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Councillors are hereby summoned to attend a meeting of **Kempley Parish Council** to be held in Kempley Village Hall at **7:30pm on Tuesday 1st October 2019** for the purpose of transacting the following business.



Arin Spencer Dated 25/09/2019

Clerk to Kempley Parish Council

**AGENDA**

1. **To RECEIVE apologies for absence**
2. **To RECEIVE declarations of interest and requests for dispensation regarding items on the agenda**

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. **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. **To APPROVE, and sign as a correct record, the** [**minutes**](https://kempleyparishcouncil.org/wp-content/uploads/2019/07/2019-07-02-KPC-Minutes.docx) **(previously circulated)** **of the meeting held on 2 July 2019**.
2. **Clerk’s Report** (For information ONLY)

Clerk to report on items from previous minutes not included elsewhere in the agenda.

1. **Financial Matters**
	1. To APPOINT a Lead Member for Finance to perform a quarterly internal check of the accounts.
	2. To NOTE Lloyds bank statement dated 31/08/2019 reflecting a balance of £ 8,786.09
	3. To RECEIVE and sign Bank Reconciliation as at 31/08/2019
	4. To APPROVE Receipts & Payments Statement as at 31/08/2019
	5. To NOTE Budget Monitoring Statement as at 31/08/2019
	6. To APPROVE the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Chq No** | **Power** | **Budget** | **Amount** |
| Clerk’s Salary (July) | 399 | LGA 1972 s112(2) | Staff Salaries | £ 207.40 |
| Clerk’s Salary (August) | 400 | LGA 1972 s112(2) | Staff Salaries | £ 207.40 |
| Defibrillator top-up premium | 401 | LGA 1972 s111 | Insurance | £ 32.37 |
| Clerk’s Salary (September) | 402 | LGA 1972 s112(2) | Staff Salaries | £ 207.40 |
| GAPTC Training  | 403 | LGA 1972 s111 | Cllr Training | £ 180.00 |
| GAPTC Publications | 403 | LGA 1972 s111 | Good Cllr Guide | £ 45.50 |

* 1. To APPROVE and sign a Standing Order instruction for the Clerk’s salary (£207.40) to be paid on the 26th of each month with effect from 26 October 2019 until further notice.
1. [**To CONSIDER proposed draft budget for 2020/21**](https://kempleyparishcouncil.org/wp-content/uploads/2019/08/Budget-2020-21.pdf)(click on link to view the draft budget)
2. **Kempley Community Led (Action) Plan: Communication**

To NOTE report on progress to date from Cllr Brocklehurst

1. **Climate Change Emergency**
	1. To RECOGNISE that we are now in a Climate Change Emergency Position and
	2. To AGREE that, due to the worldwide Climate Change Emergency, Kempley Parish Council will:
		1. Support the efforts of the Forest of Dean District Council to make the district carbon neutral by 2030
		2. Develop and implement a Parish Climate Emergency Policy and Strategy in line with the action plan developed by the Forest of dean; and
		3. Invite Ms Charlie Leaman (Carbon Reduction Co-ordinator, Publica) to address a public meeting on the issue of Climate Change.
2. **Planning**
	1. To RECEIVE planning decisions:
		1. [P0741/19/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PR8GQJHI0FD00) Chiblers Hill Farm, Chiblers Hill, Fishpool GL18 2BT

Conversion of barn into dwelling with associated parking, landscaping and works.

Decision: Refused

* + 1. [P0766/19/AG](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRHWJXHI0FD00) Hillbrook Farm, Kempley

Prior notification for the erection of an agricultural storage building.

Decision: Not required

* 1. To CONSIDER and respond to new planning applications:
		1. [P1384/19/AG](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PX1V2KHI0FD00) Court Farm, Kempley, GL18 2AT

Prior notification for the erection of a steel portal frame building.

