



MINUTES OF KEMPLEY PARISH COUNCIL MEETING
12TH July 2018

Present: Cllr Hanes Cllr Rees Cllr Bennion
 Mr N Dransfield Mr R Coombes

In attendance: A Spencer (Clerk)
 10 members of the Public

Minute	Details	Action
37/18	Welcome Cllr Hanes (Chairman) welcomed Parishioners in attendance to the meeting and introduced Arin Spencer, the newly appointed Clerk to the Council.	
38/18	Apologies There were no apologies for absence.	
39/18	Declarations of interest There were no declarations of interest. Q. Mr Dransfield asked what constitutes a declarable interest. A. Clerk advised that this is clarified in the Code of Conduct (Agenda Item 10).	Email Declaration of Interest forms to new councillors. AS
40/18	Casual Vacancies Applications to be co-opted onto the Council have been received from Neil Dransfield, Roger Coombes, Bob Earll and Liz Daykin. Bob and Liz were unable to attend this meeting. As there are only as many candidates as vacant positions, the Council put the co-option of the two candidates present to a yes/no vote. The vote in favour of both candidates was unanimous. Neil Dransfield Votes for: 3 Votes against: 0 Roger Coombes Votes for: 3 Votes against: 0	

<p>41/18</p>	<p>Declaration of Acceptance of Office The co-opted Councillors signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Proper Officer (Parish Clerk).</p>	
<p>42/18</p>	<p>Public Participation Cllr Hanes invited Parishioners present to comment on agenda items, reminding them of the time limits in respect of this agenda item (15 minutes in total, 5 minutes per individual speaker).</p> <p>Q. Concern was expressed over the ambiguity of the notice regarding casual vacancies on the council. The notice was placed on public noticeboards and the website but not in the Parish Magazine or the Community Newsletter. It was felt that the notice did not clearly invite Parishioners to apply for the vacant council positions. A. Cllr Hanes conceded that the notice could have been clearer but explained that its wording was stipulated by FoDDC. He reminded those present that an election will be held in May 2019 when any eligible member of the parish may stand for office.</p> <p>Q. Concern was raised that the co-option of two councillors to the remaining vacant positions would be delayed until the next Council meeting in September. A. The Council advised that an extraordinary meeting would be convened to co-opt the remaining candidates onto the Council. It was agreed that the extraordinary meeting would be held at the earliest possible convenience of the Council and candidates.</p> <p>Q. Council was asked in what manner parishioners can propose motions for consideration on the Agenda. A. Cllr Rees advised that any member of the parish may approach any councillor and request that a matter be put before the council.</p> <p>Q. Council was asked what progress has been made on the following motion agreed at the meeting on 11 January 2018: <i>Council agrees to work with the Village Hall Trustees to undertake a joint study and consultation exercise to assess the feasibility of and parishioners' support for taking a loan to help fund the Village Hall refurbishment.</i></p>	<p>Convene extraordinary meeting. AS</p> <p>Appointment of a council representative to be agenda item at extraordinary meeting. AS</p>

	A. Cllr Hanes advised that once the vacant council positions have been filled, a councillor can be appointed to represent the Parish Council in this joint study.	
43/18	Minutes The minutes of the Parish Council Meeting held on 10 May 2018 were unanimously approved and signed as a true record.	Post signed minutes on website. AS
44/18	Matters arising <ul style="list-style-type: none"> a. <i>Website:</i> Cllr Rees thanked the Clerk for getting to grips with the website and bringing it up to date. b. <i>Annual Parish Meeting:</i> Cllr Hanes proposed setting a date for the extraordinary council meeting as soon as possible and to make setting a date for the Annual Parish Meeting an agenda item. This was unanimously agreed. c. Cllr Hanes to notify FoDDC Monitoring Officer of the appointment of A Spencer as Parish Clerk. d. <i>Local Government Boundary Review:</i> Cllr Bennion suggested that the new ward should be called Dymock Forest instead of Dymock. Clerk advised that the order has been approved by Government so unfortunately there is no further opportunity to comment. e. <i>Community Led Plan:</i> Cllr Hanes advised that the Clerk needs to attend training before she can advise Council on any pertinent legal aspects of the Action Points in the CLP. f. Parish Clerk will ensure relevant reports appear on the village website along with the agenda prior to Council Meetings. g. <i>GDPR:</i> Cllr Rees suggested the Council follow the GAPTC GDPR Policy as an interim measure. It was established that the Parish Council does not require a Data Protection Officer. Cllr Dransfield pointed out that Council requires a Data Protection Policy. In light of the formal complaint from a parishioner regarding a data breach in March, this policy should be implemented as a matter of urgency. h. Cllr Dransfield queried the value of publishing any further information regarding the resignation of four councillors in May. It is the desire of the Council to move forward positively and address pressing parish matters falling within its purview. To that end Cllr Dransfield proposed this agenda item be withdrawn 	<p>Check notice period required for Annual Parish Meeting. AS</p> <p>SH</p> <p>AS</p> <p>Adoption of GDPR policy to be agenda item at extraordinary meeting. AS</p>

