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

**Present:**

**Councillors:** Martin Brocklehurst (Chair), Kim Reynolds, Robert Howson, Denise Wood, Ricky Goodwin, David Lewis.

 **Officers:** Tim Dain (Clerk)

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

 No members of the public.

Ruth Ward Community Support Officer, Community Safety Team, Forest of Dean District Council (FoDDC)

1. Apologies were received from Cllr. Reynolds who left the meeting as unwell. It was noted

 that GCCllr. Moseley would be joining the meeting late.

1. 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 Ordinary Parish Council Meeting held on 18th September 2023 were approved with one amendment at item #92: the Digital Innovation Fund has now closed.
2. The minutes of the Extra-Ordinary Parish Council Meeting held on 30th October 2023 were approved.
3. There were no members of the public present to take part in the Open Forum.
4. Ruth Ward, Community Support Officer, Community Safety Team, FoDDC reported that the Home Office Safer Streets 5 Fund is now available for grant applications. This money is intended for initiatives for example preventing violence against women and girls, promoting safety in rural communities, or preventing anti-social behaviour through CCTV installations or additional lighting. There is a total of £70,000 available for use in the FoDDC area. There is no deadline for applications which require a written proposal with costings. Projects can be fully funded by a grant. Proposers are responsible for arranging the installation.

Councillors discussed a potential use for sensor lighting at the Village Hall and in the car parking areas that could be turned on specifically for events.

**Action:** Cllr. Howson to discuss with the Village Hall Committee.

**Action:** clerk to check if there are any Planning issues.

**Action:** discuss with Andrew Middlecote, GCC Highways Manager

Other suggestions were safety mirrors on blind bends in the road, security cameras in the Forestry commission car park, steps to prevent illegal Hare coursing and Fly tipping, theft of lead from St Edward’s Church. The latter may benefit from a portable remote sensing camera.

**Items For Resolution & Decision:**

1. ***Council resolved*** to part fund up to three further kissing gates from the remaining GCC Build Back Better grant money.
2. ***Council resolved*** to replace two of the defibrillator batteries which are now over 5 years old. The recommended replacement period is every 5 years.
3. ***Council resolved*** to approve the National Association of Local Council’s pay award 2023/24 affecting the clerk’s salary.

**Financial Matters:**

1. ***Council resolved*** to approve the following financial reports as of 31st October 2023:
* Bank Statement
* Bank reconciliation
* Budget monitoring report
* Reserves Statement

**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 |
| 13/09/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/09/23 | SO | Clerk’s Salary | LGA 1972 s.112 | £241.20 |
| 12/10/23 | DD | Website/IT – Website Hosting | LGA 1972 s.142 | £7.20 |
| 26/10/23 | 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 |
| 20/11/23 | 511 | Community Heartbeat (defib batteries) | Public Health Act 1936, s234 | £498.60 |
| 20/11/23 | 512 | Clerk’s expenses Sept/Oct | Admin/various | £104.09 |
| 20/11/23 | 513 | Christmas Tree lights | LGA 1972, s145 | £221.48 |
| 20/11/23 | 514 | RBL Poppy Appeal | LGA 1972 s.137 | £50.00 |
| 20/11/23 | 515 | Kempley Village Hall Trust (annual venue hire) | LGA 1972 s.111 | £160.00 |
| 20/11/23 | 516 | Clerk’s salary - back pay following NALC pay award. | LGA 1972 s.112 | £149.00 |
| 20/11/23 | 517 | Perpetua Press – Christmas lights switch on event fliers | LGA 1972, s145 | £35.00 |
| 20/11/23 | 518 | Flagpole rope, finial and pully | War Memorials (LAP) Act 1923, s. 1 | £44.67 |

**Action:** Clerk and Cllr. Howson (CouncilFinance Lead) to meet for a routine interim financial check in accordance with Financial Regulations.