Deadline for comments: 02 October 2019

1. **Highways**
	1. To NOTE report from Cllr Brocklehurst on meeting with Gloucestershire County Council Local Highways Manager (Forest of Dean – West), Andrew Middlecote
	2. To AGREE to send a letter to Highways regarding the Cheltenham Motor Club Three Stages Rally
2. **To CONSIDER a response to the Forest of Dean Local Plan 2021-2041**
3. **To CONSIDER the purchase of a replacement noticeboard for Fishpool**
4. **To CONSIDER erecting a lit Christmas tree on the village green**
5. **Defibrillators**
	1. To AUTHORISE the purchase of two sets of replacement pads for the defibrillator unit located on The Old Forge, Fishpool at a cost of £35 per set excluding VAT.
	2. To CONSIDER hosting refresher defibrillator training session at a cost of £175 excluding VAT
6. **Documentation review**
	1. [To ADOPT revised Grant Awarding Policy](https://kempleyparishcouncil.org/wp-content/uploads/2019/08/Grant-Awarding-Policy_2.0_2019-09-03.docx) (click on link to view the policy)
	2. [To ADOPT revised Financial Regulations](https://kempleyparishcouncil.org/wp-content/uploads/2019/08/Financial-Regulations_2.0_2019-09-03.docx) (click on link to view the policy)
7. **To SIGN the** [**Gloucestershire Charter**](https://www.gloucestershire.gov.uk/media/2851/gcc_1389_gloucestershire_charter_6th_edition_lr-66820.pdf)
8. **To RECEIVE items for the next meeting agenda**
9. **Next Meeting**
	1. To CONSIDER reverting to bi-monthly meetings and approve the following amended meeting schedule for the remainder of the civic year 2019/20:

|  |  |
| --- | --- |
| 05 November 2019 at 7:30pm | 07 January 2020 at 7:30pm |
| 03 March 2020 at 7:30pm | 05 May 2020 at 7:30pm |

* 1. To CONFIRM that the next ordinary meeting of the Parish Council will be held on 05 November 2019 at 7:30pm in the Village Hall.

**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.

**5. Clerk’s Report**

 **Internal Accounts Check (April – July 2019)**

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**6.3 Bank Reconciliation as at 31/08/2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Reconciliation** |  |  |  |
| Name of smaller authority:  | Kempley Parish Council |  |
| Date: | **31 August 2019** |  |
| Prepared by (Name and Role): | Arin Spencer (RFO) |  |
| Date: | 25/09/2019 |  |  |
| **Balance per bank statement as at 31/08/2019:** |  **£**  |  **£**  |
| Lloyds Bank |  |  8,786.09  |  |
|  |  |   |  8,786.09  |
| Less: Unpresented cheques as at 31/08/2019 |  |
| GAPTC Annual Subscription | 396 | - 72.28  |  |
| Staff Salaries (July) | 399 | - 207.40  |  |
| Staff Salaries (August) | 400 | - 207.40  |  |
|  |  |   | - 487.08  |
| **Net balance as at 31/08/2019** |  |  |  **8,299.01**  |

**6.4 Receipts and Payments Statement as at 31/08/2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Note** |  **Budget 2019/20**  |  **YTD Total 2019/20**  |  **Total 2018/19**  |
|  |  | **£** | **£** | **£** |
| Lloyds Bank Balance b/f 01/04/2019 | 1 |  |  5,108  |  4,189  |
| **RECEIPTS** |  |  |  |  |
| Precept  |  |  |  5,211  |  4,889  |
| VAT Refund |  |  |  -  |  -  |
| **TOTAL RECEIPTS** |  |  **-**  |  **10,319**  |  **9,078**  |
|  |  |  |  |  |
| **PAYMENTS** |  |  |  |  |
| Staff Salaries |  |  2,430  |  1037  |  2,003  |
| Staff Travel and Expenses |  |  40  |  -  |  22  |
| Training |  |  690  |  350  |  584  |
| Data Protection Fee (ICO) |  |  40  |  -  |  40  |
| Meeting Venue Hire |  |  180  |  -  |  180  |
| Internal Audit |  |  90  |  90  |  |
| Postage |  |  15  |  -  |  |
| Stationery |  |  10  |  -  |  |
| Printing Costs |  |  60  |  -  |  |
| Councillor Travel |  |  50  |  -  |  |
| Councillor Training |  |  250  |  -  |  |
| Insurance |  |  260  |  222  |  248  |
| Subscriptions | 2 |  160  |  72  |  77  |
| Election |  |  325  |  -  |  |
| LCA Scheme |  |  100  |  -  |  |
| Defibrillator Maintenance |  |  152  |  126  |  151  |
| Annual Parish Meeting |  |  50  |  -  |  |
| Village Hall Survey |  |  75  |  -  |  |
| Village Green Maintenance |  |  730  |  -  |  480  |
| General Repairs |  |  150  |  -  |  |
| Website |  |  185  |  64  |  165  |
| **S137 Expenditure** |  |  30  |  -  |  20  |
| **VAT** |  |  -  |  59  |   |
| **Total Payments** |  |  **6,072**  |  **2,020**  |  **3,970**  |
|  |  |  |  |  |
| **Bank Reconciliation** |  |  |  |  |
| Balance b/f 01/04/2019 |  |  |  5,108  |  4,189  |
| Receipts |  |   |  5,211  |  4,889  |
|  |  |  |  10,319  |  9,078  |
| Payments |  |   |  2,020  |  3,970  |
| Balance c/f 31/07/2019 |  |  |  **8,299**  |  **5,108**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOTES:** |  |  |  |  |
| 1 | **Reserves** |  |  |  |  |
|  | Transparency Grant (Website) |  159.35  |  |
|  | Defibrillator Maintenance |  1,090.80  |  |
|  | Training (Clerk) |  |  475.00  |  |
|  | Precept Survey (Village Hall) |  75.00  |  |
|  | Election |  |  |  150.00  |  |
|  | General Reserve |  |  3,157.39  |  |
|  | Total at bank 01/04/2019 |  5,107.54  |  |
|  |  |  |  |  |  |
| 2 | **Subscriptions** |  |  |  |
|  | GAPTC Annual Subscription | 72.45 |  |
|  |  |  |  |  |  |

