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Chairman: Councillor Martin Brocklehurst | Clerk: Mrs Arin Spencer

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

Held at Kempley Village Hall on Tuesday 2nd July 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.

**064/19 Apologies for absence** received from Cllr Tom Jackson

**065/19** **Declarations of interest or requests for dispensation**

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.

Cllr Spencer declared a personal interest in items 071/19, 072/19 and 073/19 on the agenda as he is married to the Clerk.

**066/19 Chairman’s Announcements**

The Chairman advised those present that the primary focus of the meeting would be the discussion on the Environment Action Points of the Kempley Community Led Plan.

**067/19 Minutes**

A member of the public requested the following two changes to 058/19:

Bus Shelters ⇨ Bus Shelters/War Memorials

War Memorial ⇨ Centenary Stone

**Resolved:** Approved and signed the minutes of the meeting held on 4 June 2019, with the above changes, as a correct record of the decisions made.

**068/19 Public Participation**

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

Chris Bligh (DyFRA) asked to speak regarding item 11 on the agenda stating that biodiversity is an important issue for parish and town councils. A 1992 earth summit on the impact of climate change established that the responsibility for looking after biodiversity would be at parish level. He concluded saying that it is our responsibility to save, not just future generations, but this generation. The crisis is that immediate.

**069/19 Applications for Councillor Co-option**

Application received for the office of Parish Councillor was withdrawn prior to the meeting.

**070/19 Vice-Chairman**

**Resolved:** Elected Cllr Dave Lewis as Vice-Chairman.

Due to his personal interest in items 071/19, 072/19 and 073/19, Cllr David Spencer left the meeting and took a seat with other members of the public in attendance.

**Financial Matters**

**071/19 Clerk’s Expenses Schedule**

**Resolved:** Approved the Clerk’s expenses schedule as follows:

|  |  |  |
| --- | --- | --- |
| B&W Printing | £ 0.05 | per page |
| B&W Photos/Poster | £ 0.20 | per page |
| Colour Printing | £ 0.10 | per page |
| Colour Photos/Poster | £ 0.50 | per page |
| Laminating | £ 0.10 | per pouch |
| Mileage | £ 0.45 | per mile |
| Stationery and postage | Actual cost as per invoice/till slip | |

**072/19 Payments**

**Resolved:** Approved the following payments as per the cheque approval sheet:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Chq No** | **Power** | **Budget** | **Amount** |
| Clerk’s Salary (June) | 395 | LGA 1972 s112(2) | Staff Salaries | £ 207.40 |
| GAPTC Annual Sub | 396 | LGA 1972 s111 | Subscriptions | £ 72.28 |
| Community Heartbeat | 397 | PHA 1936 s234 | Defibrillator | £ 151.20 |
| 1&1 Ionos (Website) | 398 | LGA 1972 s142 | Website & IT | £ 22.76 |

**073/19 Staffing Committee**

**Resolved:** Appointed Cllr Brocklehurst, Cllr Lewis, Cllr Birt and Cllr Jackson to a Staffing Committee with the following terms of reference:

**(a) Purpose**

The purpose of the **Staffing Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

**(b) Membership**

The Committee shall comprise of at least **three** **(3)** Councillors. The Committee quorum is three **(3)** and the Committee shall meet **as required**.

**(c) Functions**

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

* HR strategy
* development and review of HR policies and procedures
* staffing levels and structure
* job descriptions/person specifications
* staff vetting
* staff recruitment and selection
* staff retention
* determining or reviewing staff conditions of service and general terms of employment
* salary grading and pay
* leave entitlements including annual holiday, sickness, statutory entitlements and special leave
* salary reviews
* special conditions relating to a specific post or individual
* allowances, expenses and subsistence
* working hours
* sickness absence management
* trade union membership
* staff performance review/appraisals
* operation of the Council disciplinary, grievance, grading and appeal procedures
* operation and review of the equality and equal opportunities policy
* operation and review of the health and safety policy
* any other matters delegated to the Committee or deemed relevant to these terms of reference.

**(d) Confidentiality**

The meetings of this **Committee** will be confidential and NOT open to the public.

Cllr David Spencer rejoined the meeting.

**074/19 Planning**

Received the following planning decisions:

[P0766/19/AG](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRHWJXHI0FD00) Hillbrook Farm, Kempley GL18 2BS

Prior notification for the erection of an agricultural storage building.

Decision: Prior approval not required.

**075/19 Discussion: Community Led Plan – Environment Action Points**

See Appendix 1 for notes on this discussion.

