



# KEMPLEY PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting

Held on Monday 16<sup>th</sup> May 2022 at 7.30pm in Kempley Village Hall

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### Present:

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

Officers: Tim Dain (Clerk)

In attendance: Cllr Gill Mosely (Gloucester County Council, Newent Division) and two members of the public. Former clerk for item 25.

1 Cllr Cruse proposed and Cllr Lewis seconded and Council **resolved** unanimously to re-elect Cllr Martin Brocklehurst as Chairman for the 2022/23 Civic Year. The Chairman's declaration of acceptance of office was duly signed.

2 Cllr Brocklehurst reported that Cllr Howson is willing to stand as Vice –Chairman, there were no other nominations, **proposal** for this to be formally agreed at the next meeting 18<sup>th</sup> July 2022.

3 Apologies were accepted from Cllr Howson, Cllr O'Rourke, Cllr Jackson. The clerk advised the Council that 50% attendance at the Annual Meeting was below the level expected and may be looked upon negatively by the Monitoring Officer. It was acknowledged that the meeting was quorate and could proceed.

4 Cllr Brocklehurst declared the following an interest:

Project AURORA - Martin Brocklehurst is a partner in this European Funded Horizon 2020 project that will run for 3.5 years from December 2021 and is leading **Work Package 5 Exploitation, Dissemination and Communication** for the Project and will receive 70% of all staff costs and 100% of expenses.

5 Cllr Lewis proposed and Cllr Cruse seconded and Council **resolved** unanimously to approve and sign the minutes of the Parish Council meeting held on 21<sup>st</sup> March 2022.

6 Public Participation

A representative of DyFRA raised queries regarding:

- The Daffodil Weeked: use of the GCC Build Back Better Market Towns Fund Grant (item 25), nominating DyFRA to take a greater role in events, suggesting that 'The Golden Triangle' be used as a tag line rather than 'The Daffodil Village'
- Remembrance Sunday, religion based events being held on the Village Green, requesting secular and more inclusive opportunities. Reference was made to Council's Remembrance Protocol published 2014
- An appeal to Council to support the updated Centenary Stone information board (item 28) to be located within the bus shelter and to be fixed in time for the Platinum Jubilee.
- Use of the 'iKiosk', Council confirmed this was now leased to the group: Friends of Kempley Churches.

**Action:** Clerk to re-circulate the Remembrance Day protocol with all Councillors and the Parishioner

## Documentation Review

- 7 Council **resolved** unanimously to adopt the following policies and procedures without amendment:
- a) Standing Orders
  - b) Financial Regulations
  - d) Planning Applications Policy (revised)

It was noted that Document c) Asset Register was out of date. Document e) Officer Responsibility and Support Policy requires updating with current councillor details.

**Action:** Clerk to update Asset Register and Officer Responsibility and Support Policy and bring back to July meeting for adoption.

The clerk asked whether Council preferred to review all required policies at the Annual Parish Council Meeting or whether a 'rolling programme' throughout the year would be helpful.

Council **resolved** unanimously to move to a rolling programme for document review

## Annual Accounts 2021/22

- 8 Council received year-end financial reports as at 31/03/2022 (Bank Reconciliation / Receipts and Payments Summary / Reserves Statement) and these were approved.

Council reviewed the 'Explanation of Variances', predominantly due to 'Daffodil Weekend' expenditure funded by the GCC Build Back Better Market Towns Fund Grant. Cllr Cruse confirmed that, in his capacity as Lead for Finance, all documents were in order but noted there were some cheques remaining un-presented by suppliers which is inflating the 'end of year' reserves figure. Explanation was sought over a payment of £200 towards website updates and it was confirmed this was the Daffodil Weekend website which had received professional input.

**Action:** Clerk/former Clerk to work together to prepare:

- List of Outstanding payments pertaining to the Daffodil Weekend
- Greater granularity of lump sum payments

- 9 Council reviewed expenditure incurred under s.137 of the Local Government Act 1972 and confirmed that, at £148.67, it was within the limit for 2021/22 of £2,136.14 (£8.41/elector x 254 electors).

