A drawing of a face

Description generated with high confidence

MINUTES OF THE EXTRAORDINARY MEETING OF KEMPLEY PARISH COUNCIL

Held at the Village Hall on Thursday 19th July 2018 at 19:30

**Present**: Cllr Hanes (SH) Cllr Rees (HR) Cllr Bennion (RB)

Cllr Dransfield (NJD) Cllr Coombs (RC)

**Candidates:** Bob Earll (BE) Liz Daykin (LD)

**In attendance**: A Spencer (Clerk)

Three (3) parishioners

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|  | **Welcome**  Cllr Hanes (Chairman) welcomed Parishioners in attendance to the meeting. |  |
| **52/18** | **Apologies.** No apologies for absence received. |  |
| **53/18** | **Declarations of interest.** No declarations of interest made. |  |
| **54/18** | **Public Participation.** No comments from parishioners present. |  |
| **55/18** | **Casual Vacancies**  Applications have been received from Bob Earll and Liz Daykin to fill the two remaining vacant positions on the Council. As there are only as many applicants as positions to be filled, the Council put the co-option of the two candidates present to a yes/no vote. The vote in favour of both candidates was unanimous. |  |
| **56/18** | **Declaration of Acceptance of Office**  The co-opted Councillors signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Proper Officer (Parish Clerk). |  |
| **57/18** | **Minutes**  Minutes of the Parish Council Meeting held on 12 July 2018 were unanimously approved and signed by the Chairman as a true record. |  |
| **58/18**  **58/18 cont.** | **Village Hall Refurbishment**  BE suggested two members of the Council should form part of the joint study with KVHT. RB proposed that BE and ND represent the Council in this matter. Seconded by HR. Motion passed nem con.  RB has received correspondence from Basil Jarvis confirming that the village hall belongs to the Gloucester Diocesan Trust.  BE and ND to document the status of ownership of the village hall regarding the feasibility of a public works loan by end August 2018. | BE / NJD  BE / NJD  30/08/18 |
| **59/18** | **Annual Parish Meeting**  The annual parish meeting should be held between 1 May and 1 June each year. The stipulated timeframe for this has lapsed but it was agreed that it is better to hold the meeting late than not at all.  The date for the Annual Parish Meeting was set for 25 September 2018 at 19:30 in the Village Hall. | Clerk to book hall. |
| **60/18** | **GDPR**   1. ND has drafted a GDPR Policy based on GAPTC guidelines.   ND proposed that this be proofread, adopted and published on the website. HR seconded. Motion passed nem con.   1. No members of the Council have attended GDPR Training 2. Clerk advised that ICO does not require formal training, this can be done in house.   ND advised that there are self awareness modules on ICO website where Councillors and Clerk can get up to speed on GDPR regulations.   1. There was a discussion on data holdings. Clerk to do a data audit. | Clerk  Clerk |
| **61/18** | **Meeting Schedule**  ND proposed we meet monthly until May 2019. Seconded by RB. Motion passed nem con.  BE proposed the meetings be held on the 1st Tuesday of the month. Seconded by RB. Motion passed nem con.  Meetings to be held in the Village Hall at 19:30 on the following dates:  07 August 2018 02 January 2019  04 September 2018 05 February 2019  02 October 2018 05 March 2019  06 November 2018 02 April 2019  04 December 2018 07 May 2019 | Clerk to book Village Hall. |
| **62/18** | **Standing Orders**  ND has submitted proposed Standing Orders, based on the GAPTC model, for consideration by Council.  SH proposed that the Standing Orders drafted by ND be adopted (subject to proofreading). Seconded by BE. Motion carried nem con.  Clerk to proofread Standing Orders and post on website inviting comments. | Clerk |
| **63/18** | **Policy Recommendations**  ND sent an email on 16 July suggesting a list of 21 policies for Council to consider formulating and adopting, some statutory and some helpful. It was agreed that Council will discuss NDs policy recommendations at the next meeting. | ALL Cllrs. |
| **64/18** | **Beauchamps Villas**  ND reported that the property register does not make ownership of the hedge clear.  There was a discussion on the history of the dispute and actions taken so far.  BE proposed that Council write a letter to Two Rivers. ND suggested they be asked to address the unauthorised alteration of the boundary between the Two Rivers property and Council Land. | NJD to draft letter to Two Rivers. |
| **65/18** | **Complaints**   1. ND suggested there should be a GAPTC Complaints Policy that can be adopted without change. Clerk to do a search on GAPTC and submit to council for review. 2. Regarding FOI complaint received by a parishioner in March, it was agreed that the Clerk will search for and compile the requested information. ND to provide a covering letter to accompany the requested information. | Clerk  Clerk / NJD |
| **66/18** | **Date of next meeting**  The next meeting is currently scheduled for 7 August 2018 at 19:30 in the Village Hall. |  |

The Chairman thanked all for attendance and with no further business closed the meeting at 21:30pm.

Signed Date

Print Name