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Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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**Tuesday 6th November 2018**

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in the **Kempley** **Village Hall** on **Tuesday 06th November, 2018** **at 7:30pm**. All members are summoned to attend. The meeting will consider the items set out below.

**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.

**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

Parish Clerk

Wednesday 31st October 2018

**AGENDA**

1. **Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of a meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member’s absence are accepted.

1. **Dispensations**

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

1. **Disclosable Pecuniary Interests**

Members to declare any interest they may have in agenda items.

1. **Chairman’s Announcements**
2. **Previous Minutes**

To receive and sign minutes of the meeting held on 02nd October 2018 (previously circulated).

1. **Councillor Co-option**

Council is asked to discuss the application received and resolve if it wishes to co-opt the applicant.

1. **Snow Plough Operator**

Council to consider and, if it so wishes, resolve the appointment of Alan Smith as Snow Plough operator. Mr Smith will attend the meeting to answer any questions the Council may have.

1. **Snow Warden**

Council to consider appointment of a snow warden. A volunteer to act as the eyes and ears on the ground and to feedback road and weather conditions and co-ordinate with the local snow plough operator.

1. **Planning**
	1. Application ref: P1525/18/FUL

Application address: **Stonehouse Farm**, Kempley, Dymock, Gloucestershire

Proposal: Removal of condition 02 of planning permission P1301/14/COU to allow for a general B8 storage and distribution use.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PFPZRFHIL3K00>

Comments: Council has asked FoDDC to either defer a decision on the application pending the provision of further information or to refuse the application due to insufficient information.

* 1. Application ref: P1689/18/FUL

Application address: **Court Farm**, Kempley, Dymock, Gloucestershire

Proposal: Erection of a 33kw micro anaerobic digester to provide electricity and hot water for the farm.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PH3ZRNHILSK00>

Comments: Council is asked to comment on the above application. Deadline for observations is 23 November 2018.

*Please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body.*

* 1. *Cllr Liz Daykin:* Felania

THAT a letter be written to FoDDC Planning asking them to enquire when the owners of Felania intend to reinstate the hedge on their boundary with the road.

* 1. *Cllr Liz Daykin:* Kempley House

THAT a letter be written to FoDDC Planning requesting details of the planning permission given to Kempley House for the conversion of a barn on the corner of the property opposite St Edwards Church into guest accommodation.

1. **Approval and signing of Parish Accounts for October 2018**

Council is asked to approve the accounts for October 2018.

1. **Payments**

To review and approve the following items of expenditure:

Chq 369 GAPTC Training £ 40.00

Chq 370 A Spencer Wages (October) £ 252.68

1. **Internal Auditor**

Council to consider appointing GAPTC’s Internal Audit Service for 2018/19 at a cost of £90.00 for the annual internal audit.

1. **Clerks Contract of Employment**

Council is asked to consider amending the clerk’s hours of work in clause 13 of her employment contract from 16 hours per month to 5 hours per week.

1. **ICO Registration**

Council is asked to authorise the Clerk to register the Council with the ICO at a cost of £40 per year.

1. **Subscriptions: SLCC**

Council is asked to consider authorising payment of Clerks membership to the SLCC at a cost of £72 for the year plus a £5 joining fee.

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. Their vision statement is:

“To provide training, guidance, advice and support to members so that they can develop the professional skills, knowledge and experience necessary for them to best serve their councils and communities; and through this develop the overall recognition and status of their profession”.

Many councils realise the benefits of having a clerk who is properly trained, fully briefed on the issues of the day and can get fast accurate advice to problems that they may face. Over 90% of members' councils willingly pay for their clerks' subscriptions to the Society as encouraged by the Local Government Act.

The Society of Local Council Clerks is developing fast and is increasingly recognised as the body which represents and promotes 'best practice' in the sector.

1. **Budget**

Council to review draft budget for 2019/20 (Appendix 1).

1. **Data Audit**

Clerk to report back on data audit.

