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|  **Logo, company name  Description automatically generated** | **KEMPLEY PARISH COUNCIL**Minutes of the Annual Parish Council MeetingHeld on Monday 20th May 2024 at 7.30pm in Kempley Village Hall |

**Present:**

**Councillors:** Kim Reynolds - Vice Chair, David Lewis, Robert Howson, Dennis Wood, Ricky Goodwin

**Officers:** Clare Muir - Clerk

**In attendance:** 2 members of the public

1. Cllr Brocklehurst was elected as Chair for the 2024/25 Civic Year, proposed by Cllr Howson, seconded by Cllr Lewis
2. Cllr Howson was elected as Vice-Chair for the 2024/25 Civic Year, proposed by Cllr Reynolds and seconded by Cllr Wood
3. Apologies were received and accepted from Chair Martin Brocklehurst and Cllr Gill Moseley
4. There were no declarations of Interest.
5. Council resolved unanimously to approve the minutes of the Ordinary Parish Council meeting held on 18th March 2024.
6. Public Open Forum – A member of the community questioned whether Kempley should have a group of volunteers who spend time with a speeding radar to try to overcome the problem of speeding throughout the village. A scheme like this has been set up in Dymock and they loan out their radar. Cllr Reynolds said this has been done before with no real success and there are so many other projects that need volunteers.

**Action**: Clerk to contact Dymock for more information on their scheme and the possibility of borrowing the radar.

**Items For Consideration**

1. **Insurance**. This has not yet been received.

**Action**: Item will be added to the July meeting.

1. **Notice Board** Robin Bennion is dealing with the site checks and will place the order.
2. **Snowplough** Cllr Goodwin reported that the snowplough is in disrepair. This needs to be sorted before the winter. He has contacted Highways and waiting for them to get back to him.

**Action: Cllr** Goodwin to pursue this with Highways.

1. **Kempley Village Signs.** Still a few signs that need replacing / putting up.

**Action:** Cllr Howson to organise the replacement of the signs.

1. **Health & Safety Procedures.** Council considered whether the Health & Safety procedures for Parish Council Eventscovers all areas of risk.

**Action:** Event Risk Assessments to be reviewed at July meeting.

**Action:** Clerk to contact Insurance Company for advice.

1. **Elizabeth Pindar Trust** Council agreed to approve the re-appointment of the existing trustees Glyn Bennett, Margaret Watkins and Cllr Dennis Wood for the Elizabeth Pindar Trust. It was noted that John Harper is standing down.

**Action:** Clerk to inform Elizabeth Pindar Trust

**Documentation review**

1. Council **resolved** to adopt the following policies and procedures:
* Financial Regulations
* Standing Orders
* Asset Register

**Annual Governance & Accountability Return (AGAR) 2023/24**

1. Council **resolved** to appoint GAPTC as Internal Auditor for 2024-25. GAPTC are considered competent and independent.

**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 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.
2. Council **resolved** to approve and sign Section 1 - Annual Governance Statement 2023/24
3. Council **resolved** to approve and sign Section 2 - Accounting Statements 2023/24
4. Council **resolved** to confirm the dates for the exercise of public rights as Monday 3 June to Friday 12 July 2024

**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.

**Action**: Review working hours at July meeting.

1. Council **resolved** to approve and sign the clerk’s salary schedule for 2024/25.

**Financial Matters:**

**Annual Accounts 2023/24**

1. Council resolved to approve year-end financial reports as at 31/03/2024 (statement of accounts / bank reconciliation / list of payments / reserves statement / explanation of variances).
2. Council resolved to re-appoint Cllr Howson as lead Member for Finance for the 2024/25 Financial Year. A schedule of quarterly internal financial checks will be made.

**Action**: Clerk to arrange a meeting with Cllr Howson

**Payments & Receipts**

1. Council **resolved** to approve the following online payments and cheques made since the last meeting see Appendix 1. Receipts were check by all Cllrs.
2. Council **resolved** to continue to use Scribe by paying annual subscription of GBP. £259.20 which is due on 30 June 2024.
3. Council **resolved** to renew our SLCC membership OF £75 which is due for renewal on 1 July 2024
4. The following income was noted.

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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.**

Cllr’s discussed this application and shared their concerns.

**Action:** Clerk to contact Roland Close in Planning to find out if an extension was agreed and Severn Trent regarding the capacity of the Sewage Infrastructure to cope with the new application.

**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. **Reports from County/ District Cllr’s**. Cllr Moseley submitted a report. **Appendix 2**
2. **Street Warden Report**. Street Warden, Gary Evans will attend the July meeting.
3. **Internal Audit Report**. This will be reviewed and discussed at the July meeting.
4. **Clerks Report**. Clerk reported on the response from Balfour Beatty re the Much Marcel Road ‘We have no further update on the funding available to BBLP through the Public Realm Contract. We are currently working on elements of this with HC, and re-analysis of the data available will occur later in the year’.

All defibrillators are now operational and a new battery for the Village Hall will be purchased.

**Action:** Clerk to purchase new battery and send a Quote for all three batteries to Cllr Goodwin

**Items For Exchange of Views:**

1. **I-Kiosk**. Council considered whether an update of the plan of houses in the iKiosk is needed and if indeed members of the community want their houses on it? Volunteers will be needed to do it

**Action**: To be added to the July meeting.

1. **Sewage Treatment.** Council considered the sewage treatment infrastructure in Kempley. This item was discussed due to the increase of planning applications and flooding in the village.

**Action:** Clerk to contact Severn Trent for more information of the capacity of the sewage system.

1. **Motorhome Parking in Layby opposite Village Hall** Council considered the problems arising from motorhomes parking overnight in the layby and young people meeting up in the layby in cars in the evening. Cllr Goodwin has contacted the Police regarding the young people but was told they don’t have the capacity to deal with it.

**Action****:** Cllr Goodwin has a No Overnight Camping or Camper Vans sign he will put up.

**General**

1. Council **resolved** 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. **Items for the July 2024 meeting were received**.

How can we make the meetings more inclusive?

 Potholes and other Highways Issues.

 Emergency Response Plan.

 Review Clerks working hours

 Street Warden Report

 First Aider

Gloucestershire Fire & Response – Response Review Consultation Presentation. – Suggested a separate community event with refreshments

1. Date and time of next meeting: **Monday 15th July 2024 at 7.30pm**

 **Kempley Village Hall**

With no further business the meeting closed at 9.31pm

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