**KEMPLEY 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)

10 May 2021

Councillors are hereby summoned to attend the Annual Parish Council Meeting of **KEMPLEY PARISH COUNCIL** to be held on **Monday 17th May 2021** at **7:30pm** in Kempley Village Hall for the purpose of transacting the business set out below.

Arin Spencer

Parish Clerk

**AGENDA**

1. To elect a Chairman for the 2021/22 civic year and receive the Chairman’s declaration of acceptance of office.
2. To elect a Vice-Chairman for the 2021/22 civic year.
3. To receive apologies for absence.
4. To receive any declarations of interests and consider written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Dymock Parish Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting).*

Members are requested to check their Register of Interests and notify the Clerk of any changes.

1. To approve and sign the minutes of the Parish Council meeting held on 15 March 2021.
2. To receive the Clerk’s Report.
3. To receive reports from District and/or County Councillors
4. Public Participation

Members of the public are permitted to make representations, ask questions, and give evidence in respect of any item of business included on the agenda. A total time of 15 minutes is allocated with individual representations limited to a maximum of three (3) minutes. Standing Order 3(e)-(k). Alternatively, questions/comments can be sent to the Parish Clerk at [clerk@kempleyparishcouncil.org](mailto:clerk@kempleyparishcouncil.org) who will ensure these are considered at the meeting.

**Planning**

1. To respond to planning applications:

Stonethwaite, Kempley Green, Kempley (P0579/21/FUL)

*Proposed front, rear and side extensions to existing dwelling.*

1. To note planning decisions:

Kempley Baptist Church, Kempley (P1782/20/FUL)

*Change of use of old Baptist Chapel to domestic dwelling.*

Refused

Chibblers Hill Farm, Chibblers Hill, Fishpool, Kempley (P1665/20/FUL)

*Erection of a detached dwelling. Demolition of existing redundant agricultural barn.*

Granted permission.

The Croft, Kempley (P0096/21/FUL)

*Erection of a single storey rear extension on an existing raised platform and loft conversion.*

Granted permission.

Laurel Cottage, Kempley Green, Kempley (P0198/21/FUL)

*Change of use of garage to provide utility and wet room with home office above.*

Granted permission.

Saycells Farm, Much Marcle, Ledbury (P0032/21/DISCON)

*Discharge of Condition 05 (external lighting) of planning permission P1684/20/FUL.*

Granted permission.

**Public Rights of Way**

1. The Kempley footpath network is a major asset to the community but depends on effective maintenance if it is to be used for organised walks as part of the Kempley Daffodil Weekend. Metal kissing gates, a substitute to the conventional wooden styles maintained by landowners, reduce long term maintenance costs and are more convenient for walkers. The kissing gates, which cost £350.00, are 50% subsidised by Gloucestershire County Council but landowner uptake is still limited due to the initial cost. It is proposed:

That Council allocates £700 from the General Reserve for the subsidy of up to four (4) new metal kissing gates on footpaths in the parish which are used for organised walks during the Kempley Daffodil Weekend. It is further proposed that the Clerk be authorised to draw down this expenditure as the opportunity arises and report any payments made at the next parish council meeting.

**Climate Emergency**

1. To receive and note the *May 2021 Kempley Parish Council Carbon Reduction Plan* progress report.

**Administration**

1. To appoint a member to represent Kempley Parish Council on Kempley Village Hall Trust.
2. Elizabeth Pyndar’s Charity
   1. To receive a report from John Harper on Elizabeth Pyndar’s Charity.
   2. To appoint trustees to Elizabeth Pyndar’s Charity for the 2021/22 financial year.

**Documentation Review**

1. To review and adopt the following policies and procedures:
   1. Standing Orders
   2. Financial Regulations
   3. Asset Register
   4. Planning Applications Policy (revised)
   5. Officer Responsibility and Support Policy (revised)

**Annual Accounts 2020/21**

1. To receive year-end financial reports as at 31/03/2021 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement.
2. To review expenditure incurred under s.137 of the Local Government Act 1972

The s.137 expenditure limit for 2020/21 is £ 1,996.80 (£8.32/elector x 240 electors).

Total expenditure against s.137 for 2020/21 is £ 614.36.

**Annual Governance and Accountability Return 2020/21**

1. To agree to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.
2. To approve and sign Section 1 - Annual Governance Statement 2020/21
3. To approve and sign Section 2 - Accounting Statements 2020/21
4. To confirm dates for the exercise of public rights (15 June – 24 July 2021)

**Financial Matters**

1. To appoint a Lead Member for Finance for the 2021/22 financial year.
2. To appoint GAPTC as Internal Auditor for the 2021/22 financial year.
3. To approve and sign Clerk’s salary schedule for 2021/22.
4. To approve amended Standing Order instruction for Clerk’s monthly salary payments.
5. To confirm the Parish Council’s insurance provider for 2021/22 and review the insurance provided in terms of all insurable risks.
6. To authorise renewal of the following annual subscriptions/membership fees:
   * Gloucestershire Association of Parish & Town Councils (£73.35)
   * Society of Local Council Clerks (£40.50)
   * Information Commissioner (£35.00 by direct debit)
7. To approve the following list of payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | CHQ NO | POWER | BUDGET | AMOUNT |
| Website & IT (Mar - Apr) | DD | LGA 1972 s.142 | Website Hosting | £ 14.40 |
| Clerk’s Salary (Mar – Apr) | SO | LGA 1972 s.112 | Salaries | £ 414.80 |
| GAPTC Membership | 434 | LGA 1972 s.111 | Subscriptions | £ 73.35 |

1. To note income received as follows:

|  |  |  |
| --- | --- | --- |
| DATE | DESCRIPTION | AMOUNT |
| 13/04/2021 | Precept – Forest of Dean District Council | £ 5,748.00 |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | TYPE | FREQUENCY | DATE | AMOUNT |
| Information Commissioners Office | DD | Annual |  | £ 35.00 |
| Website Hosting (Ionos) | DD | Monthly | 21st | £ 7.20 |
| Staff Salaries | SO | Monthly | 26th | £ 217.20 |

**General**

1. To consider the invitation received from NALC to apply for the Council of the Year award.
2. To agree the following schedule of meetings for 2021/2022:

|  |  |
| --- | --- |
| Monday 19th July 2021 at 7:30pm | Monday 17th January 2022 at 7:30pm |
| Monday 20th September 2021 at 7:30pm | Monday 21st March 2022 at 7:30pm |
| Monday 15th November 2021 at 7:30pm | Monday 16th May 2022 at 7:30pm |

1. To receive items for the July meeting agenda
2. Date and time of next meeting **Monday 19th July 2021 at 7:30pm**

**Kempley Village Hall**

Kempley Parish Council is no longer receiving hard copy planning applications. All planning applications can be viewed on the Forest of Dean District Council website at: <https://publicaccess.fdean.gov.uk/online-applications/>

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.