1. **Notice of Motions**
	1. *Cllr Neil Dransfield*

THAT the Council assign a priority level of either high, medium or low to each of the items on the KPC Task List (Appendix 2) to enable resources to be properly focused.

* 1. *Cllr Neil Dransfield*

THAT the attached **GDPR Policy** dated 15.10.18 be adopted by the Parish Council.

REASON: The proposed update adds a Contents List for ease of use and a list of Do’s and Don’ts helpful to councillors, the clerk, and others.

* 1. *Cllr Neil Dransfield*

THAT the attached **Officer Responsibility and Support Policy** DRAFT 02 dated 15.10.18 be adopted by the Parish Council.

REASON: Councillors, the Clerk and the community need to be clear who deals with which particular aspects of the Council’s duties and obligations and in what manner; that where relevant there is a process for obtaining and acknowledging help from the community for such matters; that there is a defined area of responsibility, and there is a clear definition of relevant authority under such a Policy.

* 1. *Cllr Neil Dransfield*

THAT the attached **Planning Applications Policy** DRAFT 02 dated 15.10.18 be adopted by the Parish Council.

REASON: Councillors, the Clerk and the community need to be clear who deals with planning applications or appeals and in what manner, that such a process operates within a defined remit, and there is a clear definition of relevant authority under such a Policy. The provision of Draft 02 provides an update (marked in red) compared with Draft 01 previously tabled at the October Parish Council meeting for consideration.

* 1. *Cllr Neil Dransfield*

THAT the attached **Risk Assessment Policy** DRAFT 01 dated 15.10.18 be adopted by the Parish Council.

REASON: Councillors, the Clerk and the community need to be clear what risks there are to the Council and the community, who draws up and maintains relevant assessments and in what manner, that such a process operates within a defined remit, and there is a clear definition of relevant authority under such a Policy.

* 1. *Cllr Neil Dransfield*

THAT the attached **Financial Regulations Policy** DRAFT 01 dated 22.10.18 be adopted by the Parish Council.

* 1. *Cllr Neil Dransfield*

THAT the attached **Press and Media Policy** DRAFT 01 dated 23.10.18 be adopted by the Parish Council.

* 1. *Cllr Howell Rees*

THAT the Parish Council authorise Cllr Howell Rees to affix a framed poster commemorating the Nine Sons of Kempley to the right-hand inside wall (opposite the defibrillator) of the Kempley Green Bus Shelter.

* 1. *Cllr Howell Rees*

THAT the Parish Council authorise Cllr Howell Rees to inspect and adjust the downpipe on the Kempley Green Bus Shelter so that it fits properly into the gutter.

* 1. *Cllr Neil Dransfield*

KEMPLEY VILLAGE GREEN

THAT in the matter of Kempley Village Green the Parish Council selects and authorises a committee or a named councillor to respond to the Two Rivers Housing letter dated 03 October 2018, and any subsequent letters. Such committee or named councillor to have authority to convey the opinion of the Parish Council equal to the authority given under the Council’s Planning Applications Policy and to make recommendations to the Parish Council on any aspect of the matter.

REASON: to provide the Parish Council with a point of contact for coordinating opinion, providing responses, and making recommendations.

* 1. *Cllr Bob Earll*

THAT the Council agree to produce a note on the Village Green to include a description of the boundary, legal documentation supporting ownership of the Green by Kempley Parish Council, and details of maintenance and insurance of the Green and associated fixed assets.

* 1. *Cllr Bob Earll*

THAT the Council agree to produce a note on highways covering verge maintenance, road safety, biodiversity and management thereof to guide decision making.

1. **Meetings**

Next ordinary Parish Council meeting to be held on 04 December 2018 at 7:30pm in the Village Hall.

