**A drawing of a face

Description generated with high confidence**

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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**Tuesday 4th December 2018**

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in the **Kempley** **Village Hall** on **Tuesday 04th December, 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

Thursday 29th November 2018

**AGENDA**

1. **Acceptance of apologies for absence**

*To approve the reasons for the absence of Parish Councillors.*

1. **Dispensations**

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

1. **Declarations of Interest**

*To receive declarations of Members’ interests in accordance with the Code of Conduct.*

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

*To approve the minutes of the Parish Council meeting held on 6 November.*

1. **Matters arising** 
   1. *P1525/18/FUL Stonehouse Farm.*
   2. *Felania*

Cllr Dransfield to report back to Council on meeting with owners.

* 1. *Kempley House*

Cllr Dransfield to make contact with owners and report back at January meeting.

* 1. *Internal Audit*

GAPTC have appointed Margaret Highton as our internal auditor.

* 1. *Village Green*

Holding response sent to TwoRivers 22/11/2018. No reply has been received.

* 1. *Village Green Note*

Cllr Bob Earll to report on progress.

* 1. *Highways Note*

Cllr Bob Earll to report on progress.

1. **Councillor Co-option**

*Co-option of Martin Brocklehurst. Signing of declaration of acceptance of office.*

1. **Financial Management**
   1. *To approve and sign the accounts for November 2018*
   2. *To approve expenditure incurred since the Parish Council meeting of 6 November*

**Payee Name Cheque Amount Transaction Details**

British Legion 371 £ 20.00 Remembrance Wreath

GAPTC 372 £ 95.00 Councillor Training

SLCC 373 £ 77.00 Subscriptions

Arin Spencer 374 £ 202.14 Staff Salaries

* 1. *To note the most recent bank reconciliation*
  2. *To review, finalise and adopt the draft budget for 2019/20 (appendix 1)*
  3. *To review and approve the asset register (appendix 2)*

1. **Planning**
   1. *Application ref: P1588/18/LD1*

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

Proposal: Application under Section 191 to establish whether continued use of stables as residential dwelling is lawful.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PGC271HILB000>

Comments: Council is asked to comment on the above application. Deadline for comments is 14 December 2018.

* 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 additional information submitted in respect of the above application. Deadline for comments is 12 December 2018.

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

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 (attached) to enable resources to be properly focused.

* 1. *Cllr Bob Earll*

THAT the KPC *Draft* agenda for meetings is circulated 7 clear working days before the KPC meetings to enable motions to be tabled.

Explanation: We need to see a draft agenda in good time so that we can suggest any amendments / changes / new motions.

* 1. *Cllr Bob Earll*

That the KPC produce a budget whose structure reflects its duties (its' must do legal responsibilities) and powers (e.g. the major activities headings in the Community Lead Plan). See example attached (appendix 3).

Explanation: This will enable us to see and allocate funds to meet our legal duties, as well as our powers (the things we'd like to do to meet the needs of the community) which are described under the major section headings of the community led plan.

* 1. *Cllr Bob Earll*

That KPC produce a simple management plan for the environmental assets of the village green including grass (mowing), trees and hedges. This to include the following headings:

* The tasks
* Who will do this
* When this will be done
* How much will be allocated
* The legal (insurance) & risk assessment arrangements

Explanation: We need a structure to the way we approach this work which needs to cover all those aspects of maintaining the village green.

* 1. *Cllr Robin Bennion*

THAT Council appoint members to a joint committee with KVHT for the purpose of defining a clear process for getting the Village Hall Project from concept to completion by end 2020.  Process report to include time frames for action and clearly defined areas of responsibility.  Minuted meetings to be held monthly and a progress report made at each Parish Council meeting.

REASON:

Refurbishment of the Village Hall was identified as a high priority in the Community Led Plan. In order for the Village Hall Project to be realised, KPC and KVHT need to be clear on what their respective roles are and what action is required. A report detailing the documents and action required for planning approval, grant funding, public consultation, Public Works Loan Board application, tender process and project management along with time frames for completion of each stage will greatly assist both groups in achieving the ambitions of the Community Led Plan in terms of this valued community asset.

