



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 14th July 2025

Present – Cllrs. M Brocklehurst (Chairman), R. Howsen, D Wood, D Lewis, D Baker and C Cllr G Moseley

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

224 To receive apologies for absence and confirm the meeting is quorate

All councillors were present and the meeting was declared quorate

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

There were no declarations of interest

226 To approve and sign the minutes of the Annual Parish Council Meeting held on 19th May 2025 and from the Extraordinary Meeting held on 18th June 2025

COUNCIL APPROVED minutes from the Annual Parish Council Meeting held on 19th May 2025 and from the Extraordinary Meeting held on 18th June 2025

227 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

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

Cllr Moseley spoke on the devolution survey and engagement questionnaire. The Clerk advised he had not received this and was advised to Google local government re-organization questionnaire.

Cllr Moseley confirmed that the Robin Bus service was now live with a soft start and not currently running to a time table.

Cllr Moseley confirmed that Gloucester County Council had sent out an expressions of interest email regarding 20mph speed limits. The council will have a deadline of September to respond.

229 To receive the Clerk's report

Council received the Clerk's Report as per **APPENDIX I**

Items for Resolution and Decision

230 To discuss adding a Soldier figure to the bus shelter and agree actions

COUNCIL AGREED to add a soldier figure to the bus shelter

Proposed – Cllr Wood **Seconded** – Cllr Baker

Cllr Howson advised he would be happy to donate the 2 foot figure he currently owns. The other option would be for the council to purchase a 6 foot figure at the cost of £170. The Council agreed to revisit this at another meeting.

231 To review insurance quotations

The Clerk advised that only 2 out of the 4 quotes he had requested had been received.

<u>Company</u>	<u>Price</u>
Clear Councils	£610.19
Zurich	£241.00

The council advised they had not had chance to review the proposed policies. Cllr Howson advised he would take the quotes away to review and a decision could be made over email and minuted at the next meeting

Items for Exchange of Views

232 To receive an update on how the Village Community Day went

Cllr Wood advised that the Village Community Day went well and there was a steady footfall across the weekend. Attendees provided lots of ideas for the board about what people want in Kempley.

Cllr Brocklehurst passed on his thanks to Cllr Wood and all that supported her putting together the Community Day

233 To discuss fund raising for the defibrillators

It was agreed that Cllr Howson would budget best and worst case scenarios for defib use and maintenance costs.

234 To receive an update on the new noticeboard

Cllr Wood advised parishioners want more information as suggested by the new noticeboard. Cllr Wood advised that she is looking for another design for a board to go in the bus shelter. The position of the noticeboard will be decided by public consultation

Financial Matters:

235 Payments & Receipts

Cllrs to approve the payment list of online payments made since the last meeting See appendix 1 and view all invoices:

COUNCIL APPROVED payment list totalling £1036.11 as per **APPENDIX II**

236 Cllrs to approve the following financial reports dated 30th June 2025:

- **Bank Statement**
- **Bank reconciliation**
- **Budget monitoring report**
- **Reserves Statement**

COUNCIL APPROVED the above financial reports dated 30th June as per **APPENDIX III**

Current Bank Balance - £11,039.29

237 To note income received as follows:

The council noted no income had been received since the May meeting

Items for Consideration

General

238 To receive items for the September 2025 meeting agenda.

Cllr D Wood gave apologies as she is unable to attend the September meeting

Noticeboard

Christmas fundraiser collaboration

Key access to woods for fire risk mitigation

239 Date and time of next meeting:

September 8th

Meeting Closed 21:20

APPENDIX I

Clerk's report – July 2025

Actions tracker:

Clerk to create posters for Community Day	19.05.25	Done
Clerk to advise running costs of Defib	19.05.25	It will depend on usage however the average cost for running a defib is £75 per year including replacement pads and batteries. Electricity for a heated cabinet can push this price up. Additional costs for pads and batteries can range from £35 -£300
Clerk to get quotes for trauma kits and storage cabinets	19.05.25	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) Previously agreed to wait for Build Back Better Grant to be available again
Complete AGAR	17.03.25	Done
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.

APPENDIX II

Payments Made Since 19.05.25

Lloyds Bank	£4.25
GAPTC	£98.64
HMRC	£68.40
D HINDE CLERK	£46.44
D HINDE CLERK	£299.85
Ionos by 1&1	£8.40
Lloyds Bank	£4.25
Total	530.23

Receipts Since 19.05.25

Toal **0**

Payments to Authorise

Clerk Mileage (51.6 miles * 0.45) x3 trips Community days 7th & 8th June and extraordinary meeting 11th June	69.66
Scribe	259.2
Clerk Salary	299.85
Clerk expenses (laptop)	339
HMRC	68.4
Total	1036.11

APPENDIX III

11 July 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 30/06/2025		
	Cash in Hand 01/04/2025		4,734.58
	ADD Receipts 01/04/2025 - 30/06/2025		7,255.00
	SUBTRACT Payments 01/04/2025 - 30/06/2025		11,989.58
			950.29
	Cash in Hand 30/06/2025 (per Cash Book)		11,039.29
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Lloyds Bank 02989009 30/06/2025	11,039.29	
			11,039.29
	Less unrepresented payments		
			11,039.29
	Plus unrepresented receipts		
	Adjusted Bank Balance		11,039.29
	A = B Checks out OK		

Kempley Parish Council
Monthly breakdown of Receipts and Payments
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

11 July 2025 (202

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	V
PAYMENTS															
ADMINISTRATION															
Staff Salaries	3,385.00	299.85	273.85											573.70	2
HMRC NI / PAYE			68.40											68.40	
Staff WFH Allowance	312.00		26.00											26.00	
Staff Meage	173.00														
Insurance	349.00														
Professional Fees	189.00														
Membership Fees / Sub	439.00		98.64											98.64	
Venue Hire	180.00														
Website / IT	162.00	7.00	7.00											14.00	
Postage/Printing	108.00														
Publicity/Promotion															
Grants / Donations Paid	50.00														
Administration - Other	60.00	107.56	46.44											154.00	
Bank Charge		4.25	4.25	4.25										12.75	
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 replacemei															
Village Hall Broadband															

12 July 2025 (2025-2026)

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					7,041.25
TOTAL FUNDS					11,039.29