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| **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**  **Minutes of the Ordinary Parish Council Meeting**  Held on Monday 10th July 2023 at 7.30pm in Kempley Village Hall |

**Present:**

**Councillors:** Martin Brocklehurst (Chair), Kim Reynolds (Vice-chair), Denise Wood,

Ricky Goodwin.

**Officers:** Tim Dain (Clerk)

**In attendance:** Gloucestershire County Council (GCC) Cllr. Gill Moseley.

Forest of Dean District Council (FoDDC) Cllr. Gill Kilmurray.

Nick Fairburn, Dymock Parish Council.

Pauline Frape, Parishioner representing the Wild Daffodil Seeds Project.

1. Apologies were accepted from Cllr. Robert Howson.
2. 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. The minutes of the Annual Parish Council Meeting held on 15th May 2023 were approved with one amendment noted at item #28, to record that Gloucestershire Association of Parish and Town Council (GAPTC) are deemed competent and independent auditors. Proposed: Cllr Reynolds, seconded Cllr Wood.
2. Public Open Forum:

FoDD Cllr. Kilmurray explained that Dymock Parish Cllr. Fairburn had been invited to attend regarding biodiversity verges and broadband, with an aim of improving cross-parish understanding and working.

Pauline Frape reported progress on the Wild Daffodil Seed Project: 10 villagers have volunteered to be seed guardians, seed has been collected and will be distributed to volunteers for propagation. FoDDCllr. Kilmurray reported there are additional volunteers in Dymock Parish.

**Items For Consideration**

**Planning**

1. New planning applications:

* **P0643/23/FUL** - Saycells Farm, Much Marcle, Ledbury, HR8 2NP. Variation of Condition 2 (approved plans) relating to planning permission P1197/22/FUL to facilitate changes to the approved scheme.

Considered ‘low impact’ under KPC Planning Applications policy. Response submitted within deadline to: https://publicaccess.fdean.gov.uk/online-applications

* **P0680/23/FUL** - The Bakery, Fishpool, Kempley, Dymock. Erection of a single storey extension with associated works.

Considered ‘low impact’ under KPC Planning Applications policy. Response submitted within deadline to: https://publicaccess.fdean.gov.uk/online-applications

* **P0787/23/FUL** - Powells End Farm, Kempley Road, Dymock, Gloucestershire. Variation of condition 02 (approved plan) relating to P1565/20/FUL to allow for amended roof materials**.**

Application withdrawn, no further action.

1. It was noted that no new planning decisions have been received.

**Reports**

1. FoDD Cllr. Gill Kilmurray intends to attend as many meetings as possible and is keen to increase cross-parish knowledge sharing and co-working. She has been appointed to FoDDC’s Oversight and Scrutiny Panel whilst Cllr. Moseley (in her role as District Councillor) is on the Development and Planning Panel. 15 members of the newly elected District Council represent the Green Party, this is the largest group, but they do not hold an overall majority.

GCC Cllr. Gill Moseley reported that Liberal Democrat members have put forward a motion of a ‘Highways Emergency’. She has personally discussed with Colin Chick, Head of Service, about the ‘Highways Transformation’ proposal, which will see a change to working practices for repairs. More details are expected following the current online Highways survey. Parishioners are encouraged to respond at:

https://haveyoursaygloucestershire.uk.engagementhq.com/local-roads-feedback-survey?

1. The Clerk’s report and Actions Tracker (Appendix I) were discussed. The clerk reported an offer from Chris Bligh to renovate the sign for St Mary’s Church, situated roadside opposite St Edward’s Church, and suggesting that reference should be made within the new sign to: the English Heritage Trust, St Mary’s 11th Century origin, proximity to Coronation Meadow and the distance to travel (1 mile). After discussion, it was agreed that a new sign would be preferred, in the style of heritage road signage, funded from the Build Back Better Fund grant money received on behalf of the Daffodil Weekend Committee and held in reserves.

**Action:** Clerk to identify costing for a new sign and agree expenditure with the Chair of the Daffodil Committee (Glyn Bennett).

Cllr. Wood confirmed her intention to meet with John Harper regarding becoming a trustee for the Elizabeth Pyndar Trust. Her offer does not extend to becoming Correspondent for the Trust and this was felt to be more appropriately taken on by an existing trustee.

