

Kingscote Parish Council

Draft Minutes

Kingscote Parish Council Meeting

Tuesday 9th September at Kingscote Village Hall

Meeting commenced at 7.30pm.

Present. Cllrs, T Wooldridge (Chair), R Gale, S Tattersall, S Teague. District Councillor T. Slater.
Clerk, Mr. S. Hale

- 25.112 Apologies for absence were received from Cllr. B Calland (Vice-Chair).
- 25.113 No declarations of interests were made for agenda items.
- 25.114 Council resolved to approve the minutes of the meeting of 8th July 2025.
- 25.115 No public participation.
- 25.116 Report from County Councillor was received and has been circulated.
- 25.117 Report from District Councillor was received and has been circulated. Cllr Slater raised the local government reorganisation, and that some smaller councils are starting to communicate with each other about potential implications. This may be something for the parish council to consider in due course.

Finance

- 25.118 Council noted that the AGAR Certificate of Exemption from a limited assurance review has been accepted by the external auditor, PKF Littlejohn.
- 25.119 Council noted that no requests were received from the public regarding the Notice for the Exercise of Public Rights. This was published on the website on 14th May, to take place between 3rd June and 14th July inclusive
- 25.120 Council considered and resolved to approve the effectiveness of its internal controls and internal audit.
- 25.121 Bus shelter re-roofing due to theft. Council considered the update from Cllr. Gale. Cllr Wooldridge to explore local tradesman options.
- 25.122 Council considered and resolved to ratify the national pay award of 3.2% for the clerk, and to backdate this to April 1st.
- 25.123 In accordance with SAPP requirement for 2025 / 2026, council considered and resolved to adopt one .gov.uk email addresses for council business. The cost is currently £2.49 per month + VAT through Hugo Fox.
- 25.124 Council resolved not to renew its GRCC membership.
- 25.125 Council noted the bank reconciliation and internal controls process completed by the clerk and Cllr. Teague. All councillors had access to the relevant documentation ahead of the meeting.

Bank Reconciliation - 3rd September 2025

01/04/2025 - Lloyds Balance	<u>£14,462.28</u>
-----------------------------	-------------------

Cashbook

Total income	£5,342.39
--------------	-----------

Kingscote Parish Council

Total expenditure	£6,438.57
Balance	<u>£13,366.10</u>

Represented by Lloyds Accounts

Lloyds Community Account	£1,067.92
Lloyds Instant Saver Account	£2,165.67
Lloyds 32 Day Notice Account	£10,132.51
Balance	<u>£13,366.10</u>

25.126 Council noted the following receipts & ratified payments since the last check.

Date	Payment	Amount
09/07/2025	Instant saver interest	£1.24
18/07/2025	BBBF Grant from GCC for village hall plastering	£1,000.00
22/07/2025	interest check 32-day notice account	£14.21
11/08/2025	Instant saver interest	£1.37
03/09/2025	interest check 32-day notice account	£23.90

Date	Receipts	Net	VAT	Gross
30/06/2025	Bank charges	£4.25	£0.00	£4.25
07/07/2025	HMRC PAYE Q1	£165.00	£0.00	£165.00
16/07/2025	Fasthosts - Kingscote online	£5.75	£1.15	£6.90
24/07/2025	Grant to Village Hall for plastering	£750.00	£0.00	£750.00
28/07/2025	Bank charges	£4.25	£0.00	£4.25
18/08/2025	Fasthosts - Kingscote online	£5.75	£1.15	£6.90
	Fasthosts - Domain renewal	£11.99	£2.40	£14.39
29/08/2025	Bank charges	£4.25	£0.00	£4.25

25.127 Council considered the mid-year review of budget vs expenditure.

Payment	Approved Budget	Expenditure to date	Notes
Clerks Gross Salary (& PAYE)	£3,300.00	£1,644.00	
Mileage	£35.00	£0.00	
PATA Payroll	£85.00	£40.00	
ICO	£35.00	£0.00	This will be £47 due to unexpected increase
Subscriptions	£145.00	£82.00	
Office, Admin & Training	£110.00	£51.00	
Insurance	£1,000.00	£1,081.00	
Audit Fees	£210.00	£200.00	
S.137 Expenditure	£500.00	£750.00	£500 originally to pay towards VH insurance but not required. £750 grant to VH for plastering

