	
17	Newsletter	90	0	95	95		90	
18	Speedwatch Kit			175	134		0	
19	Grants/Donations	100	0	100	0		100	
20	VAT		99		67			
21	s.137		0		0			
	<b>SUB-TOTAL</b>		<b>3492</b>	<b>4477</b>	<b>4082.6</b>		<b>4262</b>	
	Earmarked Reserves	Balance at 1.4.2019	Actual Payments 2019-20	Budgeted 2020-21	Projected Y/End Pmts 2020-21	Current earmarked balances	Reserves Budget 2021-22	Projected Balances start 2021-22
22	Office Equipment Fund	300	324	100	0	76	100	176
23	Parish Elections	146	147	300	0	299	300	599
24	Kilcot Green	750	0	750	250	1250	1000	2250
25	Defibrillator Maintenance	0	0	0	0	0	75	75
	<b>Total Earmarked Reserves</b>	<b>1196</b>	<b>471</b>	<b>1150</b>	<b>250</b>	<b>1625</b>	<b>1475</b>	<b>3100</b>
25	<b>General Reserves</b>			200		9013	90	9103
	<b>TOTALS</b>		<b>3963</b>	<b>5827</b>	<b>4333</b>		<b>5827</b>	
	FINANCIAL YEAR	2019/20		2020/21	% Increase		2021/22	% Increase
	<b>PRECEPT</b>	<b>5547</b>		<b>5808</b>	<b>4.71</b>		<b>5808</b>	<b>0</b>
	<b>Per Band D Property</b>	<b>41.86</b>		<b>43.60</b>			<b>43.60</b>	
	<b>Per Week</b>	<b>0.81</b>		<b>0.84</b>			<b>0.84</b>	

### NOTES FOR BUDGET PROPOSAL

- 4 **Clerk's Salary:** Based on NALC pay scales for 2020/21 plus 2.5% increase (National Salary Award for 2021/22 TBC). Increase of one salary point from SCP 8 to SCP 9 for Clerk obtaining CiLCA qualification in December 2020.

SCP 9 (2020/21) £10.86 x 240 hours = £ 2606.40 + 2.5% = £2672.86, say £2675

- 10 **Website/Software:** Website Hosting £72 + Microsoft 365 £20 + Antivirus £ 20 = £112

12 <b>Affiliation Fees/Subscriptions:</b>	Ex VAT	VAT
ICO	£ 35	£ -
GAPTC Annual	£ 72	£ -
Parish Online	£ 30	£ 6
GRCC Annual	£ 25	£ -
Society of Local Council Clerks	£ 40	£ -
	£ 202	£ 6