**A drawing of a face

Description generated with high confidence**

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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Wednesday 30 January 2019

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in **Kempley** **Village Hall** on **Tuesday 05th February, 2018** **at 7:30pm**. All members are summoned to attend. The meeting will consider the items set out below.

**Submission of Motions for a Meeting:** Councillors and members of the public may submit requests to the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 7 clear days before the meeting will be carried over to the next meeting. See Standing Order 9 (Standing Orders are published on the Parish Council’s website) for further guidelines regarding the submission of Motions for a Meeting.



Arin Spencer

Parish Clerk

**AGENDA**

1. **To receive apologies for absence**

Apologies received from Cllr Neil Dransfield and Cllr Martin Brocklehurst.

1. **Declarations of Interest**

Members are invited to *declare* disclosable pecuniary interests and other interests in items on the agenda as required by the Kempley Parish Council Code of Conduct for Members and by the Localism Act 2011.

1. **Dispensations**

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

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

To *receive* and sign the minutes (previously circulated) of the Parish Council meeting held on 10th January 2019 as a true record.

1. **Public Participation Session**

Members of the public are invited to raise questions about and comment on items on the agenda. Time for this session is limited to 15 minutes and 5 minutes per individual. Standing Order 3(e)-(g).

1. **Clerk’s Report**

To *receive* a report from the Clerk on actions requested in the minutes dated 10 January 2019 not covered elsewhere in the agenda. FOR INFORMATION ONLY.

1. **Kempley Village Hall Working Group** 
   1. To *note* the legal opinion of NALC (attached) confirming that Kempley Parish Council may award a grant to Kempley Village Hall Trust for the refurbishment of the hall.
   2. To *consider* directing the Village Hall Working Group to answer the question:

*What process would this Council have to follow to take out a public works loan financed through the precept in order to award a grant to Kempley Village Hall Trust for refurbishment of the hall?*

1. **Lead Member for Finance**
   1. To *appoint* a lead member for finance.
   2. To *agree* that the lead member for finance will

* Review the accounts every four (4) months at the end of March, July and November
* Match each item of expenditure on the bank statement with

a) an invoice signed by two bank signatories

b) approval in the minutes

c) an entry in the payments schedule and

d) a completed and initialled cheque stub

* Report back to council at the meeting following each review.

1. **Elections 2019**
   1. To *note* election timetable for 2019 and NALC information booklet on local councils
   2. To *agree* to take the following action to recruit local councillors

* Place election posters on noticeboards and website
* Send an email newsletter highlighting what it means to be a local councillor and explaining the nomination process
* Drop a hardcopy off at properties that have not signed up for the newsletter

1. **Planning**
   1. Application ref: P1970/18/FUL

Application address: **Cherrylea** Fishpool Kempley Dymock

Proposal: Conversion of barn and outbuilding into x2 self-contained holiday lets and erection of a single storey side extension to main bungalow with associated works.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PJXPCAHI0EF00>

Comments: Council is asked to *comment* on the above application. Deadline for comments is 8 February 2019.

* 1. Application ref: P0031/19/TPO

Application address: **Outside Edge**, Kempley Green, Kempley, Dymock

Proposal: Works to x2 Oak trees covered by G1 of TPO65 in accordance with submitted tree report.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PL2NU7HIMV900>

Comments: Council is asked to *comment* on the above application. Deadline for comments is 11 February 2019.

1. **Financial Management**
   1. To *approve* the following expenditure incurred since the Parish Council meeting on 10 January:

**Payment Details Cheque Amount**

Salaries and expenses 378 202.14

Training (Clerk) 379 40.00

Training (reference books) 380 108.79

* 1. To *note* the most recent bank reconciliation

1. **Training**

To *approve* the following training expenses for the Clerk (from the General Reserve):

* 1. 12 February GAPTC Preparation for Audit at a cost of £55
  2. 13 February GAPTC Digital Mapping at a cost of £10
  3. 1 March GAPTC CiLCA Mentoring £235

1. **Policies for review**
   1. To consider and, if appropriate, *adopt* draft Grant Awarding Policy
   2. To consider and, if appropriate, *adopt* draft Health & Safety Policy
   3. To review and *accept* amendments to the Planning Policy
   4. To *note* changes to the Officer Responsibility & Support Policy
2. **Village Green Maintenance**

The trees on the border of the village green next to the lane are overhanging the road and interfering with tractor access to the fields beyond. A volunteer, Chris Bligh, has generously agreed to cut back the trees for free.

