



KEMPLEY PARISH COUNCIL

Chairman: Cllr Martin Brocklehurst

Clerk: Daniel Hinde – Tel: 07910 842879

Email: clerk@kempleyparishcouncil.org

Website: www.kempleyparishcouncil.org

Minutes of the Kempley Parish Council Meeting held on Monday 19th May 2025

Present – Cllrs. M Brocklehurst (Chair) R. Howson D. Baker D. Wood D.

Attendees – D Hinde (Clerk), 0 members of the public

171 To elect Chairman and Vice Chairman, including signing acceptance of Office forms

Cllr. M Brocklehurst elected Chairman. Proposed by Cllr D. Baker seconded by Cllr. R Howson

Cllr. R. Howson elected Vice Chairman. Proposed by Cllr. D. Lewis seconded by Cllr. Brocklehurst

172 To receive and consider apologies for absence and confirm the meeting is quorate

Apologies were received from D/Cllr, G. Moseley and the meeting was declared quorate

173 To receive any declarations of interests and consider written requests for dispensations.

None

174 To note the resignation of Councillor Goodwin

The Council noted the resignation of Cllr. Goodwin.

The Council expressed their thanks and gratitude to Cllr. Goodwin for all his efforts whilst on the Council

175 To approve and sign the minutes of the Ordinary Parish Council Meeting held on 17th March 2025.

COUNCIL APPROVED the minutes from the Parish Council meeting held on 17th March 2025

176 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.

None

Reports

177 To receive reports from District and/or County Councillors (if available)

None

178 To receive the Clerk's report

Clerks report given as per **APPENDIX 1** Clerk tasked with getting quotes for trauma kits and storage cabinets

Items For Resolution & Decision:

179 To consider the adoption of the updated Financial Regulations

COUNCIL AGREED to adopt the updated Financial Regulations

180 To consider the adoption of an internal control policy

COUNCIL AGREED to adopt the internal control policy

181 To review subscriptions to other bodies

COUNCIL APPROVED the subscriptions to other bodies as per **APPENDIX 2**

182 To approve Parish Council Meeting dates for 2025/26

Council approved the meeting dates as per **APPENDIX 3**

183 To review delegation arrangements to the clerk

COUNCIL REVIEWED delegation arrangements to clerk and were happy as per scheme of delegation

184 To assign responsibility for the defibrillator checks after the resignation of Councillor Goodwin

Cllr. Howson to meet with local Doctor Sam Jones about how to get all Councillors trained in how to check/maintain the defibrillators

Items For Exchange of Views:

185 To discuss the villages defibrillators and who is responsible for operating and replacing consumables when needed

Council discussed the matter and feel that fundraising may be appropriate to fund any training to operate and replace any consumables used or expired as needed. As the units are available to the whole community the Council feels that the expense should be shared

186 To receive an update from Councillor Wood on the new noticeboard design

Cllr. Wood spoke to the Noticeboard designer who presented her with a mock-up design which includes images of the Frescoes in St. Marys Church, the walking route for the Daffodil way and information on the Parish Council and the Village Hall. Also included are the locations of the Villages 3 Defibrillators. This design was shown to the Council who all liked it.

There is the ongoing question as to where the best site for the noticeboard would be, proposed sites include at the start of the Forest Walk, attached to the bus shelter, or in the Village layby

187 To receive an update on the Village Community Day

Cllr. Wood asked the Clerk to prepare a display on the Parish Council. Councillors were asked to provide a brief summary of who they were and how/why they came to be on the council

188 To receive an update on the snow plough

The snow plough is currently being repaired and will be available for the Winter. R. Goodwin has agreed to stay on as the Village Snow Warden

Policies

To review the following documents

189 Standing Orders

COUNCIL REVIEWED and agreed **NO CHANGES** were required

190 Code of Conduct

COUNCIL REVIEWED and agreed **NO CHANGES** were required

191 Complaints procedure

COUNCIL REVIEWED and agreed **NO CHANGES** were required

192 GDPR policy

COUNCIL REVIEWED and agreed **NO CHANGES** were required

193 Equality and Diversity

COUNCIL REVIEWED and agreed **NO CHANGES** were required

194 Publication Scheme

COUNCIL REVIEWED and agreed **NO CHANGES** were required

195 Disciplinary

COUNCIL REVIEWED and agreed **NO CHANGES** were required

196 Grievance

COUNCIL REVIEWED and agreed **NO CHANGES** were required

197 Staff Appraisal

COUNCIL REVIEWED and agreed **NO CHANGES** were required

198 Training and Development

COUNCIL REVIEWED and agreed **NO CHANGES** were required

199 Asset Register

COUNCIL REVIEWED and agreed **NO CHANGES** were required

Financial Matters:

Payments & Receipts

200 Cllrs to approve the payment list of online payments made since the last meeting See appendix and view all invoices:

COUNCIL APPROVED payment list as per **APPENDIX 4**

201 Bank Statement and Bank reconciliation

COUNCIL APPROVED the bank statement and the bank reconciliation as per **APPENDIX 5**

Budget Monitoring

COUNCIL APPROVED Budget monitoring as per **APPENDIX 6**

Reserves Statement

COUNCIL APPROVED Reserves Statement as per **APPENDIX 7**

202 To note income received as follows:

Council noted they were in receipt of their precept for a total of £7255

203 To review bank signatories for signing off payments

COUNCIL AGREED All Councillors are to be added as signatories

204 To review direct debits

COUNCIL REVIEWED direct debits as per **APPENDIX 8**

205 To confirm arrangements of insurance cover in respect of all insured risks

Council CONFIRMED they are happy with current insurance policy in respect of all insured risks

General

206 To receive items for the July 2025 meeting agenda.

Update on the proposed Noticeboard

Feedback on the Community weekend

Discuss the installation of a “Tommy” metal soldier silhouette on or near the bus shelter

207 Date and time of next meeting:

Monday 14th July 2025

Meeting Closed 2130

APPENDIX 1

Clerk's report – May 2025

Actions tracker:

Complete AGAR	17.03.25	Awaiting Internal Audit
Send Documents to Internal Auditor	17.03.25	Done
Give Password to Councillor Lewis at Annual Meeting to upload welcome pack	17.03.25	Done
Cancel Parish Online	17.03.25	Done
Clerk to source childrens pads for the village hall defibrillator	13.01.25	Awaiting Proforma. Delay in Defib information as Ricky was on holiday. Check new pads not pediatric? Old Forge and Kempley green defibs are the same units £66 for dual use pads (Check if not already installed) Village Hall £85 St. Johns Ambulance.
Cllr Wood to contact DYFRA, Village Hall Committee, PCC, Friends of Kempley Churches about adding more information to tourists on the noticeboards	13.01.25	Cllr Wood to update as per agenda item.
Chairman to contact planning officer for planning application P1131/24/FUL Old Baptist Chapel, Kempley to confirm status	13.01.25	Ongoing. Check with Martin when hes back from Brussels
Outstanding action from previous meetings	Date Set	Status
Clerk to investigate trauma kits	13.01.25	Kits are widely available are reasonably priced (less than £100). It is suggested they are stored in their own cabinets which are quite expensive (£500-£600) Waiting for Build Back Better Grant to be available again
Clerk to locate defibrillator paperwork to check frequency of checks	13.01.25	Paperwork unavailable, new checklist circulated. Checks to be done monthly as per Community Heartbeat trust guidelines
Cllr Brocklehurst will write a letter to the Forestry Commission expressing the concerns and to ask again about the need for a key to the gates being made available in case of any emergencies.	18.11.24	ongoing

Cllr Brocklehurst to follow up a letter to Highways regarding who is responsible for keeping the village signs clear of overgrowth.	18.11.24	Ongoing.
Council to plan an event to bring people together to share ideas for what is needed in the village as a start to forming a Community Development Fund. Involve all village groups.	18.11.24	Ongoing Cllr. Wood has a meeting planned for late Jan.
Cllr Brocklehurst to establish the owner of the land of the damaged fences at Fishpool.	18.11.24	Ongoing. C.Cllr Moseley has offered to help locate the owner.
Parishioner Gary Dawson agreed to make enquiries re speed cameras	18.11.24	Ongoing.
Clerk to post message on Whatsapp a few days prior to the event re dogs at Xmas Tree Event.	18.11.24	Repeat for 2025 event.
Website appearance on Google and changing domain and emails from .org to .gov.uk – Contact Jon Osmond	16.07.24	Ongoing, liase with Jon Osmond as to what can be done.
Cllr Howson to organise the replacement of the village signs.	20.05.24	ongoing
Cllr Goodwin to put up No Overnight Camping or Camper Vans sign in Village Hall layby	20.05.24	Confirm if signage in place.
Chair/clerk to produce a template and populate it for the verges included in the 2008 Licence to Cultivate.	10/07/23	Ongoing.
Use Parish Online software to record the location of existing and new carbon reduction initiatives identified through planning applications	21/03/22	Contact Parish online to confirm if they gave notice of charge as was originally given as part of insurance policy and has never been used. EMAIL SENT.

