KEMPLEY PARISH COUNCIL

**Minutes of the Virtual[[1]](#footnote-1) Annual Parish Council Meeting**

Held on Tuesday 5th May 2020 at 7:30pm via video conference call

**Present:**

Councillors: Martin Brocklehurst (Chairman), Tom Jackson (Snow Warden), Stafford Cruse, David Spencer

Officers: Arin Spencer (Parish Clerk and RFO)

In attendance: David Sykes (Forestry England), Chris Bligh (DyFRA), Sarah Davies (Dementia Action Alliance)

1. **Election of Chairman**

**Resolved** (nem con) to elect Martin Brocklehurst as Chairman for the municipal year 2020/21. Proposed by Cllr Cruse, seconded by Cllr Jackson. Council **agreed** that his declaration of acceptance of office could be signed as soon as can be safely arranged.

1. **Election of Vice Chairman**

The Chairman thanked Cllr Lewis on behalf of the Parish Council for his contribution in the role over the past year, particularly during the pandemic.

As no members wished to stand as Vice-Chairman it was **agreed** that a vice-chairman would not be appointed.

1. **Apologies for absence**

Apologies received from Cllr David Lewis.

1. **Declarations of disclosable pecuniary or non-statutory disclosable interests**

Cllr Spencer declared a personal and pecuniary interest in item 23 as the Clerk is his spouse. He left the meeting during its discussion.

1. **Minutes**

**Resolved** (nem con) to approve and sign the minutes of the meeting held on 3rd March 2020 as a correct record. Proposed by Cllr Jackson, seconded by Cllr Cruse.

1. **Matters arising from previous minutes** (for information only)

|  |  |  |
| --- | --- | --- |
| **Date / Minute Ref** | **Description of Issue / Problem** | **Action Taken / Progress to date** |
| 03/03/2020107/19 | Review of footpath network  | Cllr Lewis is waiting to hear back from Windcross Footpaths Group.  |
| 03/03/2020108/19 | 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.  |
| **Date / Minute Ref** | **Description of Issue / Problem** | **Action Taken / Progress to date** |
| 03/03/2020109/19 | Annual Parish Meeting | Cancelled due to Covid-19 social distancing restrictions. |

The matters arising were noted.

1. **Public Participation**
	1. David Sykes, Forestry England West Dean Beat Forester, introduced himself to Council. He is responsible for the day to day management of an area stretching from Chepstow to Hereford and Ledbury which encompasses Dymock Woods.

Mr Sykes was asked if the increase in fly-tipping and appearance of migrant workers in the car park was related to the COVID-19 crisis and whether the group had caused any problems or damage.

Mr Sykes explained that the group had travelled from Scotland where they were picking daffodils. They had been offered work at Cobrey Farms in Ross but had been told on arrival that they could not leave their campervans on the farm. They were trying to get work elsewhere but were finding this challenging due to COVID-19 restrictions. The Clerk added that Government guidance stated they should not be made to travel unnecessarily.

Mr Sykes said he was impressed at how tidy the group had left the Queens Wood car park. He said they were currently camped in the lay-by at Hay Wood in Oxenhall and that he was hopeful there would be no sign that they were ever there once they moved on.

* 1. Chris Bligh, Programme Director of Dymock Forest Rural Action (DyFRA), raised two points of information regarding items on the agenda.

**Item 11.3 Community Emergency Plan**

Referring to the proposed changes where an additional paragraph *3. Procedure for reporting anti-social activities in Dymock Woods* had been added, he pointed out that:

Whilst the information in the second paragraph relating to contact numbers and procedure for contacting the Police and Forestry England is pertinent to the Plan – the first paragraph is not relevant since the Byelaws (Forestry Act 1967) of Forestry England clearly cover all aspects of behaviour, governance and administration in Dymock Forest as part of the Public Forest Estate.

He added that Government advice on COVID-19 travel restrictions had resulted in a poster “Why are you Here?” being displayed in the car park. This led to the regrettable publishing of photographs of the number plates of parked vehicles by a local resident on the KPC WhatsApp group. KPC Community Response Group (CRG) will need to update the Plan to address this issue.

