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| **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**  Chairman: Cllr Martin Brocklehurst  Clerk: Tim Dain – Tel: 07910 842879  Email: [clerk@kempleyparishcouncil.org](mailto: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 15th May 2023** at **7:30pm** in Kempley Village Hall for the purpose of transacting the business set out below.

Tim Dain - Parish Clerk

**AGENDA**

1. To receive declarations of acceptance of office for elected councillors.
2. To elect a Chairman and Vice-Chair for the 2023/24 Civic Year and receive declarations of acceptance of office.
3. To receive apologies for absence.
4. To receive any declarations of interests and consider written requests for dispensations.
5. To approve and sign the minutes of the Ordinary Parish Council meeting held on 20th March 2023.
6. Public Open Forum

This council is committed to community participation and warmly invites members of the public to contribute during this part of the meeting, 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](mailto:clerk@kempleyparishcouncil.org) who will ensure these are considered at the meeting.

After the Public Open Forum, members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions are not permitted.

**Items For Consideration**

**Parish Council election result**

1. Co-option to vacancies.
2. Ideas raised by co-optees:

* Bus stop information
* Village Warden
* Links to other village groups
* Links to volunteers (e.g. WhatsApp group)

**Planning**

1. To respond to new planning applications:

* P0509/23/FUL 2 Stonehouse Cottages - Erection of detached garage and garden store with ancillary accommodation above.

1. To note planning decisions: none

**Reports**

1. To receive reports from District and/or County Councillors (if available)
2. To receive the Clerk’s report

**Items For Exchange of Views:**

1. Welcome Pack for households new to Kempley.
2. Emergency Plan – updates.
3. Dog fouling – signage.
4. Build Back Better Grant – suggestions for use of remaining funds (£1,964.82):

* Further ‘Welcome to Kempley’ road signage
* Replacement/refurbishment of the St Marys Road sign opposite St Edwards Church
* Leaflets on footpath walks that support the Daffodil Line bus service in cooperation with the Windcross Paths Group
* Further kissing gates to include: GKE30 - 2 stiles, GKE28 - 1 stile (on the Three Choirs Way), GKE29 - 1 stile

1. Highway Matters:

* Priority roads for repair
* Damaged road signs that are no longer legible
* Inspection manhole cover outside Parkfields
* Overnight/extended parking of motor homes
* Fly-tipping

1. New Village Noticeboard - design and location.

**Items For Resolution & Decision:**

1. To consider the Parish Council’s insurance provider for 2023/24 and review the insurance provided in terms of all insurable risks.
2. To consider part funding of two kissing gate installations on GKE/33 (installed February 2023) from the Build Back Better Grant as agreed with the Daffodil Committee Chair.
3. To consider part funding up to 5 further kissing gate installations as discussed at item 16, subject to agreement with the Daffodil Committee Chair.
4. To consider writing to Herefordshire County Council requesting re-surfacing of the C1289 Much Marcle to Kempley Parish boundary road.
5. To consider requesting a site meeting with GCC Highways Manager regarding all Highways issues raised earlier in the meeting.
6. To consider authorising the Clerk to contact the Forest of Dean District Council regarding the dilapidated and deteriorating nature of Bethel Chapel.
7. To consider arranging AED Training sessions.
8. To consider the appointment of trustees for the Elizabeth Pindar Trust.

**Documentation review**

1. To review and adopt the following policies and procedures:

* 02 Code of Conduct
* Financial Regulations
* Standing Orders
* Asset Register

**Annual Governance & Accountability Return 2022/23**

1. To appoint an Internal Auditor for 2023-24.
2. To agree to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.
3. To certify that during the financial year 2022/23, the higher of the authority’s gross income for the year or gross annual expenditure for the year did not exceed £25,000.
4. To approve and sign Section 1 - Annual Governance Statement 2022/23
5. To approve and sign Section 2 - Accounting Statements 2022/23
6. To confirm dates for the exercise of public rights (19th June to 28th July 2023)

**Staffing Matters**

1. To consider payment of overtime worked by the clerk.
2. To approve and sign the clerk’s salary schedule for 2023/24.

**Financial Matters:**

**Annual Accounts 2022/23**

1. To receive year-end financial reports as at 31/03/2023 (statement of accounts / bank reconciliation / list of payments / reserves statement / explanation of variances).
2. To review expenditure incurred under s.137 of the Local Government Act 1972 in 2022/23, the total spent is £593.12 against a limit of £2,136.14 (£8.41/elector x 254 electors)
3. To acknowledge the s.137 expenditure limit for 2023/24 is £2,472.57 (£9.93/elector x 249 electors).
4. To appoint a lead Member for Finance for the 2023/24 Financial Year.

**Payments & Receipts**

1. To consider a request for payment of an invoice for printing Christmas Switch On event flyers.
2. To approve the following online payments made since the last meeting:

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| --- | --- | --- | --- | --- |
| DATE | PAYMENT TYPE | DESCRIPTION | POWER | AMOUNT |
| 15/03/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 27/03/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £236.80 |
| 13/04/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/04/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £241.20 |

1. To approve the following list of cheque payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | CHQ No | DESCRIPTION | Budget/Power | AMOUNT |
| 15/05/23 | 497 | Clerk’s expenses March 2023 | Admin/various | £80.29 |
| 15/05/23 | 498 | GAPTC Annual Subscription | LGA 1972 s.111 | £86.38 |
| 15/05/23 | 499 | GCC contribution to Kissing Gates | Highways Act 1980 s43,50 | £600.00 |
| 15/05/23 | 500 | Clerk’s overtime | LGA 1972 s.112 | £203.26 |
| 15/05/23 | 501 | Clerk’s expenses April 2023 | Admin/various | £50.80 |
| 15/05/23 | 502 | Perpetua Press – Christmas Switch on Flyers | LGA 1972 s.137 | £35.00 |
| 15/05/23 | 503 | Starboard Systems Ltd (Scribe accounting software) | LGA 1972 s.111 | £259.20 |
| 15/05/23 | 504 | Society of Local Council Clerks | LGA 1972 s.111 | £80.00 |

1. To note income received as follows:

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| --- | --- | --- | --- |
| 19/04/23 | 24049957 | FoDDC April 23 Precept Payment | £6,271.00 |
| 24/04/23 | XLV126000107645 | HMRC VAT refund | £901.44 |

**General**

1. To agree the agenda and format for the Annual Parish Meeting.
2. To agree the following schedule of meetings for 2023/24:

|  |  |
| --- | --- |
| Monday 10th July 2023 | Monday 15th January 2024 |
| Monday 18th September 2023 | Monday 18th March 2024 |
| Monday 20th November 2023 |  |

1. To agree a start time for future meetings.
2. To receive items for the July 2023 meeting agenda.
3. Date and time of next meeting: **Monday 10th July 2023 at a time to be confirmed**

**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 except for 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.