## Annual Governance and Accountability Return 2020/21

- 10 Council **resolved** to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.
- 11 Council **resolved** 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 Council **resolved** to approve and sign Section 1 - Annual Governance Statement 2021/22
- 13 Council **resolved** to approve and sign Section 2 - Accounting Statements 2021/22
- 14 Council **resolved** to confirm dates for the exercise of public rights (20<sup>th</sup> June to – 29<sup>th</sup> July 2022)

## Financial Matters

- 15 Cllr Cruse was proposed by Cllr Brocklehurst, seconded by Cllr Lewis and duly appointed as Lead Member for Finance for the 2022/23 financial year.
- 16 Proposed Cllr Cruse, seconded Cllr Lewis and Council **resolved** to appoint GAPTC as Internal Auditor for the 2022/23 financial year, confirming GAPTC to be competent and independent of the Council.
- 17 Proposed Cllr Cruse, seconded Cllr Lewis and Council **resolved** to approve and sign the Clerk's salary schedule for 2022/23.

- 18 Council **resolved** to confirm the Parish Council's insurance provider as BHIB for 2022/23 as year two of a three year contract. Renewal was approved on the proviso that the premium has not substantially changed.
- 19 Proposed Cllr Lewis, seconded Cllr Cruse and Council **resolved** to approve the quote for maintenance of Village Green from the existing supplier.
- 20 Council **resolved** 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 Council **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	£ 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 Council noted income received as follows:

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

- 23 Council **resolved** to approve the following list of standing orders and direct debits:

DESCRIPTION	TYPE	FREQUENCY	DATE	AMOUNT
Information Commissioners Office	DD	Annual	To be confirmed	£ 35.00
Website Hosting (Ionos)	DD	Monthly	21 <sup>st</sup>	£ 7.20
Staff Salaries	SO	Monthly	25 <sup>th</sup>	£ 216.80

- 24 Council **deferred** receiving financial reports for year 2022/23 (April only) until the next meeting due to a delay arising from a Bank Mandate Variation being required for the new Clerk to gain full access to the relevant accounts.

Council **resolved** to approve signing a Bank Mandate Variation allowing the clerk access to the account records.

- 25 The former clerk was invited to present a report on the Build Back Better Market Towns Fund GCC Grant (Appended).

Expenditure was reported to have shifted slightly from that detailed in the original Grant request, however Angela Presdee (Liaison – Market Towns Fund) attended the Daffodil Weekend and has verbally reported that she is happy with the variation, with no intention for the currently unspent funds to be recalled. So far £3,863 has been spent leaving a sum slightly less than £4,000 remaining. The Grant application included funding specified for permanent road-side signage, however delays have been experienced obtaining GCC Highways approval and work is ongoing to agree both design and location which will affect final cost. An update is anticipated following a meeting on 17/05/22. Council **resolved** to agree that the report should not be submitted to GCC until the budget for the road signs is known.

Cllr Cruse thanked the former Clerk for the report and Cllr Brocklehurst thanked DyFRA for the condition of the daffodils.

## Reports

- 26 Cllr Gill Mosely confirmed she planned to attend and bring a report to the Annual Parish Meeting. Cllr Mosely advised of the 'Bus Back Better' initiative, GCC's grant application has been rejected. The Integrated Transport Unit is responsible for local public transport, however throughout the local area community transport remains scarce and poorly advertised. The Sheppard House Day Centre website contains details of Newent Community Transport and there are 7 'shopper services' but none of these run through Kempley. Furthermore, Route 132 (Dymock to Ledbury) has recently been lost and Route 32 (School service to Ross) ends with the current Academic Year. There is an active campaign group 'Buses for Us' which has led to a planned six month funded trial of services via Newent, Kilcot & Gorsley, Dymock and Much Marcle.
- Action:** Bus services to be discussed at Annual Parish Meeting.
- 27 The Clerk/Responsible Financial Officer (RFO) reported working excess hours, in part due to 'one off' actions due to being new in post but also current levels of Council activity leading to an increased workload. It was noted that the Clerk's role has minimal scope for involvement in 'project work'. Cllrs discussed and agreed in principle payment of overtime on submission of relevant timesheets. The clerk (as RFO) reminded Council that the Staff Salaries budget is taken up with contracted hours so any overtime comes out of reserves. All agreed the need to avoid overtime unless there is a clearly identified additional funding stream.
- The clerk queried the agenda for the Annual Parish Meeting (APM) and it was agreed to incorporate 'break-out' group discussions along with the confirmed topics.
- Action:** Clerk to produce and circulate the detailed APM agenda
- 28 Council reviewed the suggested wording for the updated Centenary Stone information display and it was confirmed that there would be no cost for artwork but there would be a cost to produce and fix the information display.
- Council **resolved** for the topic to be limited to 'the 9 sons of Kempley', wording and siting to be negotiated by Cllr Cruse and the requesting parishioner. Exact wording and cost to be ratified at July meeting.
- 29 Platinum Jubilee Event on the Village Green 5<sup>th</sup> June 2022. The clerk confirmed a temporary road closure and Temporary Event Notice had been applied for. Properties affected by the road closure require notification and it was stressed that Public Liability Insurance covers the Village Green only.
- Action:** Clerk to liaise with Village Hall Committee.
- 30 Public Rights of Way: Installation of Kissing gates. Cllr Brocklehurst confirmed GCC had agreed to jointly fund a further 5 installations with one farm offering 4 locations. A site visit with the Public Rights of Way Officer is scheduled.
- Proposed Cllr Lewis, seconded Cllr Cruse and Council **resolved** to part-fund 5 gates at locations to be agreed.
- 31 Highway Matters
- Parish Boundary Signs: Cllr Brocklehurst reported that Andrew Middlecote (GCC Local Area Highways Manager) has a meeting on 17<sup>th</sup> May 2022 in respect of these. Whilst the design of the signs remains under debate the final cost is unknown. The requirement for the Parish Council to submit the Build Back Better Grant Report (item 25) supports the need for a prompt finalisation.
  - Damaged roads/road haunches: Cllr Brocklehurst has been advised by GCC Highways that the stretch by St Mary's Church has had drains excavated and will be patch repaired, he has asked

