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|  **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**Minutes of the Ordinary Parish Council MeetingHeld on Monday 20th March 2023 at 7.30pm in Kempley Village Hall |

**Present:**

**Councillors:** Martin Brocklehurst (Chairman) Robert Howson (Vice-Chair),

Kim Reynolds, David Lewis.

**Officers:** Tim Dain (Clerk)

**In attendance:** Gloucestershire County Councillor Gill Moseley

 Three members of the public

1. Apologies were accepted from Cllr. Tom Jackson.
2. There were no declarations of interests or written requests for dispensations.
3. Council **resolved unanimously** to approve and sign the minutes of the Ordinary Parish Council meeting held on 16th January 2023.
4. Public Open Forum

It was noted that there had been a WhatsApp group discussion about dog waste bins and the topic added to the agenda.

**Items For Consideration**

**Planning**

1. No new planning applications have been received.
2. No new planning decisions have been received.

**Reports**

1. Gloucestershire County Cllr. Gill Moseley gave a verbal report on the following topics:

The 2023/24 Budget for GCC has been passed with an amendment regarding provision of grit bins. A sum will be available to each councillor to fund the supply of these.

**Action:** Parish Councillors to review need for grit bins in Kempley.

There will be a by-election following the death of Cllr. Phil Awford.

A decision has been taken to discontinue accepting tyres at recycling centres, concerns have been raised that this will potentially increase fly tipping. Cllr. Moseley has requesting monitoring. It was noted that the cement industry will purchase recycled, but not fly tipped, tyres.

1. Council received the Clerk’s report (Appendix I)

Support was expressed for an event on the Village Green to celebrate the Coronation of King Charles III.

**Action:** Clerk to write to the Village Hall Committee and offer the Parish Council’s support to organise and promote an event on Sunday 7th May.

Thanks were expressed to Cllr. Gill Moseley for the grant of £950 towards a new noticeboard.

There was discussion on offering First Aider training and/or Defibrillator training.

**Action:** Clerk to establish whether there are any existing First Aiders or willing volunteers via WhatsApp group and add to the agenda for the Annual Parish Meeting.

**Action:** Clerk to re-send details of dilapidated road boundary in Fishpool to Cllr. Gill Moseley for consideration for repairs through her ‘Highways Local’ budget.

It was noted that there is a section of road at the foot of Chibler’s Hill that is failing, Cllr. Moseley agreed to report this to GCC Highways as a matter of urgency.

**Items For Exchange of Views:**

1. Nominations are now open for the May 4th Parish Council Elections. The number of nominations is anticipated to be less than the number of seats leading to an uncontested election. Nomination papers are available from the Clerk or from Council Offices.

**Action:** In accordance with election protocol, clerk to hand deliver completed nomination papers to the Forest of Dean District Council Offices before the close of nominations on 4th April 2023.

1. Cllr. Lewis presented a draft ‘welcome pack’ for households new to Kempley, the goal being to have an up-to-date downloadable document available from the Council’s website. Some minor amendments were suggested.

**Action:** Clerk to distribute draft version for public comment.

**Action:** All to consider whether the welcome pack should incorporate more information from the 2017 Community-Led Plan.

1. Cllr. Brocklehurst reported the recently installed footpath kissing gates were well received by visitors to the Daffodil Weekend and there has also been positive feedback from landowners. Permission has now been received from GCCs Economy and Strategic Planning Team to use the remaining balance of the original Build Back Better Fund Grant to provide further access improvements on the Daffodil Way.

**Action:** Councillors to identify additional potential sites for improvement.

1. Highway Matters

Installation of four new Build Back Better grant funded road signs has highlighted the poor state of road signage generally. The remaining new signs will require agreement with GCC Highways authority and services checks.

**Action:** clerk and Cllr. Howson to erect sign on existing post near St. Mary’s Church and identify/finalise suitable sites for agreement with Andrew Middlecote (GCC Highways manager).

1. Cllr Brocklehurst provided an update on Kempley Community Broadband Project; work is scheduled to commence early in June 2023 for completion March 2024. Installation will start from Phocle Green, up the main road via Upton Bishop. Kempley village will become a ‘hub’ with spokes travelling to the outlying areas. £0.6 million has been allocated.
2. Emergency access to Forestry land was discussed, there have been incidents reported whereby access has been difficult for emergency services and significant delays have occurred in evacuating casualties. There are thought to be some key holders already, an up-to-date emergency access plan would be helpful. Volunteers prepared to hold emergency keys were identified.

**Action:** Clerk to contact Forestry Commission and fact find.

1. An informal request received via a WhatsApp group discussion to install dog waste bins was discussed. The clerk reported that FoDDC have confirmed it is Parish Council responsibility to install and empty dog waste bins however: *“Ideally, dogs should be trained from an early age to go at home in their own garden before a walk, rather than during”*.

