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|  **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**Minutes of the Annual Parish Council MeetingHeld on Monday 15th May 2023 at 7.30pm in Kempley Village Hall |

**Present:**

**Councillors:** Martin Brocklehurst, Robert Howson, Kim Reynolds.

**Officers:** Tim Dain (Clerk)

**In attendance:** 2 candidates for co-option.

 No members of the public

1. Declarations of acceptance of office were received for elected Councillors who were reminded of the requirement to update their Register of Interests.
2. Cllr Brocklehurst was elected as Chairman for the 2023/24 Civic Year, proposed by Cllr Howson, seconded by Cllr Reynolds. Cllr Reynolds was elected as Vice-Chair, proposed by Cllr Brocklehurst and seconded by Cllr Howson.
3. Apologies were received and accepted from Gloucester County Cllr. Gill Moseley
4. Cllr Brocklehurst declared the following 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.

1. Council resolved unanimously to approve the minutes of the Ordinary Parish Council meeting held on 20th March 2023.
2. Public Open Forum – no members of the public were in attendance; it was noted that use of the Village Green for events had been raised on the *Kempley Keep In Touch* WhatsApp group.

**Items For Consideration**

1. It was acknowledged that the Parish Council election on 4th May was uncontested, three nominations had been received for seven seats, there are 4 vacancies available for co-option. After discussion, Council resolved to co-opt the following:
* Denise Wood, proposed by Cllr Reynolds, seconded by Cllr Howson.
* Ricky Goodwin, proposed by Cllr Brocklehurst, seconded by Cllr Reynolds. Cllr Howson declared a family connection being the candidates Father-in-Law.

Use of council and personal email addresses was discussed and it was agreed that individual councillor contacts would be useful, and for these to be publicly displayed.

**Action:** clerk to notify GCC Elections team of co-optees.

**Action:** clerk to set up councillor email addresses and draft a protocol for use.

1. Ideas raised by co-optees:
* Bus stop information – support was expressed to site a noticeboard in the Fishpool bus shelter

**Action:** Clerk to cost and bring back for resolution.

* Village Warden role to tackle issues such as overnight parking, parking to obstruct visibility.

**Action:** include these issues to raise with County Highways (item 17)

* Links to other village groups – it was acknowledged there is a need for new and younger volunteers; improved relationships and co-working across groups is aspired to; there is a lack of clarity on asset ownership when purchased through event revenue; an aspiration to improve recognition that facilities are available to the village community because of the Daffodil Weekend.

**Action:** Raise issues at Annual Parish Metting.

* Opportunities to streamline use of WhatsApp groups to facilitate communication, improve volunteer co-ordination, support implementation of the Emergency Response Plan.

**Action:** raise use of WhatsApp at the Annual Parish Meeting.

**Planning**

1. New planning applications:
* ***P0509/23/FUL 2 Stonehouse Cottages*** – considered to be outside the ‘Designated Settlement Boundary’ and above the ‘Permitted Development Rights’ in scale and size and therefore potentially a ‘High Impact Development’ under Council’s Planning Application Policy [Policies and Procedures – Kempley Parish Council](https://kempleyparishcouncil.org/policies). However, as the extension will be within the curtilage of the property, in scale with and in similar materials to the existing building and located in an area that will have limited, if any, impact on adjoining property owners, it is therefore a ‘Low Impact Development’.  Council **resolved** no comment.

**Action**: clerk to record this on the GCC Planning portal

* It was acknowledged that ***P0591/23/FUL 2 Parkfields*** *- Erection of two storey side extension and alterations and erection of detached two bay carport* had been received after the agenda was published with a deadline for comments of 2nd June 2023. Councillors discussed the application; although outside the ‘Designated Settlement Boundary’ and above the ‘Permitted Development Rights’ in scale and size and therefore potentially a ‘High Impact Development’, as it is similar in size and scale to the sole neighbouring property and located in an area that will have limited, if any, impact on other property owners  it is therefore a ‘Low Impact Development’.  Council **resolved** no comment.

