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| **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**Chairman: Cllr Martin BrocklehurstClerk: Clare Muir – Tel: 07910 842879Email: clerk@kempleyparishcouncil.orgWebsite: www.kempleyparishcouncil.org |

Councillors are hereby summoned to attend the Annual Parish Council Meeting of **KEMPLEY PARISH COUNCIL** to be held on **Monday 20th May 2024** at **7:30pm** in Kempley Village Hall for the purpose of transacting the business set out below.

Clare Muir - Parish Clerk

Dated:………..………………..

**AGENDA**

1. To elect a Chair for the 2024/25 Civic Year and receive declarations of acceptance of office.
2. To elect a Vice-Chair for the 2024/25 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 18th March 2024.
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 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 Resolution & Decision:**

1. **Insurance**. To consider the Parish Council’s insurance provider for 2024/25 and review the insurance provided in terms of all insurable risks.
2. **Notice Board** Robin Bennion is dealing with the site checks and will place the order.
3. **Snowplough** To consider repairs needed
4. **Kempley Village Signs.** To consider and agree a working party to erect the signs.
5. **Health & Safety Procedures.** To review and consider Health & Safety procedures for Parish Council Events
6. **Elizabeth Pindar Trust** To consider the appointment of trustees.

**Documentation review**

1. To review and adopt the following policies and procedures:
* Financial Regulations
* Standing Orders
* Asset Register

**Annual Governance & Accountability Return 2023/24**

1. To appoint an Internal Auditor for 2024-25.
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 2023/24, 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 2023/24
5. To approve and sign Section 2 - Accounting Statements 2023/24
6. To confirm dates for the exercise of public rights are Monday 3 June to Friday 12 July 2024

**Staffing Matters**

1. To consider payment of overtime worked by the clerk.
2. To approve and sign the clerk’s salary schedule for 2024/25.

**Financial Matters:**

**Annual Accounts 2023/24**

1. To receive year-end financial reports as at 31/03/2024 (statement of accounts / bank reconciliation / list of payments / reserves statement / explanation of variances).
2. To appoint a lead Member for Finance for the 2024/25 Financial Year.

**Payments & Receipts**

1. To approve the following online payments made since the last meeting: **See appendix 1**
2. Agree to continue to use Scribe by paying annual subscription of GBP. £259.20 is due on 30 June 2024.
3. Agree to renew our SLCC membership OF £75 which is due for renewal on 1 July 2024
4. To note income received as follows:

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| --- | --- | --- | --- |
| 17/04/24 | 24055060 | FoDDC April 24 Precept Payment | £6,652.00 |

 **Items For Consideration**

**Planning**

1. To respond to new planning applications:

**P0415/24/FUL** Farmyard and Barns, Brick House Farm, Fishpool, Kempley. Conversion of Dutch Barn into 3 x self-catering tourist accommodation and conversion of milking parlour to 1 x independent dwelling house. Demolition of 1 x barn, removal of lean-to structures to extant Dutch Barn, partial demolition of workshop, removal of existing impermeable concrete groundworks for permeable solution and softer landscaping. Erection of a new 6 bay timber garage. **Comments by 15 May but extension applied for.**

**P0094/24/FUL** The Laurels Kempley Green Kempley. Erection of detached bungalow with associated parking, landscaping and works (revised scheme) **Low impact response submitted within timescale specified.**

**P0315/24/FUL** Hillside, Fishpool, Kempley, Dymock. A full partially retrospective application to erect a three bedroomed detached dwelling house, the creation of a new vehicular access with parking area and the erection of two retaining walls. **Low impact response submitted within timescale specified.**

1. To note planning decisions:

 P1708/23/FUL Court Farm, Kempley, Dymock, Gloucestershire. Replacement building following demolition of cart shed. (Retrospective). Pending Consideration

**P1292/23/FUL** Old Hill Orchard Kempley Road Dymock Gloucestershire. Retention and use of residential mobile home as a traveller pitch with parking provision for a single touring caravan, improvements to access and associated landscaping. **| Refused on 21st November 2023.**

 The clerk reported that FoDDC Planning Enforcement Officer Trevor Short​​​​ has been tasked with reviewing the case and is seeking authority to take further action in this matter. The Gypsy Liaison officer is looking into the matter as she was not consulted on the application which she should have done. Trevor Short will update us once he has her report.

 **P0094/24/FUL** The Laurels, Kempley Green, Kempley, Dymock. Erection of detached bungalow with associated parking, landscaping and works (revised scheme) | High Impact response submitted following extra ordinary meeting held on 16 February 2024. **Pending Consideration**

 **P1620/23/FUL** Court Farm, Kempley, Dymock. Erection of Agricultural Building (Retrospective) **Pending Consideration**

 **P1621/23/FUL** Court Farm, Kempley, Dymock. Erection of extension to existing calf rearing shed with associated works. **Granted**

**Reports**

1. To receive reports from District and/or County Councillors (if available)
2. To receive a report from Local Street Warden, Gary Evans
3. Internal Audit Report
4. To receive the Clerk’s report

**Items For Exchange of Views:**

1. **I-Kiosk**. To consider an update of the plan of houses in the iKiosk. Need Volunteer to do this
2. **Sewage Treatment.** To consider sewage treatment infrastructure in Kempley
3. **Motorhome Parking in Layby opposite Village Hall**

**General**

1. To agree the following schedule of meetings for 2024/25:

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| --- | --- |
| Monday 15th July 2024 | Monday 13th January 2025 |
| Monday 30th September 2024 | Monday 17th March 2025 |
| Monday 25th November 2024 |  |

1. To receive items for the July 2024 meeting agenda.
2. Date and time of next meeting: **Monday 15th July 2024 at 7.30pm**

 **Kempley Village Hall**