KEMPLEY PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting**

Held on Monday 17th May 2021 at 7:30pm in Kempley Village Hall

**Present:**

Councillors: Martin Brocklehurst (Chairman), Stafford Cruse, Tom Jackson, Ricky Goodwin

Officers: Arin Spencer (Parish Clerk)

In attendance: Five (5) members of the public, County Cllr Gill Moseley

Chairman Brocklehurst welcomed those present to the meeting and called for a minutes silence in memory of Ken Brooks, a Kempley resident for many years, who passed away recently.

1. Cllr Cruse proposed, Cllr Jackson seconded and Council –

**Resolved** unanimously to re-elect Cllr Martin Brocklehurst as Chairman for the 2021/22 civic year. The chairman’s declaration of acceptance of office was duly signed.

1. No councillors wished to stand as Vice-Chairman and it was therefore agreed that the position remain unoccupied.
2. Apologies had been received from County Cllr Gill Moseley due to a conflict with another meeting but she still managed to join the meeting via Zoom during discussion of item 9.
3. No declarations of interest or requests for dispensation had been made. Members were reminded of the need to check their Register of Interests and notify the Clerk of any changes.
4. Cllr Cruse proposed, Cllr Jackson seconded and Council –

**Resolved** unanimously to approve and sign the minutes of the Parish Council meeting held on 15 March 2021.

1. Clerk’s Report

*Highways*

The Clerk advised that replies regarding the state of the highway surface in Kempley had been sent to Gloucestershire and Herefordshire Highways but to date no replies had been received.

**Action:** Clerk to send copies of this correspondence to newly elected County Cllr Gill Moseley.

1. No written reports from District and/or County Councillors had been received. The Chairman expressed thanks to the outgoing County Cllr Will Windsor-Clive and congratulations to the ingoing County Cllr Gill Moseley.
2. Public Participation

The owners of Hollow Oak House made representations in respect of the Stonethwaite planning application (item 9). The properties are adjacent. A report compiled by Wye Planning (appointed by the owners of Hollow Oak House) had been sent to council in which the following five material considerations were identified:

* Technical issues with boundaries
* Incorrect ecology report
* Overbearing development
* Privacy issues
* Deprivation of morning light

Council was asked to acknowledge the report and request that the Forest of Dean District Council planners give due consideration the potential issues raised therein.

The owner of Stonethwaite made the following comments in defence of the application:

A professional architect had been appointed to ensure compliance with all planning policies. The proposal had been adjusted in response to the objections received. A full glass conservatory to the rear of the kitchen on the original house plans could be reinstated at any time resulting in more privacy issues than the current proposal.

**Planning**

1. Planning applications considered:

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

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

Cllr Cruse thanked the owners of Stonethwaite and Hollow Oak House for attending the meeting and clarifying the impact of the application for both parties. Following a brief discussion Council –

**Resolved** to comment “Kempley Parish Council notes the Wye Planning report commissioned by Hollow Oak House and requests that due consideration be given to the material considerations raised therein with a view to finding resolution between the neighbours.”

1. Planning decisions noted:

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

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

Refused

**Action:** Clerk to ask planning officer how the building can be protected from falling further into disrepair.

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:

Chairman Brocklehurst proposed, Cllr Jackson seconded and Council –

**Resolved** that Council allocate £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 and that the Clerk be authorised to draw down this expenditure as the opportunity arises and report any payments made to the next parish council meeting.

**Climate Emergency**

1. The report *May 2021 Kempley Parish Council Carbon Reduction Plan* was taken as read.

**Administration**

1. No members wished to be appointed to represent Kempley Parish Council on Kempley Village Hall Trust. It was agreed that this position remain vacant. Councillors recognised the outstanding work undertaken by the Village Hall Trustees over the last 12 months resulting in a beautifully renovated building ready to serve the community.
2. Elizabeth Pyndar’s Charity
	1. The report from John Harper on Elizabeth Pyndar’s Charity was taken as read.
	2. **Resolved** to reappoint John Harper, Glyn Bennett and Margaret Watkins as trustees to Elizabeth Pyndar’s Charity for the 2021/22 financial year.

**Documentation Review**

1. Following some minor amendments to the Officer Responsibility and Support Policy, Council –

**Resolved** to adopt the following reviewed policies and procedures:

* 1. Standing Orders (no change)
	2. Financial Regulations (no change)
	3. Asset Register
	4. Planning Applications Policy (revised)
	5. Officer Responsibility and Support Policy (revised)

**Annual Accounts 2020/21**

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

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

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

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

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

**Financial Matters**

1. Cllr Cruse was appointed as Lead Member for Finance for the 2021/22 financial year.
2. **Resolved** to appoint GAPTC as Internal Auditor for the 2021/22 financial year.
3. **Resolved** to approve and sign Clerk’s salary schedule for 2021/22.
4. **Resolved** to approve amended Standing Order instruction for Clerk’s monthly salary payments. This change reflects a contractual increase of one salary scale point for achieving the CiLCA qualification in March 2021. Council congratulated the Clerk on this achievement.
5. Council reviewed the insurance quotations received for 2021/22 in terms of all insurable risks and

**Resolved** to enter a three year contract with BHIB which includes a subscription to Parish Online digital mapping worth £90/year excl VAT.

1. **Resolved** 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)
2. **Resolved** 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. Noted income received as follows:

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

1. **Resolved** 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. Kempley Parish Council is featured in NALC’s [Coronavirus Case Studies](https://www.nalc.gov.uk/library/news-stories/covid19/3221-coronavirus-case-studies/file) publication, in recognition of the council’s work supporting residents during the covid-19 pandemic. Members considered NALC’s invitation to seek further recognition by applying for NALC’s Council of the Year award.

**Action:** Clerk to apply for the Council of the Year award on behalf of Council.

1. The following schedule of meetings for 2021/2022 was agreed:

|  |  |
| --- | --- |
| 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 |

The Annual Parish Meeting will be held on a Saturday in July, date to be finalised.

1. Items for the July meeting agenda:
* Biodiversity
1. Date and time of next meeting **Monday 19th July 2021 at 7:30pm**

 **Kempley Village Hall**

With no further business the meeting was closed at 20:53pm.

Signed (Chairman) Date