A drawing of a face

Description generated with high confidence

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

Tel: 07484 619582 / Email: [kempleyparishclerk@gmail.com](mailto:kempleyparishclerk@gmail.com)

Website: [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org)

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

Held at the Village Hall on Tuesday 5th February 2019 at 19:30

**Present**: Cllr Simon Hanes (Chairman), Cllr Howell Rees (Vice-Chairman), Cllr Robin Bennion (RB), Cllr Liz Daykin (LD), Cllr Bob Earll (BE)

**In attendance:** Mrs Arin Spencer (Clerk), District Cllr Roger Yeates, and three (3) members of the public

|  |  |  |
| --- | --- | --- |
| **189/19** | **Apologies for absence** |  |
| **Resolved:** | Received apologies from Cllr Neil Dransfield and Cllr Martin Brocklehurst. |  |
|  |  |  |
| **190/19** | **Declarations of Interest** |  |
|  | *To receive declarations of Members’ interests in accordance with the Code of Conduct.* |  |
| **Resolved:** | None given. |  |
|  |  |  |
| **191/19** | **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 |  |
|  |  |  |
| **192/19** | **Chairman’s Announcements** |  |
| **Resolved:** | None to report |  |
|  |  |  |
| **193/19** | **Previous Minutes** |  |
|  | *To approve the minutes of the Parish Council meeting held on 10 January.* |  |
| **Resolved:** | That they are a true record of the decisions made. |  |
|  |  |  |
| **194/19** | **Public Participation Session** |  |
|  | A parishioner enquired why P0031/19/TPO pruning of two oak trees requires planning permission. |  |
|  | Cllr Roger Yeates responded that any tree with a Tree Preservation Order requires planning permission to be trimmed. The Tree Preservation Order may have been placed on the trees many years ago. |  |
|  |  |  |
| **195/19** | **Clerk’s Report** |  |
| **Resolved:** | Received Clerk’s Report. |  |
|  | **CLERKS REPORT: Tuesday, 05 February 2019**  Minute 179/18 Budget Statement 2019/20 updated and published on website.  Minute 182/18 Finalised budget published on the website.  Minute 185/18 Precept request emailed and original posted to FoDDC.  **Digital Mapping**  Have booked a place on GAPTC training taking place on 13 February 2019 at a cost of £10. This has not been budgeted for and will need to come out of reserves.  GAPTC is collaborating with Pear Technology, suppliers of mapping tools to parish and town councils across the UK, to put on a workshop to showcase the benefits and advantages of digital mapping.  Pear Technology is extremely experienced in digital mapping for local councils and presents a complete step-by-step service for map preparation and software training. As well as offering compellingly accurate cemetery and allotment map creation, they can generate an entire digital map of your region – so you'll have fully interactive digital maps from which to contextualize and plan council activities.  Pear Technology provides a one-stop shop for council mapping and associated needs. Digital mapping can help local councils identify all council land and assets, organise maintenance contracts, prepare development plans, plan events, manage cemeteries and allotments, communicate with the public and exchange information with local authorities.  The presentation will cover:  The PSMA (Public Sector Mapping Agreement) including how it works, how to join etc  Mapping of assets, cemeteries, allotments, trees  How digital mapping can be used to help run and manage: Public events, street markets, public rooms and buildings, sports pitches etc  **Training**  Have booked a place on GAPTC training *Preparing for Audit* taking place on 12 February 2019 at a cost of £55. This has not been budgeted for and will need to come out of reserves.  Would like to do the *CiLCA* qualification this year. GAPTC will run four mentoring sessions in March, May, July and September. The cost of the mentoring sessions is £235. This was approved as part of the 2019/20 budget but needs to be authorised in order for the expenditure to be incurred in this financial year.  Ordered latest edition of Arnold Baker *Local Council Administration* from SLCC bookshop where we get a 20% discount. Cost £108.79 including postage. |  |
|  |  |  |
| **196/19** | **Kempley Village Hall Working Group** |  |
| **Resolved:** | Noted the legal opinion of NALC confirming that Kempley Parish Council may (i.e. is permitted to) award a grant to Kempley Village Hall Trust for the refurbishment of the hall. |  |
|  | Council instructed the Clerk to update the working group’s Village Hall Report with the new advice from NALC and post it on the website. | **Clerk** |
|  |  |  |
|  | After a brief discussion on whether the working group should investigate what Council needs to do in order to grant funds to the Village Hall, it was agreed that Council knows the steps to take but must now wait for a grant application from Kempley Village Hall Trust. |  |
|  | Cllr Bennion informed Council that Kempley Village Hall Trust have submitted the application for planning approval for the improvements to the hall and once this is approved they will establish the cost of the project and thereafter apply to Council for grant funding. |  |
| **Resolved:** | To move onto the next agenda item. Proposed by Cllr Earll, seconded by Cllr Bennion. Nem con. |  |
|  |  |  |
|  | **Lead Member for Finance** |  |
| **197/19** | Cllr Earll nominated Cllr Rees as Lead Member for Finance, seconded by Cllr Bennion. |  |
| **Resolved:** | Council appointed Cllr Howell Rees as Lead Member for Finance. |  |
| **198/19** | Lead Member for Finance Responsibilities |  |