**6.5 Budget Monitoring Statement as at 31/08/2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXPENDITURE** |  **BUDGET**  | **YTD** | **Remaining** | **Projected** | **Est. under/** | **Notes** |
|  | **2019/20** | **Spend** | **Budget** | **year end** | **over spend** |  |
| Staff Salaries |  2,430  |  1,037  |  1,393  |  2,489  | -59  | 1 |
| Staff travel and expenses |  40  |  -  |  40  |  -  | 40  |   |
| Staff Training |  690  |  350  |  340  |  390  | 300  | 2 |
| Data Protection Fee (ICO) |  40  |  -  |  40  |  40  |  -  |   |
| Meetings - Hall Hire |  180  |  -  |  180  |  135  | 45  | 3 |
| Internal Audit Fees |  90  |  90  |  -  |  90  |  -  |   |
| Postage |  15  |  -  |  15  |  15  |  -  |   |
| Stationery |  10  |  -  |  10  |  -  | 10  |   |
| Printing Costs |  60  |  -  |  60  |  60  |  -  |   |
| Councillors' Travel |  50  |  -  |  50  |  -  | 50  |   |
| Councillors' Training |  250  |  -  |  250  |  510  | -260  | 4 |
| Insurance |  260  |  222  |  38  |  251  | 9  |   |
| Subscriptions |  160  |  72  |  88  |  149  | 11  |   |
| Election |  325  |  -  |  325  |  -  |  325  | 5 |
| LCA Scheme |  100  |  -  |  100  |  -  |  100  |   |
| Defibrillator Maintenance |  152  |  126  |  26  |  266  | -114  | 6 |
| Annual Parish Meeting |  50  |  -  |  50  |  -  | 50  |   |
| Village Hall Survey |  75  |  -  |  75  |  -  | 75  |   |
| Village Green Maintenance |  730  |  -  |  730  |  500  | 230  | 7 |
| General Repairs |  150  |  -  |  150  |  150  | 0  | 8 |
| New Fishpool Noticeboard |  -  |  -  |  -  |  750  | -750  | 9 |
| Website + IT Costs |  185  |  64  |  121  |  120  | 65  |   |
| **Section 137 Expenditure** |  30  |  -  |  30  |  30  |  -  |   |
| VAT |  -  |  59  |   |  59  | -59  |   |
| **General Revenue Reserve** |  -  |  -  |  -  |  -  |  -  |   |
| **TOTAL EXPENDITURE** |  **6,072**  |  **2,020**  |  **4,111**  |  **6,003**  | **69**  |  |
| **INCOME** |   |   |   |   |   |   |
| Grants/gifts/s106/CIL |  -  |  -  |   |  -  |   |   |
| Bank/investment interest |  -  |  -  |   |  -  |   |   |
| **TOTAL INCOME** |  **-**  |  **-**  |  |  **-**  |  |  |
| Requiring funding |  6,072  |   |   |  6,003  |   |   |
| Less use of ringfenced funds |  311  |   |   |  -  |   |   |
| Less use of reserves |  550  |   |   |  -  |   |   |
| **PRECEPT** |  **5,211**  |  |  |  |  |   |
| Balance 31/03/2019 |  |  5,108  |  |  |  |  |
| Income |  |  5,211  |  |  |  |  |
| Total Cash + Income |  |  10,319  |  |  |  |  |
| Less Projected expenditure |  |  6,003  |  |  |  |  |
| Projected balance 31/03/2020 |  4,315  |  |  |  |  |
| **NOTES** |  |  |  |  |  |  |
| 1. Pay Scale SPC 8 increased from 10.107 to 10.37 per hour.  |  |  |  |
| 2. £235 CiLCA mentoring + £105 LCA reference book paid in 2018/19 financial year |  |
| 3. Reverting to bimonthly meetings.  |  |  |  |  |  |
| 4. Training for 6 councillors at £85 |  |  |  |  |  |
| 5. Provision transferred to Election Reserve for potential contested election in 2023 (£1300) |
| 6. Defibrillator maintenance contract plus replacement pads for two units not under contract |
| 7. £500 for mowing of the green and pruning of the hedges. Rest of budget is for tree pruning. |
| 8. Repairs to grouting of centenary stone needed. Flagpole needs repainting.  |  |  |
| 9. Fishpool noticeboard not repairable and must be replaced. Provisional replacement cost £750 |

