KEMPLEY PARISH COUNCIL

**Minutes of the ordinary Parish Council Meeting**

Held on Monday 17th January 2022 at 7:30pm in Kempley Village Hall

**Present:**

Councillors: Martin Brocklehurst (Chairman), Robert Howson, Stafford Cruse and Edward Lewis

Officers: Arin Spencer (Clerk)

In attendance: Cllr Gill Moseley (Glos County Council – Newent Division), and two (2) members of the public.

1. Apologies were received from Cllr Jackson and Cllr O’Rourke.
2. Cllr Brocklehurst declared a pecuniary interest in the Aurora project mentioned in the climate change report (item 94). The report was for information only with no decisions to be taken.
3. Minutes

**Resolved** to approve and sign the minutes of the Parish Council meeting held on 15th November 2021. Record of voting: Proposed by Cllr Lewis, seconded by Cllr Howson. All in favour.

1. Public Participation

Item 98 - Centenary Stone information board

A member of the public appealed to Council to support the proposed Centenary Stone information board. It was hoped this could be unveiled on 20 February for the 150th anniversary of the birth of the 7th Earl of Beauchamp. The purpose of the information board would be to explain the history of the Centenary Stone, how the project was funded by public subscription, the history of Kempley Remembers, and identification of the 9 Sons of Kempley.

Item 97 - Brand Identity

A member of the public asked council to support the proposed new brand identity on the following grounds:

* a common brand for the parish would help Kempley to grow, improve, and present a united community image;
* it would be helpful if Council as a lead group in the village were to adopt the brand; and
* other community groups such as the Village Hall Trust, Friends of Kempley Churches and the Daffodil Weekend Committee had already adopted the logo.

A member of the public objected to the proposed branding on the following grounds:

* DyFRA, as a local community group, had not been consulted;
* the village hall and parish council having the same brand identity would give the misleading impression that the village hall is owned by the parish council;
* blue is a political colour and is inappropriate for use by an apolitical parish council;
* yellow photocopies badly; and
* the logo would end up an illegible black box when printed in black and white.

**Reports**

1. Cllr Gill Moseley, Gloucestershire County Council Representative for the Newent Division, gave a report to council which included the following points:
* The 20mph proposals came back to the GCC Environment Scrutiny Committee on 12 January. The report is available to view at:

<https://glostext.gloucestershire.gov.uk/ieListDocuments.aspx?CId=773&MId=10890&Ver=4>

The Police are in favour but, of necessity, have had to voice some concerns over resources.

Funding might still be an obstacle momentum seems to be gathering countrywide for these measures. Funding estimated at £6-8 million could be proposed in the 2022-23 budget.

Traffic Regulation Orders (TROs) cost £10-15k, most of which is the cost of statutory notices that must be placed. The idea would be to batch between 10 and 20 TROs together to save on costs but parishes that want them might still be asked to contribute.

The Welsh and Scottish governments have already approved the Stockholm declaration clause which suggests that 20mph should be the default speed where traffic and vulnerable road users mix. They have followed this up with funding but England has not yet followed suit.

* A thorough review of the way Highways carries out repairs was requested at the full council meeting in December. The motion was carried but with significant amendments.
* Covid Recovery Councillor Fund (aka Build Back Better): Cllr Moseley has £40k to spend during her 4 year term on projects in the Newent Division. Funding will be distributed fairly though not necessarily exactly proportionally in terms of area or number of residents. Smaller bids are more likely to be successful.
* Bus Service Improvement Plan Survey. With services constantly being reduced or under threat, rural bus services need rethinking as the conventional approach in rural areas doesn’t work. Cllr Moseley encouraged members to respond to the Bus Service Improvement survey.

<https://haveyoursaygloucestershire.uk.engagementhq.com/bus-service-improvement-plan-survey>

1. Clerk’s Report

Daffodil Weekend Funding

The £7800 grant funding from the GCC Build Back Better fund has been transferred to Council. The co-ordinators, Arin Spencer and Rob Howson, are planning to spend the funding in line with the proposed budget but there are areas with the potential for underspend. The co-ordinators are identifying other areas of need for the daffodil weekend where this funding can be utilised. GCC would like to be notified of any changes to how the funding is spent but does not require prior approval as long as expenditure goes towards putting on the event.