Mr Bligh said the poster had been removed at the request of David Sykes and a new poster would soon be displayed confirming that local residents may confidently visit Queens Wood for exercise, health and wellbeing while observing social-distancing measures (and existing byelaws).

**Item 12. Establishment of a Dymock Woods Working Party**

Mr Bligh argued that there is no need for the establishment of a Dymock Woods Working Party.

Forestry England and DyFRA have been operating as a partnership under a Memorandum of Understanding in place since 2018 which covers the whole of the 480+ Ha. of Dymock Forest.

DyFRA, he said, continues to assist with path wardening, coordination of volunteers, and development planning with all the statutory agencies (including several parish councils in Gloucestershire and Herefordshire).

DyFRA’s annual meeting and Biodiversity Forum took place on 28 February in the Village Hall. At this meeting Cllr Jackson was introduced to Forestry England staff as DyFRA’s new liaison manager for the Golden Triangle following Mr Bligh’s retirement on grounds of failing health.

Mr Bligh said that the lockdown had reduced the capacity of DyFRA to respond to the arrival of itinerant workers in the Queens Wood car park but that the authorities’ action had been swift, measured (in relation to the national emergency priorities) and involved the appropriate agencies in due order.

He said the closure of courts had stalled the normal ‘eviction’ process but added that the issue of instigating ‘safeguarding’ for homeless people present in the Parish in a declared pandemic had not been addressed confidently.

* 1. Cllr Tom Jackson confirmed that, just prior to the Covid-19 lockdown, he had been asked by DyFRA and agreed to take over as their liaison with the Forestry Commission. He will also serve as the parish council’s representative on DyFRA.
	2. The Chairman suggested it was worth considering that there are local people in the woodland at all times of day who might be prepared to volunteer and support the work of DyFRA and the Forestry Commission. People who would not typically attend tree plantings etc. He said the pandemic has reinforced the value of the woodland to people in a way not seen for a long time.
1. To **update councillors’ information**

Action required:

* to review Councillors’ Register of Pecuniary Interests forms

There were no updates to these forms.

* to sign Code of Conduct in acceptance of standards contained therein

Councillors will sign their acceptance of the Code of Conduct as soon as is practicable.

* email correspondence form (check no changes)

No changes required.

1. **Reports**
	1. Noted the report (Appendix 1) submitted by County Cllr Will Windsor-Clive.
	2. Noted the Chairman’s Report (Appendix 2).
	3. **Kempley** **Village Hall Redevelopment**

Cllr David Spencer reported as follows on progress to date:

Due to the lack of available funding routes to the scale that would be needed for the major renovation, the trustees have decided to focus efforts on incremental improvements rather than the one big scheme. They have prioritised the immediate maintenance of the hall i.e. doors and kitchen windows. The next phase will be to prioritise other aspects of maintenance and improvement such as the kitchen. The Trust will involve a cross section of the community in this decision-making process. The Trust will continue to seek funding opportunities where available and fundraise to ensure the hall is properly maintained in accordance with the lease.

* 1. **Community Response Group** **(CRG)**

Noted the report (Appendix 3) submitted by the CRG Chairman reviewing the community support measures implemented as part of the Community Emergency Plan in response to the covid-19 pandemic.

Sarah Davies commented that both the Dementia Action Alliance and wider Covid-19 support team are currently working on ideas around wellbeing and offered to share further details as this work unfolds with the Clerk. Her offer was gratefully accepted.

1. **Elizabeth** **Pyndar’s Charity**
	1. Received a report (Appendix 4) from Elizabeth Pyndar’s Charity.
	2. **Resolved** (nem con)f to reappoint Glyn Bennett, John Harper and Margaret Watkins as trustees for the 2020/21 financial year.
2. **Documentation Review**
	1. Reviewed Standing Orders and

**Resolved** (nem con)**:** that they be adopted with the proposed amendments

* 1. Reviewed Financial Regulations and

**Resolved** (nem con)**:** that they be adopted without change

* 1. Reviewed the Community Emergency Plan (CEP) and

**Resolved** (nem con)**:** to adopt the CEP with the proposed amendments

1. **Dymock Woods Working Party**

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.

