

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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**MINUTES OF THE MEETING OF KEMPLEY PARISH COUNCIL**

Held at the Village Hall on Thursday 10th January 2019 at 19:30

**Present**: Cllr Simon Hanes (SH), Cllr Howell Rees (HR), Cllr Robin Bennion (RB), Cllr Liz Daykin (LD), Cllr Neil Dransfield (NJD), Cllr Bob Earll (BE)

**In attendance:** Mrs Arin Spencer (Clerk) and two members of the public

|  |  |  |
| --- | --- | --- |
| **171/18** | **Acceptance of apologies for absence** |  |
|  | *To approve the reasons for the absence of Parish Councillors.* |  |
| **Resolved:** | Accepted Martin Brocklehurst’s reason for absence. |  |
|  |  |  |
| **172/18** | **Dispensations** |  |
|  | *Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.* |  |
| **Resolved:** | Noted none received by the Clerk |  |
|  |  |  |
| **173/18** | **Declarations of Interest** |  |
|  | *To receive declarations of Members’ interests in accordance with the Code of Conduct.* |  |
| **Resolved:** | None given. |  |
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| **174/18** | **Chairman’s Announcements** |  |
| **Resolved:** | None to report |  |
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| **175/18** | **Previous Minutes** |  |
|  | *To approve the minutes of the Parish Council meeting held on 4 December.* |  |
| **Resolved:** | That they are a true record of the decisions made.  |  |
|  |  |  |
|  | **Financial Management** |  |
| **176/18** | *December 2018 Accounts* |  |
| **Resolved:** | Approved and signed the accounts for December 2018 |  |
| **177/18** | *Expenditure* |  |
| **Resolved:** | Approved the following expenditure incurred since the last meeting on 4 December 2018: |  |
|  | **Payment Details Cheque Amount**Salaries and expenses 375 £ 202.14Website Builder Fee 376 £ 17.96ICO Registration Fee 377 £ 40.00 |  |
|  |  |  |
| **178/18** | *Bank Reconciliation* |  |
| **Resolved:** | Noted and signed the most recent bank reconciliation dated 31 December. |  |
|  |  |  |
|  | **Budget 2019/20** |  |
| **179/18** | *To discuss and agree the overall budget priorities for 2019/20* |  |
| **Resolved:** | Council agreed to adopt the Budget Statement marked *Appendix 1* but with the changes shown in red. |  |
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| **180/18** | *To consider and agree the General Revenue Reserves to be carried forward in 2019/20.* |  |
| **Resolved:** | THAT Council hold a General Revenue Reserve of six (6) months operating expenses as a matter of policy.  |  |
|  | Proposed by Cllr Dransfield. Seconded by Cllr Bennion. Nem con. |  |
|  |  |  |
| **181/18** | *To consider and agree Earmarked Revenue Reserves to be budgeted for in 2019/20.* |  |
| **Resolved:** | THAT Council consider this agenda item together with the review of the draft budget for 2019/20.Proposed by Cllr Dransfield. Seconded by Cllr Bennion. Nem con.  |  |
|  |  |  |
| **182/18** | *To review, finalise and adopt the draft budget for 2019/20 (Appendix 2)* |  |
|  | Council considered and discussed the budget in detail. |  |
|  |  |  |
|  | A local resident in attendance asked to speak and voiced concern that the budget proposed is a maintenance budget only. He asked that a sum be included in the budget for the purpose of supporting the Village Hall Trust to get grant funding from the Parish Council for the Village Hall refurbishment. Council advised that the Village Hall Trust must submit a grant application before Council can take further action. Council reaffirmed its commitment to support the refurbishment of the hall and agreed to consider the next steps with regard to the village hall at the meeting in February. |  |
|  |  |  |
| **183/18** | Cllr Dransfield proposed THAT the meeting be extended by an additional 30 minutes. Seconded by Cllr Rees. Nem con. |  |
|  |  |  |
| **184/18** | *Budget 2019/20 continued* |  |
| **Resolved:** | To adopt the proposed budget (Appendix 2) with the following changes:Description Original Figure Amended FigureCouncillors Training £ 380 £ 250Election £ 1300 £ 325Environment £ 300 £ 0Use of reserves £ 1830 £ 550 |  |
| **185/18** | **Precept 2019/20** |  |
|  | *To agree precept figure for 2019/20 and sign the precept form.* |  |
| **Resolved:** | Council approved the precept figure of £5211. Council instructed the Clerk to action the precept request to Forest of Dean District Council. | **Clerk** |
|  |  |  |
|  | *Correction to December minutes: The decision of council regarding item 12 of the 04 December 2019 meeting agenda was accidentally omitted from the minutes of that meeting and therefore appears below.* |  |
| **186/18** | **Volunteer Approval** |  |
| **Resolved:** | Authorised Chris Bligh to trim back the branches of the trees on the village green that are impeding tractor access down the lane. |  |
|  |  |  |
| **187/18** | **Items for the next meeting’s agenda**  |  |
|  | 1. Election process
2. Annual schedule of key routine meeting tasks
3. Chris Bligh requested that council diarise 1 March 2019 being the date of the ceremonial tree planting in the Centenary Glade. Councillors are asked to consider supporting and attending this event taking place in partnership with the Forestry Commission and to which all other Dymock Parish Councils, local schools and interested community groups have been invited.
 |  |
|  |  |  |
| **188/18** | **Next Meeting** |  |
|  | The next ordinary Parish Council meeting will take place on **Tuesday 05 February 2019 at 7:30pm** in Kempley Village Hall. |  |
|  |  |  |

