

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 call[[1]](#footnote-1) for the purpose of transacting the business set out below.

Zoom Meeting link:

<https://zoom.us/j/91877191551?pwd=TDdrWlBQbVZnWVM4Y1V0MldSNHA5dz09>

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.

1. To resolve that the minutes of the Parish Council meeting held on 1 March 2021 are a correct record.
2. To receive an update about progress of resolutions from the last meeting of the Parish Council on 1 March 2021.

**Planning**

1. To consider and respond to the following planning applications:
   1. Ford Farm Bungalow, Ford Lane, Kilcot ([P0676/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QR333LHIIBM00&prevPage=inTray))

Erection of a single storey extension with balcony terrace over and installation of solar pv panels

* 1. Baldwins Farm, Mill Lane, Kilcot ([P0535/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQ1YYAHIHZI00&prevPage=inTray))

Erection of a two storey side extension.

1. To note the following planning decisions:
   1. Little Bull Hill, Kempley Road, Gorsley ([P173/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QNL2XXHIGJR00&prevPage=inTray))

Proposed conversion of storage building and replacement of lean-to to provide holiday let accommodation. *Granted permission.*

1. To discuss ongoing planning enforcement matters in the parish

**Annual Accounts 2020/21**

1. To receive a report from the Lead Member for Finance on the year end accounts check for 2020/21.
2. To receive year-end financial reports as at 31/03/2021 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement)
3. To note updated asset register and March 2021 condition report completed by Cllr Warwick.

**Annual Governance and Accountability Return 2020/21**

1. To agree to certify as exempt from a limited assurance review and complete the Certificate of Exemption.
2. To approve and sign Section 1 - Annual Governance Statement 2020/21
3. To approve and sign Section 2 - Accounting Statements 2020/21
4. To confirm dates for the exercise of public rights (15 June – 24 July 2021)

**Documentation Review**

1. To review and adopt the following policies and procedures:
   1. Standing Orders
   2. Financial Regulations

**Financial Matters**

1. To appoint a Lead Member for Finance for the 2021/22 financial year.
2. To approve and sign Clerk’s salary schedule for 2021/22.
3. To confirm the Parish Council’s insurance provider for 2021/22 and review the insurance provided in terms of all insurable risks.
4. To consider the financial stability of the Parish Council’s bankers.
5. 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)
6. 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 |

1. To note income received as follows:

|  |  |  |
| --- | --- | --- |
| DATE | DESCRIPTION | AMOUNT |
| 13/04/2021 | Precept – Forest of Dean District Council | £ 5,808.00 |

1. 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 | 21st |
| Staff Salaries | SO | Monthly | £ 213.00 | 26th |

**Highways**

1. To note closure of the B4221 between Kilcot and Newent from 17 May – 4 June 2021 for drainage works.
2. To note road closure notice for the Three Shires Stages Rally on 5 September 2021.
3. To discuss any other highways matters.

**Public Rights of Way**

1. Public Rights of Way and the significance of 2026
2. To discuss any other PROW matters.

**Grounds Maintenance**

1. To discuss work required on Kilcot Green.

**General**

1. To discuss updating of the Parish Plan
2. To agree the following schedule of meetings for 2021/2022:

|  |  |
| --- | --- |
| Planning Meetings | Ordinary Meetings |
| Monday 7th June 2021 at 6:00pm | Monday 5th July 2021 at 7:30pm |
| Monday 2nd August 2021 at 6:00pm | Monday 6th September 2021 at 7:30pm |
| Monday 4th October 2021 at 6:00pm | Monday 1st November 2021 at 7:30pm |
| Monday 6th December 2021 at 6:00pm | Monday 3rd January 2022 at 7:30pm |
| Monday 7th February 2022 at 6:00pm | Monday 7th March 2022 at 7:30pm |
| Monday 4th April 2022 at 6:00pm | Tuesday 3rd May 2022 at 7:30pm |

1. To receive items for the July meeting agenda
2. 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.”

1. In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020. [↑](#footnote-ref-1)