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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 Kempley Village Hall on Tuesday 5th March 2019 at 19:30

**Present**: Cllr Simon Hanes (Chairman), Cllr Howell Rees (Vice-Chairman), Cllr Martin Brocklehurst (MB), Cllr Liz Daykin (LD), Cllr Neil Dransfield (NJD), Cllr Bob Earll (BE)

**In attendance:** Mrs Arin Spencer (Clerk) and two (2) members of the public

|  |  |  |
| --- | --- | --- |
| **214/19** | **To RECEIVE apologies for absence** |  |
| **Resolved:** | Received apologies from Cllr Robin Bennion |  |
| **215/19** | **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. |  |
| **Resolved:** | None given. |  |
| **216/19** | **Chairman’s Announcements** |  |
| **Resolved:** | None to report |  |
| **217/19** | **To SIGN as a correct record the minutes of the meeting held on 5 February 2019** (previously circulated) |  |
| **Resolved:** | That they are a true record of the decisions made. |  |
| **218/19** | **Public Participation** |  |
|  | Cllr Dransfield addressed a point of order to the Chairman stating that Standing Orders do not preclude the public from participating at other times during the meeting.  The Chairman explained that the Public Participation session is an opportunity for members of the public to comment on items on the agenda but does not prevent questions or comments being made at other times during the meeting.  Chris Bligh thanked the Councillors who were able to attend the tree planting in the Centenary Glade which took place on 1 March. The event was a great success and very well attended. |  |
|  |  |  |
|  | Council was asked to consider appointing members to a sub-committee with the purpose of progressing the Village Hall renovation plans to the next stage. |  |
|  | Cllr Dransfield expressed concern that the Clerk had been tasked at the February meeting with amending a report (on the feasibility of obtaining a public works loan to fund improvements to the Village Hall) prepared and signed by two Councillors.  After further discussion, it was agreed that the original report would remain unchanged. Council asked the Clerk to produce a new report summarising the current position as per the NALC legal advice received after the original report was concluded. | **Clerk** |
| **219/19** | **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 Kempley Parish Council 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. |  |
| **Resolved:**  Comment: | Motion carried. Proposed by Cllr Brocklehurst, seconded by Cllr Earll. Nem con.  Cllr Dransfield suggested that going forward each motion put to Council should include consideration of the following:   1. Required outcomes 2. Key members and other stakeholders 3. Timescale, especially an end date 4. Monitoring and reporting 5. Resources and budget   It was generally agreed that this would be good practice. |  |
| **220/19** | **To CONSIDER a grant funding request from Lydcare** |  |
| **Resolved:** | Not to award grant funding to Lydcare. Proposed by Cllr Dransfield, seconded by Cllr Earll. Nem con. |  |
| **221/19** | **Clerk to report to Council on Digital Mapping** |  |
| **Resolved:** | Received Clerk’s report. (Appendix 1)  Council agreed to make use of the Parish Online offer of a 30 day trial for clerks and councillors to explore their system. Cllr Brocklehurst and the Clerk to trial the software and advise Council on the specific benefits to the parish of joining Parish Online. | **MB / Clerk** |
| **222/19** | **To CONSIDER hosting a free first aid course for parishioners** |  |
| **Resolved:** | To host a free first aid course for parishioners. |  |
|  | Clerk to make the necessary arrangements. | **Clerk** |
| **223/19** | **Planning** |  |
|  | 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> |  |
| **Resolved:** | No objection. |  |