**Resolved** (nem con):To move to the next agenda item without debate.

1. **Representation on Kempley Village Hall Trust** **(KVHT)**

**Resolved** (nem con): to appoint Cllr David Spencer as Council’s representative on KVHT. Proposed by Cllr Jackson, seconded by Cllr Cruse.

1. **Individual councillors’ areas of responsibility**

**Action:** Clerk to review and streamline the long list of councillor areas of responsibility in the Officer Responsibility and Support Policy and submit to Council for agreement at the July meeting.

1. **Delegation arrangements** to staff were reviewed and council

**Resolved** (nem con)**:** that these should remain unchanged.

1. The **Asset Register** (forwarded with agenda) was reviewed and Council

**Resolved** (nem con):that the asset register be accepted without amendment.

1. Council reviewed the arrangements for **insurance cover** in respect of all insurable risks and

**Resolved** (nem con):that the cover meets the current requirements of the Parish Council.

1. Council and staff **subscriptions** to other bodies were reviewed and it was **agreed** that the following subscriptions will be renewed for the 2020/21 financial year:
	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)
2. **Planning**
	1. Applications Received

None.

* 1. 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.**

Noted.

* 1. 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.

**Action:**  Clerk to write to owners of Felania requesting that they complete the landscaping in accordance with the approved plans.

1. **Local Electricity Bill**
	1. Council noted 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. **Resolved** (nem con)**:** to support the Local Electricity Bill, supported by a cross-party group of 116 MPs during the 2017-19 Parliamentary session; and
	2. **Resolved** (nem con)**:** 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. **Resolved** (nem con)**:** approved the appointment of GAPTC as **Internal Auditor** for the 2019/20 financial year.
	2. **Resolved** (nem con)**:** approved the following list of payments due:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. Reviewed 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

Council noted that s.137 expenditure is within the statutory limit for the financial year.

* 1. **Resolved** (nem con)**:** approvedthe 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. Council reviewed the financial risk of current banking arrangements with Lloyds Bank and determined that the risk is very low.
	2. **Resolved** (nem con)**:** approved the year end **bank reconciliation** as at 31/03/2020
	3. **Resolved** (nem con)**:** approved the year end **accounts** as at 31/03/2020
1. **Annual Governance and Accountability Return 2019/20**
	1. **Resolved** (nem con):to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate. Proposed by Cllr Spencer, seconded by Cllr Jackson.
	2. Noted the **Internal Audit Report** for 2019/20 and the recommendations contained therein.

**Action:** Clerk to provide a progress report to Council in July on actions taken in response to the internal auditors comments.

* 1. **Resolved** (nem con)**:** approved and signed Section 1 of the Annual Return for the year ended 31/03/2020 (Annual Governance Statement). Proposed by Cllr Jackson, seconded by Cllr Cruse.
	2. **Resolved:** approved and signedSection 2 of the Annual Return for the year ended 31/03/2020 (Accounting Statements). Proposed by Cllr Jackson, seconded by Cllr Cruse.
	3. Agreed to set thedates for the period of the exercise of public rights from 15 June – 24 July.

**Resolved:** to exclude members of the public and press from item 23 in accordance with the *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* due to the confidential nature of the business to be transacted. Proposed by Cllr Jackson, seconded by Cllr Cruse.

Cllr David Spencer and the Clerk left the meeting.

1. Council discussed the overtime worked by the Clerk as a result of the Covid-19 pandemic (Appendix 5) and **resolved** to authorise the Clerk to take time in lieu of the overtime worked.

Cllr David Spencer and the Clerk rejoined the meeting.

1. **Schedule of Meetings**

**Resolved** toapprove the following schedule of meetingsfor 2020/21:

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

Meetings will take place in Kempley Village Hall or remotely by Zoom conference call for as long as covid-19 social distancing restrictions remain in place.

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

 **Remotely by Zoom conference call**

With no further business the meeting was closed at 20:49pm.

