

# Kingscote Parish Council

## Kingscote Parish Council AGM

Tuesday 14<sup>th</sup> May 2024 at Kingscote Village Hall.

### Minutes

Meeting commenced at

Present - T Wooldridge (Chair), B Calland (Vice-Chair), R Gale, S Tattersall, S Teague. Mr. S. Hale, Clerk to the Council

- 24.01 Cllr. Tony Wooldridge was re-elected as the Chair of the Parish council and signed a declaration to that effect.
- 24.02 Cllr. Beth Calland was re-elected as the Vice-Chair of the Parish Council and signed a declaration to that effect.
- 24.03 Apologies were received from Cllr. T Slater (District Councillor).
- 24.04 There were no declarations of interest and councillors were reminded to review their register of interests' declarations.
- 24.05 Councillors resolved to approve the minutes of the meeting on 23<sup>rd</sup> April 2024.
- 24.06 Public participation – no members of the public were present.
- 24.07 No report from County Councillor S. Hirst
- 24.08 No report from District Councillor T. Slater
- 24.09 Finance**
- 24.10 AGAR – Council resolved to certify itself as being exempt from a limited assurance review.
- 24.11 AGAR - Council resolved that the inclusive between dates for allowing the exercise of public rights are Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024.
- 24.12 AGAR – Council has previously accepted the Internal Audit Report (minute 23.123.12)
- 24.13 AGAR - Council considered and resolved to adopt their Annual Governance Statement.
- 24.14 Council considered and resolved to approve the end of year bank reconciliation
- 24.15 Council considered and resolved to approve the annual summary of accounts and explanation of variances (ver. 2 including changes to AGAR Village Hall valuation)
- 24.16 AGAR – Council considered and resolved to approve the Accounting Statements
- 24.18 Council reviewed its banking mandate and agreed to add Cllr Tattersall and Cllr Teague as payment approvers for added resilience
- 24.19 Council decided to remain at Lloyds but are prepared to switch providers if their service continues to be unsatisfactory.
- 24.20 Council resolved to approve the pre-authorized payment list.

# Kingscote Parish Council

## PRE-APPROVED PAYMENTS LIST 2024 - 2025

Payee	Approximate amount	Frequency	Payment method
Clerk Quarterly Salary	varies	Quarterly	BACS
HMRC PAYE	varies	Quarterly	BACS
Clerk Mileage - pre-authorised by Chairman	varies	Quarterly	BACS
Home working allowance	£15.00	Quarterly	BACS
ICO	£35.00	Annual	DD
PATA Quarterly Payroll	£15.00	Quarterly	BACS
Fasthosts for Kingscote online	£6.00	Monthly	Debit card

24.21 Internal controls and bank reconciliation from 01/04/2024 has not been completed for this meeting as there were only 2 transactions. This period will be included in internal controls for the next meeting.

24.22 Council ratified the following payment and noted receipts of the first precept instalment

### Payments

16/04/2024	Fasthosts webhosting - Kingscoteonline	£6.00
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### Receipts

18/04/2024	First precept instalment	£3,795.00
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24.23 Council noted that the total expenditure (including pending payments) for the village hall rebuild was £685.71

24.24 Council was informed of the overpayment by the village hall neighbour and resolved to comply with any request for a refund as requested, over and above the payment made for the wall. Clerk delegated to action as appropriate.

## 24.25 Policies & Procedures

Council considered and resolved to approve the draft grant awarding policy. Council was informed that a need for it to be in place had been identified when the village hall had made tentative enquiries of the chair of the parish council as to whether there may be any council funding available to pay for some new flooring in the village hall. As the parish council is the custodian trustee for the village hall, a full discussion followed and it was agreed that, in principle, the council would be likely to support a grant application at the next meeting. However, the clerk was tasked to research grant opportunities to see whether funds could be obtained from other sources, and for any parish council funding to be a last resort. No funding commitment was made at this time.

## 24.26 Planning

24.27 The Hayloft, Bagpath – the concerns regarding the planning status have been formally submitted by the clerk to CDC Planning Department



# Kingscote Parish Council

- 24.28 Jandacott – update – Cllr. Calland is still collating information and will submit a report to the clerk for onward submission in the near future.
- 24.29 **Assets**
- 24.30 Defibrillators – the clerk has added contact stickers to enable easy return by the ambulance service. Checked and in order. The Circuit updated.
- 24.31 Village Hall Governance – GRCC membership is now live and Cllr. Wooldridge will look to progress and present findings for a review of the relationship between the village hall committee and the parish council which may be more fit for purpose than the existing arrangements.
- 24.32 **Highways**
- 24.33 Salt bins – update. Still awaiting salt bins for the church and village hall. Highways manager actively progressing and the clerk continues to send reminders.
- 24.34 Potholes – update. Scrubbetts Lane & Newington to be addressed following the clerk reporting to Highways, and a manager attending to review the road state. Only one pothole has been paint marked so the clerk is to make further contact with the Highways Manager.
- 24.35 3 fingerpost signs – update, Cllr. Wooldridge Barnhill lane is on the work list. Windy corner sign post has been painted and preserved by an unknown individual and the 3<sup>rd</sup> one is believed to have been replaced. NFA
- 24.36 Obstructed footpath at Kingscote Woods – update, Cllr. Wooldridge  
The land-owner recently informed Cllr Wooldridge that he was going to get his contractor to clear the obstruction within the next couple of months. To be reviewed at the next meeting.
- 24.37 Ash-dieback update – the clerk has contacted the GCC Ash-dieback team and asked for Bagpath to be given a degree of priority for work due to there only being a single way in and out. He awaits a reply.
- 24.38 The snow plough operator has been reimbursed for his services to Kingscote and Nympsfield parishes. The council asked the clerk to write to him and express their gratitude for his ongoing commitment to assist with essential local snow plough operations.
- 24.39 **Matters arising (no decisions can be made on such matters).**  
A parishioner has raised a concern about a long-term empty dwelling. Clerk to research the legal position and to be added to the next meeting agenda for consideration as appropriate.
- 24.40 **Meeting dates for the next year**  
Council resolved to adopt the following meeting dates,  
**2024** - 7.30 pm on Tuesday, 9<sup>th</sup> July, 10<sup>th</sup> September, 12<sup>th</sup> November.  
**2025** - 7.30 pm on Tuesday 14<sup>th</sup> January, 11<sup>th</sup> March.  
7.30 pm on Tuesday 13<sup>th</sup> May – Annual Parish Meeting.  
8.00 pm on Tuesday 13<sup>th</sup> May – Parish Council AGM.  
9.05 pm – meeting concluded