**A drawing of a face

Description generated with high confidence**

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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Thursday 28 February 2019

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in **Kempley** **Village Hall** on **Tuesday 05th March, 2019** **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**
2. **To RECEIVE declarations of interest or requests for dispensations**

Councillors are asked 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. **Chairman’s Announcements**
2. **To SIGN as a correct record the minutes of the meeting held on 05 February 2019** (previously circulated).
3. **Public Participation**

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. **To AGREE to discuss the Action Points of the Community Led Plan**

These are grouped into four themes:

Community Spirit, Environment, Communication and Planning for the Future.

Discussions of the action points under each theme to take place at the next four consecutive KPC meetings (excepting the Annual Parish Council Meeting in May). Discussions to be limited to 45 minutes and have the purpose of getting a collective view on progress to date and further action to be taken in respect of the action points listed under the respective headings.

1. **To CONSIDER a grant funding request from Lydcare**
2. **Clerk to report to Council on Digital Mapping**
3. **To CONSIDER hosting a free first aid course for parishioners**
4. **Planning**
   1. Application ref: P0174/19/FUL

Application address: **Village Hall**, Kempley

Proposal: Erection of single storey extension to provide kitchen, storage and toilet facilities including a porch extension and decking area. Removal of part of existing hedgerow.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PMI1UFHIFIN00>

Comments: Council is asked to COMMENT on the above application. Deadline for comments is 14 March 2019.

1. **Financial Management**
   1. To APPROVE the following expenditure incurred since the Parish Council meeting on 5 February:

**Payment Details Cheque Amount**

Salaries and expenses 381 £ 202.14

GAPTC Training (Clerk) 382 £ 235.00

Cheque Cancelled 383

Meeting venue hire 384 £ 180.00

GAPTC Training (Clerk) 385 £ 65.00

Salaries and expenses 386 £ 202.14

Village Green Maintenance 387 £ 480.00

* 1. To NOTE the most recent bank reconciliation.

1. **POLICIES**

To CONSIDER the draft Member/Officer Protocol Policy.

1. **Clerk’s Report**
   1. Clerk to report on actions completed since the last meeting and update Council on tasks outstanding from previous meetings. *For information only*.
   2. To DISCUSS the following schedule of full parish council meetings for 2019/2020 prepared by the Clerk:

Tuesday 2nd April 2019 07:30pm

Thursday 9th May 2019 07:30pm Annual Parish Council Meeting

Tuesday 4th June 2019 07:30pm

Tuesday 2nd July 2019 07:30pm

Tuesday 6th August 2019 07:30pm

Tuesday 3rd September 2019 07:30pm

Tuesday 1st October 2019 07:30pm

Tuesday 5th November 2019 07:30pm

Tuesday 3rd December 2019 07:30pm

Tuesday 7th January 2020 07:30pm

Tuesday 4th February 2020 07:30pm

Tuesday 3rd March 2020 07:30pm

Tuesday 7th April 2020 07:30pm

* 1. To CONSIDER the Clerk’s request to take leave as follows:

23 – 26 April 2019

12 – 23 August 2019

23 – 27 December 2019

* 1. Declaration of other employment

The Clerk has been offered the position of Clerk to Gorsley & Kilcot Parish Council with effect from 1 April 2019. The time commitment is 20 hours per month. The Clerk would like to take up this position in addition to her role as Clerk to Kempley Parish Council.

Council is asked to CONSENT to her taking on this additional post and confirm this in writing.

* 1. Councillors are asked to please CHECK if their register of interests needs updating and advise the Clerk accordingly.

1. **To NOTEthe following information received regarding the 2019 local elections**

Forest of Dean District Council Purdah Guidance for members and officers.

Parish Council Letter re nominations.

Candidates Timetable

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:

Chartered Parish and Town Council Meeting on 7 March 2019 19:00 at GL3 Community Hub

GRCC Volunteering and Fundraising Workshop on 13 March 10am – 1pm (Longhope)

**Booklets, Brochures and leaflets on the below list were received.**

No hard copy Booklets, Brochures and leaflets were received.

**Emails on the below list were received and sent to Councillors.**

Forest of Dean District Council Community Defibrillator Grant

GCC Councils Connected Newsletter – 31 January 2019

FoDDC – Working to keep Chepstow on the move

FoDDC – Have you ever thought about becoming a Councillor?

Newent Roads Team – Continuing Pressure

FoDDC – Council progresses its plans to make the Forest of Dean carbon neutral by 2030

FoDDC – Council plans to recruit Carbon Reduction Officer

FoDDC – Forest makes list of top ten places in England to buy a home

Waste Management Unit – Notice of temporary closure of Oak Quarry HRC

FoDDC – Council approves budget for 2019/20

1. **Notice of items to be taken into consideration at the next meeting in April.**

Councillors are asked to highlight any items.

The Clerk recommends:

Set a date for the Annual Parish Meeting

Appoint members to a Staffing Committee

Set a date for Clerk’s appraisal

Appoint members to perform physical asset check and update asset register

1. **Meetings**

Next ordinary Parish Council meeting to be held on 2nd April 2019 at 7:30pm in the Village Hall.

*Schedule of meetings and topics for discussion:*

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 02/04/2019 | Discuss CLP Action Points – Community Spirit |
| 09/05/2019 | Annual Parish Council Meeting   * Review documents listed for review in Standing Orders * Review insurance * Elections   Approve annual accounts and governance statement. |
| 04/06/2019 | Discuss CLP Action Points - Environment  Possible co-option if insufficient candidates at May election |
| 02/07/2019 | Discuss CLP Action Points – Communication |
| 02/07/2019 | Discuss CLP Action Points – Planning for the Future |
| 06/08/2019 |  |
| 03/09/2019 | Appoint independent internal auditor  First consideration of projects to be included in new budget |
| 01/10/2019 | Committees to consider their budgets |
| 05/11/2019 | First draft of budget for council to consider |
| 03/12/2019 |  |