Signed (Chairman) Date

**Appendix 1**

Gloucestershire County Council Report Spring 2020

Cllr Will Windsor-Clive Newent Division

Written 1st May

The County Council was on track to deliver its plan up until the beginning of March this year. The emergency of Corona virus 19 has changed everything for everyone and Council officers reacted very quickly, the County immediately gave 50K to each District Council with the intention of helping community groups. They set up a Help Hub through which anyone in need could apply to – anyone knowing anyone in need could report to and anyone wanting to help could register too.

Primary Care – Public Health – Social Services all worked together to help and were very effective.

All meetings have been cancelled and virtual meetings are being organised, more than two thousand staff are now working from home.

An enormous amount of work has gone into protecting the vulnerable and we have 3500 vulnerable children in the County and Government have identified 12000 vulnerable adults (under what they call shield) most of whom we have contacted offering help and we will continue to try and contact all. Adult social care workers have gone to a 7 day rota with cover from 8am to 8pm.

Children on free school meals who are not at school have been having meals delivered.

The Council has been given just over 27 million by Government to help us and it is too early to know how the costs and loss of income will pan out – up to the end of the financial year (beginning of April) there was little effect to our budgets but our first estimate is that this may have an extra cost of 38 million this year with the extra cost of Social Care loss of parking income council tax reduction where there is hardship and Government waiving business rates etc.

With the roads budget we have cut back to emergency repairs with the exception of resurfacing which we are increasing as much as we can as there is less traffic.

Waste is being collected and the District has done well to keep the service going in a very effective way – Household Recycling Centres (HRC’s) have been closed which has been very inconvenient to many people and we have been looking at ways to reopen then safely and will, hopefully, reopen some in the next week or so but probably with a booking system.

Personal Protective Equipment (PPE) has been very much in the news but Gloucestershire has not had a shortage and I have been told by the Director of Public Health (Gloucestershire) today that there is no problem and any facility that has a need that they cannot deal with can get it delivered within 24hrs.

**Appendix 2**

**Opening Remarks on taking on the role of the Chair of Kempley Parish Council**

**Kempley Village Annual Parish Meeting May 2019**

Debra Roberts, Co-Chair of IPCC Working Group II.

“The next few years are probably the most important in our history”

The Climate Change Emergency – we need to recognise that we need to move at speed and engage people to be part of the solution.

”There’s climate change and people don’t talk about it much. Like, we’re just pretending it won’t happen, and we need to change that,”  15 year old.

”I just hope we have more time to actually live on this earth, rather than it being destroyed.” 13 year old.

1. **INTRODUCTION**

The above were my opening remarks to the Annual Parish Meeting held in May 2019, on taking on the role of Chair of Kempley Parish Council. At the time I had no idea we were going to be so tested by a global pandemic that would touch all our lives in ways none of us could had foreseen and result in the lock down of our community for so long.

As I review the last year I want to put on record our thanks as a community to all the essential workers and volunteers that have risked their lives to support our community during the current covid-19 pandemic. We owe them all a great debt for without them we would not have been able to ensure village life could continue much as we have known it.

Closer to home I want to record my personal thanks for the work of former Councillor Louise Earll and her voluntary team in 2013. They had the foresight to put together the Kempley Community Emergency Plan (KCEP), which included guidance on the procedures to be followed should a health pandemic affect Kempley. As a result of their work when the covid-19 pandemic and the UK lock down hit Kempley we were prepared and knew what to do to respond.

We were able to develop the document into a Community Resilience or Continuity Plan that has allowed village life to continue through the lock down.

The second person I want to thank is Arin Spencer our Clerk who has responded magnificently to the challenge of the covid-19 lockdown. She has worked tirelessly with our Community Response Group of David Lewis, David Spencer, Katie Osmond and myself to build on the KCEP and put in place a Community Resilience or Continuity Plan that has allowed village life to continue through the lock down. It is now seen as a beacon of best practice in Gloucestershire. Our approach has been shared locally with the National Association of Local Councils and BBC Radio Gloucester. It has also been shared with “The **United Nations** Commission on Science and Technology for Development (**CSTD**)” in order that small rural communities around the world can benefit from our experience. We can be immensely proud that such a small Parish Council as Kempley has been able to make such an impact.

