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Chairman: Councillor Martin Brocklehurst | 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 4th June 2019 at 19:30pm

**Present**: Cllr Martin Brocklehurst (Chairman), Cllr John Birt (JB), Cllr Tom Jackson (TJ), Cllr Dave Lewis (DL), Cllr David Spencer (DS)

**In attendance:** Mrs Arin Spencer (Clerk) and one (1) member of the public.

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| **043/19** | **Apologies for absence** |  |
|  | None. |  |
| **044/19** | **Declarations of interest or requests for dispensations** |  |
|  | Councillors were 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. |  |
|  | The following disclosures of interest were received:  *Application for variation of premises licence: Kempley Village Hall*  Cllr Spencer disclosed an interest as a trustee on the Village Hall Trust. He answered questions from Council on the licence variation application but did not vote. |  |
| **045/19** | **Chairman’s Announcements**  The Chairman welcomed the member of the public to the meeting and briefly explained the public participation process. |  |
| **046/19** | **Minutes**  **Resolved:** Approved and signed the minutes of the meeting held on 3 May 2019 as a correct record of the decisions made. |  |
| **047/19** | **Public Participation** |  |
|  | Calvin Pugh of Kempley Court Farm advised Council that he wished to make representation in respect of item *9.2 Kempley Court Farm - Public Path Diversion and Extinguishment Orders*.  **Resolved:** Council agreed to change the order of the agenda and discuss item 9.2 first with the rest of the agenda to follow as published. |  |
| **048/19** | Kempley Court Farm - Public Path Diversion and Extinguishment Orders  (Associated Planning Application [P1689/18/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PH3ZRNHILSK00))  In response to Kempley Parish Council’s comments, the Public Path Order Officer has spoken to the landowner who is willing to divert footpath GKE18 around the bungalow, across the footbridge and then alongside the brook to the roadside gate. Council is asked to consider and comment on the amended proposal below.  Mr Pugh asked Council to consider supporting the extinguishment of footpath GKE18 C-D (solid line) *without* the creation of footpath GKE18 C-D (dotted line) around the bungalow. He does not believe the footpath has been in use since the bungalow was built across it many years ago. Mr Pugh felt the proposed diversion of the footpath around the bungalow compromises its security. He appealed to Council to support the extinguishment of the footpath.  A discussion followed during which it was suggested that footpath GKE18 C-D be extinguished and footpath GKE18 C-G be created with the new footpath running alongside the road in the field opposite the bungalow (illustrated by the broken red line on the map to the right). This proposal was supported by both Mr Pugh and the Parish Council. |  |
| **048/19**  **cont.** | A close up of a map  Description automatically generatedAmended Proposal New Proposal  **Resolved:** To write to the footpaths officer supporting the extinguishment of GKE18 C-D and the creation of GKE18 C-G in the field opposite the bungalow. | **Clerk** |
|  | **Financial Matters** |  |
| **049/19**  **050/19** | **To APPROVE payments as per cheque approval sheet**  **Resolved:** Approved the following payments:  Description Chq No Power Budget Amount  Clerks Salary (May) 391 LGA 1972 s112(2) Staff Costs £ 207.40  Microsoft 365 392 LGA 1972 s111 IT Costs £ 30.00  Community First 393 LGA 1972 s111 Insurance £ 248.33  GAPTC 394 LGA 1972 s111 Internal Audit £ 90.00  **Noted** the bank reconciliation dated 24 May 2019 |  |
| **051/19** | **To CONSIDER holding a by-election to fill two remaining casual vacancies**  A discussion took place and the following points were raised:  For Council to be eligible to exercise the General Power of Competence, the Clerk must be at least CiLCA trained and minimum two thirds of members must be elected (not co-opted).  The Clerk will complete the CiLCA qualification in April 2020. For the elected members requirement to be met, the remaining two vacancies would need to be filled by holding a by-election.  **Action:** Clerk to contact Monitoring Officer to find out how the process works and report back to Council before the next meeting. | **Clerk** |