Public Rights of Way

**Action:** Clerk to send a letter of thanks to Jeremy Bennett for his work on installation of kissing gates on the footpaths across Lower House Farm. Letter to be drafted by Cllr Brocklehurst in the first instance.

Cllr Gill Moseley was thanked by the Chairman for match funding the three kissing gates and footbridge recently installed on Lower House Farm.

Queens Jubilee

Members agreed that if Kempley Village Hall Trust would like to lead the organisation of an event for the Queens Platinum Jubilee together with Friends of Kempley Churches, the parish council will support the event. Members noted that a road closure order would be needed for the event.

**Action:** Clerk to liaise with Kempley Village Hall Trust regarding the event date and apply for a road closure order accordingly.

1. Members received a report on Climate Change Emergency action points and progress to date from Cllr Brocklehurst.
2. Members received a report on improvements to Public Rights of Way in the parish from Cllr Brocklehurst.

**Community Engagement**

1. Members had been asked to discuss the value and implications of setting up and maintaining a parish council Facebook page.

This item was deferred to the March meeting as Cllr O’Rourke could not attend.

1. Members were asked to consider adopting the following identity/logo produced by local volunteer, Robin Bennion:

 

Members discussed the proposal and agreed that a shared brand identity would project an image of common purpose as a village and community. The proposal was put to a vote and members

**Resolved** unanimously to adopt the proposed brand identity with immediate effect.

**Action:** Clerk to liaise with Robin Bennion regarding a greyscale version for printing in black and white.

1. Members were asked to consider installing a Centenary Memorial Stone interpretation board in Kempley Green bus shelter at a cost of £247.20.

The proposal was generally supported but members felt that the detail and location of the board needed to be reviewed and the relevance/context of including information on the Earl of Beauchamp was questioned.

It was agreed that a formal decision could be taken at the March meeting following:

* review of the content and layout of the board;
* obtaining of an updated quote using an outdoor weatherproof material;
* and consultation with the village on the design and content.

**Planning**

1. To comment on new planning applications in the parish:
	1. Court Farm, Kempley, GL18 2AT ([P2078/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R49P6WHIFKM00))

 Proposed extension to agricultural building to provide covered manure store.

 **Resolved:** No objections.

1. The following Forest of Dean District Council planning decisions were noted:
	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. **Granted permission.**

* 1. Hillfields Farm, Kempley Road, Dymock ([P1447/21/AG](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QXSAE7HILCZ00))

Cover over existing silage clamp. **Approved.**

* 1. Stonehouse Farm, Kempley, Dymock ([P1254/21/FUL](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QVVMA1HIKLY00))

Installation of ground source heat pump for space heating of poultry unit, to include pump housing and associated work. **Granted permission.**

* 1. Lower House Farm, Barn Shelter Shed and Yard Wall, Kempley ([P0120/21/DISCON](https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R0T32CHIM7H00))

Discharge of conditions 04 (surface water drainage scheme) relating to planning permission P0254/21/FUL and discharge of conditions 08 (eaves, verge and ridges details) relating to listed building consent P0255/21/LBC. **Granted permission.**

**Financial Matters**

1. The following financial reports as at 31/12/2021 were received and noted:
* Bank Statement
* Bank Reconciliation
* Receipts and Payments Summary including budget monitoring
* Reserves Statement
1. **Resolved** to approve the following list of payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | PAYMENT TYPE | DESCRIPTION | POWER | AMOUNT |
| 26/11/2021 | Standing Order | Staff Salaries – Clerk’s Salary | LGA 1972 s.112 | £ 207.40 |
| 05/12/2021 | Direct Debit | Website/IT – Website Hosting | LGA 1972 s.142 | £ 7.20 |
| 26/12/2021 | Standing Order | Staff Salaries – Clerk’s Salary | LGA 1972 s.112 | £ 207.40 |
| 05/01/2022 | Direct Debit | Website/IT – Website Hosting | LGA 1972 s.142 | £ 7.20 |
| 17/01/2022 | Cheque 440 | Royal British Legion - Donation | LGA 1972 s.137 | £ 30.00 |
| 17/01/2022 | Cheque 441 | Clerk’s Expenses | Various | £ 179.31 |
| 17/01/2022 | Cheque 442 | Clerk’s Expenses | Various | £ 96.39 |
| 17/01/2022 | Cheque 443 | Staff Salaries – Salary Adjustment | LGA 1972 s.112 | £ 107.80 |

**Budget and Precept 2022/23**

1. **Resolved** to approve the draft budget for 2022/23 presented by the Clerk (Attachment 1)
2. **Resolved** to set the precept for 2022/23 at £6180 representing a nominal increase of £1.95/year per tax band D household.