1. The Internal Audit report (Appendix II) was discussed.

* The clerk distributed an Actions Tracker which addresses the issues raised.
* Regarding Objective ‘C’ of the AGAR Auditor’s Report, the updated Risk Management Policy will address this, to be discussed as item #67.
* Regarding asset checks, the clerk introduced an updated version of the Asset Register which includes a record of when the asset was last checked, also an Asset Report template for future use. It was confirmed that the gas barbeque and gazebo purchased from the Build Back Better Grant money on behalf of the Daffodil Weekend Committee should be included on the Council’s asset register to ensure they are included for safety checks.

**Action:** Clerk to email the Daffodil Weekend Committee to confirm the above.

**Action:** Clerk to put updated documents on the website. .

**Action:** Clerk to complete asset condition report for discussion at the September meeting.

**Items For Exchange of Views:**

1. Emergency Plan: No update currently.
2. Cllr. Moseley confirmed that the GCC Councillor Youth Fund is a Labour Party motion that was supported by GCC Councillors to address some of the reduction in funding of youth services made in the current GCC budget. £3,000 is available per councillor division for bid funding. Cllr Moseley’s division includes 10 parishes.

**Action:** clerk to inform the Parish via social media that this fund exists. Bids of up to £300 will be considered for Parish Council supported applications.

1. Annual Parish Meeting

The identified priorities for the next 12 months were reviewed and discussed (see appendix III).

* Regarding parking arrangements:

**Action:** Chair agreed to investigate whether Buses4Us can offer a minibus service during the 2024 Daffodil Weekend.

* Regarding use of Ledbury Recycling Centre:

**Action:** Following changes resulting from the recent elections, clerk to request again a reciprocal arrangement between Herefordshire and Gloucestershire County Councils for use of recycling centres.

* Regarding speeding in the village:

GCC Cllr. Gill Moseley confirmed the Community Speedwatch Fund is now closed.

**Action:** clerk to locate the ’20 is Plenty’ road signs previously displayed.

**Action:** clerk to obtain a copy of the Speedwatch toolkit from the GCC website.

It was agreed to consider the date for the 2024 meeting. Legislation indicates this meeting should be held within March, April or May, however there is a motion for debate at the forthcoming GAPTC Annual General Meeting to make such meetings optional. The merits of this opportunity for public consultation and whether it is better held before, or after, the Annual Parish Council Meeting were discussed. Support was expressed for continuing with such a meeting and for it to be ‘forward looking’ rather than retrospective in approach.

**Action:** clerk to set a date in late May 2024.

1. Climate Change

* FoDDC Climate Adaptation & Resilience Project:

Parish Councils were invited to participate in the project with the aim of creating a ‘Climate Adaptation Toolkit’ suitable for local use. It was agreed that there is no capacity currently to become directly involved.

1. Biodiversity

* Village Green maintenance:

The current plan was discussed. It provides scope for more daffodil planting along the Northern boundary, around the Centenary Stone and bus shelter. Such planting would be supported in these areas with the rest of the Green remaining as a practical space for village events. There is therefore no requirement to change this plan.

Folly Lane was planted with Daffodils by volunteers so there are no objections to further planting to support a wildlife corridor or for volunteers to maintain the area so that the Daffodils have a better chance of becoming established.

**Action:** clerk to obtain tenders for the Village Green maintenance contract for next year, this to include detail on supporting the establishment of wild daffodils in the appropriate areas.

**Action:** Council to donate seed trays and compost to the Wild Daffodil Seeds Project if this is required. Build Back Better Fund money held in reserves to be used for this subject to agreement from the Daffodil Weekend Committee (Glyn Bennett).

* Conservation Road Verges:

On behalf of GCC, Gloucestershire Centre for Environmental Records (GCER) carried out a series of road verge surveys in the Spring of 2023 and have confirmed that several verges in Kempley Parish are of interest for inclusion in the Gloucestershire Conservation Road Verges Site Register. It is anticipated that these will include some of the verges specified in the Licence to Cultivate issued to Kempley Parish Council in 2008. GCER will produce a report for the County Ecologist who will review GCC’s mowing regimes in due course.

