



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 8th September 2025

Present – Cllrs. M Brocklehurst (Chairman), R. Howson, D Baker

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

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

Apologies received from Cllrs Lewis and Wood and the meeting was declared quorate

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

None

242 To approve and sign the minutes of the Meeting held on 14th July 2025

COUNCIL APPROVED minutes of the meeting held on 14th July 2025

243 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

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

None

245 To receive the Clerk's report

Clerks report received as per **APPENDIX 1**

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

Council discussed adding a soldier figure to the bus shelter. Four councillors were in favour of installing a figure over the remembrance weekend but Council agreed to explore more ideas before proceeding with this.

247 To review insurance quotations (as per minutes of 14th July this has been agreed over email and will be minuted at this meeting now there has been a full review of the policies)

COUNCIL AGREED to take out a policy with Zurich

248 To discuss a Christmas fundraiser collaboration and agree actions

Cllrs Baker, Howson and Wood are working with Mary Bennion on the tree. Pork rolls and a pop up pub will be available after the event at the Village Hall with a suggested donation of £4 per roll.

249 To discuss key access to the woods for emergency vehicles and agree actions

COUNCIL AGREED the clerk should write to Forestry England questioning the emergency access for Queens Wood i.e. in the event of fire or accident. The clerk will ask if there is anything the council can do to speed up access to the area in a emergency.

250 To consider issuing the clerk with a business debit card or prepayment card and agree actions

COUNCIL AGREED to review in 6 months.

251 To set a date for the asset review

It was agreed that the Clerk would carry out the asset review and report at the next meeting.

252 To discuss fund raising for the defibrillators

Dr Sam Jones joined the meeting at 20:05 and ran the council through how to complete the Defib checks. Upon the advice of DR Sam Jones council agreed 6 monthly checks were fine and that children's leads were not needed reducing the cost of running the machine.

Council AGREED to approach the Village Hall about the possibility of the holding a joint fundraiser.

253 To receive an update on the new noticeboard

COUNCIL AGREED that residents would be consulted and able to vote on all 3 designs at an event to be held at a later date.

254 Strategic approach to Highway matters - Discussion to agree a way forward

COUNCIL AGREED that Cllr Brocklehurst would engage with the Highways Department with the hope of building a stronger relationship.

255 Update to Village Emergency plan - Discussions to agree a way forward.

Cllr Howson agreed to update the current plan contacting the C. Councils Emergency Officer for any advice needed.

256 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 £457.47 as per **APPENDIX 2**

257 Cllrs to approve the following financial reports dated 31st August 2025:

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

COUNCIL APPROVED all the above stated documents.

Bank Balance is now £8973.62

258 To note income received as follows:

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Council noted that no income had been received since the July meeting

259 **Planning Ref - P0955/25/FUL**

Location - The Cottage, Kempley Green, Kempley, Dymock.

Description - Conversion of attached garage to additional living, alterations to fenestration, erection of porch with internal alterations and associated works

COUNCIL AGREED to support this application

260 **Planning Ref - P0927/25/FUL**

Location – The Old Baptist Chapel Kempley Gloucestershire GL18 2BN

Description - Conversion of existing Baptist chapel into a single bedroom dwelling

COUNCIL AGREED to support this application

261 **To receive items for the November 2025 meeting agenda.**

Budget

To assign 2 councillors to complete internal control policy

How to attract new councillors

Who will be the Chairman moving forward

262 **Date and Time of Next meeting**

Monday 10th November 2025 19:00

Meeting Closed 20:57

APPENDIX I

Clerk's report – September 2025

Actions tracker:

Internal Audit Actions		
The Council should consider a business debit card with a spending limit rather than use of a personal card. (currently financial regs state clerk can use personal card up to £100)	Sept-25	On tonights agenda for discussion
Financial Regs & Standing Orders to be checked against latest 2025 version. Even if the Council's expenditure is usually below the limits of procurement rules it helps to keep these in the regulations. The Council has recently authorised 2 councillors to make online payments so an amendment should be made in the Financial Regs to this effect.	Sept-25	This was completed at the May meeting
Bank Reconciliations It would be good to note the bank balance in the minutes as a record of what has been agreed	Sept-25	Started doing this from the July 2025 minutes
VAT - RFO to ensure return sent for 24-25.	Sept-25	Sent awaiting refund of £242.53
Direct debits - Standing Orders are evident and should be Reviewed	Sept-25	reviewed may meeting minute ref 204
Adopt an internal control policy	Sept-25	Internal Control Policy adopted May Meeting min 180
Insurance - Council could consider whether all cover is relevant	Sept-25	Reviewed by Rob
Asset Checks to be reviewed	Sept-25	On tonights agenda
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.
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, liaise 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.
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

- I would like to attend a Clerks the knowledge course run through GAPTC to top up my training. It is 2 parts £45 per session so this would be a total cost of £30 to Kempley as I will ask all my councils to pay 1/3
- NALC are strongly recommending that councils move to a .gov domain. Would you like me to get some quotes to set up emails and website with .gov domain for the November meeting? I can sort this as I have done for my other councils. The Ionos contract ends in March 2026 so there would be some time for transfer of data.

APPENDIX II**Payment List 08.09.25****Payments Made Since****14.07.25**

Ionos by 1&1	£4.25
HMRC	£98.64
CLERK SALARY JUNE	£299.85
BANK CHARGE	£4.25
CLERK EXPENSES LAPTOP	£339.00
HMRC	£68.60
Scribe	£259.20
Zurich	£241.00
Ionos by 1&1	£8.40
BANK CHARGE	£4.25
HMRC	£68.40
CLERK SALARY JULY	£299.65
CLERK MILEAGE	£69.66
CLERK SALARY AUGUST	£299.85
Ionos by 1&1	£8.40
Total	2073.4

Receipts Since 19.05.25

Toal 0**Payments to Authorise**

Clerk Mileage (51.6 miles * 0.45)	23.22
Clerk Salary	363.65
HMRC	70.6
Total	457.47

APPENDIX III

5 September 2025 (2025-2026)

Kempley Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/08/2025			
	Cash in Hand 01/04/2025		4,734.58
	ADD Receipts 01/04/2025 - 31/08/2025		7,255.00
	SUBTRACT Payments 01/04/2025 - 31/08/2025		11,989.58
A	Cash in Hand 31/08/2025 (per Cash Book)		3,015.96
			8,973.62
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Lloyds Bank 02989009 31/08/2025	8,973.62	8,973.62
	Less unpresented payments		8,973.62
	Plus unpresented receipts		
B	Adjusted Bank Balance		8,973.62
	A = B Checks out OK		

Kempley Parish Council

5 September 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

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	273.85		299.85	599.50								1,473.05	1,911.95
HMRC NI / PAYE			68.40		137.36	68.40								274.16	-274.16
Staff WFH Allowance	312.00		26.00											26.00	286.00
Staff Mileage	173.00					69.66								69.66	103.34
Insurance	349.00				241.00									241.00	108.00
Professional Fees	189.00														189.00
Membership Fees / Sub	439.00		98.64		216.00									314.64	124.36
Venue Hire	180.00														180.00
Website / IT	162.00	7.00	7.00											14.00	148.00
Postage/Printing	108.00														108.00
Publicity/Promotion															
Grants / Donations Paid	50.00														50.00
Administration - Other	60.00	107.56	46.44		368.00	7.00								529.00	-469.00
Bank Charge		4.25	4.25	4.25	4.25	4.25								21.25	-21.25
Earmarked Reserves															
Chairman's Allowance	50.00														50.00
Training - Staff	50.00														50.00
Training - Councillors															
Election Costs	100.00														100.00
Village Green	660.00														660.00
Christmas Tree	250.00														250.00
Defibrillators	445.00														445.00
Public Rights of Way															
Maintenance / Repairs															
GCC Market Towns Gra															
Local Council Awards \$															
IT Hardware replaceme															
Village Hall Broadband															

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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					 4,975.58
 TOTAL FUNDS					 8,973.62