The Chairman thanked all for attendance and with no further business closed the meeting at 21:41.

Signed Date

Print Name

**Appendix 1**

**Kempley Parish Council: Budget Statement 2019/20**

**Adopted 10/01/2019**

We have taken a new approach to setting the budget for 2019/20 which reflects the legal duties which we have to fulfil and the powers which cover many other aspects of our work.

The Council feels it is essential that we communicate to parishioners the thinking behind the budget, the plans and our priorities for our work.  These duties and powers, outlined in a task list, reflect our commitment to strong governance and the Community Led Plan.

The budget, along with a set of detailed notes, outlines our expenditure plans which we have used to set the precept. The main priorities for our budget in 2019/20 are broadly as follows:

* It has been the commitment of this Council following the events of summer 2018 to renew and prioritise strong and good governance to meet our legal duties. To this end we are investing in training of our clerk and councillors and materials to support their work and to achieve Quality ~~Gold~~ status ~~over the next three years~~ through the Local Council Award Scheme.
* We will make parishioners fully aware of the opportunity to hold a contested election so that the parish council can be renewed in an open and transparent way consistent with good governance.
* We have now firmly established Council’s authority to raise funds through a Public Works Loan for the purpose of making a grant to fund the village hall refurbishment. We are fully committed to supporting the work on this vital village asset. We await an application for grant funding from the Kempley Village Hall Trust without which we cannot proceed. Once received, the application would be duly considered and, if approved, a public participation survey would be conducted to establish community support for raising the precept to cover the loan repayments. For this reason, the loan repayments cannot form part of the budget for 2019/20. We will take forward our support for the village hall refurbishment in close liaison with the Kempley Village Hall Trust.
* We are committed to the maintenance of village assets, not least those on the village green, and the budget allocation reflects that.
* Many other aspects of our work following the theme headings outlined in the Community Led Plan will be the topics of our ongoing activities and these will be communicated routinely both through regular newsletters and information on the updated Kempley Parish Council website.
* Finally, in ensuring that the financial burden placed on parishioners is minimised we have carefully reviewed the balance between increased expenditure requirements and reserves and adjusted our reserves accordingly so that we do not hold an excess of what is required under financial good governance.

