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Parish Clerk: Arin Spencer

C/o The Croft, Kempley, Dymock, GL18 2BU

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Dear Member,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in the **Village Hall** on **Tuesday 04th September, 2018** **at 7:30pm**. All members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

**AGENDA**

***Public Participation:*** *As per Standing Orders, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A person wishing to speak should raise their hand and, when invited to speak, state their name and interest in the matter under discussion.  Members of the public should limit their individual contribution on an item to not more than 5 minutes. The Chairman may direct that a written or oral response be given to a question.*

1. **Apologies**

Cllr Neil Dransfield

1. **Declarations of Interest**
	1. Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to the agenda.
	2. Non-registerable interest – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.
	3. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.
	4. Dispensations – Members to consider any requests for dispensations.
2. **Minutes**
	1. To confirm minutes of the meeting held on 7th August 2018.
	2. Matters arising from previous minutes not included elsewhere on the agenda:
		1. The Parish Council thanks John Birt for the generous contribution of his time and expertise in performing the internal audit for the 2017/18 financial year.
		2. Data Audit
		3. Annual Audit: accounts and supporting documents have been published on the website. Parishioners have until 21 September to exercise their right to inspect the accounts for 2017/18.
		4. Beauchamps Villas
		5. FOI Request: feedback from ICO pending
		6. GDPR:
3. General Privacy Notice has been published on the website. GDPR policy to follow.
4. GDPR Training – Clerk has read GAPTC GDPR Toolkit and circulated same to Councillors.
	* 1. Broadband: GIGAclear statement regarding the planned rollout for Kempley has been published on the council’s website.
5. **Finances**
	1. Councillors to vote on adoption of the draft budget (appendix 1).
	2. Review of monthly accounts.
		1. Chq 365 Arin Spencer Clerk Wages £ 232.46
6. **Village Hall Ownership and Public Works Loan**

Cllr Bob Earll to summarise his and Cllr Neil Dransfield’s report.

1. **Notice of Motions**
	1. *Cllr Simon Hanes (Chairman)*

THAT the Council consider donations for 2017/2018 and 2018/2019 to the PCC, Village Hall Trust and Neighbourhood Watch and make payments accordingly.

* 1. *Parish Clerk (Arin Spencer)*

THAT the draft Complaints and Comments Policy be adopted.

1. **Items for Discussion / Consideration**
	1. *Cllr Bob Earll*

To discuss the draft asset register (appendix 2).

* 1. *Arin Spencer (Clerk)*

To consider list of council responsibilities attached (appendix 3) and where possible nominate a councillor or clerk for each role.

1. **Meetings**

Annual Parish Meeting to be held on 25 September 2018 at 7:30pm in the Village Hall.

Next ordinary Parish Council meeting to be held on 02 October 2018 at 7:30pm in the Village Hall.

Schedule of meetings:

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 02/10/2018 | Consider issues that could/should influence the budget. |
| 06/11/2018 | Councillors to submit ideas/proposals re items for inclusion in the budget. |
| 04/12/2018 | Agree 2019/20 budget and agree precept figure. |
| 02/01/2019 | Sign precept form. |
| 05/02/2019 |  |
| 05/03/2019 |  |
| 02/04/2019 |  |
| 07/05/2019 | Annual Parish Council Meeting |

***Submission of Motions for a Meeting:*** *Members of the public may submit requests to any Councillor or the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 5 clear days before the meeting will be carried over to the next meeting. Please see Standing Orders (published on the Parish Council’s website) for further guidelines regarding the submission of Motions for a Meeting.*