|  | Cllr Dransfield to respond via the planning portal including reference to the Community Led Plan. | **NJD** |
|  | **Financial Management** |  |
| **224/19** | Expenditure incurred since the Parish Council meeting on 5 February 2019:  **Payment Details Cheque Amount Power**  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 |  |
| **Resolved:** | Approved the above expenditure. |  |
|  |  |  |
| **225/19** | Bank Reconciliation |  |
| **Resolved:** | Noted and signed the most recent bank reconciliation dated 13 February 2019. |  |
| **226/19** | **To CONSIDER the draft Member/Officer Protocol Policy** (Appendix 2) |  |
| **Resolved:** | Adopted the Member/Officer Protocol Policy. Proposed by Cllr Dransfield, seconded by Cllr Earll. Nem con. |  |
|  | **Clerk’s Report** |  |
| **227/19** | Clerk to report on actions completed since the last meeting and update Council on tasks outstanding from previous meetings. *For information only*. |  |
| **Resolved:** | Council heard the Clerk’s report. (Appendix 3) |  |
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| **228/19** | To DISCUSS the following schedule of full parish council meetings for 2019/2020 prepared by the Clerk. |  |
|  | Tuesday 2nd April 2019 7:30pm  Thursday 9th May 2019 7:30pm Annual Parish Council Meeting  Tuesday 4th June 2019 7:30pm  Tuesday 2nd July 2019 7:30pm  Tuesday 6th August 2019 7:30pm  Tuesday 3rd September 2019 7:30pm  Tuesday 1st October 2019 7:30pm  Tuesday 5th November 2019 7:30pm  Tuesday 3rd December 2019 7:30pm  Tuesday 7th January 2020 7:30pm  Tuesday 4th February 2020 7:30pm  Tuesday 3rd March 2020 7:30pm  Tuesday 7th April 2020 7:30pm |  |
| **Resolved:** | Agreed the above schedule of meetings for the forthcoming year. |  |
| **229/19** | **To CONSIDER Clerk’s request to take leave as follows:** |  |
|  | 23 – 26 April 2019  12 – 23 August 2019  23 – 27 December 2019 |  |
| **Resolved:** | Approved Clerk’s leave request. |  |
|  |  |  |
| **230/19** | **To CONSENT to the Clerk taking up the position of Parish Clerk to Gorsley & Kilcot Parish Council.** |  |
| **Resolved:** | Consent to the Clerk taking up the additional post was unanimously given. |  |
|  |  |  |
| **231/19** | **Councillors were asked to CHECK if their register of interests needs updating** |  |
| **Resolved:** | Councillors to send their updated register of interests to the Clerk if required. |  |
|  |  |  |
| **232/19** | **To NOTE 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 |  |
| **Resolved:** | Information noted. |  |
|  |  |  |
| **233/19** | **Meetings for Councillors to consider attending** |  |
|  | Councillors were 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 7 March 2019 at 7pm * GRCC Volunteering and Fundraising Workshop 13 March 2019 at 10am |  |
| **Resolved:** | No Councillors available to attend either meeting and Council did not require the Clerk to attend on its behalf. |  |
|  | **Emails on the list below 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 *(on Severn Trent)*  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 |  |
| **234/19** | **Notice of items to be taken into consideration at the next meeting in April** |  |
|  | Councillors were asked to highlight any items. |  |
|  | 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 |  |
| **235/19** | **Next Meeting** |  |
|  | The next ordinary Parish Council meeting will take place on **Tuesday 02 April 2019 at 7:30pm** in Kempley Village Hall. |  |
|  |  |  |
|  | *Schedule of meetings and topics for discussion:*  **Meeting Date Key Tasks / Topics**  02/04/2019 Discuss CLP Action Points – Community Spirit  09/05/2019 Annual Parish Council Meeting   * Policy review * Insurance review * Approve annual governance statement and accounts   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  06/08/2019 Discuss CLP Action Points – Planning for the Future  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 |  |
|  |  |  |