The format used in the Verges Site Register was felt to offer a precise summary of all the information that would provide the Parish Council with the necessary clarity on the value of, and management arrangements currently in place, for specific verges in the Parish. Support was expressed for verge ‘summaries’ in the Site Register format.

**Action:** The Chair agreed to support the clerk to produce a template and populate it with the information to hand for the verges included in the 2008 Licence to Cultivate.

1. New Village Noticeboard (at the entrance to the village – Kempley Green)

The location identified is on privately owned land. It was confirmed that the landowner has given verbal approval for the proposed location and general design. The clerk urged councillors to consider durability when deciding on a supplier and has requested a cost estimate from project volunteers.

**Action:** Chair agreed to discuss further with volunteers before the final design is shared with the landowner and the notice board is purchased.

**Action:** clerk to right a letter of thanks to the landowner confirming the new arrangements.

1. Dymock Woods Forest Plan.

Councillors confirmed they had submitted individual responses to the online survey.

**Action:** clerk to submit a Parish Council response, highlighting the need for consideration of fire risk, emergency access, public access during the peak wild Daffodil displays as well as further opportunities to engage with the community and with Parish Councils.

1. GCC Consultation - Local Roads Feedback Survey.

This has already been highlighted via WhatsApp and Facebook with parishioners encouraged to respond. (See item #55)

**Action:** clerk to submit a response on behalf of the Parish Council

**Items For Resolution & Decision:**

1. Council **resolved** to distribute a letter to households regarding dog fouling with the inclusion of copies of the leaflets: *Countryside Code, Guide to Public Rights of Way* and *Walking Your Dog in the Countryside*.

**Action:** councillors to distribute letter and leaflets.

**Action:** clerk to request inclusion of the letter’s text in the Windcross Magazine.

**Documentation review**

1. Council **resolved** to adopt the following updated policies and procedures:

* 04 Risk Assessment policy.

**Financial Matters:**

1. Council **resolved** to approve the following financial reports as at 30th June 2023:

* Bank Statement
* Bank reconciliation
* Budget monitoring report

1. Council **resolved** to approve the updated Reserves Statement following receipt of the 2023 Precept. It was agreed that the value of General Reserves should be increased to approximately half of the Precept over the next three years.
2. Council **resolved** to approve the purchase of a better-quality flagpole rope.

**Action:** Cllr. Goodwin to purchase and be re-imbursed.

1. Council **resolved** to purchase a noticeboard for inside the Fishpool bus shelter.

**Action:** Cllr. Goodwin to purchase and be re-imbursed.

1. Council **resolved** to approve payment of the yearly Microsoft 365 subscription relating to the Council’s laptop (included in Clerk’s expenses).
2. Council **resolved** to approve continuing ‘Domain Lock’ and ‘Domain Guard’ on the Kempley Parish Council domain at an annual cost of £15.00 +VAT.

**Action:** clerk to make provision in the 2024 budget.

1. Council **resolved** to approve the purchase of additional virus protection for the Parish Council’s laptop from McAfee (£59.99 for 2-year subscription)

**Action:** clerk to purchase via credit card and reclaim via expenses.

**Payments & Receipts**

1. Council **resolved** to approve the following online payments made since the last meeting:

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| DATE | PAYMENT TYPE | DESCRIPTION | POWER | AMOUNT |
| 31/05/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/05/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £241.20 |
| 13/06/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/06/23 | 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 |
| 10/07/23 | 505 | BHIB Insurance | LGA 1972 s.111 | £317.32 |
| 10/07/23 | 506 | Clerk’s expenses May/June 2023 (including Microsoft 365 annual subscription, dog fouling signs) | Admin/various | £217.07 |
| 10/07/23 | 507 | FoDDC (election costs) | LGA 1972 s.111 | £211.80 |

**General**

1. The following items were received for the September 2023 meeting agenda.

* Social Media Policy.
* Planning Applications Policy update.
* Asset Register - condition report.

1. Date and time of next meeting: **Monday 18th September 2023 at 7.30pm**

**Kempley Village Hall**

With no further business the meeting closed at 9.10pm

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

Appendix I: Clerks report (May 2023)

Appendix II: Internal Audit report

Appendix III: Priorities identified at the Annual Parish Meeting