**Appendix 2**

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| KEMPLEY PARISH COUNCIL |
| **BUDGET 2019/2020** |
|  | **BUDGET** | **YTD Spend** | **Expected** | **BUDGET** | **BUDGET** | **BUDGET** | **Notes** |
| **EXPENDITURE** | **2018/19** | **2018/19** | **year end** | **2019/20** | **2020/21** | **2021/22** |  |
| **Compliance with Statutes** |  |  |  |  |  |  |  |
| Salaries | 2000 | 1155 | 2024 | 2430 | 2490 | 2550 | 1 |
| Staff travel and expenses | 0 | 0 | 0 | 40 | 40 | 40 |   |
| Staff Training | 180 | 40 | 145 | 690 | 200 | 200 | 2 |
| Data Protection Fee (ICO) | 0 | 0 | 40 | 40 | 40 | 40 | 3 |
| **Procedural Rules** |   |   |   |   |   |   |   |
| Meetings - Hall Hire | 150 | 0 | 150 | 180 | 185 | 190 | 4 |
| Internal Audit Fees | 0 | 0 | 90 | 90 | 90 | 90 | 5 |
| *Governance & Accountability* |   |   |   |   |   |   |   |
| Postage | 0 | 0 | 0 | 15 | 15 | 15 |   |
| Stationery | 0 | 0 | 0 | 10 | 10 | 10 |   |
| Printing Costs | 0 | 22 | 40 | 60 | 60 | 60 |   |
| Councillors' Travel | 0 | 0 | 0 | 50 | 50 | 50 |   |
| Councillors' Training | 380 | 95 | 285 | 250 | 250 | 250 | 6 |
| Insurance | 250 | 248 | 248 | 260 | 270 | 285 | 7 |
| Subscriptions | 80 | 0 | 155 | 160 | 165 | 170 | 8 |
| Election | 175 | 0 | 0 | 325 | 325 | 325 | 9 |
| **LCA Scheme** | 0 | 0 | 0 | 100 | 114 | 120 | 10 |
| **Basic Services** |   |   |   |   |   |   |   |
| Highways & Traffic Calming | 0 | 0 | 0 | 0 | 0 | 0 |   |
| Services | 0 | 0 | 0 | 0 | 0 | 0 |   |
| **Community Spirit** |   |   |   |   |   |   |   |
| Defibrillator Maintenance | 151 | 151 | 151 | 152 | 152 | 152 | 11 |
| Annual Parish Meeting | 50 | 15 | 15 | 50 | 50 | 50 |   |
| *Village Hall* |   |   |   |   |   |   |   |
| Public Participation Survey |   |   |   | 75 |   |   | 12 |
| *Community Assets* |   |   |   |   |   |   |   |
| Village Green Maintenance | 480 | 0 | 480 | 730 | 745 | 760 | 13 |
| General Repairs | 0 | 0 | 0 | 150 | 150 | 150 | 14 |
| Planned Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 15 |
| **Environment** | 0 | 0 | 0 | 0 | 0 | 0 |   |
| **Communication** |   |   |   |   |   |   |   |
| Website + IT Costs | 275 | 147 | 184 | 185 | 195 | 205 | 16 |
| **Section 137 Expenditure** |   |   |   |   |   |   |   |
| British Legion Poppy Wreath | 20 | 20 | 20 | 30 | 30 | 30 | 17 |
| **General Revenue Reserve** | 500 | 0 | 0 | 0 | 0 | 0 | 18 |
| **TOTAL EXPENDITURE** | **4691** | **1893** | **4027** | **6072** | **5626** | **5742** |  |
| **INCOME** |   |   |   |   |   |   |   |
| Grants/gifts/s106/CIL | 0 | 0 | 0 | 0 | 0 | 0 |   |
| Bank/investment interest | 0 | 0 | 0 | 0 | 0 | 0 |   |
| **TOTAL INCOME** | **0** | **0** | **0** | **0** | **0** | **0** |  |
| Requiring funding | 4265 | 1595 | 3692 | 6072 | 5626 | 5742 |   |
| Less use of ringfenced funds | 426 | 298 | 335 | 311 | 152 | 152 | 19 |
| Less use of reserves |   |   |   | 550 | 0 | 0 | 20 |
| **PRECEPT** | **4889** | **4889** | **4889** | **5211** | **5474** | **5590** | 21 |