that damaged roadside fencing in Fishpool be replaced however GCC have denied liability. There is a programme for fixing potholes but resurfacing is not currently affordable.

- 32 Kempley Community Broadband Grant – Kempley Project (2 papers appended) covers 286 properties, 75% of which will need to sign up to the project before GCC will proceed to the next stage. At this point, GCC (as Fastershire) will write to individual properties requesting a contractual commitment to the completion of the fibre optic installation work and that customers will agree to take up a contract for 18 months from, at that point, an unspecified provider. Once this commitment is in place, Fastershire will tender for installation of the fibre optics and only then can service providers offer a connection.

**Action:** Clerk to contact neighbouring Parishes with properties within the Kempley Project boundary to raise awareness and request their support in achieving the 75% target.

- 33 Biodiversity strategy: Cllr Brocklehurst reminded Council of an agreement with GCC made in 2008 to initially allow the Wild Daffodil Project to manage road verges in the ‘Golden Triangle’, 4 in Oxenhall and 5 in Kempley Parish, with the objective of re-introducing wild daffodils as part of work funded at that time by the National Grid gas pipeline. The agreement placed obligations on the Parish Council and it is unclear if those obligations remain. Council **resolved** in the first instance to request information from DyFRA regarding the baseline and current species diversity data for these verges, and current ideas for verge management in the Parish.

**Action:** Clerk to invite DyFRA to offer their guidance and advice for the September meeting

### Community Engagement

- 34 To consider setting up a parish council Facebook page – deferred to July Meeting
- 35 Annual Parish Meeting 7<sup>th</sup> June 2022 in the Village Hall: The agenda can now be posted, confirmed attendees are: Fastershire representative, Cllr Gill Mosely. Group discussions are to take place after the speaker on Broadband, topics to be invited in advance. Reports from local interest groups have been requested and the Parish Council Chairman will close the meeting with his report.

### Planning

- 36 New planning applications: none
- 37 Planning decisions: none

### Staff Matters

- 38 Council **resolved** to agree the Clerk claiming the ‘Working From Home’ and mileage allowances published by the National Association of Local Councils.
- 39 Council **resolved** to agree replacement of the clerk’s laptop which is demonstrating drastically reduced performance consistent with age and in accordance with the Asset Register replacement schedule. Budget: up to £500, reimbursement may be made prior to formal ratification at next meeting. Council also **resolved** for the clerk to purchase a laminator. Both items will be added to the Asset Register.

### General

- 40 The following schedule of meetings for 2022/2023 was agreed:

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

- 41 Items for the July meeting agenda:  
– Ratification of Vice Chairman

- Parish Council Facebook page

42 Cllr Brocklehurst proposed conducting council business within a structure of:

- Consideration
- Exchange of views
- Resolution & Decision

Following discussion, Council **resolved** to trial this way of working.

43 Date and time of next meeting

**Monday 18<sup>th</sup> July 2022 at 7:30pm**  
**Kempley Village Hall**

With no further business, the meeting closed at 22.10

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Signed (Chairman)

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Date

Appendices:

Appendix I. Report on the Build Back Better Market Towns Fund GCC Grant

Appendix II. Community Broadband Grant – Kempley Project (Paper 1)

Appendix III. Community Broadband Grant – Kempley Project (Paper 2)