



## KEMPLEY PARISH COUNCIL

Chairman: Cllr Martin Brocklehurst

Clerk: Daniel Hinde – Tel: 07910 842879

Email: [clerk@kempleyparishcouncil.org](mailto:clerk@kempleyparishcouncil.org)

Website: [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org)

### Minutes of the Kempley Parish Council Meeting held on Monday 10<sup>th</sup> November 2025

**Present** – Cllrs. R. Howson (Vice Chairman), D Baker, D Wood, D Lewis

**Attendees** – D Hinde (Clerk), 2 members of the public

**263 To receive apologies for absence and confirm the meeting is quorate**

Apologies received from Cllr Brocklehurst and the meeting was declared quorate

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

None

**265 To approve and sign the minutes of the Meeting held on 8<sup>th</sup> September 2025**

**COUNCIL APPROVED** minutes of the meeting held on 8<sup>th</sup> September 2025

**266 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](mailto: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**

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

Councillor Moseley advised the following:

the county was experiencing problems with medical equipment not being returned to hospitals and therapists.

Gloucestershire Highways are currently looking into installing more average speed cameras on A roads and main roads.

Gloucestershire County Council have a new initiative called Clean Sweep for cleaning road signs and removing unused and abandoned road signs.

Gloucestershire County Council have moved their new library.

Gloucestershire County Council have launched a new programme called Connect to Work to help those who have never worked or are on long term sick to get back into employment.

**268 To receive the Clerk's report**

Clerks report received as per **APPENDIX 1**

**269 To appoint an internal auditor**

Council **AGREED** to appoint GAPTC as their internal auditor

**270 To appoint two councillors to complete the Internal Control Policy**

Council **AGREED** that Cllrs Baker and Lewis would complete the Internal Control Policy

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

The Clerk confirmed they had emailed and chased Forestry England but had not received a response

**272 To consider the adoption of an IT Policy**

**COUNCIL AGREED** to adopt an IT Policy

**273 To discuss the application from Buses4Us from the GrassRoutes Neighbourhood fund to cover the costs of the Kempley Daffodil Weekend Minibus Service**

After discussion the council agreed this would be a good idea but also agreed they were unwilling to pay for it.

**274 To discuss ideas for how to recruit new councillors**

Council discussed ideas but no agreement was reached so this item will be revisited at a later date

**275 To discuss who will be chairman moving forward**

Council discussed several options for Chairman moving forward. No decision was made and this will be deferred to a later meeting

**276 To review asset review and agree any actions required**

**COUNCIL APPROVED** the asset review completed by the Clerk.

**277 To discuss the possibility of purchasing a spare set of defib pads**

This item was deferred until council could review the budget

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

**COUNCIL APPROVED** the payment list totalling £458.12 as per **APPENDIX 2**

**279 263 Cllrs to approve the following financial reports dated 31<sup>st</sup> October 2025:**

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

**COUNCIL APPROVED** the following:

**Bank reconciliation APPENDIX 3**

**Budget Monitoring APPENDIX 4**

**Reserves Statement APPENDIX 5**

**Bank Balance = £7026.60**

**280 To note income received as follows:**

COUNCIL noted that there has been no income since September meeting

**281 To Approve Budget 2026/27**

Council deferred this item to the January meeting

**282 To set precept 2026/27**

Council deferred this item to the January meeting

**283 Planning Ref - P1127/25/FUL**

**Location** - The Gables Fishpool Kempley Dymock Gloucestershire GL18 2BT

**Description** - Conversion of the milking parlour to a single dwelling and conversion of the Dutch barn to a single dwelling with associated demolition of all remaining structures and the erection of a single-storey five bay garage/service building on the southern portion of the site

**Deadline for Comment:** 12/11/2025

**COUNCIL AGREED** to object to this application as they feel that the additional dwellings could result in the site becoming a HMO

