



Gorsley & Kilcot Parish Council

Minutes of the Annual Meeting of the Parish Council
Held Monday 12th May 2025 at 7.30pm in Christ Church Gorsley

Present:

Councillors: Nigel Warwick (NW), Malcolm Riggs (MR), Mike Howley (MH), Nigel Poole (NP) & John Barker (JB)

Officers: Charlee Roberts (Clerk & RFO)

Others: Gill Moseley (County Councillor),

1 Election of Chair

NW was proposed, seconded and elected as Chair. NW signed acceptance of office.

2 Election of Vice-Chair

MR was proposed, seconded and elected as Vice-Chair. MR signed acceptance of office.

3 Apologies for absence

No apologies received.

4 Declarations of Interest

None.

5 Code of Conduct

Councillors were reminded of the Code of Conduct and provided the most up to date policy. All in agreement to abide by the Code of Conduct.

6 Standing Orders

The Council reviewed the updated Standing Orders, no questions, Standing Orders adopted.

7 Financial Regulations

The Council reviewed the updated Financial Regulations, no questions, Financial Regulations adopted.

8 Committees, sub-committees, working parties.

None.

9 External Bodies

The Council agreed for MR to continue to represent Gorsley & Kilcot Parish Council on GAPTC's devolution group, information will be passed to Councillors via email and noted at Parish Council meetings.

10 Asset Inventory

Council reviewed asset register and noted that a full check of location and condition of assets will be required.

NW to begin review of location and condition of assets.

10.1 Noticeboards

Council will need to remove 1 noticeboard, restore 1 noticeboard and replace 1 noticeboard.

Clerk to investigate new noticeboard. NW & MR to continue looking into restoration of 1 noticeboard.

11 **Risk Assessment**

Council reviewed the Risk Management Controls, no questions, adopted.

12 **Insurance Cover**

Council noted that Insurance Cover is in place with Zurich Insurance until 1st June 2025.

Clerk sought quotes for Insurance for 2025-26, 4 companies approached, 1 could not provide a competitive quote, 2 did not respond before the meeting, quote received from Zurich for £241. Council agreed to accept the Zurich quote and proceed with the Insurance offer for 2025-26.

Clerk to accept quote and proceed with Payment via Online Banking.

13 **Council Policies**

The Council reviewed the following policies:

Biodiversity Policy – Reviewed and adopted

Complaints Procedure – Reviewed and adopted

Data Protection & Information Management – Reviewed and adopted

Grant & Donation Awarding Policy – Reviewed and adopted

Grievance Policy – Reviewed and adopted

Publication Scheme – Reviewed and adopted

14 **Minutes of previous meetings**

Council reviewed the minutes of the meeting held on 3rd March 2025, approved as a true record. Signed by Chair.

15 **Reports**

Report from County Councillor Gill Moseley covering elections, change to composition of County Council, Community funding and Highways repairs/focus.

16 **Financial Matters**

16.1 Council reviewed the Bank Reconciliation and end of year accounts. No questions. Approved.

16.2 Council reviewed summary of reserves and agreed the following starting figures for the earmarked reserves in 2025-26

Office Equipment £80.03

Asset Maintenance £700

Defib Costs £283.05

Land Management £2700

Election Costs £1588.20

16.3 The Council reviewed the list of payments to be made by standing order or direct debit for 2025-26 including Epson Ready Print Subscription, IONOS Web Hosting, Clerk Salary, Clerk Homeworking Allowance and Lloyds Bank Charges. All regular payments agreed.

