



Parish Clerk: Arin Spencer  
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Dear Member,

**NOTICE IS HEREBY GIVEN** that an **Ordinary Meeting of Kempley Parish Council** will be held in the **Village Hall** on **Tuesday 04<sup>th</sup> September, 2018 at 7:30pm**. All members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

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## AGENDA

***Public Participation:** As per Standing Orders, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A person wishing to speak should raise their hand and, when invited to speak, state their name and interest in the matter under discussion. Members of the public should limit their individual contribution on an item to not more than 5 minutes. The Chairman may direct that a written or oral response be given to a question.*

### 1. Apologies

Cllr Neil Dransfield

### 2. Declarations of Interest

- 2.1. Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to the agenda.
- 2.2. Non-registerable interest – Members must declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent.
- 2.3. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.
- 2.4. Dispensations – Members to consider any requests for dispensations.

### 3. Minutes

- 3.1. To confirm minutes of the meeting held on 7<sup>th</sup> August 2018.
- 3.2. Matters arising from previous minutes not included elsewhere on the agenda:
  - 3.2.1. The Parish Council thanks John Birt for the generous contribution of his time and expertise in performing the internal audit for the 2017/18 financial year.
  - 3.2.2. Data Audit

- 3.2.3. Annual Audit: accounts and supporting documents have been published on the website. Parishioners have until 21 September to exercise their right to inspect the accounts for 2017/18.
- 3.2.4. Beauchamps Villas
- 3.2.5. FOI Request: feedback from ICO pending
- 3.2.6. GDPR:
  - a) General Privacy Notice has been published on the website. GDPR policy to follow.
  - b) GDPR Training – Clerk has read GAPTC GDPR Toolkit and circulated same to Councillors.
- 3.2.7. Broadband: GIGAclear statement regarding the planned rollout for Kempley has been published on the council’s website.

#### **4. Finances**

- 4.1. Councillors to vote on adoption of the draft budget (appendix 1).
- 4.2. Review of monthly accounts.
  - 4.2.1. Chq 365 Arin Spencer Clerk Wages £ 232.46

#### **5. Village Hall Ownership and Public Works Loan**

Cllr Bob Earll to summarise his and Cllr Neil Dransfield’s report.

#### **6. Notice of Motions**

- 6.1. *Cllr Simon Hanes (Chairman)*

THAT the Council consider donations for 2017/2018 and 2018/2019 to the PCC, Village Hall Trust and Neighbourhood Watch and make payments accordingly.
- 6.2. *Parish Clerk (Arin Spencer)*

THAT the draft Complaints and Comments Policy be adopted.

#### **7. Items for Discussion / Consideration**

- 7.1. *Cllr Bob Earll*

To discuss the draft asset register (appendix 2).
- 7.2. *Arin Spencer (Clerk)*

To consider list of council responsibilities attached (appendix 3) and where possible nominate a councillor or clerk for each role.

#### **8. Meetings**

Annual Parish Meeting to be held on 25 September 2018 at 7:30pm in the Village Hall.

Next ordinary Parish Council meeting to be held on 02 October 2018 at 7:30pm in the Village Hall.

Schedule of meetings:

Meeting Date	Key Tasks
02/10/2018	Consider issues that could/should influence the budget.
06/11/2018	Councillors to submit ideas/proposals re items for inclusion in the budget.
04/12/2018	Agree 2019/20 budget and agree precept figure.
02/01/2019	Sign precept form.
05/03/2019	
02/04/2019	
07/05/2019	Annual Parish Council Meeting

**Submission of Motions for a Meeting:** *Members of the public may submit requests to any Councillor or the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 5 clear days before the meeting will be carried over to the next meeting. Please see Standing Orders (published on the Parish Council's website) for further guidelines regarding the submission of Motions for a Meeting.*



Arin Spencer  
Clerk to the Parish Council

## Appendix 1

### Kempley Parish Council

### DRAFT Budget 2018/2019

	Budget	Spend to date	Anticipated	Proposed
	2017/18	2017/18	year end	budget
				2018/19
<b>EXPENDITURE</b>				
Staff costs - salary/NI/pension	1660	1895	1895	2000
Website Hosting	156	18	18	20
Village Hall Hire	90	115	115	150
Short-term Insurance	250	248	248	250
Green Maintenance	480	480	480	480
Training	125	95	95	560
Travel expenses	0	0	0	0
Defibrillator Maintenance	151	758	758	370
Website Maintenance	144	947	947	0
Community led plans	449	758	758	0
Subscriptions	80	78	78	80
Remembrance Wreath	17	20	20	20
Annual Parish Meeting	0	15	15	50
Elections	175	0	0	175
Contingency	500	0	0	500
PCC Donation	170	0	0	0
Village Hall Donation	170	0	0	0
Neighbourhood Watch Donation	50	0	0	0
Audits	0	0	0	0
Professional fees	0	0	0	0
Community grants	0	0	0	0
<b>TOTAL</b>	<b>4667</b>	<b>5428</b>	<b>5428</b>	<b>4655</b>
<b>INCOME</b>				
Grants/gifts/s106/CIL	0	0	0	0
Bank/investment interest	0	0	0	0
				0
Requiring funding	4667	5428	5428	4655
Use of reserves	593	1354	1354	0
<b>PRECEPT</b>	<b>4074</b>	<b>4074</b>	<b>4074</b>	<b>4889</b>

## Appendix 2



### DRAFT ASSET REGISTER

Last Updated: 30 August 2018

Item Description	Value	Valuation Date	Replacement Cost	Notes
Village Green	£ 1.00	31-03-2006		KPC are Trustees of this Common Land
Bus Shelter (Kempley Green)	£ 3,000.00	31-03-2006	£ 3,000.00	Insurance value is £3444
Bus Shelter (Fishpool)	£ 3,000.00	31-03-2006	£ 3,000.00	Insurance value is £3444
iKiosk	£ 800.00	07-07-2010		Insurance value is £915
Flagpole	£ -		£ 75.00	
Flags x 2	£ -		£ 60.00	
Defibrillators	£ 1,950.00	Unknown		Insurance value is £1927
Village Hall			£ 552.00	
Kempley Green (Bus Shelter)			£ 552.00	
Fishpool			£ 552.00	
HP Laptop	£ 379.99	May 2017		Purchase price.
Memorial Stone	£ 370.00	2014		
Noticeboards:				
Fishpool	£ -		£ 750.00	
Kempley Green (Bus Shelter)	£ 50.00		£ 50.00	

## Appendix 3

### KPC ALLOCATION OF RESPONSIBILITIES

TASK	LEAD
Planning	
Highways	
Transport	
Services	
<i>Gas, water, electricity, telephone, drainage</i>	
COMMUNITY	
<i>Neighbourhood Watch Liaison</i>	Clerk
<i>Skills Register</i>	
<i>Community Emergency Plan</i>	Clerk
<i>Community Led Plan</i>	
<i>Village Agent Liaison</i>	
COMMUNICATION	
<i>Website</i>	Clerk
<i>Mobile Phone Coverage</i>	
<i>Broadband</i>	
<i>Newsletter</i>	Clerk
ENVIRONMENT	
<i>Rights of Way</i>	
<i>Litter / Dog Waste / Dumping</i>	
<i>Footpaths &amp; Trees Officer</i>	
<i>Traffic</i>	
Kempley Village Hall	CLlr Robin Bennion
Farming and Business	
Data Protection Compliance Officer	
Documents	Clerk
Complaints and Grievances	
Village Green & Bus Shelters	
War Memorials	