Kingscote Parish Council

Maintenance	£0.00	£2,300.00	Village Hall Plastering & flooring. Cost of flooring offset by a £1,200 BBBF grant. Cost of plastering offset by a £1,000 BBBF grant.
Websites	£190.00	£40.74	
Defibrillators	£60.00	£0.00	
Other	£0.00	£0.00	
	£5,670.00	£6,188.74	

Policies and Procedures

25.128 Council considered and resolved to adopt the Model Publication Scheme.

Planning – considered and resolved as necessary

- 25.129 Reference 25/01590/FUL
Application Validated Mon 30 Jun 2025
Calcot Manor, Calcot, Kingscote, GL8 8YJ
Erection of sauna units with associated showers and plant room for a Thermal Garden
Status Permitted – Friday 8th August
- 25.130 Reference 25/01408/FUL
Application Validated Wed 07 May 2025
1 The Park, Kingscote GL8 8XY
Proposal Insertion of glazed doors and Juliet balcony to first floor side elevation
Status Permitted – 3rd July
- 25.131 Reference 25/01472/FUL
Application Validated Tue 13 May 2025
Calcot Manor Calcot Kingscote Tetbury Gloucestershire GL8 8YJ
Variation of conditions 2 (Approved plans), 3 (Sample materials), 5 (Landscaping), 7 (Lighting scheme), 8 (Tree protection) and 9 (Biodiversity) of permission
22/01818/FUL - Erection of four 'hides' for use as hotel guest accommodation
Status Permitted – 29th July
- 25.132 Jandacott – Council had no update from Cllr Calland as she was unable to attend the meeting. Carried over to the next meeting.
- 25.133 Council considered whether to make any Local Green Spaces nominations to support CDC draft Local Plan. Council resolved to nominate the main field at the Matara Centre. Delegated to the clerk, assisted by Cllr Wooldridge.
- 25.134 No other applications received between service of the meeting summons and the date of the meeting.

Highways

Kingscote Parish Council

- 25.135 Council noted that its interest in GCC Highways Community20s scheme was passed to the relevant department by the clerk.
- 25.136 Council noted the update from the clerk that Highways have agreed to install SLOW signs on the carriageway at What3Words squashes.simple.breathed and knowledge.singer.builds.
- 25.137 Council noted Highways commitment to undertake patching repairs at the junctions with The Walled Garden and Back Lane. A road closure will need to be undertaken to complete the work.
- 25.138 Council noted that road junction issues at the A4135 / Ashel Barn junction have been followed up with Highways . Highways will remove the redundant, 'new road layout' signs, and reinstall the Give Way sign at the correct height.
- 25.139 Council noted that Hazelcote Lane has had some more substantive repairs, following a previous poor standard of work being undertaken.
- 25.140 Bagpath Salt Bins – Council noted that Cllr. Calland has identified 2 better locations and Highways will relocate them in due course.
- 25.141 Council noted that a Bagpath Ash-dieback survey was undertaken by Cllr's Wooldridge and Calland. Around 30 trees need attention. Highways will ascertain where Bagpath is on the list. Notwithstanding that the Parish Council has no control over Bagpath Common, the Parish Council resolved that it would have no objections to any felled trees being left in situ on the common land of Bagpath Common. This would undoubtedly have a positive biodiversity impact upon the common, and should maximise the number of unsafe trees that could be attended to at any given time when work could take place.
- 25.142 Council delegated a review of the Winter Plan to the clerk.

Other matters

- 25.143 Council noted that a large number of parish council documents have been transferred to the county archives for cataloguing and storage.
- 25.144 Council considered the state of the village hall boundary wall. An inspection will be undertaken during the councillor asset checking day.
- 25.145 Council agreed to have a councillor asset checking day. Cllr. Wooldridge to arrange.

- 25.146 **Matters arising (no decisions can be made on such matters).**
There were no matters arising.

- 25.147 **Next Meeting**

7.30 pm Tuesday 11th November 2025 at Kingscote Village Hall

Meeting concluded at 8.15pm.