16.4 Council noted receipt of the Precept from FoDDC - £6200.

16.5 Council approved the following payments already made by standing order or bacs:

1.4.25	Epson	ReadyPrint Subscription	£2.99
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2.4.25	IONOS	Web Hosting	£8.40
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22.4.25	Lloyds	Bank Charges	£4.25
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23.4.25	HMRC	PAYE	£10
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25.4.25	C Roberts	Clerk Salary	£274.80
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30.4.25	Epson	ReadyPrint Subscription	£2.99
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2.5.25	IONOS	Web Hosting	£8.40
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16.6 The Council approved the following list of payments to be made:

PATA	Payroll Costs	£149.40
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C Roberts	Homeworking Allowance	£52
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C Roberts	Salary Adjustment	£3.40
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Christ Church	Hall Hire 24-25	£260
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N Warwick APM expenditure £58.39

All above payments will be made via bank transfer.

16.7 Council reviewed the Bank reconciliation and April bank statement, no questions.

16.8 Council received a request for a grant/donation to the Church for the printing of welcome leaflets including important information for residents for an area covering Gorsley & Kilcot Parish along with additional areas. Council discussed and agreed to donate £63.

Clerk to check payment details and arrange payment to be made.

17 Internal Audit

Council reviewed the Internal Audit report, noted the recommendation to adopt an Internal Checks (Audit) Policy.

Clerk to draft a policy for review and adoption by the Council.

18 Annual Governance and Accountability Return 2024-25

18.1 Annual Return - Governance Statements 2024-25

The Council approved and signed Section 1 – Annual Governance Statement 2024-25

18.2 Annual Return - Accounting Statements 2024-25

The Council approved and signed Section 2 – Accounting Statements 2024-25

18.3 Certificate of Exemption

It was agreed that the Parish Council meets the exemption conditions and agrees to certify as an exempt council. The Council agreed to complete and submit the Certificate of Exemption for 2024-25

18.4 Dates for the Exercise of Public Rights

The Council confirmed dates for the exercise of public rights as 3rd June 2025 to 14th July 2025.

18.5 Review of investments and Banks Accounts

Council has no investments.

Council happy to continue banking with Lloyds Bank and have agreed to open an instant access savings account for the reserves to gain some interest to offset the new banking charges. NP to be added to the bank as a signatory and SE removed.

NW & MR to open savings account and make changes to signatories through the Online Banking.

19 Highways / PROW Matters

Council noted fallen speed signs; these have been reported to Highways.

20 Tree Works Kilcot Green

A Highways Tree Inspector is due to visit site to assess; Council will await visit before making any further decisions.

21 Planning Decisions

None.

22 Planning Applications

To review planning applications and agree upon any comments to be made.

P0038/25/FUL – Brookwood, Kempley Road, Gorsley – Erection of an extension to form a garden room with swimming pool - Council has no objection or comments.

P0130/25/FUL – Old School House Ross Road Gorsley – Erection of garage with store and home office room above and extending existing driveway with associated works – Council discussed the application and agreed the following comment:

The Parish Council's original comment containing their concerns remains valid, however, the recently added drawings show inconsistent labelling further adding to the confusion of the application.

23 **Planning Enforcement**

Council noted updates from Planning Enforcement:

EN/0250/23 – Barn on Ford Lane	– reallocated, awaiting further action
EN/0185/24 – Oaklands	– Planning application received
EN/0078/20 – Marshalls Meadow	– awaiting site inspection to determine state of hardstanding
EN/0061/23 – Boxbush Barn	– with the Legal team at FoDDC
EN/0066/23 – Barn on Sterrys Lane	– pending a report from enforcement officer

24 **Clerk's Report**

GAPTC AGM will be held on 12th July 2025, MR will attend on behalf of the Council.

25 **Meeting Dates**

The Council agreed the following meeting schedule for 2024-25, all meetings will be held at 7.30pm unless otherwise agreed.

Monday 7th July 2025

Monday 1st September 2025

Monday 3rd November 2025

Monday 5th January 2026

Monday 2nd March 2026

Additional planning meetings in alternate months will be arranged as and when required.

To agree Date and time of next meeting

Monday 7th July 2025 at 7.30pm.

26 **Clerk Review**

Council reviewed clerk contract and agreed to continue with 20 hours per month. As per contract Clerk salary will increase to scale point 11 backdated to 1st April 2025.

Signed Date