**A drawing of a face

Description automatically generatedKEMPLEY PARISH COUNCIL**

Chairman: Cllr 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)

29 April 2020

In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting will be held by video conference call.

Join Zoom Meeting

<https://us02web.zoom.us/j/7394293946>

Meeting ID: 739-429-3946

**Councillors are hereby summoned to attend the Annual Council Meeting of Kempley Parish Council to be held on Tuesday 5th May 2020 at 7:30pm by video conference call for the purpose of transacting the following business:**

Arin Spencer

Parish Clerk

**AGENDA**

1. To **elect the Chairman of the Council** and to receive the Chairman’s Declaration of Acceptance of Office.
2. To **elect the Vice Chairman of the Council** and to receive the Vice Chairman’s Declaration of Acceptance of Office.
3. To **receive apologies for absence**.
4. To **receive declarations of disclosable pecuniary or non-statutory disclosable interests** from Councillors for items on the agenda.
5. To approve and **sign the minutes** of the meeting held on 3rd March 2020
6. **Matters arising from previous minutes** (for information only)

|  |  |  |
| --- | --- | --- |
| **Date / Minute Ref** | **Description of Issue / Problem** | **Action Taken / Progress to date** |
| 03/03/2020  107/19 | Review of footpath network | Cllr Lewis is waiting to hear back from Windcross Footpaths Group. |
| 03/03/2020  108/19 | Overgrown vegetation on the Fishpool bus shelter | 06/03/2020 Accepted Jeff Manns quote and asked him to remove overgrown vegetation.  28/04/2020 Followed up. Busy with grass cutting. Will be done as soon as possible. |
| 03/03/2020  109/19 | Annual Parish Meeting | Cancelled due to Covid-19 social distancing restrictions. |

1. **Public Participation**

Members of the public are invited to raise questions about and/or comment on items on the agenda. A total time of 15 minutes is allocated with individual representations limited to a maximum of 5 minutes. Standing Order 3(e)-(k).

1. To **update councillors’ information**

Action required:

* to review Councillors’ Register of Pecuniary Interests forms
* to sign Code of Conduct in acceptance of standards contained therein
* email correspondence form (check no changes)

1. **Reports**
   1. To receive reports (if available) from County and District Councillors
   2. Chairman’s Report
   3. **Village Hall Redevelopment** Progress Report – Cllr Spencer
   4. To receive a report from the Chairman of the Community Response Group reviewing the community support measures implemented as part of the **Community Emergency Plan** in response to the covid-19 pandemic (forwarded with agenda)
2. **Elizabeth Pyndar’s** **Charity**
   1. To receive a report from John Harper on Elizabeth Pyndar’s Charity (forwarded with agenda)
   2. To appoint trustees to Elizabeth Pyndar’s Charity for the 2020/21 financial year. Glyn Bennett, Margaret Watkins and John Harper have volunteered to continue as trustees.
3. **Documentation Review**
   1. To review **Standing Orders** (forwarded with agenda)
   2. To review **Financial Regulations** (forwarded with agenda)
   3. To reviewthe **Community Emergency Plan** (forwarded with agenda)
4. To approve the establishment of a **Dymock Woods Working Party** to advise the Council on common arrangements to support Forestry England in the management of unauthorised activity within Dymock Woods
5. To **review representation on Kempley Village Hall Trust** and arrangements for reporting back
6. To **review individual councillors’ areas of responsibility**
7. To review **delegation arrangements** to staff
8. To review **Asset Register** (forwarded with agenda)
9. To reviewand confirm arrangements for **insurance cover** in respect of all insurable risks.
10. To review Council and staff **subscriptions** to other bodies:
    1. Gloucestershire Association of Parish and Town Councils (£82.00 due 11 May 2020)
    2. Society of Local Council Clerks (£47.00, renews in December)
11. **Planning**
    1. Applications Received - none
    2. Applications Determined
       1. [P0007/20/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q3OEYOHIN0800&prevPage=inTray) | Hilbrook Farm, Kempley GL18 2BS | Erection of a first-floor extension. **Permission Granted.**
    3. Enforcement
       1. [P1173/11/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=LN3CFQHI88000) | Felania roadside boundary hoarding

Material external finishes in relation to the landscaping of Felania fail to comply with the requirements of planning P1173/11/FUL. Specifically drawing T810.03A, which indicates a full hedge being planted with pedestrian access to the front of the property.