Schedule of meetings:

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 04/12/2018 | Finalise 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 |

**Appendix 1**

|  |  |
| --- | --- |
| **Kempley Parish Council: DRAFT BUDGET 2019/20** | ***April 2019 - March 2020*** |
|  | **BUDGET** | **Spend to date** | **Anticipated** | **BUDGET** | **BUDGET** | **BUDGET** |
| **2018/19** | **2018/19** | **year end** | **2019/20** | **2020/21** | **2021/22** |
| **EXPENDITURE** |   |   |   |   |   |   |
| Staff costs - salary/NI/pension | 2000 | 992 | 2053 | 2650 | 2700 | 2760 |
| Office Expenses | 0 | 22 | 40 | 185 | 80 | 80 |
| Insurance | 250 | 248 | 248 | 260 | 270 | 285 |
| Internal Audit | 0 | 0 | 90 | 90 | 90 | 90 |
| Training | 560 | 40 | 465 | 500 | 500 | 500 |
| Village Hall Hire | 150 | 0 | 150 | 105 | 90 | 90 |
| Annual Parish Meeting | 50 | 0 | 15 | 50 | 50 | 50 |
| Subscriptions | 80 | 0 | 78 | 160 | 165 | 170 |
| Data Pro/ Freedom of Info | 0 | 0 | 40 | 40 | 40 | 40 |
| Elections | 175 | 0 | 0 | 1300 | 0 | 0 |
| Green Maintenance | 480 | 0 | 480 | 480 | 495 | 510 |
| Repairs | 0 | 0 | 0 | 150 | 150 | 150 |
| Website Hosting & Domain | 95 | 55 | 91 | 95 | 100 | 105 |
| Website Maintenance | 180 | 0 | 180 | 180 | 180 | 180 |
| Software Subscriptions | 0 | 92 | 92 | 100 | 105 | 110 |
| Defibrillator Maintenance | 151 | 151 | 151 | 152 | 152 | 152 |
| Community led plans | 0 | 0 | 0 | 0 | 0 | 0 |
| Remembrance Wreath | 20 | 0 | 20 | 23 | 26 | 30 |
| Contingency | 500 | 0 | 0 | 500 | 500 | 500 |
| Community grants | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL** | 4691 | 1600 | 4193 | 7020 | 5693 | 5802 |
| **INCOME** |   |   |   |   |   |   |
| Grants/gifts/s106/CIL | 0 | 0 | 0 | 0 | 0 | 0 |
| Bank/investment interest | 0 | 0 | 0 | 0 | 0 | 0 |
|   | 0 |   |   | 0 | 0 | 0 |
| Requiring funding | 4265 | 1302 | 3679 | 7020 | 5693 | 5802 |
| Use of ringfenced funds | 426 | 298 | 514 | 311 | 152 | 152 |
| Use of reserves | -624 |   | -1210 | 1150 | 0 | 0 |
| **PRECEPT** | **4889** | 4889 | 4889 | **5559** | **5541** | **5650** |
|  |  |  |  |  |  |  |
| **Tax Base 2018/19** |  **£ 132.17**  | **Increase p.a.** | **% Increase** | *Dymock* | *Gorsley* | *Bromsberrow* |
| Precept Tax Band D: 2017/18 |  £ 30.82  |  |  |  |  |  |
| Precept Tax Band D: 2018/19 |  £ 36.99  |  £ 6.17  | 20.0% |  *£ 33.68*  |  *£ 41.11*  |  *£ 35.92*  |
| Precept Tax Band D: 2019/20 |  £ 42.06  |  £ 5.07  | 13.7% |   |   |   |
|  |  |  |  |  |  |  |
| **Effect of PWLB Loan on Precept** | **Per Household** | **% Increase** |  |  |  |
| Loan Amount |  150,000  | **In Band D** |   |  |  |  |
| Interest Rate | 2.5% |   |   |  |  |  |
| Repayment term | 30 years |   |   |  |  |  |
| Weekly repayment |   |  £ 1.09  |   |  |  |  |
| Monthly repayment |  593  |  **£ 4.74**  |   |  |  |  |
| Annual repayment |  7,112  |  £ 56.90  | 167.5% |  |  |  |
| Total Repayment |  201,239  |   |   |  |  |  |

