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Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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Monday 29 April 2019

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatthe **Annual Meeting** of **Kempley Parish Council** will be held in **Kempley** **Village Hall** on **Friday 3rd May 2019** **at 6:00pm**. All members are summoned to attend. The business to be transacted is set out in the agenda which is detailed below.



Arin Spencer

Parish Clerk

**AGENDA**

1. **To ELECT a Chairman for 2019/20** and to witness the Chairman’s formal Declaration of Acceptance of Office.
2. **To RECEIVE apologies for absence**
3. **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 APPROVE and sign the minutes** (previously circulated) **of the meeting held on 2nd April 2019 as a correct record**.
3. **Public Participation**

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

1. **Schedule of Meetings**

To APPROVE the following schedule of meetings for 2019/20

|  |  |
| --- | --- |
| Tuesday 4 June 2019 at 7:30pm  | Tuesday 3 December 2019 at 7:30pm |
| Tuesday 2 July 2019 at 7:30pm | Tuesday 7 January 2020 at 7:30pm |
| Tuesday 6 August 2019 at 7:30pm | Tuesday 4 February 2020 at 7:30pm |
| Tuesday 3 September 2019 at 7:30pm | Tuesday 3 March 2020 at 7:30pm |
| Tuesday 1 October 2019 at 7:30pm | Tuesday 7 April 2020 at 7:30pm |
| Tuesday 5 November 2019 at 7:30pm | Tuesday 5 May 2020 at 7:30pm |

1. **Casual Vacancies**
	1. To RECEIVE information on the correct procedure to fill the casual vacancies on the Parish Council.
	2. To CONSIDER an application for co-option received from David Spencer.
2. **Delegation of functions**
	1. To APPOINT a member to represent Kempley Parish Council as a trustee on Kempley Village Hall Trust.
	2. To APPOINT a lead member for finance for 2019/20 to perform a quarterly internal check of the accounts.
3. **Kempley Charities**
	1. To RECEIVE a report from John Harper on Elizabeth Pyndar’s Charity (Appendix 1)
	2. To APPOINT trustees to Elizabeth Pyndar’s Charity
4. **Annual Governance and Accountability Return 2018/19**
	1. To AGREE to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.
	2. To RECEIVE and note Annual Internal Audit Report 2018/19
	3. To CONSIDER Annual Governance Statement 2018/19 and approve the completion.
	4. To APPROVE the Accounting Statements for 2018/19.
5. **Financial Matters**
	1. To AGREE that current bank signatories may continue to authorise payments until such time as a new bank mandate has been arranged.
	2. To APPROVE payments as per Check Approval Sheet (Appendix 2).
	3. To NOTE the bank reconciliation dated 29 April 2019 (Appendix 2).
	4. To APPROVE and sign Clerk’s salary schedule for 2019/20 (Appendix 3).
	5. To APPOINT Jeff Manns Garden Services to maintain the Village Green for 2019/20 at a cost of £500 for the year.
6. **Asset Register**
	1. To RECEIVE asset condition report as at 28/03/2019
	2. To NOTE updated asset register
7. **Insurance Review**
8. **Planning** – no new planning applications received.
9. **Clerk’s Report**

**Fastershire Update**

Received from Cllr Martin Brocklehurst

*Fastershire through their selected contractor Gigaclear will reach the outskirts of Kempley in the next 1 – 2 months and expect to install fibre optic cables from their Greenway Cabinet along the B4024 to the Parish Boundary. It is currently planned that fibre optic cables from the Greenway Cabinet will not progress any further into Kempley;*

*The first property in the parish likely to have fibre optics installed to a box outside their property will be 1 & 2 Stonehouse Cottages (GL18 2AR) (confusingly referred to as Oak Cottages by Fastershire);*

*Installation to the main village is still about 12 months away. Installation for the Parish of Kempley will be from the Kempley Cabinet and it appears access will not come from the Greenway Cabinet or from the B4024.*

**Free First Aid Course**

Organiser is away until 13 May. Will set a date as soon as he is back in the office.

**Action Tracker** (FOR INFORMATION ONLY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute Ref** | **Details** | **Due Date** | **Status** | **Action** |
| 221/1905.03.18 | Digital Mapping – report on trial | 02.07.2019 | In progress | Clerk to liaise with Cllr Brocklehurst re report. |
| 218/1905.03.18 | Village Hall Report (New) | 07.05.2019 | In progress | Clerk to produce new report incl NALC advice. |
| 156/1804.12.18 | Response to TwoRivers re removal of shared boundary hedge. | 31.05.2019 | Pending | Further information on village green boundary is required. |
| 128/1806.11.18 | Kempley House – query re planning permission | 31.05.2019 | Pending | Must appoint a cllr to take this forward. |
| 115/1802.10.18 | Join Dementia Action Alliance | 31.05.2019 | Pending | Clerk to complete registration forms. |
| 60/1819.07.18 | Data Audit | 24.05.2019 | In progress | Clerk to complete. |

**Notice of items to be taken into consideration at the next meeting:**

Councillors are asked to highlight any items.