**Items For Consideration**

**Planning**

1. The following new planning applications were noted:
* **P1343/23/FUL** - Land Southwest of The Laurels Kempley Green, Kempley. Erection of a bungalow and two pairs of semi-detached dwellings (five dwellings in total) with associated parking, landscaping and works. **| application withdrawn.**

It is understood from the FoDDC Planning officer that this proposal was contrary to the adopted Core Strategy and Allocations Plan as it falls outside the Designated Settlement Boundary and is contrary to the ‘pattern and grain’ of Kempley.

**Action:** clerk to cancel the extra ordinary meeting scheduled for 22nd November 2023.

* **P1214/23/FUL** 2 Parkfields, Kempley, Dymock, Gloucestershire. Variation of Condition 02 of Planning Permission P0591/23/FUL to allow for a reduction in the width of the approved extension and removal of the approved porch along with alterations to the approved fenestration. **| Low impact – comment sent within deadline.**
* **P1391/23/AG** Land Southwest of Friars Court Kempley Gloucestershire. Application for determination as to whether prior approval is required for further details. Prior notification to construct an agricultural track is to provide better access to the arable land for routine husbandry and harvesting. **| Low impact – comment sent within deadline.**
* **P1392/23/AG** New Access at Hillfields Farm Kempley Road Dymock. Application for determination as to whether prior approval is required for further details. Prior notification for the construction of a track to provide better access from the slurry lagoon around the back of the buildings to the silage pits/feed stores and to the arable land. **| Low impact – comment sent within deadline.**

**Action:** all tomonitor for any effect on the nearby problematic water course.

1. The following planning decisions were noted:
* **P1018/23/TPO** Laurel Cottage, Kempley Green, Kempley, Dymock. 1 x Field Maple covered by G1 of DFTPO 65. Trim back re-growth on the western side of the tree overhanging the driveway of Laurel Cottage, back to the previous pruning points granted permission under planning application number P0301/19/TPO. **|** **Granted permission 4th September 2023.**
* **P0712/22/FUL** Stonehouse Farm Kempley Dymock. Conversion of existing agricultural building to No. 2 holiday units with associated landscaping, parking and works. **|** **Granted permission 29th August 2023.**
* **P1151/23/FUL** Laurel Cottage, Kempley Green, Kempley, Dymock. Variation of Condition 8 (services approved shall be laid underground) to enable fibre optic cable to be connected via an existing pole above ground relating to planning permission P0097/14/FUL. **| Granted permission 13th October 2023.**

GCCllr. Gill Moseley joined the meeting.

It was noted that the outcome is not yet published for application **P1292/23/FUL** Old Hill Orchard, discussed at the extra Ordinary Meeting held on 30th October 2023. Councillors briefly discussed the history of this application since a previous Enforcement Notice issued in 2018. If refused, Councillors will seek reassurance from FoDDC that enforcement action will be implemented.

**Action:** clerk to write to FoDDC requesting information on enforcement action if this application is refused.

**Action:** clerk to send GCCllr. Gill Moseley a copy of the minutes of the meeting when P1292/23/FUL was discussed.

**Reports**

1. GCCllr. Moseley reported FoDDCllr. Killmurray has had a recent close family bereavement.

**Action:** clerk to send a condolences card to Cllr. Kilmurray.

Regarding GCC, there are funding initiatives for electric vehicle charging points and bus servises but these do not currently affect Kempley. Funds remain for grant applications to the Councillors’ Build Back Better Fund.

Kempley’s request for additional grit bins has been received. These are initially filled by GCC then further bags of grit are delivered on request. Cllr Goodwin reported that he has received a delivery of bags in his role as Snow Warden.

Flooding sandbags were available from FoDDC but the offer has now ended. JBA Associates have been contracted by FoDDC to support with the creation of resilience plans and climate change future proofing.

**Action:** clerk to resend email introducing JBA Associates and describing their role.

GCC’s road defect online reporting procedure has changed from the ‘Report it’ portal to ‘Fix my Street’. It is hoped that this will be more responsive.

1. The clerk presented his report. Cllr. Lewis volunteered to take part in the reintroduction of Pine Martins survey.

**Action:** clerk to resend information on the survey to Cllr. Lewis.

Councillors reviewed the actions tracker:

The old Christmas tree lights are beyond repair and will be disposed of.