**8.**

**Parish Council - Kempley “Community Led Plan 2017”**

**Discussion on the Communication Actions**

**September 2019 – Current Position[[1]](#footnote-1)**

**Introduction**

Listed below are the key action items listed in the Community led plan, the groups identified to drive them forward and the current activities of the Parish Council to support delivery.

The September meeting is an opportunity to consider what additional, if any, further actions we need to take to ensure the success of the Community led plan.

**Cllr Martin Brocklehurst, Lead Member for Communications**

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**Overall Objective of the Communication Section of the Community Plan**

To stay in touch both within the village and beyond.

**Key Actions Proposed**

**High Priority Actions**

1. *Create an umbrella website for Kempley with links to all groups and organisations*

**Key Partner** – Kempley Parish Council

**Suggested** **Action**

***A website has been established but as yet links are not provided to all other groups and organisation. Suggested action is to add the links to other organisations in the village.***

1. *Secure improved mobile phone coverage*

**Key Partner –** Kempley Broadband Group and Kempley Parish Council

**Suggested Action**

***Support Kempley Broadband Group to gain the most up to date information on changes to mobile phone coverage of the village and as a Parish Council press for upgrades and improvements once the position is clear.***

1. *Secure superfast broadband for all of Kempley*

**Key Partner** - Kempley Broadband Group and Kempley Parish Council

**Suggested Action**

***Support Kempley Broadband Group to gain the most up to date information on changes to broadband services to the village and as a Parish Council press for speedy upgrades and improvements once the position is clear.***

1. *Electronic newsletter to the village: alerting residents.*

**Key Partner –** Kempley Parish Council and other groups.

**Suggested Action**

***The PC Clerk now issues a monthly electronic newsletter. No further action required.***

**Low Priority Action (2018)**

1. *Create an online village sharing / for sale noticeboard*

**Key Partner** – Volunteer required

**Action – *No progress – views of PC Members please***

**11.1**

**Kempley Parish Highways**

**Site Meeting with GCC Local Highways Manager**

**07 August 2019**

Local Highways Manager, Andrew Middlecote, met with Cllr Martin Brocklehurst to discuss, and physically inspect, problem areas on the highway network in the parish of Kempley.

The following issues were raised:

**Failing road surface and potholes**

* Section of road from Queens Wood car park to the parish boundary
* Section of road in front of Lower House Farm and on the hill to Fishpool

Mr Middlecote confirmed that no resurfacing work is planned for Kempley for the next two years but agreed to discuss Council’s concerns with his colleagues and advise what, if anything, can be done to avoid the road surface deteriorating further.

**Hedge Trimming and Road Safety**

* Road safety concerns caused by leaving hedge trimming until after 1 September (after the bird breeding season).

Mr Middlecote confirmed that hedges are the responsibility of local farmers and that no restrictions exist to the timing of hedge cutting if road safety is being compromised.

1. This is based on our current knowledge of the Parish Council and other active organizations in the Parish. [↑](#footnote-ref-1)