1. **Snow Warden**

*To appoint a snow warden. A volunteer to act as the eyes and ears on the ground, feedback road and weather conditions, and co-ordinate with the local snow plough operator.*

1. **Volunteer Approval**

*To authorise Chris Bligh to trim back the branches of the trees on the village green that are impeding tractor access down the lane.*

1. **Meetings**

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

Schedule of meetings:

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 02/01/2019 | Agree precept and 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** | | | | | | |
|  | **BUDGET** | **YTD Spend** | **Expected** | **BUDGET** | **BUDGET** | **BUDGET** |
| **EXPENDITURE** | **2018/19** | **2018/19** | **year end** | **2019/20** | **2020/21** | **2021/22** |
| **Office Expenses** |  |  |  |  |  |  |
| Postage | 0 | 0 | 0 | 15 | 15 | 15 |
| Stationery | 0 | 0 | 0 | 10 | 10 | 10 |
| Website + IT Costs | 275 | 147 | 363 | 375 | 400 | 425 |
| Printing Costs | 0 | 22 | 40 | 60 | 60 | 60 |
| **Staff Costs** |  |  |  |  |  |  |
| Salaries | 2000 | 992 | 2053 | 2650 | 2700 | 2760 |
| Staff travel and expenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Staff Training | 180 | 40 | 180 | 690 | 0 | 0 |
| **Administration & Finance** |  |  |  |  |  |  |
| Internal Audit Fees | 0 | 0 | 90 | 90 | 90 | 90 |
| Bank Charges | 0 | 0 |  |  |  |  |
| Councillors' Expenses |  |  |  |  |  |  |
| Councillors' Training | 380 | 95 | 380 | 380 | 380 | 380 |
| Insurance | 250 | 248 | 248 | 260 | 270 | 285 |
| Statutory Fees | 0 | 0 | 40 | 40 | 40 | 40 |
| Subscriptions | 80 | 0 | 155 | 160 | 165 | 170 |
| Village Hall Hire | 150 | 0 | 150 | 105 | 90 | 90 |
| Annual Parish Meeting | 50 | 0 | 15 | 50 | 50 | 50 |
| Election | 175 | 0 | 0 | 1300 | 0 | 0 |
| **Village Maintenance** |  |  |  |  |  |  |
| Village Green Maintenance | 480 | 0 | 480 | 480 | 495 | 510 |
| General Repairs | 0 | 0 | 0 | 150 | 150 | 150 |
| Defibrillator Maintenance | 151 | 151 | 151 | 152 | 152 | 152 |
| Fixed asset maintenance | 0 | 0 | 0 |  |  |  |
| **Basic Services** |  |  |  |  |  |  |
| Highways & traffic calming | 0 | 0 | 0 | 200 | 200 | 200 |
| **Community Led Plan** |  |  |  |  |  |  |
| Village Hall Project | 0 | 0 | 0 | 200 | 200 | 200 |
| Environment | 0 | 0 | 0 | 300 | 300 | 300 |
| Community Grants | 0 | 0 | 0 |  |  |  |
| **Section 137 Expenditure** |  |  |  |  |  |  |
| Remembrance Wreath | 20 | 0 | 20 | 30 | 30 | 30 |
| **Contingency** | 500 | 0 | 0 | 500 | 500 | 500 |
| **TOTAL** | **4691** | **1695** | **4365** | **8197** | **6297** | **6417** |
| **INCOME** |  |  |  |  |  |  |
| Grants/gifts/s106/CIL | 0 | 0 | 0 | 0 | 0 | 0 |
| Bank/investment interest | 0 | 0 | 0 | 0 | 0 | 0 |
|  | **0** | **0** | **0** | **0** | **0** | **0** |
| Requiring funding | 4265 | 1397 | 3851 | 8197 | 6297 | 6417 |
| Use of ringfenced funds | 426 | 298 | 514 | 311 | 152 | 152 |
| Use of reserves | -624 |  | -1038 | 1735 | 0 | 0 |
| **PRECEPT** | **4889** | **4889** | **4889** | **6151** | **6145** | **6265** |
|  |  |  |  |  |  |  |
| **Tax Base 2018/19** | **£ 132.17** | **Increase p.a.** | **% Increase** | |  |  |
| Precept Tax Band D: 2017/18 | £ 30.82 |  |  |  |  |  |
| Precept Tax Band D: 2018/19 | £ 36.99 | £ 6.17 | 20.0% |  |  |  |
| Precept Tax Band D: 2019/20 | £ 46.54 | £ 9.55 | 25.8% |  |  |  |
| Precept Tax Band D: 2020/21 | £ 46.49 | -£ 0.05 | -0.1% |  |  |  |
| Precept Tax Band D: 2021/22 | £ 47.40 | £ 0.91 | 2.0% |  |  |  |
|  |  |  |  |  |  |  |
| *Dymock* | *£ 33.68* |  |  |  |  |  |
| *Gorsley* | *£ 41.11* |  |  |  |  |  |
| *Bromsberrow* | *£ 35.92* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Appendix 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **ASSET REGISTER** | | Last Updated: | 30/11/2018 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Item Description** | | **Value** | **Valuation Date** | **Insurance Value** | **Notes** |
|  |  |  |  |  |  |
| **FIXED ASSETS** | |  |  |  |  |
| Village Green | | £ 1.00 | 31-03-2006 | N/A | Owned by KPC |
|  | Bus Shelter | £ 1.00 | 31-03-2006 | £ 3,444.00 |  |
|  | iKiosk | £ 1.00 | 07-07-2010 | £ 915.00 |  |
|  | Defibrilator (in Bus Shelter) | £ 1.00 | September 2018 | £ 642.00 |  |
|  | Flagpole | £ 1.00 |  | £ 75.00 | Not insured. |
|  | Flags x 2 | £ - |  | £ 60.00 | Not insured. |
|  | Noticeboard | £ 1.00 | September 2018 |  | Not insured. |
|  | The 2014 Memorial Stone | £ 1.00 | 2014 | £ 3,376.00 | Not insured. |
| Fishpool | |  |  |  |  |
|  | Bus Shelter | £ 1.00 | 31-03-2006 | £ 3,444.00 |  |
|  | Defibrilator | £ 1.00 | September 2018 | £ 642.00 |  |
|  | Noticeboard | £ 1.00 | September 2018 |  | Not insured. |
| Village Hall | |  |  |  |  |
|  | Defibrilator | £ 1.00 | September 2018 | £ 642.00 |  |
|  |  | £ 11.00 |  |  |  |
|  |  |  |  |  |  |
| **MOVEABLE ASSETS** | |  |  |  |  |
|  | HP Laptop | £ 379.99 | May 2017 | £ 379.99 |  |
|  | Lockable Filing Cabinet | £ 1.00 | October 2018 |  | Not insured. |
|  |  | £ 380.99 |  |  |  |
|  |  |  |  |  |  |
|  | Fixed Assets | £ 11.00 |  |  |  |
|  | Moveable Assets | £ 380.99 |  |  |  |
|  | TOTAL ASSETS | **£ 391.99** |  |  |  |