**Action:** clerk to add new Christmas Tree lights to the Asset Register.

**Action:** clerk to order three ‘No overnight camping or camper vans’ signs.

**Action:** Cllr. Goodwin will arrange a demonstration of a robotic brush cutter in Summer 2024.

**Items For Exchange of Views:**

1. The clerk presented recommendations for the Parish Council Budget, referring to the relevant section within the Clerk’s Report. The draft 2024-25 budget suggested (Appendix II) was supported with removal of the budget line for the provision of Broadband at the Village Hall.

**Action:** final budget and Precept approval to be added to the agenda for resolution at the January meeting.

1. GCC’s Highways Manager Andrew Middlecote will meet with Cllr. Brocklehurst, Cllr. Howson and the clerk on 30th November 2023 to discuss Highways issues in Kempley including road condition and signage. Notes from this meeting will be made available.
2. Provision of Community First Responder and First Aid training is supported. Cllr. Howson will organise this in the Spring of 2024.
3. The dangerous broken branches in Dymock Woods have been removed by Forestry England.
4. Cllr Goodwin was confirmed in the role of Snow Warden and the Snow Plough operator will be James Bennion.

**Action:** clerk to inform previous Snow Plough operator that the plough will be collected.

**Action:** clerk to update GCC Winter Operations Manager of the new arrangements.

**Action:** clerk to obtain relevant information and paperwork for the new snow plough operator from GCC Winter Operations Manager, including which roads are the priority to keep open.

1. Gloucestershire County Council Bus Service Improvement Plan (BSIP+).

The Daffodil Line Stakeholder report has been released and is available on the Parish Council website. Cllr. Brocklehurst is in discussion with the Daffodil Line committee regarding services supporting the 2024 Daffodil Weekend and will report back to the Daffodil Weekend Committee.

1. The proposed new St. Mary’s Church sign will be discussed with Andrew Middlecote on 30th November. There is a cost implication to change this to a brown tourist sign. Cllr. Wood has received an offer to re-paint the old sign from a parishioner.

**Action:** clerk to email parishioner copying in Cllr. Wood, confirming that obtaining a new sign is the Parish Council’s preference and this is currently being pursued.

1. There was no update on Kempley’s road verges.
2. Road closures for the installation of Broadband infrastructure has now commenced. There are varying reports, good and bad, about the flexibility, responsiveness and attitude of Full Fibre Ltd and their sub-contractors. A pole scheduled for installation near the Centenary Stone was objected to and resolved.

Cllr. Brocklehurst presented a briefing paper to be appended to the minutes. This gives an update on the Kempley Broadband Project.

1. Kempley Parish Council Climate Change plan of activities - See Cllr. Brocklehurst briefing paper (Appendix III)

**Action:** clerk to email the briefing paper to GCCllr. Gill Moseley.

1. Public Rights of Way update - See Cllr. Brocklehurst briefing paper (Appendix III)
2. Councillors discussed the number of heavy vehicle movements to manage slurry that are generating a lot of traffic within Kempley and having a detrimental effect on the condition of roads and verges. There is also a road safety issue due to the speeds at which the vehicles are travelling. Recent planning applications are consolidating this practice and councillors are keen that all parties work together to minimise disruption and risk. The recent maize harvest also caused some issues.

**Action:** Cllr Goodwin will discuss these matters with the relevant farmers.

**Action:** To be discussed with Andrew Middlecote on 30th November.

**General**

1. Staffing matters – recruitment update:

The advert for the clerk’s role closes on 23rd November. There are suitable candidates. Interviews will take place week of 4th December with the clerk, Cllr, Wood and Cllr. Howson acting as a staffing committee.

1. Items for the January 2024 meeting agenda.
* Agree the precept for 2024/25
* Kempley emergency – Flooding, Invite input from James Blockley GCC Flood Officer.
1. Date and time of next meeting: **Monday 15th January 2024 at 7.30pm**

 **Kempley Village Hall**

With no further business the meeting closed at: 9.30pm

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

Appendix I: Clerks report (November 2023)

Appendix II: Draft 2024 budget

Appendix III: Chairman’s Briefing Paper