**Action:** Clerk to submit the precept request form to Forest of Dean District Council.

**Staff Matters**

1. Noted the resignation of the Clerk effective 28/02/2022 as a result of a move to full time employment.
2. **Resolved** to appoint Cllr Brocklehurst and Cllr O’Rourke to an interview panel together with the outgoing Clerk. Interviews to take place week commencing 21 February 2022.

**General**

1. Items for the March meeting / councillor submissions:
* Finalised report on Daff Weekend Grant funding.
* Information Board proposal.
1. Date and time of next meeting **Monday 21st March 2022 at 7:30pm**

 **Kempley Village Hall**

With no further business the meeting was closed 9.16.

Signed (Chairman) Date

**Attachment 1 – Budget 2022/23**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KEMPLEY PARISH COUNCIL** |  |  |  |  |  |
| **Budget 2022-2023** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **2021-22** |  |  |  | **2022-2023** |  |
| **Cost Code** |  **Description** | **Budget** | **Projected Y/E** |  | **Variance** |  | **Proposed Budget** | **Notes** |
| 6 | Staff Salaries | 2,676  | 2,606  |   | 70  |  | 2,712  |  |
| 8 | Staff WFH Allowance | 72  | 124  |   | -52 |  | 312  | £26/month |
| 9 | Staff Mileage | 28  | - |   | 28  |  | 108  |  |
| 10 | Chairman's Allowance | 50  | 60  |   | -10 |  | 50  |  |
| 11 | Training - Staff | 100  | - |   | 100  |  | 150  |  |
| 12 | Training - Councillors | 570  | - |   | 570  |  | 250  |  |
| 13 | Insurance | 200  | 283  |   | -83 |  | 285  |  |
| 14 | Professional Fees | 170  | 175  |   | -5 |  | 175  |  |
| 15 | Memberships / Subscriptions | 169  | 361  |   | -192 |  | 330  |  |
| 16 | Venue Hire | 90  |   |   | 90  |  | 150  |  |
| 17 | Website / IT | 115  | 122  |   | -7 |  | 152  |  |
| 18 | Postage/Printing | 65  | 19  |   | 46  |  | 60  |  |
| 19 | Publicity/Promotion | - | 41  |   | -41 |  | - |  |
| 20 | Election Costs | 100  | - |   | 100  |  | 100  |  |
| 21 | Grants/Donations | 50  | 30  |   | 20  |  | 50  |  |
| 22 | Administration - Other | 110  | - |   | 110  |  | - |  |
| 23 | Village Green | 750  | 650  |   | 100  |  | 650  |  |
| 24 | Christmas Tree | 150  | 51  |   | 99  |  | 350  | £250 tree + £100 lights |
| 25 | Defibrillators | 290  | - |   | 290  |  | 300  |  |
| 26 | Public Rights of Way | - | - |   | - |  | 1,140  |  |
| 27 | Maintenance/Repairs | 180  | - |   | 180  |  | 500  |  |
| 28 | Events | - | - |   | - |  | 500  | Platinum Jubilee |
|   | **TOTAL EXPENSES** | **5,935** | **4,521** |  |  |  | **8,324** |  |
|  | **PRECEPT** | **5,748** | **5,748** |   |  |  | **6,180** |  |
|  |  |  |  |  |  |  |  |  |
|  | **CHANGE TO RESERVES** |  | **1,227** |  |  |  | **-2,144** |  |
|  |  |  |  |  |  |  |  |  |
|  | TAXBASE |  | 134.56 |  |  |  | 138.37 |  |
|  | Annual cost per Band D Household | 42.72 |  |  |  | 44.66 | *Precept divided by taxbase.*  |
|  | Nominal annual increase per band D Household |  |  |  | 1.95 |  |