KEMPLEY PARISH COUNCIL

**Minutes of the ordinary Parish Council Meeting**

Held on Monday 15th November 2021 at 7:30pm in Kempley Village Hall

**Present:**

Councillors: Martin Brocklehurst (Chairman), Kim O’Rourke, Edward Lewis, Robert Howson

Officers:

In attendance: GCC Cllr Gill Moseley

In the absence of the Clerk it was agreed that Cllr Lewis would take the minutes of the meeting.

1. Apologies were received from Cllr Jackson, Cllr Cruse and the Clerk, Arin Spencer. The resignation of Cllr Goodwin was noted.
2. There were no declarations of interests or requests for dispensations.
3. Minutes

**Resolved** to approve and sign the minutes of the Parish Council meeting held on 20 September 2021.

1. Public Participation – there were no members of the public present at the meeting.

**Reports**

1. The following report was received from County Cllr Gill Moseley:

20mph speed limit motion: Progress slow through Scutiny and Cabinet but as a Group, we will keep pushing it forward as fast as we can. Problems are concerning the cost which we hope will be resolved by batching a number of TROs together of the same sort in different locations. Other places have successfully actioned this method. Police objections are also something to work on but the GCC is the Highways authority and should not be held back by lack of resources in the police force.

Budget: a deficit threatens the Children and Young People budget, not to mention the shortfall of £81m acknowledged by the Head of Service for Highways. The Local Government Association is pressing for a larger settlement for local authorities, most of whom are struggling to find the necessary funds to operate at a satisfactory level.

There has been a call to large landowners for space to plant trees as part of the wider initiative to plant a million trees in the county by 2030.

On a personal note, I visited Gamage Hall farm in Dymock, one of over 80 owned by the GCC. I was extremely impressed by the measures taken by the tenants to keep their Aberdeen Angus herd in a sustainable way, aiming to reach carbon neutral by the end of 2022. Also notable was the reference made, in a short talk given at the farm by the relevant council officer, to a nearby GCC owned farm where sustainable stream/flood management is taking place.

Shortly I will be circulating details of the Councillor allocated Covid Recovery Fund which I have as a county councillor for use in my division over the next four years.

In case of confusion, this is also called ‘Build Back Better’ and some organisations have already approached me with bids for funding.

1. The Clerk’s Report was deferred to the next meeting as the Clerk was not present.
2. Footpaths Report (Cllr Brocklehurst)

The Parish Council will soon have access to Parish Online digital maps, these maps include greater information and detail on footpaths and rights of way.

Agreement was reached for the Windcross Footpath Group to be asked to be involved in helping maintain and map footpaths.

Agreed to share information with other parishes where footpaths cross over parish boundaries.

Footpath GKE35: work on a new kissing gate, 7m bridge over the brook and new signage has been completed at Lower House Farm. **Action:** Clerk to send a letter of thanks to the landowner.

Footpath GKE33: work on styles replaced with kissing gates has been completed.

Footpaths GKE2 and GKE20: Objections to the diversion orders around Kempley Court Farm had been raised because maps need to be reprinted. An offer had been made for stiles to be upgraded to kissing gates and the paths reopened.

GKE38: The farmer in Dymock had offered a diversion to resolve the blocked footpath at The Redlands.

1. A progress report on Climate Change actions by Cllr Brocklehurst was received (Attachment 1) and members **resolved** to approve the following recommendations contained therein:
   1. That Council sponsor a briefing evening in the village hall during January 2022 on the topic of heat pumps to support a new Government Grant Scheme expected to commence in April 2022;
   2. That Council create a data layer on Parish Online to capture all carbon reduction schemes within the Parish and seek data from the owners on the expected carbon reductions that will follow; and
   3. That Council write to Gigaclear/Fastershire seeking clarification on the impact of the bankruptcy of the installation contractor Utilities on the Glebe Orchard fibre optic scheme delivery dates as they affect Kempley.
2. Market Towns Fund – update

The application to the Market Towns Fund was successful and £7800 has been allocated for the Kempley Daffodil Weekend. The breakdown of the funding budget is as follows:

Minibus hire £ 500

Additional promotional publicity items £ 100

Kempley Village Event Signs £ 4,000

Temporary event directional signage £ 200

Enhanced Programme £ 700

Part Time Organiser 200hrs x £10.86 + Exp £ 2,300

All expenditure to be made within the above budget headings unless approved in writing by Gloucestershire County Council. Expenditure within the above budget headings to be approved jointly by Cllr Brocklehurst and the Chair of the Daffodil Weekend Committee, Glyn Bennett.

**Planning**

1. 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.

**Resolved:** No objections.

1. Noted 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.***

Members noted that significant modifications had been made to address the concerns of neighbours.

* 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. **Resolved** to renew the lease of the iKiosk on Kempley Green to the Friends of Kempley Churches (FOKC) for a further ten years to December 2031 at a cost of £10. **Action:** Clerk to arrange for a signed renewal agreement to be exchanged with a representative of FOKC.

**Financial Matters**

1. The Cllr Cruse was not present at the meeting so the report on the accounts check was deferred to the next meeting.
2. Review of the financial reports including bank reconciliation and budget monitoring was deferred to the January meeting.
3. **Resolved** 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. **Resolved** 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. **Resolved** to appoint GAPTC Internal Audit Service to perform the Internal Audit of the 2021/22 financial year at a cost of £175.