| **052/19** | **To CONSIDER application for variation of premises licence: Kempley Village Hall**  Proposed variation:  Kempley Village Hall is a small village hall which serves the population of c300 residents with occasional events, activities and is available for private hire, for example for birthday parties.  The Trustees wish to amend the current license to:   1. Extend the opening hours to start earlier in the day – for example to support fitness classes, private hire meetings, craft/produce fayres and allow for set up in advance of events starting. Suggested hours being 8am – midnight. 2. Allow for the opening hours to cover polling station hours where the village hall is used as the local polling station. Suggested hours being 6am – midnight 3. Allow for the sale of alcohol for ON premises consumption Monday – Friday 5pm – 11pm, Saturday/Sunday 10am – 11pm (to support occasional local events – typically no more than 2-4 times per month) 4. Allow for the sale of alcohol for OFF premises consumption Saturday / Sunday 9am – 6pm – to support local producers wishing to sell on small scale at craft/produce/community events. (Customers wishing to take alcohol home to drink – e.g. local cider/wine) – Typically no more than 1 time per month.   Council discussed the above application and:  **Resolved** to write to the Environmental and Regulatory Services in support of this application. | **Clerk** |
| **053/19** | **Highways**  **To DISCUSS the localised failure of the micro asphalt surfacing in Kempley Parish**  Micro Asphalt is the cold application of thin bituminous Surface Courses incorporating two coats of polymer modified bitumen emulsion and a single application of fine graded aggregate with fillers. Micro Asphalt is GH’s preferred surface treatment in urban environs. A well laid Micro Asphalt can restore surface condition and reshape/ re-profile the existing road surface by regulating minor deformation whilst restoring surface texture, improving skidding resistance and arresting fretting and ravelling.  The Micro Asphalt surface treatment in Kempley parish is failing. It was suggested that Council write to Gloucestershire County Council Highways Manager about this before the road deteriorates further.  Kempley forms part of the very popular Newent Cycle Route and as such it could be worthwhile for Council to  **Action:** Clerk to write to highways authority and extend an invitation for them to meet and discuss these ideas.  **Kempley Court Farm – Public Path Diversion and Extinguishment Orders**  See minute 048/19 | **Clerk** |
| **054/19** | **Planning**  **To APPOINT Neil Dransfield along with one (1) member of council to a Planning Advisory Group with agreed terms of reference to be drafted.**  **Resolved:** Appointed Neil Dransfield and Cllr Dave Lewis to a Planning Advisory Group |  |
| **055/19** | **Planning Decisions**  [P0174/19/FUL Kempley Village Hall](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PMI1UFHIFIN00)  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.  **Decision:** Permission Granted |  |
| **056/19** | **Planning Applications**  [P0741/19/FUL Chiblers Hill Farm, Chiblers Hill, Fishpool, GL18 2BT](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PR8GQJHI0FD00)  Proposal: Conversion of barn into dwelling with associated parking, landscaping and works.  Following a detailed discussion Council  **Resolved** to make the following comment in support of the application:  **P0741/19/FUL – Chiblers Hill Farm, Chiblers Hill, Fishpool, Kempley GL18 2BT**  Kempley Parish Council considered application P0741/19/FUL at the council meeting held on 5 June 2019 and concluded as below. There was no additional public opinion received at the meeting.  On the information provided, Kempley Parish Council supports the proposal for a new farm house at Chiblers Hill Farm, Chiblers Hill, Fishpool, Kempley  Councils reasons are:   * the proposal relates to an existing agricultural use on land which is at present without residential provision; * the application relates to a new residential use within existing premises (i.e. not a new structure); * although the development is outside the Designated Settlement Boundary, the applicants have chosen to apply for alternations (and change of use) to an existing barn which can be seen to be neglected and in a position behind other buildings. The scheme will make improvements to the barn without a significant increase to the footprint of the building.   Kempley Parish Council notes that Forest of Dean Planning Policies CSP1, CSP4 and CSP16 are relevant to this application. In this respect, and noting the fact that this development is outside the Designated Settlement Boundary for Kempley, the Parish Council supports the approval of this application subject to:   * due consideration being given to the exposed nature of the location and the materials used in order to ensure that the building is integrated into the farm landscape; * every effort being made to incorporate energy efficiency measures into the design of the building in view of the Climate Change Emergency declared by the Forest of Dean * due consideration being given to establishing with the owner agreed design standards for subsequent Permitted Developments that become possible under the Planning Acts on this farm complex.   This response is made in accordance with Council’s Planning Applications Policy as adopted 06/11/2018. |  |