GCC’s Waste Management Contracts Officer has stated: *“residents should be encouraged to manage their own dogs’ waste through their own household services, it has been demonstrated that where an area puts in litter and dog waste bins the incidents of littering actually increase, they seem to become dump magnets.*

*However, if you have installed bins the collection of waste from them must be carried out separately. It should not be transferred to a household domestic bin for collection as these may only be used by the resident that they are allocated to for the collection of their own household waste. Although it would rely on the attentiveness of the FoD collection crews to identify it, I suspect a high concentration of dog waste in a domestic bin may lead to questions being asked and collections being refused.*

*It is not commercial waste, however the arrangements for dealing with household waste and commercial waste (by councils and parish councils) have the same requirements. Arrangements must be made with an authorised person (like a waste company) and the waste must go to a waste site that is permitted to accept it.*

The clerk reported that dog waste bins are available at a cost of between £115.68 and £300.67 plus installation and a private waste removal company has quoted £19.00 per bin, per collection. An alternative would be to install dog waste bag dispensers with signage encouraging owners to clean up. It is a criminal offence to allow a dog to foul in a public place and not clear it up and the law states that being unaware a dog has fouled or not having a suitable bag is not a reasonable excuse.

The Parish Council does not currently have a budget for dog waste management and to introduce bins would require an increased precept.

Neighbouring Parishes were contacted for comparison; Herefordshire has an agreement with Balfour Beattie for waste removal however they are discontinuing dog waste specific bins and moving to general waste bins. Balfour Beattie were contacted and do not currently offer a similar service in Gloucestershire. Dog waste bins are reported to cause more problems than they solve with incidences of fly tipping around them.

Councillors agreed that in the first instance, an attempt to educate and encourage more responsible dog ownership is the preferred way forward. Use of existing wildlife camera footage to identify dog owners who allow their pets to foul road verges will be considered. It will then be possible to talk to owners and if that fails to formally write to them highlighting their responsibilities. It was confirmed that diseases from dog waste is both a risk to humans and farm animals and that dog waste on agricultural land should also be collected and removed.

**Action:** Clerk to investigate mobile signage options in use locally and cost additional signage.

**Action:** Educate and encourage responsible dog ownership and reporting through existing channels.

**Items For Resolution & Decision:**

1. Council **resolved** to call a public Annual Parish Meeting on Tuesday 16th May 2023.
2. Council **resolved** to continue the existing contract for maintenance of the Village Green & Fishpool War Memorial for 2023/24.

**Documentation review**

1. Cllr Reynolds raised the need to include defibrillators and the Government’s Emergency Alerts Service, which will be available to virtually all mobile phones, to the Risk Assessment policy.

**Action:** Clerk to amend 04 Risk Assessment Policy for agreement at a future meeting.

**Action:** Cllr. Reynolds to review The Kempley Emergency Plan and identify areas requiring updates.

**Action:** Include the Kempley Emergency Plan for discussion at the Annual Parish Meeting.

**Staffing matters**

1. Council **resolved** to approve additional clerk hours (if necessary) incurred in the course of the Parish Council election.
2. Council **resolved** to approve incremental progression within the NALC salary scale in accordance with the clerk’s contract of employment paragraph 9.2.

**Financial Matters**

1. Council **resolved** to approve the payment of invoices via Bankers Automated Clearing System (BACS) or Clearing House Automated Payment System (CHAPS).

**Action:** clerk to organise online banking access for Cllr. Brocklehurst.

**Action:** Cllr. Reynolds to set up online banking access to the Council’s account.

1. Council **resolved** to approve the following financial reports as at 28/02/2023:
* Bank Statement
* Bank reconciliation
* Budget monitoring report
* Reserves statement
1. Council **resolved** to approve the following online payments made since the last meeting:

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| DATE | PAYMENT TYPE | DESCRIPTION | POWER | AMOUNT |
| 09/01/23 | DD | Information Commissioners Office annual subscription | LGA 1972 s.111 | £35 |
| 11/01/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/01/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £236.80 |
| 13/02/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/02/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £236.80 |

1. Council **resolved** to approve and sign the following cheque payments:

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| DATE | CHQ No | DESCRIPTION | POWER | AMOUNT |
| 29/01/23 | 491 | Gloucester County Council contribution to Kissing Gates | Highways Act 1980 s43,50 | £1,200 |
| 20/03/23 | 492 | Gloucester County Council contribution to Kissing Gates | Highways Act 1980 s43,50 | £300 |
| 20/03/23 | 493 | Clerk’s overtime & expenses re Parish boundary road signs | Road Traffic Regulation Act 1984 s72 | £122.46 |
| 20/03/20 | 494 | Clerk’s expenses Jan/Feb 2023 | Various | £118.42 |
| 20/03/23 | 496 | J.P. Manns Garden Services | War Memorials (LAP) Act 1923, s.1 | £660 |

1. Council **noted** income received as follows:

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| 06/03/23 | 5100720757 -B435MOSFOD | Gloucestershire County Council Build Back Better Councillors Fund - grant for new noticeboard. | £950.00 |

**General**

1. The following items were accepted for future discussion:
* Emergency Response plan
* Daffodil weekend - temporary protection of verges, for discussion with the Daffodil Weekend Committee and to be added to agenda for Annual Parish Meeting
1. Date and time of next meeting: **Monday 15th May 2023 at 7:30pm**

 **Kempley Village Hall**

With no further business the meeting closed at 09.15pm

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

Appendix I – Clerks report (March 2023)