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| KEMPLEY PARISH COUNCIL |
| **BUDGET 2019/2020** |
|  |  |  |  |  |  |  |  |
| Balance 31/03/2018 |  |  4,188.71  |  |  |  |  |  |
| Expected income: |  |  4,889.00  |  |  |  |  |  |
|  |  |  9,077.71  |  |  |  |  |  |
| Expected expenditure: |  |  3,996.33  |  |  |  |  |  |
| Proposed balance on 31/03/2019: |  5,081.38  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Expenses: |  | £159.35 is remaining from Transparency Grant |  |
|  |  | £1090.80 is earmarked for defibrillator maintenance. |  |
|  |  | £475 is earmarked for Clerk's training |  |  |
|  |  | £75 is earmarked for a Precept Survey |  |  |
|  |  | £150.00 is earmarked for Election |  |  |  |
|  |  |  |  |  |  |  |  |
| Therefore the General Revenue Reserve available to spend on 01/04/2019 is estimated at £3,131.23 |
| Good practice states that reserves should be between 1/4 and 1 times the annual precept i.e. between |
| £1,302.75 and £5,211.00.  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **NOTES** |  |  |  |  |  |  |  |
| 1. 12 months x 20 hrs x 10.107 = £2425.68 |  |  |  |  |  |
| 2. CiLCA £235 + £350 and Arnold Baker on Local Council Administration Law book £105 |  |
| 3. Mandatory payment of the annual data protection fee to the Information Commissioners Office |
| 4. Six ordinary meetings and six planning meetings (if required) at £15 per meeting. |  |  |
| 5. GAPTC Internal Audit Service fee is £90. Internal audit of Councils administrative systems is mandatory. |
| 6. Training for 10 new councillors every four years at £95 per training session: |  |  |
|  £95 x 10 = £950 / 4 years = £237.50 |  |  |  |  |  |
| 7. Assumed a 4-5% increase p.a. |  |  |  |  |  |  |
| 8. Subscriptions:  | Gloucestershire Association of Parish & Town Councils | £80 |  |
|  | Society of Local Council Clerks |  |  | £75 |  |
| 9. Cost of a contested election is £1300. Cost of an uncontested election is £150.  |  |  |
|  Earmarked reserve 2019 - 2022: | £1300 / 4 years = £325 per year provision for a contested election. |
| 10. Foundation Standard £100, Quality Award £114, Gold Quality Award £120  |  |  |
| 11. Defibrillator maintenance contract |  |  |  |  |  |  |
| 12. To cover cost of printing precept survey for each household. |  |  |  |  |
| 13. £480 for mowing of the green and pruning of the hedges. £250 for pruning of trees. |  |  |
| 14. Provision for minor repairs to noticeboards etc. |  |  |  |  |  |
| 15. Provision for asset Life Cycle and Replacement costs |  |  |  |  |
| 16. Website domain and builder plus fee £92. Microsoft Office £60. Antivirus £32. |  |  |
| 17. Donation to British Legion Poppy Appeal under S137. |  |  |  |  |
| 18. Contingency amended to General Revenue Reserve, expected to be £3131.23 at year end.  |  |
|  It is good practice to hold between 1/4 and 1 times the annual precept as a General Reserve i.e. |
|  £1,302.75 - £5,211.00.  |  |  |  |  |  |  |  |
| 19. Ringfenced funds: £152 for defibrillator maintenance + £159 remaining of transparency fund for website. |
| 20. Allocated from reserves:  |  |  |  |  |  |  |  |
|  Clerks Training |  £ 475  |  |  |  |  |  |  |
|  Precept Survey |  £ 75  |  |  |  |  |  |  |
|  |  £ 550  |  |  |  |  |  |  |
| 21. The tax base for Kempley in 2019-20 is £133.89.  |  |  |  |  |
|  **Precept figure per tax band D household:** |  **£ 38.92**  | **per year** |  |  |  |
|  **Increase per year:** |  |  | **1.93** | **pounds** |  |  |  |
|  **Increase per week:** |  |  | **4** | **pence** |  |  |  |