The Chairman thanked all for attendance and with no further business closed the meeting at 20:45pm.

Signed Date

Print Name

**Appendix 1**

**DIGITAL MAPPING**

*Clerk attended GAPTC Introductory session on 12 February presented by Pear Technology*

Digital mapping can be an easy, time efficient and cost-effective way for local councils to

* map their assets
* visualise the area they are responsible for
* fulfil essential legal requirements
* maintain key records
* communicate effectively

Ordnance Survey mapping data is available free to local councils through Public Sector Mapping Agreement (PSMA).

Geographic Information System (GIS) is a software package that allows you to quickly and easily answer questions and run queries about where your assets are located.

**Getting Started**

1. Sign up to the PSMA (gives access to the data)
2. Choose your system (provides software to read the data)

There are two principal suppliers:

* 1. ***Parish Online***

Simple web-based mapping tool.

Access from any computer anywhere simply by logging in.

No limit to number of users.

No need to buy and maintain special computers/software/storage devices.

All local council data is stored remotely, kept securely and cannot be lost.

Parish Online accounts come complete with Ordnance Survey maps and address data as well as over 100 other national datasets including:

* Natural England
* Historic England
* Environment Agency
* DEFRA
* Land Registry
* Police

Aerial Photography Great Britain also included.

Data can be shared with other tiers of local government.

Local councils can set up any number of user accounts which control what data layers each officer can see and edit.

Cost is based on population and for Kempley would be £60/year.

* 1. ***Pear Technology***

Works seamlessly with Parish Online.

Provides a range of specialist mapping applications.

Specialists in creating maps for cemeteries, allotments and trees.

Parish Online does not have same level of functionality.

Specialises in providing mapping consultancy and training (Pear *and* Parish Online).

Mapping team will prepare all relevant maps for a local council from existing records. Local councils do not always have the time/skills to transfer existing data.

Specialist survey team can create maps i.e. for cemetery, allotment, trees.

Cartographic team can create bespoke high-quality cartographic maps i.e. for notice board or neighbourhood plan.

The Pear Technology offering is a desktop application.

More suited to office environment with access via local area network.

Costs around £2000 for hardware/software and to set up the system.

1. Plan. Learn how to use the system and gather the data needed.

**Summary**

Digital Mapping can be a useful tool for managing assets, making planning decisions and organising events. Ordnance Survey mapping *data* is available free to local councils but software is needed to interpret it. The two software providers for local councils are Parish Online and Pear Technology. Parish Online is a simple web-based application aimed at smaller councils. Pear Technology is a desktop based system that complements Parish Online by providing more specialist mapping applications with greater functionality.

**Recommendation**

Pear Technology is aimed at larger parish and town councils with a desktop system designed to sit in an office network. It is not designed to be accessed remotely.

Parish Online is more suited to Kempley Parish Council as it offers unlimited users that can access the system remotely. And the cost is reasonable.

Parish Online offers a 30 day trial for clerks and councillors to explore their system. Clerk recommends council elect members to a working party to trial the software and advise council on the specific benefits to the parish of joining Parish Online.

**Appendix 2**

**MEMBER/OFFICER PROTOCOL POLICY**

1. **Reason for policy**
   1. Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of a council. To help ensure that relationships do not go awry, it is advisable to have a written protocol, which can cover the respective roles and responsibilities of the Councillors and the Clerk (and any other staff employees); the relationships between Councillors and Officers; how concerns should be raised; and who is responsible for making decisions.
   2. The same fundamental principles apply regardless of the nature and size of a council.
   3. This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
   4. The reputation and integrity of the council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other’s roles.
   5. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.
2. **Respective Roles**
   1. The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council’s work under the direction and control of the Council and relevant committees.

1. **Councillors**
   1. Councillors have four main areas of responsibility:

* To determine Council policy and provide community leadership;
* To monitor and review Council performance in delivering services;
* To represent the Council externally; and
* To act as advocates for their constituents.
  1. All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
  2. Councillors should not involve themselves in the day to day running of the Council. This is the Clerk’s responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.
  3. Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

1. **Officers**
   1. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.
   2. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer’s own. If a Councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer’s professional view.
2. **Respective expectations**
   1. All Councillors can expect:

* a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor’s or political group;
* a working partnership;
* Officers to understand and support respective roles, workloads and pressures;
* A timely response from Officers to enquiries and complaints;
* Officer’s professional advice, not influenced by political views or personal preferences;
* Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
* Officers to be aware of and sensitive to the public and political environment locally;
* Respect, courtesy, integrity and appropriate confidentiality from Officers;
* training and development opportunities to help them carry out their role effectively;
* not to have personal issues raised with them by Officers outside the Council’s agreed procedures;
* that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
  1. Officers can expect from Councillors:
* a working partnership;
* an understanding of, and support for, respective roles, workloads and pressures;
* leadership and direction;
* respect, courtesy, integrity and appropriate confidentiality;
* not to be bullied or to be put under undue pressure;
* that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
* that Councillors will at all times comply with the Council’s adopted Code of Conduct.
  1. Some General Principles:
* Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
* Special relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.
* Councillors should not raise matters relating to the conduct or capability of Employees at meetings held in public or before the Press, as Employees have no means of responding to the same in public, and such conduct could breach the trust and confidence the Employee is entitled to expect from the Council as their Employer.
* If any Councillor feels that he/she has not been treated with the proper mutual trust, respect or courtesy or has any concerns about the conduct or capability of an Employee, he/she should raise the matter, in private, with the Clerk. Should the Employee in question be the Clerk, the matter should be confidentially brought to the attention of the Chair of the Council.
* Councillors should be aware that Employees are constrained in the response they may make to public comment from Councillors and should not abuse officers in public or through the press nor seek to undermine their position by abuse, rudeness or ridicule.