None of this would have been possible, however, if our community had not come together and volunteered to support those who were at risk, who entered voluntary isolation to reduce the risk of contracting covid-19. We have seen the very best of our people shine through this growing and terrible national tragedy and it has drawn us closer together as a community. We are not through the pandemic yet, but I have every confidence we will hold together as a community to deal with the challenges ahead.

**2. The Work of Kempley Parish Council 2019-20**

Kempley Parish Council has met 6 times since our last Annual Meeting. As a Council I am deeply indebted to all those from our community who have served on the Parish Council for all or part this year:

**Current Councillors**

David Lewis (Vice Chair) Tom Jackson

Stafford Cruse David Spencer

**Past Councillors**

John Birt

I said at the Parish Meeting in 2019 that we still need two further Parish Councillors and that we would very much like to encourage women volunteers and especially from our farming community. That is still the case and we will continue to seek to encourage volunteers to come forward.

I promised last year that we would concentrate on delivering the **Kempley Community Led Plan** alongside our legal obligations. Last year I highlighted:

* The decline in public services and in particular the deterioration of our highway network;
* The challenge of climate change; and
* The challenge of biodiversity loss.

**On public services** we have seen no real progress on improving our rural highways, which continue to deteriorate. We have built an excellent working relationship with the County Council Highways Dept and we have worked with them to remove the most dangerous potholes as they have occurred. This is however no substitution for the replacement of surfaces on our lanes that are time expired and which continue to deteriorate. We will continue to maintain pressure for resurfacing of the worst affected stretches of our lanes.

Broadbanda key rural public serviceremains sub-standard and though we have secured commitments to upgrade broadband across the Parish we are still to see this work implemented. The covid-19 pandemic has put back implementation of the Kempley Combined Solution and the main roll out of the County Council run Fastershires programme has yet again been delayed by another year. We will continue to maintain pressure for these essential services to be upgraded.

**The challenge of climate change** is a matter we have taken forward during the year. We have joined a number of Parish Councils and the Forest of Dean District Council (FOD) to declare a climate change emergency. Work with the FOD has been delayed by the pandemic but we will return to this issue in 2020 with a plan of action.

We note, however, that others have taken practical action to reduce carbon emissions in the parish and that we now have two farmers who have introduced renewable energy schemes with both a wind turbine and an anaerobic digester operational in Kempley. In addition private properties continue to install solar energy and to switch to other forms of greener energy. We will as a Parish Council continue to support such programmes.

**The Challenge of Biodiversity Loss** has been championed by DyFRA in our Parish and we commend their efforts to establish the Dymock Woods Glade Project and build working relationships with the Forestry Commission. We look forward to working with DyFra in 2020 to see what we as a Parish Council may do to support them in their work.

It is my hope that in the year ahead the KPC can continue to implement the Kempley Community Led Plan and help and guide our community as we seek to move out from the current health pandemic.

**Martin Brocklehurst**

**May 2020**

**Appendix 3**

**KEMPLEY COMMUNITY EMERGENCY PLAN (KCEP)**

**STATUS REVIEW 19TH APRIL 2020**

**Summary**

Work to update the Kempley Community Emergency Plan (first drafted in 2013) began on the 16th March and was complete just before the lockdown of the UK commenced on 23rd March 2020. The plan has been operational for about 5 weeks (on 27th April 2020) in its revised form with new Community Response Volunteers and a Community Response Group (CRG) comprised of:

David Lewis;

Katie Osmond;

David Spencer; and

Martin Brocklehurst (Chair)

The group is supported by Arin Spencer Kempley Parish Clerk.

Operation of the plan was reviewed week ending 19th March with the Clerk and the CRG. This note summarises the main findings from that review and outlines how we leant from what has been done so far and how we maintain resilience until Lockdown measures are relaxed. The review covers the main aspects of the plan.

**A. LOGISTICS – Keeping our community supplied.**

We now have in place a range of measures to keep the community supplied in addition to informal help arrangements operating between neighbours and supporting those who are self isolating.