**Budget 2022/23**

1. Due to unforeseen circumstances, a draft budget had not been prepared in time for discussion at the meeting. Members agreed in principle to, as a minimum, a cost of living increase in the precept. **Action:** Clerk to draft and circulate budget to members for approval at the January meeting when the precept will also need to be agreed.

**Staff Matters**

1. **Resolved** 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. **Resolved** to approve the draft Scheme of Delegation to the Clerk. (Attachment 2)

**General**

1. To receive items for the January meeting / councillor submissions – none.
2. **Resolved** that the next meeting will take place on Monday 17th January 2022 at 7:30pm in Kempley Village Hall. Date and time of next meeting

With no further business the meeting was closed.

Signed (Chairman) Date

**Attachment 1**

**Kempley Parish Council - Climate Change Emergency**

**Report on progress to the November 2021 Parish Council Meeting.**

**Summary**

Kempley Parish Council is recommended to approve the following resolutions:

1. **That Kempley Parish Council sponsor a briefing evening in the village hall during January 2022 on the topic of heat pumps to support a new Government Grant Scheme expected to commence in April 2022;**
2. **That Kempley Parish Council create a data layer on Parish Online to capture all carbon reduction schemes within the Parish and seek data from the owners on the expected carbon reductions that will follow; and**
3. **That the Kempley Parish Clerk write to Gigaclear/Fastershires seeking clarification on the impact of the bankruptcy of the installation contractor Utilities on the Glebe Orchard fibre optic scheme delivery dates as they affect Kempley.**

**Introduction**

Kempley Parish Council (KPC) declared a Climate Change Emergency at our meeting in October 2019. We agreed at our November 2020 meeting that the KPC would move forward towards carbon neutrality by 2030 by taking the following actions:

1. **Baselining our current community carbon emissions**
2. **Showcasing best examples of carbon reduction programmes**
3. **Promoting the uptake of existing grant schemes** **that will support carbon reduction**
4. **Promoting the full uptake and use of superfast broadband** [to drive change in the way we work, travel and shop to reduce carbon emissions].

**Progress Report**

Progress on our four key target areas since our September meeting is as follows;

1. **Baselining our current community carbon emissions –**

1.1 The base line carbon emissions were reported for the village at our May 2021 meeting, using the Exeter University et al Community carbon calculator - [impact-tool.org.uk/](http://impact-tool.org.uk/)

These figures are estimates based on UK wide average data and take no account of the works individuals are doing in Kempley to reduce carbon emissions.

**1.2 It is recommended that we now start to map carbon reductions that have been achieved in Kempley and to document the information on a data layer of the Parish Online System that is now available to the Council.** In this way we can monitor community progress.

1. **Showcasing best examples of carbon reduction programmes** –

**2.1 Sharing the Benefits**

We await the outcome from the work being undertaken by Bob Earll and Mark Warrilow in their *Sharing the Benefits* initiative, exploring resident’s response to the climate, over-consumption, and nature emergency. A more detailed report is expected early in the New Year.

**2.2 The Forest Climate Group - Joining forces with local Parish Councils**

Parish and Town Councils in the Forest of Dean continue to meet on a bi-monthly basis to share best practice and to pool ideas on joint projects. The last meeting was held on 21st October.

**2.3 – AURORA[[1]](#footnote-1)**

The kick-off meeting for this project will now take place in Madrid on the 14th & 15th December. A report on progress will follow in January 2022.

**2.4 Mapping Best Practice**

Creating a Parish Online Data layer for carbon reduction projects will allow KPC to illustrate the combined community effort to reduce carbon emissions.

1. **Promoting the uptake of existing grant schemes** **that will support carbon reduction** 
   1. Since our September meeting COP26 has taken place. The final outcome is not yet clear, nor are plans by the UK Government to support communities to decarbonise. The government has, however agreed to offer grants of £5,000 for the installation of heat pumps from April 2022 as part of a new £450 million scheme to upgrade domestic heating infrastructure.
   2. **To encourage Kempley residents to take advantage of this scheme it is recommended that Kempley Parish Council arrange a briefing evening on the topic of heat pumps and invite a presentation and Q&A by a local supplier and invite those with heat pumps to share their experiences. It is recommended that the event be organised during January 2022.**
2. **Promoting the full uptake and use of superfast broadband –**

4.1 Full details on works to upgrade the broadband infrastructure for Kempley were presented to the September 2021 meeting. Since that date Utilities a key installation contractor for Gigaclear has declared bankruptcy. The impact on the schedules for the Gigaclear roll out of fibre optic to the premises for the remaining properties in Kempley is not yet clear.

**4.2 It is recommended that the Clerk write formally to Gigaclear requesting details on how the timing of works for the Kempley Parish will be affected.**

**Martin Brocklehurst**

**Chair Kempley Parish Council – November 2021**

**Attachment 2**

**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.

1. Martin Brocklehurst declares a financial interest in the AURORA project as one of the core partners, KempleyGreen Consultants (KGC). The role in the project is to lead the external international dissemination of the overall programme and its results. Local initiatives are being led by the Forest of Dean District Council and the Centre for Sustainable Development. [↑](#footnote-ref-1)