1. **Local Electricity Bill**
   1. To note that the Local Electricity Bill

* aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
* if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier’s operation and empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and
* would result in revenues received by councils or community organisations that set up local renewable electricity companies, which could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
  1. To resolve to support the Local Electricity Bill, supported by a cross-party group of 116 MPs during the 2017-19 Parliamentary session; and
  2. To ratify the decision (taken during the Covid-19 lockdown) to write to local MP Mark Harper asking him to support the Bill in Parliament and to the organisers of the campaign for the Bill, Power for the People, expressing Kempley Parish Council’s support.

1. **Financial Matters**
   1. To approve (ratify) the appointment of GAPTC as **Internal Auditor** for the 2019/20 financial year.
   2. To approve the following list of **Payments**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | CHQ NO | POWER | BUDGET | AMOUNT |
| Staff Salaries (Mar) | SO | LGA 1972 s112(2) | Staff Costs | £ 207.40 |
| Staff Salaries (Apr) | SO | LGA 1972 s112(s) | Staff Costs | £ 207.40 |
| Village Hall Hire | 416 | LGA 1972 s.134(4) | Hall Hire | £ 120.00 |
| GAPTC Subscription | 417 | LGA 1972 s.143 | Subscriptions | £ 82.00 |
| Staff Expenses | 418 | LG(FP)A 1963 s5 | Staff Expenses | £ 48.29 |

* 1. To review expenditure incurred under **s.137** of the Local Government Act 1972

The s.137 expenditure limit for 2019/20 is £ 1,948.80 (£8.12/elector x 240 electors)

Total expenditure under s.137 for 2019/20 is £ 30.00

* 1. To **approve** the following list of standing orders and direct debits

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | FREQUENCY | AMOUNT | DATE |
| ICO (Registration) | Annual | £35.00 | 09/01/2021 |
| Staff Salary | Monthly | £207.40 | 26th |

* 1. To review financial risk of banking arrangements (Lloyds Bank).
  2. To approve year end **bank reconciliation** as at 31/03/2020(forwarded with agenda)
  3. To approve year end **accounts** as at 31/03/2020(forwarded with agenda)

1. **Annual Governance and Accountability Return 2019/20**
   1. To agree to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate
   2. To receive the **Internal Audit Report** for 2019/20 and note the recommendations contained therein (forwarded with agenda)
   3. To **approve and sign Section 1 of the Annual Return for the year ended 31/03/2020 (Annual Governance Statement)**
   4. To **approve and sign Section 2 of the Annual Return for the year ended 31/03/2020 (Accounting Statements)**
   5. To confirmdates for the period of the **exercise of public rights**
2. To discuss overtime worked by the Clerk as a result of the Covid-19 pandemic.

Breakdown of hours worked in March / April

Preparing Agendas (and supporting documents) 12.00 hours

Council Meetings 1.75 hours

Updating Website 2.00 hours

Email 4.25 hours

Minutes 2.50 hours

Attending Meetings on behalf of council 2.00 hours

Mailchimp / Whatsapp Groups 7.75 hours

Emergency Plan and Community Support 48.0 hours

Other covid-19 related tasks 2.75 hours

Internal Audit 2.00 hours

Zoom meeting preparation 1.75 hours

Other parish issues 1.25 hours

Total 1 March – 29 April 88.00 hours

Contract Hours (March / April) 40.00 hours

Overtime Hours (March / April) 48.00 hours

1. To **approve** the following **schedule of meetings** for 2020/21 (all meetings will take place in Kempley Village Hall subject to the necessary easing of covid-19 social distancing restrictions)

Tuesday 7th July 2020 at 7:30pm

Tuesday 1st September 2020 at 7:30pm

Tuesday 3rd November 2020 at 7:30pm

Tuesday 5th January 2021 at 7:30pm

Tuesday 2nd March 2021 at 7:30pm

Tuesday 4th May 2021 at 7:30pm

1. Date and time of next meeting **Tuesday 7th July at 7:30pm**

**Kempley Village Hall**

Planning applications will be available for viewing by the public from 15 minutes prior to the meeting and by appointment with the clerk (Mrs Arin Spencer 07484619582) at Kempley Village Hall.

All meetings of the council are open to the public and press with

the exception of items considered under Standing Order 3(d)

Members are reminded that the Council has a general duty to consider the following matters in the exercise

of any of its functions: Equal Opportunities (race, sexual orientation, marital status and any disability),

Crime and Disorder, Biodiversity, Health and Safety and Human Rights.