**Action**: clerk to record this on the GCC Planning portal

1. No new planning decisions were received.

**Reports**

1. No reports from District and/or County Councillors were received.
2. The clerk presented the report (Appendix I). It was noted that:
* The newly elected FoDDCllr is Gill Kilmurray.
* Councillors were encouraged to consider the training opportunities available from GAPTC, there is funding in the Council’s budget for this.
* Queens Wood boom access – Cllr Goodwin is awaiting a response from David Sykes of Forestry England whilst the clerk is awaiting a response from the West England regional office.
* Updates to 04 Risk Assessment Policy have not yet been completed, this will be brought back to future meeting.
* Council’s Internal Audit is currently taking place.

**Items For Exchange of Views:**

1. Councillors discussed the Welcome Pack for households new to Kempley. No public comments have been received in response to a WhatsApp request. A more streamlined and cohesive online presence was supported, linking the Council’s site to other local websites e.g. the Village Hall and Daffodil Weekend. Information in the Windcross magazine and displayed on noticeboard was supported to cater for the estimated 4% of people who do not use Information Technology.

**Action:** Cllr Reynolds to liaise with David Lewis regarding a Kempley ‘Home Page’ with links to different websites.

**Action:** clerk to upload electronic version of 2017 Community Led Plan to the website and cross reference to the Welcome Pack.

**Action:** clerk to raise awareness of the council’s website via social media channels to increase traffic and improve visibility.

1. The Kempley Emergency Plan should cross reference with the Welcome Pack and needs to be updated.

**Action:** To be discussed at the Annual Parish Meeting.

1. The need for additional dog fouling signage was supported both in the village and on footpaths where the new kissing gates have been installed.

**Action:** Cllr Goodwin to distribute footpath signs to farmers and clerk to source some more from GCC PROW Officer.

**Action:** Clerk to obtain dog fouling signs for use in the village, a budget of up to £50.00 was agreed.

**Action:** Clerk to draft a letter reminding parishioners of their responsibilities as dog owners.

1. Use of the remaining (approximately £2,000) GCC Build Back Better Grant funds was discussed:
* Support was expressed for erection of the two remaining ‘Welcome to Kempley’ road signs. These will require siting approval from GCC Highways with associated services checks.
* Replacement of the dilapidated St Marys Church sign (opposite St Edward’s Church) is considered to be the next priority.

**Action:** clerk to liaise on design and cost.

* Funding of walking route leaflets or a smartphone ‘app’ were considered a low priority.
* Further kissing gates on Matthews Farm have been declined by the landowners.
* One kissing gate on GK13 has been agreed by the landowner, part funding of this was supported.
1. Support was expressed for focussing on the following Highway Matters (see item 23):
* A request being made to prioritise four areas for patch repairs or resurfacing: Queens Wood to the parish boundary, St Edwards Church to Candle Cottage, the area of Lower House Farm, Fishpool Hill.
* Replacement of damaged road signs that are no longer legible.
* Replacement of the dilapidated fencing along Kempley Brook.
* Replacement of the missing manhole cover outside 2, Parkfields.

**Action:** Cllr Goodwin to investigate cost of purchasing a suitable permanent cover from Hereford Drainage.

* Overnight/extended parking of motor homes.

**Action:** clerk to investigate cost of signage to discourage this.

* Fly-tipping

**Action:** clerk to raise awareness of reporting processes via social media.

1. Councillors discussed the new noticeboard. Support was given in principle to the location and design with the need for durability emphasised. The proposed bus shelter signage was also supported but the flag was not. The noticeboard will require approval from the landowner.

**Action:** clerk to progress with volunteers

**Items For Resolution & Decision:**

1. Council **resolved** to approve BHIB as the Parish Council’s insurance provider for 2023/24, this being year three of a three-year deal.
2. Council **resolved** to approve 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. Council **resolved** to approve in principal part funding up to 5 further kissing gate installations subject to agreement with landowners and the Daffodil Committee Chair.
4. Council **resolved** to approve writing to Herefordshire County Council requesting re-surfacing of the C1289 Much Marcle to Kempley Parish boundary road.

**Action:** Clerk to write to HCC Highways including photographic evidence from 2014.

1. Council **resolved** to approve requesting a site meeting with GCC Highways Manager regarding issues raised at item 17.

