**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 November 2021

Councillors are hereby summoned to attend an ordinary meeting of **KEMPLEY PARISH COUNCIL** to be held on **Monday 15th November 2021** at **7:30pm** in Kempley Village Hall for the purpose of transacting the business set out below.

Arin Spencer

Parish Clerk

**A G E N D A**

1. To receive apologies for absence.
2. 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 Kempley Parish Council Code of Conduct for Members and by the Localism Act 2011.*

1. To approve and sign the minutes of the Parish Council meeting held on 20 September 2021.
2. 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.

**Reports**

1. To receive verbal or written reports from District and/or County Councillors
2. Clerk’s Report including update on actions log.
3. To receive a progress report on footpaths. (Cllr Brocklehurst)
4. To receive a progress report on Climate Change actions and consider the recommendations contained therein. (Cllr Brocklehurst)

**Planning**

1. To comment on new planning applications in the parish
   1. Little Hoopers, Kempley Road, Dymock [(P1656/21/FUL)](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R0AETWHIM3W00)

Conversion of existing detached garage/workshop building into annexe, garage and study – including the addition of external stairs, dormer windows and rooflights – all ancillary to Little Hoopers.

1. To note the following planning decisions
   1. Stonethwaite, Kempley Green ([P0579/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQDMG4HI0FD00))

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

* 1. Friars Court, Kempley ([P1139/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QV1ITPHIK8T00))

Erection of an agricultural canopy for livestock. ***Granted permission.***

**Assets**

1. To consider renewing the lease of the iKiosk on Kempley Green to the Friends of Kempley Churches for a further ten years to December 2031 at a cost of £10.

**Financial Matters**

1. To receive a report from Lead Member for Finance, Cllr Cruse, on accounts check to 31/10/2021.
2. To receive the following financial reports as at 31/10/2021:

* Bank Statement
* Bank Reconciliation
* Receipts and Payments Summary
* Budget monitoring report
* Reserves Statement

1. To approve the following cheque payments:

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | CHQ NO | DESCRIPTION | AMOUNT |
| 15/11/2021 | 440 | Village Green Maintenance Costs | £ 650.00 |
| 15/11/2021 | 441 | Society of Local Council Clerks – Annual Membership | £ 56.00 |
| 15/11/2021 | 442 | Royal British Legion – Donation | £ 30.00 |
| 15/11/2021 | 443 | Clerk’s Expenses | £ 179.31 |
| **Total** |  |  | **£ 915.31** |

1. To approve the following online payments made since the last meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | PAYMENT TYPE | DESCRIPTION | AMOUNT |
| 13/10/2021 | Direct Debit | Website/IT – Website Hosting | £ 7.20 |
| 26/10/2021 | Standing Order | Staff Salaries – Clerk’s Salary | £ 207.40 |
| **Total** |  |  | **£ 214.60** |

1. To consider appointing GAPTC Internal Audit Service to perform the Internal Audit of the 2021/22 financial year at a cost of £175.

**Budget 2022/23**

1. The precept request for 2022/23 needs to be submitted to Forest of Dean District Council by the end of January 2022. Members are asked to consider the draft budget for 2022/23 prepared by the Clerk and adopt it or amend as necessary for final approval at the January 2022 meeting.

**Staff Matters**

1. To approve a temporary increase in the Clerk’s working hours of 10 hours per month for 6 months from November 2021 – April 2022 for work as part-time co-ordinator for the Daffodil Weekend event. Cost of increased hours to be paid from the grant awarded by the Gloucestershire County Council Build Back Better Market Towns Fund.
2. To approve the draft Scheme of Delegation to the Clerk. (Attachment 1)

**General**

1. To receive items for the January meeting / councillor submissions.
2. Date and time of next meeting **Monday 17th January 2022 at 7:30pm**

**Kempley Village Hall**

**Attachment 1**

**SCHEME OF DELEGATION TO THE PARISH CLERK**

**Introduction**

This Scheme of Delegation was approved by Kempley Parish Council on --/--/----.

The scheme does not delegate any matter:

1. Reserved by law
2. Which by law may not be delegated to a Councillor and /or Officer.

The powers and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is also the Council’s Responsible Financial Officer and the Proper Officer and has responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

1. **Extent of Delegation**
   1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
   2. The Parish Clerk will exercise these powers in accordance with:

* Approved budgets
* The Council’s Financial Regulations
* The Council’s Contract Procedure Rules
* The Council’s Procurement Strategy
* The Council’s Policy Framework and other adopted policies of the Council
* All statutory common law and contractual requirements
  1. The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
  2. In addition the Parish Clerk is authorised to undertake the day to day administration of the Council to include:
* Emergency expenditure up to £150 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations).
* Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories.
* Administration and disbursement of grant funding received in accordance with the approved budget and agreed grant conditions.
* Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances).

1. **Urgent Decisions of Council**
   1. Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.
   2. Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.
   3. Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.
2. **Written Records**
   1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.