**076/19 Merchant Navy Day – 3 September 2019**

Council considered supporting and participating in Merchant Navy Day.

Following a brief discussion Council

**Resolved:** To purchase a red ensign at a cost of £3.49 and arrange for it to be flown on 3 September 2019.

**077/19 Clerk’s Report**

The Clerk reported to Council on items from previous minutes not included elsewhere on the agenda.FOR INFORMATION ONLY

**078/19 Items for next meeting agenda**

Received the following:

To adopt reviewed and amended financial regulations

To consider replacement of noticeboard in fishpool

To prioritise outstanding action items

To amend the terms of reference for the Planning Advisory Group to include delegated powers.

**Councillors/Clerk’s Submissions – FOR INFORMATION ONLY**

None

**079/19 Next meeting**

**Resolved:** That the next ordinary meeting of the Parish Council will be held on 03 September 2019 at 19:30 in the Village Hall.

The Chairman thanked all for attendance and with no further business closed the meeting at 21:08pm.

Signed Date

**Appendix 1**

**Discussion: Community Led Plan – Environment Action Points**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ACTION TO BE TAKEN** | **POTENTIAL PARTNERS** | **PRIORITY** |
| **2** | **ENVIRONMENT** |  |  |
|  | *AIM: To maintain and advance the quality of our environment* | |  |
| 2.1 | Protect and maintain **paths and rights of way** including updating walks leaflets, maps and other publications | WPG / FoKC / KWG | **High** Ongoing |
| 2.2 | Promote a **zero tolerance to litter**, dog waste and dumping by organising litter picks | **KPC**, FoDDC | **High** Ongoing |
| 2.3 | Augment FoDDC efforts to **reuse, recycle and reduce** our waste | **KPC**, FoDDC | **High** Ongoing |
| 2.4 | Appoint KPC **Footpaths & Trees Officer** | **KPC** | **High** End 2017 |
| 2.5 | **Keep traffic calm** through our village and maintain quality of roads | **KPC** | **High** Ongoing |
| 2.6 | Encourage **support** for **local environment** | Each group | **Medium** Ongoing |
| 2.7 | Work with the Forestry Commission to maintain **woodlands & footpaths** | DyFRA, KWG & **KPC** | **Medium** Ongoing |
| 2.8 | Create link between KPC Footpaths & Trees Officer, Kempley Walking Group, FoDDC and GCC | KWG | **Medium** 2017 |
| 2.9 | Maintain **hedges and verges** whilst staying sensitive to wildlife | **KPC** | **Medium** Ongoing |
| 2.10 | Continue **daffodil** **habitat** maintenance programme | DyFRA, FoKC | **Medium** Ongoing |
| 2.11 | Improve knowledge and develop a plan to improve the **wildlife assets** of Kempley through diligent observation, liaison with landowners and gardeners, positive action on habitat management and taking account of climate change impacts | **KPC** / DyFRA, FC, FoDDC, GCC, farming community | **Medium** Ongoing |
| 2.12 | Preserve **dark skies** | **KPC** | **Low** Ongoing |

**Overall Objective: To maintain and advance the quality of our environment**

*Protect and maintain* ***paths and rights of way***

Kempley Parish Council (the Council) is a Statutory Consultee with the Highways Authority on footpath diversions and closure orders.

*Appoint* ***Footpaths and Trees Officer***

Council has appointed Cllr Tom Jackson as lead member for Footpaths and Trees. Cllr Jackson will liaise with the Windcross Footpaths Group regarding the condition of footpaths in the parish.

*Promote a zero tolerance to* ***litter, dog waste and dumping***

Litter is a minor problem in the village which is currently satisfactorily met by locals collecting litter while dog walking and a more intensive annual clean-up prior to Daffodil Weekend.

No further action required at present.

Fly tipping is not a problem within the parish boundary at present.

*Augment FoDDC efforts to* ***reuse, recycle and reduce*** *our waste*

Cllr David Spencer has been appointed lead member for recycling.

Council has asked FoDDC for information on the final destination of recyclate. Pots and trays are collected in Herefordshire. The government is proposing to standardise collection across counties.

Kempley Produce Market has implemented some plastic initiatives:

* no single use plastic
* collection of hard pens and milk bottle tops

**Action** Cllr Spencer will investigate alternative recycling options and report back to council.

**Action** Clerk to ask district council if there is more that can be done to help at parish council level.

*Keep traffic calm through our village and* ***maintain quality of roads***

Council is the statutory consultee with the Highways Authority.

Cllr Tom Jackson has been appointed as lead member for Highways and Traffic Matters

Council has supported speed restriction signs through the village and volunteer speed checks (which indicated that speeding is not a problem in Kempley).