These include the following arrangements:

* Daily milk and paper delivery service from Gareth Kemp;
* Friday deliveries from Mid Shires Co-operative Society Newent along with internet ordering systems and telephone credit card payments;
* Friday deliveries from the “Newent Friday Market” with internet ordering and cash or BACS payment systems (building on Kempley Produce Market);
* Community Wednesday and Friday delivery systems for Forest Bakehouse with online ordering and payment systems or credit card payments on collection;
* Community Shop volunteer collection systems for telephone orders for the Gorsley and Bromsberrow Community shops;
* Community collection and telephone ordering systems for the Spar Ledbury;
* Vegetables and Fruit deliveries from Little Marcle Farm Shop (building on Kempley Produce Market) every Wednesday;
* Self Ordering and collection for ice cream from Hillbrooks Ice Cream who operate within the village;
* Ad hoc collection and payment for groceries for a limited number of isolating “at risk: individuals who order and receive groceries on a Friday.
* Community collection systems for prescriptions from the two Newent dispensaries including preferential collection arrangements with the Holts Medical Centre dispensary. Deliveries are made on a Friday and villagers have an opt in form developed by the Clerk to provide all necessary legal clearances for this service;
* Community collection service from “Boots the Chemist” Ledbury using the same approval service as for Newent but on a needs basis and with a different volunteer;
* Free delivery service of meat, vegetables and fruit from Andy Creese butchers on orders over £25;
* Moody Cow takeaways and community shop for collection;
* Bentleys Fruit Farm Shop fruit juices for collection in the village; and
* Stephen Bull savouries for collection by community volunteer (building on Kempley Produce Market).

In addition to the above villagers have secured hypermarket slots from Morrisons, Sainsbury’s and Tesco’s and some sharing of slots has started.

With the above in place everyone in the village should be able to secure supplies and medicines for the foreseeable future. The only issue identified by this review is how do we make sure these measures remain sustainable for the foreseeable future.

**Additional Recommendations**

1. Key critical volunteers are: Arin Spencer; Rachel Plant; Robin Bennion and Denise Baker. We currently have an offer from Di Gaskin to cover for Robin Bennion but no cover for the other volunteers.

**Recommendation - To be sustainable over the longer term we should make a request for additional volunteers through the village Mail Chimp and Whats APP Groups**

1. Hypermarket slots are still very limited and could be better used

**Recommendation – Make an appeal for those with slots to share them with neighbours through the Mail Chimp and Whats APP Groups.**

**B. Community Response** **Volunteers (CRV)**

We have in place 10 Community Response Volunteers co-ordinated by the Parish Clerk. They are: Lynn Andrews; Glyn Bennett; Maggie Bligh; Maggie Brocklehurst; Helena Cembrowicz; June Dransfield, Annette Fernyhough, Ros Flook, Ricky Goodwin and Donna Latimer. We have no reserves.

Parish Councillors have each been given a group of CRVs to maintain communication links to and check they are operating effectively. CRV’s have contacted everyone on their contact list to:

* check contact details are correct;
* ensure they are aware where they can get support;
* understand who is not on the Mailchimp circulation list or the Whats APP system and needs paper copies of village information;
* to check if they are self isolating whether or not they need support so they can co-ordinate volunteers to help.

We have a system in place to ensure no villager should be left isolated. Three volunteers are new. It is not clear yet how effective this system is to ensure “no one gets forgotten” nor is it clear if all villagers understand what they can and cannot do or if all the volunteers fully understand their role.

**Additional recommendations**

1. **To build a common approach set up a ZOOM meeting opportunity for volunteers to talk to each other and chat through issues that might be emerging. Such a session could be introduced by the CRV co-ordinator (Arin Spencer) to provide more details on the KCEP and the respective roles everyone plays. Action for Arin Spencer**
2. **Build a common understanding of who our high risk residents are (those who are self isolating) to ensure we run periodic checks (telephone calls) that everything is fine and no support is needed. Action – Request the CRVs to help the co-ordinator put together a confidential at risk register.**

**C. Communications and Community Wellbeing**

The CRG and the Parish Council have put in place four main communication systems to ensure the village is informed as the pandemic runs its course. They are:

* Weekly mail chimp briefings;
* Two Whats App groups, one for formal requests for help and village briefings;
	+ Kempley Emergency Plan – circa 49 participants
	+ Kempley Keep In Touch – circa 50 participants
* Telephone cascade system through the CRVs; and
* Community Zoom account.