	and no further action taken. The motion was seconded by Cllr Rees and carried by a majority of four votes in favour and one against.	
45/18	<p>Clerks report and Finances</p> <p>a. Bank account change of address form signed by Cllrs Hanes and Rees.</p> <p>b. Parish Clerk requested approval for the following GAPTC training:</p> <p>13/09/2018 Clerks The Knowledge Part 1 – The Essentials (£35)</p> <p>02/10/2018 Agendas and Minute Writing (£35)</p> <p>05/10/2018 Budget Planning and Precept Setting (£40)</p> <p>18/10/2018 Clerks More Knowledge – The Finance Module (£35)</p> <p>15/11/2018 Clerks More Knowledge – A miscellany, incl planning (£35)</p> <p>The above training schedule was approved unanimously by the Council.</p> <p>c. Cllr Bennion asked if Cllr Dransfield had attended training. Cllr Dransfield indicated an interest in attending the required training.</p> <p>d. Cheque 357 Payee to be confirmed £ 480.00</p> <p>Cheque 358 Community First Trading (Insurance) £ 248.33</p> <p>Cheque 359 Community Heartbeat (Defibrillator) £ 151.20</p> <p>Cheque 360 R Bennion (1&1 Website Fee) £ 17.96</p>	<p>Post to Lloyds. AS</p> <p>Clerk to enrol in approved training with GAPTC. AS</p> <p>Clerk to revert with cost and availability for GAPTC Being a Better Councillor training for new Councillors. AS</p> <p>Post Cheques. AS</p>
46/18	<p>Standing Orders</p> <p>Cllr Dransfield requested a timeframe for when the Clerk will be able to advise on the adoption of Standing Orders. The Clerk will complete training in November. It was agreed this matter requires more urgent attention.</p>	<p>Review GAPTC Model Standing Orders. Make recommendation to Council. ND</p> <p>Adoption of Standing Orders on agenda for next meeting. AS</p>

<p>47/18</p>	<p>Code of Conduct Cllr Dransfield proposed a motion to formally adopt the FoDDC Code of Conduct for Town and Parish Councils. Cllr Rees seconded the motion. The motion was carried by a unanimous vote.</p>	
<p>48/18</p>	<p>Finance a) Cllr Dransfield requested a copy of the budget. b) Audited Financial Statements are overdue.</p>	<p>Email copy of budget to ND and post on website. AS Arrange audit as matter of urgency. AS</p>
<p>49/18</p>	<p>Planning a) P0837/18/FUL Meribel Deadline for comments has passed. b) P0951/18/FUL The Burrows, Kempsey Green Deadline for comments 17/07/2018 Cllr Rees proposed that the Clerk respond to the FoDDC regarding planning applications, even if the response is that there are no objections. Cllr Dransfield moved that the Council accept the proposed plan. Seconded by Cllr Bennion. Motion carried by majority vote. In favour 4 Abstain 1 c) Cllr Dransfield enquired if the Council have a policy in place on responding to planning matters. No such official policy is currently in place.</p>	<p>Contact FODDC and advise KPC have no objections to proposed planning application. AS Make policy recommendations to Council at next meeting. ND</p>
<p>50/18</p>	<p>Date of Next Meeting a) Thursday 13 September 2019 at 19:30 in the Village Hall. b) An extraordinary meeting will be convened in July at the earliest possible convenience of the Council and proposed candidates for co-option.</p>	
<p>51/18</p>	<p>Other Business At the request of a parishioner, Cllr Rees proposed that the Beauchamp Villas hedge dispute be included on the next meetings agenda. Seconded by Cllr Dransfield.</p>	<p>Do land registry search and report back to Council on ownership of boundary/hedge at next meeting. ND</p>

There being no further business the meeting closed at 21:00.

Signed Date

Print Name