**Appendix 2**

|  |  |
| --- | --- |
|  | **KEMPLEY PARISH COUNCIL: *Functions & Lead Role Allocation*** |
|  | **FUNCTIONS & TASKS** | **LEAD PERSON** |
|  | **GOVERNANCE & FINANCES** | **PARISH COUNCIL** |
|  | **COMPLY WITH LEGISLATION** | **NEIL DRANSFIELD** |
|  | Freedom of Information Act 2000 |   |
|  | Data Protection Act 1998 / GDPR 2018 |   |
|  | Equality Act 2010 |   |
|  | Employment Law |   |
|  | **FOLLOW RULES FOR COUNCIL ADMINISTRATION**  |   |
|  | Appoint a chairman | Simon Hanes |
|  | Appoint officers as appropriate for carrying out PC functions | Clerk (Arin Spencer) |
|  | [List of Councillors](file:///C%3A%5CUsers%5Ckempl%5CDocuments%5CKEMPLEY%20PARISH%20COUNCIL%5CCommunity%20Led%20Plan%5CKPC%20TASK%20LIST.xlsx#'Councillor List'!A1) |
|  | Appoint a responsible financial officer (RFO) | Clerk (Arin Spencer) |
|  | Appoint independent and competent internal auditor | John Birt |
|  | Adopt a Code of Conduct |   |
|  | Hold min 4 meetings / year (one must be Annual Parish Council Meeting) |   |
|  | Hold Election every 4 years |   |
|  | Maintain asset register |   |
| **H** | CLP 4.6: Encourage and support the Parish Council to achieve Quality Parish Council Status |   |
|  | **BASIC SERVICES** |   |
|  | **PLANNING** | **NEIL DRANSFIELD** |
| **H** | CLP 4.4: Scrutinise new planning applications and alert residents. |   |
|  | **HIGHWAYS** | **LIZ DAYKIN** |
| **H** | CLP 2.5: Keep traffic calm through village and maintain quality of roads |   |
|  | **TRANSPORT** | **LIZ DAYKIN** |
|  | **SERVICES** |   |
| **H** | CLP 4.1: Develop a long term plan to ensure basic fixed asset infrastructure of Kempley remains fit for purpose (including roads, sewers, telecommunications, water, public footpaths and power). |
|  | Gas |   |
|  | Water |   |
|  | Electricity |   |
|  | Drainage |   |
|  | **COMMUNITY SPIRIT** |   |
|  | **COMMUNITY SAFETY** |   |
| **H** | CLP 1.1: Maintain NHW Scheme | Clerk (Arin Spencer) |
| **M** | CLP 1.4: Review and keep Community Emergency Plan updated | Clerk (Arin Spencer) |
|  | **COMMUNITY SUPPORT** |   |
| **H** | CLP 1.2: Support pastoral care for vulnerable community members |   |
| **M** | CLP 1.3: Create and maintain a skills register |   |
| **L** | CLP 1.5: Maintain Contact with Village Agent |   |
|  | **COMMUNITY HEALTH** | **SIMON HANES (Chair)** |
|  | Defibrillator maintenance |   |
| **M** | CLP 4.8: Maintain health awareness eg. First aid, defibrillator, dementia training. |   |
|  | **COMMUNITY ENGAGEMENT** |   |
|  | Annual Parish Meeting |   |
| **H** | CLP 4.6: Encourage and support the Parish Council to achieve Quality Parish Council Status |   |
| **M** | CLP 4.7: Identify and train new community leaders / succession planning |   |
| **L** | CLP 4.10: Review and maintain Community-Led Action Plan |   |
|  | **VILLAGE HALL - *Ensure village hall is made fit for purpose.*** | **ROBIN BENNION** |
| **H** | CLP 1.6: Develop the refurbishment plan *(KVHT, PCC)* |   |
| **H** | CLP 1.7: Fundraise for refurbishment. |   |
| **H** | CLP 1.8: Undertake Feasibility Study for Public Works Programme Loan | Cllrs Earll & Dransfield |