We are able to reach all villagers through these systems and have in addition drawn in a number of isolated individuals in Dymock, Much Marcle and Upton Bishop who live on the boundary of Kempley.

Apart from a few personality clashes on the WHATS APP group these systems have been beneficial in allowing the community to come together and raising morale in what is a very difficult time.

Various groups in the village are using the Zoom platform though few are coordinating at this time through the community Zoom Service. Attempts have been made to set up a Zoom coffee morning with limited success.

In addition to the above 1 village competition has been run during the emergency with excellent participation by young and old alike and a second is under consideration. These competitions have been run by Maggie and Chris Bligh with Parish Support.

Various support mechanism are in place run by the Forest of Dean District Council to support mental health and community wellbeing but our knowledge of how well they are being used in Kempley is limited. We have no formal systems to connect isolated individuals who are most likely not IT literate or to set up common conference call systems that such people could participate in.

**Additional Recommendations**

1. **Review best practice from other communities and consider what if any additional measures are needed to protect people’s mental health and wellbeing as this pandemic and lock down measures drag on.**

**Action All CRG Members**

1. **We are experiencing a once in a life time event. Other communities are recording life in lockdown – should Kempley do the same.**

**Action All CRG Members to consider how this might be done by for instance:**

* **Recording stories**
* **Creating a photographic record etc.**

**D. Living with covid-19**

1. In the event that covid-19 cases reach the village we need to consider what action will be required through our emergency plan to ensure Public Health England advice can be followed and families can isolate and break the chain of infection in the village. It will be crucial to have volunteers who can support families and provide:
	1. food and medical supplies;
	2. morale support; and
	3. home testing kits if they are available.

We have not yet thought through how this can be achieved.

1. As we move to post lockdown conditions we need to consider how we as a community approach the management of future infection risk. Other communities are encouraging their inhabitants to join the covid-19 Tracker App that records very early symptoms of the infection. This has a number of advantages:
	1. it acts as an early warning system for the community;
	2. discussion are now under way with Public Health England that participants may be given early access to home self testing kits if they show early warning symptoms of covid-19; and
	3. some communities are suggesting that in areas where very high percentages of the community are taking part in covid-19 tracker earlier relaxation of the lock down arrangements may be possible.

**Additional Recommendations**

1. **The CRG open discussions with the FODC to ensure we are prepared for and understand how our village will respond to any infections in our community and whether or not we can encourage effective measures to be put in place to move out of lock down with good risk management systems in place.**

**Action Chair of CRG**

**Addendum**

**Grants**

The Parish have been offered access to grants of up to £3000 to support our community through the current crisis. Grants can be used for the following:

***The funding can only be used for direct expenditure in relation to the Covid-19 Crisis including, but not exclusively:***

* ***Setting up of Community Floats to purchase food and essential supplies for vulnerable people and families (if less than £1,000.00 please apply to FVAF small grants fund by emailing*** ***help4groups@fvaf.org.uk*** ***)***
* ***Development of digital/virtual support – equipment such as mobile phones or tablets to support an on the ground response***
* ***Expenses incurred by volunteers, such as petrol (at a maximum of 25p per mile)***
* ***Developing infrastructure to support vulnerable people***

Do we wish to apply for funding?

**Appendix 4**

**Kempley Charities Trustees**

Annual Report to the Kempley Parish Council

***The Elizabeth Pyndar’s Charity***

The Trustees met in December and two grants were made to individuals.

The Trust is now able to provide small grantsto individuals or groups within the Parishforthe advancement of education, the advancement of community development and the relief of those in need by reason of youth, age, ill health, disability, financial hardship or other disability. Enquiries should be made to the Correspondent.

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

The three Trustees appointed by the Parish Council are confirmed 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

29 April 2020

**Appendix 5**

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. In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting was held by video conference call. [↑](#footnote-ref-1)