

Clerk's Report January 2023

The **Casual Vacancy** created with the resignation of Stafford Cruse has been advertised, although the six-month period before elections has now been entered, the council is free to co-opt to both current vacancies.

The **budget for 2023** has been recalculated using the 2023 Tax Base and known figures for individual budget lines. Subject to approval, the precept will be requested by the clerk under Section 49A of the Local Government Finance Act 1992. Submissions are required by 27th January 2023 and will be formally agreed by Forest of Dean District Council on 16th February 2023.

Road signs (Agenda item 145) The order was placed on 19th December 2022 and a delivery date is awaited.

External Auditor appointments for the next five financial years – Smaller Authorities Audit Appointments (SAAA) has announced the conclusion of its procurement process and the award of limited assurance review contracts for the next five years has gone to PKF Littlejohn LLP. This is the same provider as the previous contract. Kempley Parish Council resolved to opt in to these audits at the September meeting (minute reference: #99).

GAPTC affiliated clerks have been asked to complete a questionnaire on the **proportion of the precept spent on staff salaries**. This has been completed with the figure of 44% for Kempley Parish Council which is broadly in line with other councils of a similar size.

Following an invite to attend a future Parish Council Meeting (#125) **Gary Lambert, Team Manager, Network Services (W Midlands) / Distribution - Hereford and Ludlow, NGED Manager** has responded as follows:

"Thanks you for your interest, I am more than happy to engage in discussion / debate on the issues raised. However this would be during normal work hours. Could you suggest a time to meet accordingly."

Also invited to attend a future meeting is Emily Williams, Catchment Partnership Agricultural Advisor, **Worcestershire Middle Severn surface water and Brockhill, Newent, Tack Lane, and Ketford groundwater catchments** to discuss grants available to local farmers.

The Parish Council received a **Christmas card from The Rt Hon Mark Harper MP**. Unfortunately, due to the postal workers' strike this arrived after Christmas.

The Council's **Information Commissioner's Office (ICO)** registration renewals fee is due to be collected in January 2023 and a certificate of compliance has been downloaded. Relevant address and contact details have been updated as these were out of date.

The Parish Councils **Health & Safety Policy** (Agenda item 155) has been updated for logo and contact details and is presented in accordance with the planned rolling review programme.

Upcoming **GAPTC training** opportunities (usual cost £30) and free networking sessions are advertised at:

[Training & Events | Gloucestershire Association of Parish and Town Councils \(gaptc.org.uk\)](https://www.gaptc.org.uk)

GAPTC Councillor Networking 25 January 2023, online, 6-7pm

To support councils through the elections and **help fill vacancies** GAPTC will be launching an **Elections Toolkit** in January. To support this our councillor networking will be all about elections. Book a place online at <https://www.gaptc.org.uk/training1.html#item-1666405>

Review of outstanding actions:

| Actions from Ordinary Meeting 21 st November 2022 | Date Set | Status |
|--|----------|----------------------|
| Action: Clerk to write to HCC requesting access to Herefordshire recycling centres on behalf of parishioners. | 21/11/22 | Response awaited |
| Clerk to add the Home Energy Café report to the council's website | 21/11/22 | Done |
| Order 7 road signs and fixings from Morelock Signs Ltd. | 21/11/22 | Done 19/12/22 |
| Clerk to liaise with Tim Rickard (DyFRA). | 21/11/22 | Ongoing |
| Defibrillators: Clerk to mark the door code on the locking cabinet. <ul style="list-style-type: none"> Explore why defibs aren't appearing online with the Community Heartbeat Trust Put location information in the village welcome pack (item 112) | 21/11/22 | Requires attention |
| clerk to pass on Parish Council's comments of support to GCC Public Rights of Way Team. proposed footpath diversion GKE 38 and GDY 57 at The Redlands and Felania | 21/11/22 | Done |
| RFO to recalculate 2023-24 budget when the Tax Base is known and bring back to January meeting for approval and to request 2023 precept. | 21/11/22 | Done |
| Clerk to make a grant application and ask GCC Highways for permission to locate new noticeboard | 21/11/22 | Done |
| #125 - Clerk to request attendance of representative via National Grid website. Emailed: nged.info@nationalgrid.co.uk | 21/11/22 | Done |
| Upload policies to website | 21/11/22 | Done |
| Actions from previous meetings still outstanding | | |
| Cllr Cruse to agree final designs and costs for new Centenary Stone information board with all parties. | 26/09/22 | For res ⁿ |
| Cllr Howson will co-ordinate a volunteer working party for installation of parish boundary road signs | 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 arrange environmentally friendly and GDPR compliant disposal of the old laptop. | 18/07/22 | To be arranged |
| Internal Audit - Update ROI and Cllrs details on website | 15/05/22 | Requires attention |
| 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 |
| Use Parish Online software to record the location of existing and new carbon reduction initiatives identified through planning applications | 21/03/22 | Volunteer sought |