| **Resolved:** | Council agreed that the Lead Member for Finance will perform a review of the accounts every four (4) months at the end of March, July and November where each item of expenditure on the bank statement will be matched with:   1. An invoice signed by two bank signatories 2. Approval of the expenditure in the minutes 3. An entry in the payments schedule 4. A completed and initialled cheque stub   Lead Member for Finance to report back to Council at the meeting following each review of the accounts. |  |
|  | Proposed by Cllr Earll, seconded by Cllr Bennion. Nem con. |  |
|  |  |  |
| **199/19** | **Elections** |  |
| **Resolved:** | Noted the election timetable for 2019 and NALC information booklet on local councils. |  |
| **200/19** | Recruitment of local Councillors |  |
| **Resolved:** | Council agreed that election posters will be placed on the noticeboards and website, an email newsletter will be sent out highlighting what it means to be a local councillor and explaining the nomination process, and a hardcopy of the newsletter will be delivered to properties that are not on the email list.  Clerk to action accordingly. Cllr Bennion offered to deliver newsletters to households not on the email list. | **Clerk/ RB** |
|  |  |  |
|  | **Planning** |  |
| **201/19** | 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> |  |
| **Resolved:** | No objection, low impact. | **Clerk** |
|  |  |  |
| **202/19** | 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> |  |
| **Resolved:** | No objection, low impact. | **Clerk** |
|  | Cllr Daykin requested that Council check whether the planning notice for this application had been put up at the site. Cllr Bennion offered to do this and has since confirmed that the notice is in place on the gate next to the two oak trees. |  |
|  |  |  |
|  | **Financial Management** |  |
| **203/19** | *Expenditure* |  |
| **Resolved:** | Approved the following expenditure incurred since the last meeting on 10 January 2019: |  |
|  | **Payment Details Cheque Amount**  Salaries and expenses 378 £ 202.14  Training (Clerk) 379 £ 40.00  SLCC (Reference Book) 380 £ 108.79 |  |
|  | Proposed by Cllr Bennion, seconded by Cllr Rees. Nem con. |  |
|  |  |  |
| **204/19** | *Bank Reconciliation* |  |
| **Resolved:** | Noted and signed the most recent bank reconciliation dated 21 January 2019. |  |
|  |  |  |
| **205/19** | **Clerk’s Training Request** |  |
| **Resolved:** | Approved Clerk’s request to attend the following training which will be paid for out of the General Reserve:  12 February GAPTC Preparation for Audit £ 55.00  13 February GAPTC Digital Mapping £ 10.00  01 March GAPTC CiLCA Mentoring £ 235.00 |  |
|  | Proposed by Cllr Earll, seconded by Cllr Bennion. Nem con. |  |
|  |  |  |
|  | **Policies for adoption / review** |  |
| **206/19** | Grant Awarding Policy (draft) |  |
| **Resolved:** | Adopted the draft Grant Awarding Policy. |  |
| **207/19** | Health & Safety Policy (draft) |  |
| **Resolved:** | Adopted the draft Health & Safety Policy |  |
| **208/19** | Planning Policy |  |
| **Resolved:** | Reviewed and accepted amendments to the Planning Policy. |  |
| **209/19** | Officer Responsibility and Support Policy |  |
| **Resolved:** | Noted changes. Cllr Rees informed Council of an error in the Officer Responsibility and Support Policy. Flags and Flagpoles should be the responsibility of Cllr Daykin. Clerk to correct the policy accordingly. **Clerk** |  |
|  |  |  |
| **210/19** | **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 trim and shape the trees for free. |  |
| **Resolved:** | Noted the scope of work and proof of insurance provided by Chris Bligh of Gardens Sorted and authorised him to proceed accordingly. |  |
|  | Council instructed the Clerk to draft a notice to residents of the work to be carried out. Chairman to check and approve the notice and Clerk to deliver copies to the properties on the green two days before the work is due to take place. | **Clerk** |
|  | Led by Cllr Bennion, Council expressed its thanks to Chris Bligh for volunteering to do this work on the Green. |  |
|  |  |  |
|  |  |  |
| **211/19** | **To agree a date for the Annual Parish Meeting** |  |
| **Resolved:** | To defer this agenda item to the next meeting taking place on 5th March. Proposed by Cllr Bennion, seconded by Cllr Hanes. Nem con. |  |
|  |  |  |
| **212/19** | **Meetings for Councillors to consider attending** |  |
|  | 01 March 2019 Tree Planting in the Centenary Glade from 10am – 2pm  Cllr Bennion, Cllr Daykin and Cllr Rees plan to attend.  Chris Bligh advised Council that there is a professionally printed programme now available detailing the daffodil events taking place this year. These can be purchased at a cost of £1 each from Katie Osmond ([kempleyvillagehall@gmail.com](mailto:kempleyvillagehall@gmail.com)). The Tree Planting in the Glade is included on the programme.  Chris asked that Council endorse the Tree Planting in the Glade along with the daffodil events programme, published by Martin Brocklehurst, by writing an enthusiastic response to the Forestry Commission who invited Council to the event in December. Approximately 80 schoolchildren from local schools will also be attending. |  |
|  | Council instructed the Clerk to draft a letter to the Forestry Commission for approval by the Chairman. | **Clerk** |
|  |  |  |
| **213/19** | **Next Meeting** |  |
|  | The next ordinary Parish Council meeting will take place on **Tuesday 05 March 2019 at 7:30pm** in Kempley Village Hall. |  |
|  |  |  |
|  | District Cllr Yeates asked to speak on the subject of refurbishment of the Village Hall. He said that Forest of Dean District Council have funds available specifically for repairs to village halls and it could be worth asking District Council for assistance with the cost of refurbishing the hall. |  |
|  |  |  |

The Chairman thanked all for attendance and with no further business closed the meeting at 20:48pm.

Signed Date

Print Name