**284 Planning Ref - P1169/25/FUL**

**Location** – Saycells Farm Much Marcle Ledbury HR8 2NP

**Description** - Change of use of land to site a twin-unit caravan for ancillary residential use and associated works.

**Deadline for Comment:** 12/11/2025

**COUNCIL AGREED** they had no objection to this application

**285 Planning Ref - P1303/25/FUL**

**Location** – The Old Baptist Chapel Kempley Dymock Gloucestershire GL18 2BN

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

**Deadline for Comment:** 17/11/2025

**COUNCIL AGREED** to support this application

**286 To receive items for the January 2026 meeting agenda.**

Noticeboard,

Budget

Monday 12<sup>th</sup> January 2026 at 19:00

**Meeting Closed 21:38**

## APPENDIX 1

### Clerk's report – November 2025

#### Actions tracker:

<b>AGAR Assertion 10</b> <p>I have received notification that there will be an additional Assertion on this years AGAR. Assertion 10 will be Digital and Data Compliance and authorities should begin preparing now to ensure compliance. The new assertion strengthens expectations around how councils manage digital systems and data protection. We have been advised that:</p> <ul style="list-style-type: none"> <li>• All authorities should use a generic email address hosted on a council-owned domain (e.g. <a href="mailto:clerk@abcparrish.gov.uk">clerk@abcparrish.gov.uk</a>). Most councillors are currently using their personal addresses. Could this be changed to use the council email address?</li> </ul> <p>It is also recommended that councils take out a .gov.uk domain for email addresses and website? Is this something you would be interested in? If so I can bring quotes along to the next council meeting? I can help set this up.</p>	Nov-25	To be added to the January clerks report as there was no time to discuss properly.
<b>Defib Cabinet Village Hall:</b> <p>Does this still need replacing? If so who will organise its return and place the order?</p> <p>I have contacted the Village Hall for a contribution but have received no response.</p>	Nov-25	This was reviewed in the meeting and is now working
<b>Bleed Kits</b> <p>To purchase a Bleed Kit. There are different options available</p>	Nov-25	Three quotes provided. Cllr Howson to speak to the Dr as council believed this was overpriced.
<b>Internal Audit Actions</b> <p>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)</p>	Sept-25	On tonights agenda for discussion
<p>Financial Regs &amp; 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.</p>	Sept-25	This was completed at the May meeting
<p>Bank Reconciliations It would be good to note the bank balance in the minutes as a record of what has been agreed</p>	Sept-25	Started doing this from the July 2025 minutes
<p>VAT - RFO to ensure return sent for 24-25.</p>	Sept-25	Sent awaiting refund of £242.53
<p>Direct debits - Standing Orders are evident and should be Reviewed</p>	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
<b>Outstanding action from previous meetings</b>	<b>Date Set</b>	<b>Status</b>
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.

## APPENDIX 2

### Payment List 10.11.25

#### Payments Made Since 08.09.25

Bank Charge	£4.25
Clerk Expenses	£23.22
HMRC	£70.60
Clerk Salary	£363.65
Ionos	£8.40
J P Manns	£695.00
St John Ambulance	£180.00
GAPTC	£210.00
Bank Charge	£4.25
Ionos	£8.40
HMRC	£68.64
Clerk Salary	£310.61
<b>Total</b>	<b>1947.02</b>

#### Receipts Since 19.05.25


**Toal** **0**

#### Payments to Authorise

Clerk Mileage (51.6 miles * 0.45)	46.08
Clerk Expenses - Postage and Ink Cartridge	32.79
Clerk Salary	310.45
HMRC	68.8
<b>Total</b>	<b>458.12</b>

APPENDIX 3

Kempley Parish Council

6 November 2025 (2025-2026)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

A	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		4,734.58
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		7,255.00
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		11,989.58 4,962.98
	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>7,026.60</b>
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Lloyds Bank 02989009 30/09/2025	7,026.60	
			<b>7,026.60</b>
	Less unrepresented payments		
B			7,026.60
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>7,026.60</b>
	<b>A = B Checks out OK</b>		



## APPENDIX 4

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

6 November 2025 (2025-2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
<b>PAYMENTS</b>															
<b>ADMINISTRATION</b>															
Staff Salaries	3,385.00	299.85	273.85		299.85	599.50	363.65	310.61						2,147.31	1,237.69
HMRC NI / PAYE			68.40		137.36	68.40	70.60	68.64						413.40	-413.40
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						28.00	134.00
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	23.22	360.00						912.22	-852.22
Bank Charge		4.25	4.25	4.25	4.25	4.25	4.25	4.25						29.75	-29.75
Maintenance								695.00						695.00	-695.00
<b>Earmarked Reserves</b>															
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 S															
IT Hardware replaceme															

## APPENDIX 5

6 November 2025 (2025-2026)

### Kempley Parish Council Reserves Balance 2025-2026

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
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
<b>Total Earmarked</b>	<b>3,998.04</b>				<b>3,998.04</b>
<b>TOTAL RESERVE</b>	<b>3,998.04</b>				<b>3,998.04</b>
<b>GENERAL FUND</b>					<b>3,028.56</b>
<b>TOTAL FUNDS</b>					<b>7,026.60</b>