**Appendix 3**

|  |  |  |
| --- | --- | --- |
| **Proposed Structure for the KPC Budget** | |  |
| *Motion to propose that the KPC budget is structured to meet our duties and powers* | | |
|  |  |  |
|  | EXAMPLES | EXAMPLES |
| **DUTIES** |  |  |
| *Meeting our legal duties - must do* | **Topic** | **Expenditure projections** |
|  |  |  |
| **Governance** |  |  |
|  | Hold Election | 1300 |
|  |  |  |
| **Financial matters** | Internal audit | 90 |
|  |  |  |
|  |  |  |
| **Compliance with Legislation** |  |  |
|  | Employment law - pay staff | 2000 |
| **POWERS** |  |  |
| **Basic Services** |  |  |
|  | Reprint - 20 in Kempley is plenty | 200 |
|  |  |  |
| **Community Spirit** |  |  |
|  | Defibrilator | 152 |
|  | Printing Village hall precept survey | 200 |
|  | Remembrance wreath | 30 |
|  | Asset Management (Infrastructure) | |
|  | (bus shelters, I Kiosk, stone) | ? |
|  | Asset Management (Environmental - village green | 600 |
|  | (Mowing, hedges, trees) |  |
| **Environment** |  |  |
|  | Eleven CLP plan points | 300 |
| **Communication** |  |  |
|  | Website (domain) etc | 100 |
| **Planning for the Future** |  |  |
|  | CLP 3 plan points | 300 |