Arin Spencer

Clerk to the Parish Council

**Appendix 1**

|  |  |
| --- | --- |
| **Kempley Parish Council** | **DRAFT Budget 2018/2019** |
|   | **Budget** | **Spend to date** | **Anticipated** | **Proposed**  |
|   | **2017/18** | **2017/18** | **year end** | **budget** |
|   |  |  |  | **2018/19** |
| **EXPENDITURE** |   |   |   |   |
| Staff costs - salary/NI/pension | 1660 | 1895 | 1895 | 2000 |
| Website Hosting | 156 | 18 | 18 | 20 |
| Village Hall Hire | 90 | 115 | 115 | 150 |
| Short-term Insurance | 250 | 248 | 248 | 250 |
| Green Maintenance | 480 | 480 | 480 | 480 |
| Training | 125 | 95 | 95 | 560 |
| Travel expenses | 0 | 0 | 0 | 0 |
| Defibrilator Maintenance | 151 | 758 | 758 | 370 |
| Website Maintenance | 144 | 947 | 947 | 0 |
| Community led plans | 449 | 758 | 758 | 0 |
| Subscriptions | 80 | 78 | 78 | 80 |
| Remembrance Wreath | 17 | 20 | 20 | 20 |
| Annual Parish Meeting | 0 | 15 | 15 | 50 |
| Elections | 175 | 0 | 0 | 175 |
| Contingency | 500 | 0 | 0 | 500 |
| PCC Donation | 170 | 0 | 0 | 0 |
| Village Hall Donation | 170 | 0 | 0 | 0 |
| Neighbourhood Watch Donation | 50 | 0 | 0 | 0 |
| Audits | 0 | 0 | 0 | 0 |
| Professional fees | 0 | 0 | 0 | 0 |
| Community grants | 0 | 0 | 0 | 0 |
| **TOTAL** | 4667 | 5428 | 5428 | 4655 |
| **INCOME** |   |   |   |   |
| Grants/gifts/s106/CIL | 0 | 0 | 0 | 0 |
| Bank/investment interest | 0 | 0 | 0 | 0 |
|   |   |   |   | 0 |
| Requiring funding | 4667 | 5428 | 5428 | 4655 |
| Use of reserves | 593 | 1354 | 1354 | 0 |
| **PRECEPT** | 4074 | 4074 | 4074 | **4889** |

**Appendix 2**

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|  |  | **DRAFT ASSET REGISTER** | Last Updated: | 30 August 2018 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Item Description** |  **Value**  | **Valuation Date** | **Replacement Cost** | **Notes** |
| Village Green |  £ 1.00  | 31-03-2006 |  | KPC are Trustees of this Common Land |
| Bus Shelter (Kempley Green) |  £ 3,000.00  | 31-03-2006 |  £ 3,000.00  | Insurance value is £3444 |
| Bus Shelter (Fishpool) |  £ 3,000.00  | 31-03-2006 |  £ 3,000.00  | Insurance value is £3444 |
| iKiosk |  £ 800.00  | 07-07-2010 |  | Insurance value is £915 |
| Flagpole |  £ -  |  |  £ 75.00  |  |
| Flags x 2 |  £ -  |  |  £ 60.00  |  |
| Defibrillators |  £ 1,950.00  | Unknown |  | Insurance value is £1927 |
|  | Village Hall |  |  |  £ 552.00  |  |
|  | Kempley Green (Bus Shelter) |  |  |  £ 552.00  |  |
|  | Fishpool |  |  |  £ 552.00  |  |
| HP Laptop |  £ 379.99  | May 2017 |  | Purchase price. |
| Memorial Stone |  £ 370.00  | 2014 |  |  |
| Noticeboards: |  |  |  |  |
|  | Fishpool |  £ -  |  |  £ 750.00  |  |
|  | Kempley Green (Bus Shelter) |  £ 50.00  |  |  £ 50.00  |  |

**Appendix 3**

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| **KPC ALLOCATION OF RESPONSIBILITIES** |
|  |  |
| **TASK** | **LEAD** |
| Planning  |   |
| Highways |   |
| Transport |   |
| Services  |   |
|  *Gas, water, electricity, telephone, drainage* |   |
| COMMUNITY |   |
|  *Neighbourhood Watch Liaison* | Clerk |
|  *Skills Register* |   |
|  *Community Emergency Plan* | Clerk |
|  *Community Led Plan* |   |
|  *Village Agent Liaison* |   |
| COMMUNICATION |   |
|  *Website* | Clerk |
|  *Mobile Phone Coverage* |   |
|  *Broadband* |   |
|  *Newsletter* | Clerk |
| ENVIRONMENT |   |
|   *Rights of Way* |   |
|   *Litter / Dog Waste / Dumping* |   |
|   *Footpaths & Trees Officer* |   |
|  *Traffic* |  |
| Kempley Village Hall | Cllr Robin Bennion |
| Farming and Business |  |
| Data Protection Compliance Officer |   |
| Documents | Clerk |
| Complaints and Grievances |   |
| Village Green & Bus Shelters |   |
| War Memorials |   |
|   |   |
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