



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 9th March 2026

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

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

305 To note the resignation of the existing chairman at the end of this meeting and to elect a Chairman to run the meetings moving forward

COUNCIL AGREED that with the resignation of Cllr Brocklehurst Cllr R Howson will chair the next meeting.

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

No apologies for absence and the meeting was confirmed as quorate

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

None

308 To approve and sign the minutes of the Meeting held on 12th January 2026

COUNCIL APPROVED the minutes from 12th January 2026

309 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

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

None

311 To receive the Clerk's report

The Clerks report was received as per **APPENDIX I**

Items For Resolution & Decision:

312 To approve the Trustees of the Elizabeth Pyndar Trust

Councillor Wood read a report and confirmed the Trustees were:

Glynn Bennett

Maggie Watkins

Molly Boot

Alistair Wood - Treasurer & Administrator - to be appointed at the next KPCM

Council **AGREED** these trustees would remain unchanged

313 To review risk assessment policy

Council requested that the Defibs were added to the risk assessments policy and agreed they would then approve the policy

314 To discuss the consultation of Gloucestershires LGR proposals and agree response

COUNCIL AGREED they were all in favour of the single unitary council.

Items For Exchange of Views:

315 To receive an update on the new noticeboard

COUNCIL APPROVED the noticeboard design presented by Denise Wood. It was confirmed that the costs would be split as follows:

Dyfra - £500 towards total cost

Friends of Kempley Churches - £225 which will cover the cost of fixed side of the noticeboard and the logo that goes on top

Windcross and Parish Council are both paying £100 each.

It was **AGREED** that the council would purchase and reclaim the VAT with the organisations above donating their contribution.

Council noted their thanks to everyone involved for all their time and effort and contributions made.

316 To discuss plans for the Annual Parish Meeting

11th May invite local groups and organisations to speak on what they do. In order to encourage more people to attend the council agreed to put on Wine and Cheese.

COUNCIL AGREED the meeting should be advertised in the Windcross magazine and on WhatsApp.

317 To receive an update on the new sign for St Marys

Council discussed but no resolution was identified.

318 To discuss the objectives of the Parish Council over the next 12 months

Council AGREED they would help with the remembrance service in November.

The council also resolved to take responsibility for the Christmas tree and lights again.

The council also agreed to look into the pop up pub to bring the community together.

319 To discuss defibrillator checks

COUNCIL AGREED that the proceeds from the Daffodil weekend which is up to £950 would go towards the defibs.

Councillor Howson to send the Clerk details of the Village Green and Fish Pool units as they are due for replacement.

320 To receive an update on the completion of the Internal Control Policy

This was deferred to another meeting

Financial Matters:

Payments & Receipts

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

COUNCIL APPROVED the payment list as per **APPENDIX II**

322 Cllrs to approve the following financial reports dated 28th February 2026:

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

COUNCIL APPROVED the financial reports dated 28th February as per **APPENDIX III**

323 To note income received as follows:

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Planning

324 To review planning spreadsheet and agree if any actions are required

Council reviewed the planning spreadsheet and no actions are required.

Items For Consideration

General

325 To receive items for the May 2026 meeting agenda.

None

326 To discuss clerks annual review and to minute salary change in a confidential session

COUNCIL AGREED they were happy with the Clerks performance and agreed to a salary increase from scale level 9 to 10.

327 Date and time of next meeting: Annual Parish Meeting 11th May

Annual Meeting 18th May

Meeting Close: 21:05

APPENDIX I

Clerk's report – March 2026

Actions tracker:

Thermal Imaging Camera Drop in Session. Sam Clarke has now left so it took time to get confirmation whether the drop in session could go ahead. They do have availability in May do you want to add it onto the Annual Parish Meeting or leave it until later in the year when it is more useful?		
Just for information GAPTC will be renamed to GALC from April. GAPTC is currently a unincorporated association but has decided to transition into a limited company by guarantee.		
Everything else is working towards year end and internal audit.		
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, liase with Jon Osmond as to what can be done.
Cllr Howson to organise the replacement of the village signs.	20.05.24	ongoing

APPENDIX II

Payment List 12.01.26

Payments Made Since 01.01.26

ICO	£47.00
Bank Charge	£4.25
HMRC	£68.80
Clerk Salary	£310.45
clerk Mileage	£23.22
Parish Council of Norton	£11.22
lonos	£8.40
HMRC	£70.00
Clerk Salary	£314.75
Bank Charge	£4.25
Total	862.34

Receipts Since 01.01.26

Total **0**

Payments to Authorise

Clerk Mileage (51.6 miles * 0.45)	23.22
Clerk Salary	314.95
HMRC	69.8
Total	407.97

APPENDIX III

6 March 2026 (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)

	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		4,734.58
	ADD		
	Receipts 01/04/2025 - 28/02/2026		7,497.53
			12,232.11
	SUBTRACT		
	Payments 01/04/2025 - 28/02/2026		6,687.99
A	Cash in Hand 28/02/2026 (per Cash Book)		5,544.12
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Lloyds Bank 02989009 28/02/2026	5,544.12	
			5,544.12
	Less unrepresented payments		
			5,544.12
	Plus unrepresented receipts		
B	Adjusted Bank Balance		5,544.12
	A = B Checks out OK		

Kempeley Parish Council

06 March 2026 (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	
PAYMENTS															
ADMINISTRATION															
Staff Salaries	3,385.00	273.85	273.85		273.85	547.50	337.65	284.61	310.45	284.45	310.45	314.75		3,211.41	173.59
HMRC NI / PAYE		68.40	68.40		137.36	68.40	70.60	68.64	68.80	68.80	68.80	70.00		758.20	-758.20
Staff WFH Allowance	312.00	26.00	26.00		26.00	52.00	26.00	26.00						182.00	130.00
Staff Mileage	173.00		46.44			69.66			46.08					162.18	10.82
Insurance	349.00				241.00									241.00	108.00
Professional Fees	189.00							210.00						210.00	-21.00
Membership Fees / Sub	439.00		98.64		216.00						47.00			361.64	77.36
Venue Hire	180.00														180.00
Website / IT	162.00	7.00	7.00		29.00	7.00		14.00		14.00	7.00			85.00	77.00
Postage/Printing	108.00														108.00
Publicity/Promotion															
Grants / Donations Paid	50.00														50.00
Administration - Other	60.00	39.16			339.00		23.22		32.79	26.00	34.44			494.61	-434.61
Bank Charge		4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25		46.75	-46.75
Maintenance								695.00						695.00	-695.00
Defib Supplies								150.00						150.00	-150.00
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 S															

Kempeley 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					1,546.08
TOTAL FUNDS					5,544.12