| **M** | CLP 1.9: Extend activities within the village hall *(KVHT)* |   |
|  | **COMMUNITY ASSETS** |   |
|  | Village Green (owned by Kempley Parish Council) | Liz Daykin |
|  | Bus Shelters | Howell Rees |
|  | War memorials | Howell Rees |
|  | Noticeboards |   |
|  | **ENVIRONMENT** | **BOB EARLL** |
| **M** | CLP 2.6: Encourage support for local environment. *(Each group)* |   |
|  | **FOOTPATHS & TREES** | **HOWELL REES** |
| **H** | CLP 2.1: Protect and maintain footpaths and rights of way incl. updating walks, leaflets, maps and other publications *(WPG / FoKC / KWG)* |   |
| **H** | CLP 2.4: Appoint KPC Footpaths & Trees Officer |   |
| **M** | CLP 2.7: Work with Forestry Commission to maintain woodlands & footpaths |   |
| **M** | CLP 2.8: Create link between KPC Footpaths & Trees Officer, KWG, FoDDC and GCC *(KWG)* |   |
|  | **LITTER / DUMPING** | **LIZ DAYKIN** |
| **H** | CLP 2.2: Promote a zero tolerance to litter, dog waste and dumping by organising litter picks. |
|  | **RECYCLING** | **LIZ DAYKIN** |
| **H** | CLP 2.3: Augment FoDDC efforts to reuse, recycle and reduce waste |   |
|  | **HEDGES & VERGES** |   |
| **M** | CLP 2.9: Maintain hedges and verges whilst staying sensitive to wildlife |   |
|  | **BIODIVERSITY** |   |
|  | Have regard to the protection of biodiversity in carrying out PC functions |   |
| **M** | CLP 2.10: Continue daffodil habitat maintenance programme *(DyFRA, FoKC)* |   |
| **M** | CLP 2.11: Improve knowledge and develop a plan to improve wildlife assets of Kempley through diligent observation, liaison with landowners and gardeners, positive action on habitat management and taking account of climate change impacts |
| **L** | CLP 2.12: Preserve dark skies |   |
|  | **VILLAGE AESTHETICS** |   |
| **H** | CLP 4.5: Maintain the look and feel of Kempley consistent with its rural setting with particular attention to property frontages and encouraging hedged boundaries. |   |
|  | **COMMUNICATION** | **ROBIN BENNION** |
|  | **SERVICES** |   |
|  | Telephone |   |
| **H** | CLP 3.2: Secure improved mobile phone coverage |   |
| **H** | CLP 3.3: Secure superfast broadband for all of Kempley |   |
|  | **ELECTRONIC COMMUNICATIONS** | **Clerk** (Arin Spencer) |
| **H** | CLP 3.1: Create umbrella website for Kempley with links to all groups and organisations. |   |
| **H** | CLP 3.4: Electronic newsletters to the village; alerting residents. |   |
| **L** | CLP 3.5: Create an online village sharing / for sale noticeboard | Volunteer needed |
|  | **PLANNING FOR THE FUTURE** |   |
|  | **INFRASTRUCTURE** |   |
| **H** | CLP 4.2: Develop a long term plan to ensure the basic non-fixed asset infrastructure of Kempley remains fit for purpose (including postal services, ambulance and fire services, health services, dental services, public transport services and waste collection). |
|  | **INNOVATION & DEVELOPMENT** |   |
| **H** | CLP 4.3: Create an innovation and development team for Kempley designed to ensure Kempley takes full advantage of emerging technology. |
|  | **LOCAL HERITAGE** |   |
| **M** | CLP 4.9: Encourage support for local heritage activities *(FoKC, all village groups)* |