The Clerk recommends the following:

Election of Vice-chairman

Appointment of Committee Members (LGA 1972 s 101-106 and schedule 12)

* Staffing Committee

Review and adoption of Parish Documentation

1. **Meetings**

The next ordinary meeting of the Parish Council will be held on 4 June 2019 at 7:30pm in the Village Hall.

*Schedule of forthcoming meetings and topics for discussion:*

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks / Discussion Topics** |
| 04.06.2019 | Discuss CLP Action Points – EnvironmentCo-option of councillors to fill casual vacancies |
| 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 auditorFirst 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 | Finalise budget |
| 07.01.2020 | Sign precept form |

**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.

**Appendix 1**

**Kempley Charities Trustees**

Annual Report to the Kempley Parish Council

*Elizabeth Pyndar’s Charity*; The Trustees met in December and two grants were made to worthy individuals. The Trustees also reviewed the objectives and subsequently amended them to meet present day needs including the advancement of community development.

There are four Trustees being the Minister of the Church and 3 appointed by the Parish Council.

Three Trustees are appointed by the Parish Council annually and currently are Glyn Bennett, John Harper and Margaret Watkins. All are willing to be re-appointed for the next twelve months.

John Harper

Trustee and Correspondent

28 April 2019

**Appendix 2**

**KEMPLEY PARISH COUNCIL**

**Monthly Accounts / Cheque Approval**

**May 2019 Meeting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Balance at 31 March 2019** |  |  |  |  |  |  |
| Current Account |  |  |  |  |  6,089.68  |  |
| Less unpresented cheques at 31 March 2019 |  |  |  | - 982.14  |  |
| Plus unpresented cheques at 29 April 2019 |  |  |  |  847.92  |  **5,955.46**  |
|  |  |  |  |  |  |  |
| **2019/20** |  |  |  |  |  |  |
| Precept |  |  |  |  |  5,211.00  |  |
| VAT Refund |  |  |  |  |  -  |  5,211.00  |
|  |  |  |  |  |  |  **11,166.46**  |
| **Expenditure to 29 April 2019** |  |  |  |  |  |  |
| Staff Costs |  |  |  |  |  -  |  |
| Training |  |  |  |  |  350.00  |  |
| Annual Parish Meeting Expenses |  |  |  |  |  -  |  |
| Stationery & Postage |  |  |  |  |  -  |  |
| Website |  |  |  |  |  17.92  |  |
| Audit Fees |  |  |  |  |  -  |  |
| Insurance |  |  |  |  |  -  |  |
| Subscriptions |  |  |  |  |  -  |  |
| VAT |  |  |  |  |  -  |  |
| Total Expenditure YTD |  |  |  |  |  |  367.92  |
|  |  |  |  |  |  |  **10,798.54**  |
| **Bank Reconciliation** |  |  |  |  |  |  |
| **Closing balance 29 April 2019** |  |  |  |  |  |  |
| Current Account |  |  |  |  |  |  **10,798.54**  |
|  |  |  |  |  |  |  |
| **Approval Required May 2019** | **Chq No** | **Power** | **Budget** |  **Amount**  |  **Included in Figures above**  |
| Clerk's Salary (April) | 390 | LGA 1972 s111(2) | Staff Salaries |  £ 207.40  |  No  |  |

**Appendix 3**

|  |  |  |
| --- | --- | --- |
| **KEMPLEY PARISH COUNCIL** |  |  |
| CLERK'S SALARY SCHEDULE |  |  |
|  |  |  |  |
| Employee: | Arin Spencer |  |  |
| Period: | April 2019 - March 2020 |  |
| SCP 8: | £10.37 / hour |  |  |
| Employed from: | 29/06/2018 |  |  |
|  |  |  |  |
| **Salary** | **Hours per month** |  **Hourly Rate**  | **Total** |
| April 2019 | 20.0 | 10.370 |  £ 207.40  |
| May 2019 | 20.0 | 10.370 |  £ 207.40  |
| June 2019 | 20.0 | 10.370 |  £ 207.40  |
| July 2019 | 20.0 | 10.370 |  £ 207.40  |
| August 2019 | 20.0 | 10.370 |  £ 207.40  |
| September 2019 | 20.0 | 10.370 |  £ 207.40  |
| October 2019 | 20.0 | 10.370 |  £ 207.40  |
| November 2019 | 20.0 | 10.370 |  £ 207.40  |
| December 2019 | 20.0 | 10.370 |  £ 207.40  |
| January 2020 | 20.0 | 10.370 |  £ 207.40  |
| February 2020 | 20.0 | 10.370 |  £ 207.40  |
| March 2020 | 20.0 | 10.370 |  £ 207.40  |
| **TOTAL** | 240.0 |   |  **£ 2,488.80**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Signed: |   |  Date:  |   |
|  | Chairman |  |  |
|  |  |  |  |
|  |  |  |  |
| Signed: |   | Date: |   |
|  | Clerk (Arin Spencer) |  |  |
|  |  |  |  |
|  |  |  |  |
| Minute Reference: |   |  |  |
|  |  |  |  |