In meetings, individual Chairmen should be aware of discussions which may become abusive towards an Employee and must protect that Employee.

1. **Political Groups**
   1. The operation of political groups is becoming more of a feature within parish councils. Councillors are elected to serve their community and should ensure that is the guiding principle by which decisions are made. Party politics within a parish or town council can pose particular difficulties for employees in terms of accountability. The Council remains the employer and staff, via the management structure, are answerable to the Council as a whole.
   2. Party political groups have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as ‘Leader’ of the Council.
   3. If the Council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk’s role to make recommendations to a political group.
   4. If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
   5. Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, can seek advice from the County Association, if the Parish Council is a member, or from the SLCC.
2. **Problem areas**
   1. From time to time the relationship between Councillors and the Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the Council adopts a formal grievance protocol or procedure.
   2. The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way if they cannot be resolved informally. The Chair of the Council, nor any individual member cannot, formally, resolve such matters by his or herself. The creation of a committee of no less than, and no more than, three members with devolved authority to resolve such matter is the appropriate mechanism.
   3. If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or another employee, the matter should be raised in the first instance with the Clerk (if it applies to another member of staff) or the Chair of the Council (if it applies to the Clerk). If the matter cannot be resolved informally, it may be necessary to invoke the Council’s disciplinary procedure.

**Appendix 3**

**KEMPLEY PARISH COUNCIL – CLERK’S REPORT**

**Meeting: 5 March 2019**

1. **TRAINING**
   1. Digital Mapping Report
   2. Preparing for Audit
   3. CiLCA Mentoring: First of four GAPTC mentoring sessions was held on 1 March

CiLCA is a foundation qualification for local council officers. Awarded at Level 3 of the National Qualifications Framework.

**CiLCA consists of 5 units:**

*1 Core Roles in Local Council Administration*

LO1 Explain, with reference to relevant legislation, the roles, responsibilities and duties of the council, a clerk, the chairman, a councillor and the responsible financial officer.

LO2 Research a topic for a specific council and provide evidence of sources used, summarise findings and provide council with options or recommendations as appropriate.

LO3 Provide a list of selected core documents and policies for a specific council identifying legal references and dates of approval and review.

LO4 Demonstrate professional writing skills and use of information and communication technology.

*2 Law & Procedure for Local Councils*

*3 Finance for Local Councils*

*4 Management for Local Councils*

*5 Community Engagement*

1. **Village Hall Report – Update**

Update of the Village Hall Report is pending. Neil has voiced concerns.

1. **Internal accounts check**

Scheduled for 1 April. Howell to report back at meeting on 2 April.

1. **Recruitment of Councillors**

Posters are on all noticeboards. There is information on the website.

Two mailchimps have gone out with information.

Election flyer sent to all. Must now allocate properties to each councillor for hand delivery.

1. **Planning** – Cherrylea and Outside Edge

Missed deadline for comments but fortunately low impact / no objection.

1. **Village Green Maintenance**

Pruning of trees on the green was completed safely and without incident by Garden’s Sorted. They will be invoicing council £15 for disposal of the cuttings which filled a trailer.

1. **10 May 2018**

Correspondence from HMRC

This is now up to date. Payroll is being actioned monthly. No NI contributions as under Lower Earnings Limit.

Pensions Regulator

Clerk to make contact with Pensions Regulator to auto enrol in pension scheme and then cancel auto enrolment. Council is not required to make a pension contribution.

1. **12 July 2018**

Approved training still to be completed:

Clerks More Knowledge: A miscellany including planning (22 May 2019)

Budget Planning and Precept Setting (no dates currently available)

1. **19 July 2018**

Data Audit – in progress.

1. **7 August 2018**

Gigaclear – work was scheduled to start in February. Check current status?

1. **2 October 2018**

Noticboards – find out who owns piece of land in Kempley Green on corner of Felania

Join Dementia Action Alliance

1. **6 November 2018**

Kempley House – NJD to make proportionate enquiries re planning permission

Village Green Note – in progress

Highways Note – pending/in progress

1. **4 December 2018**

Management plan for environmental assets of village green including grass, trees, hedges. In progress.