Council has written to the Highways Authority seeking discussions on a long-term strategy to maintain roads in the parish and explore innovative cost-effective technologies suited to rural roads.

**Action:** Clerk to follow up with Local Highways Manager regarding the letter sent by Council.

*Encourage support for* ***local environment***

Council serves as a statutory link between the parish and FoDDC and the Highway Authority.

Cllr David Spencer has been appointed as lead member for Environmental Issues and Biodiversity

No further action required at present.

*Work with the Forestry Commission to maintain* ***woodlands and footpaths***

Council is a statutory consultee with the:

* Forestry Commission for any major changes to woodland management plans (not routine management which includes clear felling and replanting)
* Highways Authority on footpaths

Cllr David Spencer has been appointed to liaise with the Forestry Commission.

Though not within the parish boundary, Council supports the development by DyFRA of the Centenary Glade in Dymock Forest.

**Action:** Priority of this action point will be changed from medium to high.

*Create a link between KPC Footpaths and Trees Officer, KWG, FoDDC and GCC*

Council is a statutory consultee with Highways Authority and FoDDC on matters connected with footpaths and tree preservation orders.

Cllr Tom Jackson has been appointed lead member for Footpaths and Trees in the parish.

Cllr Jackson will liaise with Windcross Footpaths Group on matters relating to rights of way.

No further action required.

*Maintain hedges and verges whilst staying sensitive to wildlife*

Cllr Tom Jackson has been appointed as lead member for all highways matters including maintenance of verges and hedges.

Statutory maintenance of verges and hedges currently rests with the Highways Authority. Highways have indicated that while we could take responsibility for this work, the funding they would allocate to the Parish Council would not cover the cost.

DyFRA is working with the Highways Authority to ensure hedges and verges are cut to maximise wildlife opportunities. Council supports this approach.

On minor roads, the Highways Authority will only cut hedges on safety grounds and sightlines.

The remaining maintenance of hedges not covered by statutory obligations rests with the farming community, with hedges usually cut at the end of August. For biodiversity reasons, the UK Government (DEFRA Rural Payments Agency), will not permit hedges to be cut between 1 March and 1 September unless they are a risk to safety.

**Action:** Council to document the DyFRA advice to Ringway in respect of hedge and verge maintenance.

*Continue* ***Daffodil habitat maintenance*** *programme*

Cllr David Spencer has been appointed lead member for Biodiversity

Council is a statutory consultee with Natural England who are responsible for the Kempley SSSI designation covering the wildlife daffodil meadow on the Dymock road.

Council are supportive of DyFRA, FoKC and the Forestry Commission in maintaining habitats to support wild daffodils.

Cllr Tom Jackson has been appointed lead member for all highways matters including maintenance of verges and hedges.

A member of the public pointed out that St Edwards Church does not have income to maintain the churchyard and wildflower meadow. Funds are currently donated from the daffodil weekend.

The Parochial Church Council is responsible for maintenance of the Churchyard. The Clerk advised that, under s6(1)(a) of the Local Government Act 1894, parish councils are precluded from maintaining an open churchyard and if Council was asked to take on this responsibility, it could be legally challenged.

*Improve knowledge and develop a plan to* ***improve the wildlife assets of Kempley*** *through diligent observation, liaison with landowners and gardeners, positive action on habitat management and taking account of climate change impacts*

Cllr David Spencer has been appointed lead member on Environment, Biodiversity and Wildlife.

Council is:

* supportive of initiatives by DyFRA, FC and FoKC to improve wildlife assets in the Parish;
* exploring the use of spatial planning software to document key assets in the parish which could include wildlife assets;
* a statutory consultee for Natural England and the Forestry Commission;
* aware of the work of other bodies seeking to promote wildlife conservation in the parish and the availability of grants for rural development;
* aware of the national concern about the decline of the UK insect population and its impact on farming. It has led to development of the DEFRA National Pollinators Strategy which has implications for the parish.

**Action:** Clerk to include subscription to Parish Online (spatial planning software) on the September agenda.

**Action:** Council to make contact with the Gloucestershire co-ordinator for the Forestry and Wildlife Group (FWAG) to see if there is value in organising an event in Kempley to share knowledge learned.

**Action:** Cllr Spencer to review the Forest of Dean climate emergency statement with a view to tailoring it to the needs of Kempley Parish Council.

*Preserve dark skies*

Council is a statutory consultee for FoDDC on planning matters and the Highways Authority on highway matters. Preservation of dark skies is considered in all relevant decision making of council.