



KEMPLEY PARISH COUNCIL

Chairman: Cllr Martin Brocklehurst
Clerk: Tim Dain ▪ Tel: 07910 842879
Email: clerk@kempleyparishcouncil.org
Website: www.kempleyparishcouncil.org

Councillors are hereby summoned to attend the Annual Parish Council Meeting of **KEMPLEY PARISH COUNCIL** to be held on **Monday 16th May 2022** at **7:30pm** in Kempley Village Hall for the purpose of transacting the business set out below.

Tim Dain - Parish Clerk

AGENDA (V3)

- 1 To elect a Chairman for the 2022/23 civic year and receive the Chairman's declaration of acceptance of office.
- 2 To elect a Vice-Chairman for the 2022/23 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 Kempley 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.
- 5 To approve and sign the minutes of the Parish Council meeting held on 21st March 2022.
- 6 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 who will ensure these are considered at the meeting.

Documentation Review

- 7 To review and adopt the following policies and procedures:
 - a Standing Orders
 - b Financial Regulations
 - c Asset Register
 - d Planning Applications Policy (revised)
 - e Officer Responsibility and Support Policy (revised)

Annual Accounts 2021/22

- 8 To receive year-end financial reports as at 31/03/2022 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement).
- 9 To review expenditure incurred under s.137 of the Local Government Act 1972
The s.137 expenditure limit for 2021/22 is £2,136.14 (£8.41/elector x 254 electors).

Total expenditure against s.137 for 2021/22 is £148.67

Annual Governance and Accountability Return 2020/21

- 10 To agree to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.
- 11 To certify that during the financial year 2021/22, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000.
- 12 To approve and sign Section 1 - Annual Governance Statement 2021/22
- 13 To approve and sign Section 2 - Accounting Statements 2021/22
- 14 To confirm dates for the exercise of public rights (20th June to – 29th July 2022)

Financial Matters

- 15 To appoint a Lead Member for Finance for the 2022/23 financial year.
- 16 To acknowledge appointment of GAPTC as Internal Auditor for the 2022/23 financial year.
- 17 To approve and sign Clerk's amended salary schedule for 2022/23.
- 18 To confirm the Parish Council's insurance provider for 2022/23 and review the insurance provided in terms of all insurable risks.
- 19 To approve quote for maintenance of Village Green
- 20 To authorise renewal of the following annual subscriptions/membership fees:
 - Gloucestershire Association of Parish & Town Councils (£85.70)
 - Society of Local Council Clerks (£85.00)
 - Information Commissioner (£35.00 by direct debit)

- 21 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	£ 433.60
GAPTC Membership	467	LGA 1972 s.111	Subscriptions	£ 85.70
Accounting Software	468		Subscriptions	£216.00
Professional Fees – Internal Audit	469		Administration	£175.00
Clerk's Expenses (Mar – Apr)	470		Administration	£110.22

- 22 To note income received as follows:

DATE	DESCRIPTION	AMOUNT
20/04/22	Precept – Forest of Dean District Council	£ 6,180.00

- 23 To approve the following list of standing orders and direct debits:

DESCRIPTION	TYPE	FREQUENCY	DATE	AMOUNT
Information Commissioners Office	DD	Annual	TBC	£ 35.00
Website Hosting (Ionos)	DD	Monthly	21 st	£ 7.20
Staff Salaries	SO	Monthly	25 th	£ 216.80

- 24 To receive the following financial reports for year 2022/23 as at 31st April 2022
 - Bank Statement
 - Bank reconciliation
 - Receipts & Payments summary

25 To receive a report on the Build Back Better Market Towns Fund GCC grant (Provided by former clerk)

Reports

- 26 To receive reports from District and/or County Councillors (if available)
- 27 To receive the Clerk's update.
- 28 History of Kempley Information display. Update (Cllr Cruse)
- 29 Platinum Jubilee – update on preparations for celebration on 5th June 2022 (clerk)
- 30 Public Rights of Way: Installation of Kissing gates. Progress report (Cllr Brocklehurst)
- 31 Highway Matters – update on discussions with Andrew Middlecote (Cllr Brocklehurst)
- Parish Boundary Signs including discussion on allocation of grant funding to pay for these
 - Damaged roads/road haunches
- 32 Kempley Community Broadband Grant – Kempley Project. *See paper attached* (Cllr Brocklehurst) -
- 33 Biodiversity strategy (item carried over from March meeting item 120)

Community Engagement

- 34 To consider setting up a parish council Facebook page
- 35 Annual Parish Meeting 7th June 2022

Planning

- 36 To respond to planning applications: none
- 37 To note planning decisions: none

Staff Matters

- 38 To agree clerk's schedule of expenses
- 39 To agree upgrade/replacement of clerk's laptop

General

- 40 To agree the following schedule of meetings for 2022/2023:

Monday 18 th July 2022 at 7:30pm	Monday 16 th January 2023 at 7:30pm
Monday 19 th September 2022 at 7:30pm	Monday 20 st March 2023 at 7:30pm
Monday 21 st November 2022 at 7:30pm	Monday 15 th May 2023 at 7:30pm

- 41 To receive items for the July meeting agenda
- 42 Consider conducting council business within a structure of:
- Consideration
 - Exchange of views
 - Resolution & Decision
- 43 Date and time of next meeting **Monday 18th July 2022 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.