Correspondence

APPENDIX 2

Subscriptions to Other Bodies

Body	
GAPTC	£86.37
Information Commissioner Office	£35
Total	£121.37

APPENDIX 3

Meeting Dates 2025/26

Meeting Date	Time	Type
14.07.25	19:30	Ordinary Council Meeting
08.09.25	19:30	Ordinary Council Meeting
10.11.25	19:30	Ordinary Council Meeting
12.01.26	19:30	Ordinary Council Meeting
09.03.26	19:30	Ordinary Council Meeting
11.05.26	19:30	Annual Parish Meeting
18.05.26	19:30	Annual Meeting of Council

APPENDIX 4

Payment List 15.05.25

Payments Made Since 01.03.25

Ionos	8.4
Clerk Salary	368.25
HMRC	68.4
Bank Charge	4.25
HMRC	68.4
clerk expenses	23.22
Clerk Salary	299.85
Ionos	8.4
Claire Muir Expenses	39.16
Bank Charge	4.25
HMRC	68.4
Clerk Salary	299.85
Ionos	8.4
Total	1269.23

Receipts Since 01.03.25

FODDC	7255
D Hinde (overpayment)	68.4
Toal	7323.4

Payments to Authorise

Clerk Mileage (51.6 miles * 0.45)	
x2 Meeting 17.03.25 + 12.05.25	46.44
GAPTC Subs	86.37
Clerk Salary	299.85
HMRC	68.4
Total	501.06

APPENDIX 5

11 May 2025 (2025-2026)

Kempley Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		4,734.58
	ADD Receipts 01/04/2025 - 30/04/2025		7,255.00
	SUBTRACT Payments 01/04/2025 - 30/04/2025		11,989.58
			420.06
	Cash in Hand 30/04/2025 (per Cash Book)		11,569.52
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Lloyds Bank 02989009 30/04/2025	11,569.52	
			11,569.52
	Less unrepresented payments		
			11,569.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,569.52
	A = B Checks out OK		

APPENDIX 6

Kempley Parish Council Monthly breakdown of Receipts and Payments

11 May 2025 (2025)

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
ADMINISTRATION															
Staff Salaries	3,385.00	299.85												299.85	3,085.15
HMRC NI / PAYE															
Staff WFH Allowance	312.00														
Staff Mileage	173.00														
Insurance	349.00														
Professional Fees	189.00														
Membership Fees / Sub	439.00														
Venue Hire	180.00														
Website / IT	162.00	7.00												7.00	
Postage/Printing	108.00														
Publicity/Promotion															
Grants / Donations Paid	50.00														
Administration - Other	60.00	107.56												107.56	
Bank Charge		4.25												4.25	
Earmarked Reserves															
Chairman's Allowance	50.00														
Training - Staff	50.00														
Training - Councillors															
Election Costs	100.00														
Village Green	660.00														
Christmas Tree	250.00														
Defibrillators	445.00														
Public Rights of Way															
Maintenance / Repairs															
GCC Market Towns Gra															
Local Council Awards S															
IT Hardware replacement															
Village Hall Broadband															

APPENDIX 7

Kempley Parish Council Reserves Balance 2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Training - Staff	470.00				470.00
Training - Councillors	459.50				459.50
Election	288.36				288.36
Local Council Awards Scheme	115.11				115.11
Defibrillators	104.51				104.51
Village Green	1,028.00				1,028.00
Asset Maintenance	732.83				732.83
GCC Market Towns Grant	-154.70				-154.70
Chairman's allowance	106.00				106.00
Christmas Tree	390.43				390.43
Public Rights of Way					0.00
IT hardware	200.00				200.00
GCC grant for new noticeboard	258.00				258.00
Total Earmarked	3,998.04				3,998.04
 TOTAL RESERVE	 3,998.04				 3,998.04
 GENERAL FUND					 7,571.48
 TOTAL FUNDS					 11,569.52

APPENDIX 8

Direct Debits

Direct Debits and standing orders

Direct Debits

[Standing Orders](#)

Enter details, such as name or account number

Recipient	Last payment	Frequency	Amount	
IONOS CLOUD LTD. V74567343-67216261	30 April 2025	Monthly	£8.40	Cancel x
ICO ZA486423	09 January 2025		£35.00	Cancel x