Council is asked to *note* the scope of work and proof of insurance cover provided by Chris and *authorise* him to proceed accordingly.

1. **To agree a date for the Annual Parish Meeting**

Must take place between 1 March and 1 June.

1. **Meetings for Councillors to consider attending**

Councillors are asked if they could inform the Clerk should they wish to attend, or if they wish the Clerk to attend on their behalf, any meetings or events listed below:

1 March 2019 Tree Planting in the Centenary Glade (see information note attached)

1. **Meetings**

Next ordinary Parish Council meeting to be held on 05 March 2019 at 7:30pm in the Village Hall.

Schedule of meetings:

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 02/04/2019 |  |
| 07/05/2019 | Annual Parish Council Meeting |

**Kempley: Environment & Biodiversity projects, Daffodil Weekend Events & Parish land management strategy**

**Information Note for Kempley Parish Councillors about events in March 2019**

From Chris Bligh, DyFRA

Version: 29/1/2019

The ongoing management of the public areas of the verges, footpaths, The Green, St Edwards, in collaboration with the Forestry Commission, landowners and the landscape interest groups\*– has raised the profile of our ‘daffodil’ landscape.

The successful management of the ‘green’ corridors between the daffodil hotspot areas of Jane & Will Kerr’s SSSI meadow, Queens Wood car park, both churchyards and several small paddock areas and gardens, has led to a new collaboration project with the Forestry Commission (FC) which is hoped to integrate the efforts of all the parishes in the Dymock Forest and Leadon Vale area, to benefit the promotion of biodiversity.

We are planning several events in March and expect these to be the primary fundraising & conservation awareness events of the Kempley year.

This year Martin Brocklehurst will publish a 5,000 print run, 16pp colour brochure “Welcome to the Golden Triangle” describing the wide range of events in March on behalf of groups in Kempley, Oxenhall, Dymock and Much Marcle.

The intention of this note is to inform Councillors of the first event on March 1st and to ask for your formal involvement, with an update at March 5th/12th council meeting

**Friday 1st March (10a.m. – 2pm ) Main presentation at 10.45/ 11 a.m.**

The Forestry Commission is inviting all the parish councils bordering Dymock Forest, along with primary schools, Womens Institutes, and other community groups to a tree-planting event. This will formally launch *The Centenary Glade*, (entrance from Kempley Green Queens Wood carpark). The central *Glade* area is however in Upton Bishop, a Herefordshire parish, though the project may be seen to be sponsored by Kempley and Gloucestershire parishes. (A matter of fundraising strategy targeting HLF in Exeter; Herefordshire is a West Midlands zone.)

I would like to ask for formal representation at this launch by Kempley Parish Councillors to expressly welcome those councillors/ nominees from both sides of the county border. This may encourage community cohesion around the Dymock Forest neighbourhood. The attention the project and its development will bring to natural resources management, conserving biodiversity and supporting the rural/ woodland economy, is an important part of our rural parishes’ resilience. It is also expected to be a critical criterion for successful HLF funding which is being restructured on 1st February 2019.

Other groups that will be represented:

Children from Ann Cam and other school.

People from Gorsley (Kilcot) and Linton (Gorsley) have already indicated they will attend.

Several Womens Institute groups (WI’s) from Redmarley, Linton, and particularly Dymock who welcome the opportunity to mark their founding in 1919.

Task

The Forestry Commission have ordered 500 shrubs to be planted around the edges of The Glade clearing. This is a simple operation, requiring a spade and a good boot. Stakes and shelters to be attached for protection, some of which will be recycled from earlier planting schemes – reusing the plastic waste from the environment.

Several volunteers will be trained in all aspects of the planting plan and will have HiVis Daffs.org.uk yellow jackets on the day. Others will be delegated to steward – particularly the schools parties. The WI will install a separate area, to memorialise the Women of the Great War. The Forestry Commission will have responsibility for the Risk Assessment and insurances

Kempley Café are contemplating logistics of supplying Leek soup (St David’s emblem, alongside the daffodil) as refreshment at The Glade since they have the appropriate Food & Hygiene license.

\* primarily, FoKC, Windcross Paths Group, Kempley Walking Group, DyFRA, KPC and joint Heritage Lottery Projects