**Action:** clerk to arrange

1. Council **resolved** to approve authorising the Clerk to contact the Forest of Dean District Council regarding the dilapidated and deteriorating nature of Bethel Chapel. This is not a listed building, rather a non-heritage designated asset. Under Section 77 & 78 of the Building Act 1984, a notice will be sought to secure the property, which is considered to be at risk, not occupied and not weatherproof.
2. Council **resolved** to approve arranging free AED Training sessions available from *Adult Education in Gloucester* (GCC) and to ask the Baker Boys to co-ordinate.
3. Council **resolved** to approve the re-appointment of the existing trustees for the Elizabeth Pindar Trust. It was noted that John Harper has asked to relinquish his position later this year, Cllr Wood volunteered to take on the role of trustee.

**Action:** clerk to ask John Harper to contact Cllr Wood regarding this.

**Documentation review**

1. Council **resolved** to adopt the following policies and procedures:
* 02 Code of Conduct version 2.1
* Financial Regulations version 2.1
* Standing Orders version 2.1

Council **resolved** to approve the Asset Register subject to the addition of a schedule of checks in accordance with an outstanding action from the 2022 Internal Audit.

**Action:** clerk to add updated policies to website and adapt Asset Register to record asset checks where appropriate.

**Annual Governance & Accountability Return (AGAR) 2022/23**

1. Council **resolved** to appoint GAPTC as Internal Auditor for 2023-24.

**Action:** clerk to send appointment form to GAPTC

1. Council **resolved** to certify Kempley Parish Council as exempt from a limited assurance review and sign the Exemption Certificate.

**Action:** clerk to send signed Exemption Certificate to PKF Littlejohn, Council’s appointed external auditor.

1. Council **resolved** 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.
2. Council **resolved** to approve and sign Section 1 - Annual Governance Statement 2022/23
3. Council **resolved** to approve and sign Section 2 - Accounting Statements 2022/23
4. Council **resolved** to confirm the dates for the exercise of public rights as 19th June to 28th July 2023.

**Action:** clerk to post a notice of public rights on noticeboards and social media.

**Staffing Matters**

1. Council **resolved** to approve payment of overtime worked by the clerk as detailed in the timesheet submitted.
2. Council **resolved** to approve and sign the clerk’s salary schedule for 2023/24.

**Financial Matters:**

**Annual Accounts 2022/23**

1. Council **resolved** to approve year-end financial reports as at 31/03/2023 (statement of accounts / bank reconciliation / list of payments / reserves statement / explanation of variances).
2. Council **resolved** to approve 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. Council **resolved** to approve the s.137 expenditure limit for 2023/24 is £2,472.57 (£9.93/elector x 249 electors).
4. Council **resolved** to appoint Cllr Howson as lead Member for Finance for the 2023/24 Financial Year. A schedule of quarterly internal financial checks will be made and Cllr Goodwin will be added as signatory on the bank account.

**Action:** clerk to raise a mandate variation to appoint Cllr Goodwin as signatory.

**Payments & Receipts**

1. Council **resolved** to reject a request for payment of an invoice for printing of Christmas Switch-On event flyers, this not having been previously agreed by Council (Financial Regulations Policy section 5.3).
2. Council **resolved** 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. Council **resolved** to approve the following list of cheque payments:

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| 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 | 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. The following income was noted:

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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. Council **resolved** to agree the agenda and format for the Annual Parish Meeting (as advertised).

**Action:** clerk to circulate on WhatsApp the ‘Feedback sheet’ for use in the round-table discussions, to allow non attendees to also provide feedback if they wish.

1. Council **resolved** to agree the following schedule of meetings for 2023/24:

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

1. Council **resolved** to meet at 7.30pm. If an external speaker is attending this may be brought forward to 7.00pm.
2. Items for the July 2023 meeting agenda were received:
* Internal Audit report
1. Date and time of next meeting: **Monday 10th July 2023 at 7.30pm**

 **Kempley Village Hall**

With no further business the meeting closed at 9.40

Signed (Chairman) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix I – Clerks report (May 2023)