

Clerk's Report November 2022

The **Casual Vacancy** created with the resignation of Edward Lewis has been advertised, no requests for a bi-election have been received and GCC Electoral Services have confirmed it is now available for co-option. There has been no response to the advert for prospective councillors.

The **budget for 2023** requires consideration so the Precept can be set at the January meeting. Please note that the Taxbase figure is anticipated by 12th December and the precept must be requested by 27th January 2023. A budget options document has been produced to aid discussion (Agenda item 121).

Road signs (Agenda item 115) The Council has received an updated quote from Morlock Signs as it is not ordering through GCC Highways. The quoted cost for 10 signs is £1,065.80 (net of VAT) to which must be added fixings costs, 10 posts and fixings will cost £422.50 (net of VAT) plus additional labour and administrative costs. A total cost of £2,500 has been estimated for use in ongoing discussions with the GCC Economy, Environment and Infrastructure Team. This would leave an estimated £1,436 from the original BBF Grant which might, if permission can be obtained, be used for two Kissing Gates and the Centenary Stone information board. Permission to do so has been sought from GCC who are keen to be kept updated of the actual cost of the signs.

Following discussion at the July meeting regarding **water catchments**, Severn Trent are currently seeking ways of contacting farmers to raise awareness of the grants available to them.

Contact details are:

Emily G. Williams, Catchment Partnership Agricultural Advisor

Worcestershire Middle Severn surface water and Brockhill, Newent, Tack Lane, and Ketford groundwater catchments

Mobile: 07498 959 818

Worcestershire Wildlife Trust/Severn Trent Water Partnership

For more information about the work of the catchment team visit:

<https://www.stwater.co.uk/about-us/environment/catchment-management/catchment-management/>

In April 2020, the Government signed the **Public Sector Geospatial Agreement (PSGA)** with Ordnance Survey (OS), to allow for the provision of high-quality geospatial data. This 10-year agreement is hoped to build on the world-leading geospatial expertise already within the UK, increase access to products, foster innovation and create economic benefits for the UK. As part of a current evaluation, the Council was asked by OS to complete a survey on use of PSGA data, this has been actioned by the clerk on the Council's behalf.

Policies (Agenda item 125):

- ❖ The council's **GDPR Policy** has not been reviewed since July 2018, it has therefore been updated with the new logo and contact details and is presented for adoption at the November meeting.

- ❖ The council's **Grant Awarding Policy** was identified by the Internal Audit to be missing from the Council's website. This policy has been updated with the new logo and contact details and has been included for adoption at the November meeting. Once adopted it will be uploaded to the website.

Scribe Accounting software – Scribe have advised of a price increase of 20% from 1st November 2022.

The clerk has now completed **GAPTC training: Budgeting for Officers** at a cost of £30. An invoice for this amount is anticipated, there are sufficient training reserves to cover this amount.

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 requires public sector organisations to make their websites and mobile apps accessible. An **accessibility statement**, detailing any accessibility issues and who to contact if there is a problem, should be published for each website and app. Kempley Parish Council has not hitherto been compliant with this requirement and this was identified in the last Internal Audit. An accessibility statement based on the GOV.UK template was added to the Council's website on 27th October 2022.

Kempley Parish Council as an employer needs to complete a **declaration of compliance with the Pensions Regulator**. An action from the Internal Audit was to check KPCs position with the Pensions Regulator: a declaration was made in October 2020 and no further action is required until July 2023. Contact details have been updated.

GAPTC are keen to **interview councillors** from around the county on:

- Why they became councillors
- What it's like to be a councillor
- How you can make a difference
- The election process

Anyone is welcome to come forward but SLCC are particularly keen to hear from councillors under the age of 35 and would welcome a diversity in thinking and backgrounds. The interview will take TEN minutes on Zoom, be edited into a 90-second video clip and will be available publicly. Interested councillors should contact: strategicsupport@gaptc.org.uk

Training:

Upcoming GAPTC training opportunities (£30):

- Chairmanship Skills 28 Nov
- Finance for Councillors 6 Dec
- Finance for Councillors 30 Nov (evening session)
- VAT for Unregistered Councils 29 Nov
- Internal Financial Controls 23 Nov
- The Role of Internal Audit 8 Dec

Councillors' Networking (*free event but needs to be booked in advance*)

29 November EVENING: Youth Councils and Youth Provision. Details to be confirmed.

Review of outstanding actions:

Actions from Ordinary Meeting 26th September 2022	Date Set	Status
Clerk to update the Policy section on the Council's website with ratified Complaints & Comments Policy and Vexations Communication process.	26/09/22	Done
Clerk to post comment on the FoDDC planning website Application ref: P1197/22/FUL	26/09/22	Done
Clerk to enquire if any update on use of Hereford Council recycling centres.	26/09/22	Emailed 4/10/22
Cllr Cruse to agree final designs and costs for new Centenary Stone information board with all parties.	26/09/22	ongoing
Clerk to enquire of GCC Economy, Environment and Infrastructure Team whether funds from the Build Back Better Fund grant can be used to fund the Centenary Stone display board. (NB. This will also require agreement from the both the Daffodil Weekend Committee)	26/09/22	Done
Clerk to seek approval from GCC Economy, Environment and Infrastructure Team to fund Kissing Gates from BBF Grant monies.	26/09/22	Done
Cllr Howson will co-ordinate a volunteer working party for installation of parish boundary road signs	26/09/22	ongoing
Clerk to check the Parish Council's insurance cover for erecting signs. <i>*Volunteers are covered by PC's employer's liability.</i>	26/09/22	Done*
Clerk to order road signs and fixings.	26/09/22	ongoing
All to identify who is currently doing what regarding road verge maintenance and report back to November meeting. Tim Rickard agreed to liaise with Chris Bligh and report back. The Parish Council will seek a volunteer to lead on this.	26/09/22	ongoing
Clerk to liaise with councillors to advise on required Defib checks and to continue inputting the information onto the Webnos website.	26/09/22	Done
Clerk to write to the Friends of Kempley Churches to confirm permission to organise 2022 Act of Remembrance.	26/09/22	Done
Actions from previous meetings still outstanding		
Clerk to arrange environmentally friendly and GDPR compliant disposal of the old laptop.	18/07/22	To be arranged
Internal Audit – add website accessibility statement	15/05/22	Done
Internal Audit - Update ROI and Cllrs on website	15/05/22	Requires attention
Internal Audit - Check PCs position with Pensions regulator	15/05/22	Done
Internal Audit - Locate Grant Policy and put on website <i>Updated policy for adoption at November meeting</i>	15/05/22	Done
Internal Audit - Asset Register <ul style="list-style-type: none"> • Include: dates last inspected • Defibs - Regime of inspection & where report held (Webnos) • Do Cllrs inspect assets? 	15/05/22	Requires attention
Open discussions with CSE and FODDC on a standard system that can be used to record carbon reduction works undertaken in Kempley as part of the FOD Aurora pilot.	21/03/22	Done
Use Parish Online software to record the location of existing and new carbon reduction initiatives identified through planning applications	21/03/22	Volunteer sought
Facilitate a seminar in the village hall on ground source heat pumps and the Government's grant scheme.	21/03/22	29/09/22