| **057/19** | [P0766/19/AG – Hillbrook Farm, Kempley, GL18 2BS](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRHWJXHI0FD00)  Proposal: Prior notification for the erection of an agricultural storage building.  Council discussed the above application and  **Resolved** that no further information was required. |  |
| **058/19** | **Documentation Review**  To APPOINT members as Responsible Officers for the areas listed in the Officer Responsibility and Support Policy.  **Resolved:** Appointed members as per the list that follows.  Role Member Responsible Support Person  Asset Register Clerk  Biodiversity David Spencer  Businesses  Bus Shelters/War Memorials Tom Jackson  Chairman Martin Brocklehurst Clerk  Charges Clerk  Code of Conduct Chairman  Community Emergency Plan Clerk  Complaints & Comments Chairman  Crime Reduction Clerk  Data Protection / GDPR Dave Lewis  Dark Skies David Spencer  Defibrillators John Birt  Documents & Policies David Spencer  Elizabeth Pyndar Charity John Harper  Environment David Spencer  Equality Act 2010 John Birt  Employment Law John Birt  Footpaths Tom Jackson  Forestry Commission David Spencer?  Freedom of Information Act Dave Lewis  Fundraising  Health & Safety David Spencer  Health Awareness  Hedges Tom Jackson  Highways & Traffic Tom Jackson  Infrastructure Planning Martin Brocklehurst  Innovation & Development Martin Brocklehurst  Internal Auditor RFO / Clerk John Birt  Litter, Dumping & Dog Waste  Local Heritage Support  Memorial Stone Dave Lewis  Neighbourhood Watch  Newsletter Clerk  Noticeboards Dave Lewis  Planning for the future Martin Brocklehurst  Press and Media Chairman  Proper Officer Clerk  Quality Parish Council Status Clerk  Recycling David Spencer  Risk Assessments David Spencer  EMERGENCY SERVICES Tom Jackson  Ambulance  Dental  Energy Generation  Energy Supplies  Fire & Rescue  Public Transport  Postal  Recycling  Sewers & Drainage  Telecoms, data and broadband  Water supply  Sharing and for sale notices  Skills register  Standing Orders Chairman  Succession Planning Martin Brocklehurst  Trees Tom Jackson  Verges Tom Jackson  Vice-Chairman Dave Lewis  Village Green Dave Lewis  Village Hall Trust David Spencer  Vulnerable Persons  Centenary Stone Tom Jackson  Website Clerk  Well Being Agent liaison Clerk  Wildlife David Spencer  **Action:** Clerk to update Officer Responsibility and Support Policy accordingly. | **Clerk** |
| **059/19** | **To DISCUSS the Environment section of the Community Led Action Plan**  The time being 21:30, council **resolved** to defer this item to the July meeting agenda. |  |
| **060/19** | **Clerk’s Report** – deferred to July agenda. |  |
| **061/19** | **Items for next meeting agenda**  To discuss the Environment section of the Community Led Action Plan  To receive a report on Village Hall Refurbishment from Cllr Spencer  To receive a report on quarterly accounts from Cllr Birt, Lead Member for Finance |  |
| **062/19** | **Councillors’/Clerk’s Submissions – FOR INFORMATION ONLY**  Cllr Birt suggested Council consider reverting to meeting in alternate months. This would take some pressure off the clerk and allow for more preparation between meetings.  Council is in favour of this arrangement in the future but did not consider it practical in the short term. |  |
| **063/19** | **Next Meeting** |  |
|  | **Resolved:** The next ordinary meeting of Kempley Parish Council will take place on 2nd July 2019 at 7:30pm in Kempley Village Hall. |  |
|  | *Schedule of meetings and topics for discussion:*  **Meeting Date Key Tasks / Topics**  02/07/2019 Discuss CLP Action Points – Environment  Report on Village Hall Refurbishment from Cllr Spencer  Report on accounts from Lead Member for Finance  06/08/2019 Discuss CLP Action Points – Communication  03/09/2019 Discuss CLP Action Points – Planning for the Future  Appoint independent internal auditor  First consideration of projects to be included in new budget  01/10/2019 Councillors to consider budget headings  05/11/2019 First draft of budget for council to consider  03/12/2019 Agree final budget  07/01/2020 Sign precept request (must submit to FoDDC by 31 January)  04/02/2020  03/03/2020  07/04/2020  07/05/2020 Annual Parish Council Meeting |  |
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The Chairman thanked all for attendance and with no further business closed the meeting at 21:34pm.

Signed Date