



DRAFT

MINUTES OF THE MEETING OF KEMPLEY PARISH COUNCIL

Held at the Village Hall on Tuesday 04th September 2018 at 19:30

Present: Cllr Hanes (SH) Cllr Rees (HR) Cllr Earll (BE)
Cllr Coombs (RC) Cllr Daykin (LD) Cllr Bennion (RB)

In attendance: Clerk (Arin Spencer)
Five (5) parishioners

84/18	Apologies. Apologies received and accepted from Cllr Neil Dransfield.	
85/18	Declarations of Interest. No declarations of interest were made.	
86/18	Minutes Minutes of the Parish Council Meeting held on 07 August 2018 were unanimously approved and signed by the Chairman as a true record.	
87/18	Matters Arising <i>Internal Audit</i> The Council thanked John Birt (not present) for the generous contribution of his time and expertise in performing the internal audit for the 2017/18 financial year.	
88/18	<i>Data Audit</i> The data audit has been started and feedback will be sent to Councillors once complete (on or before 14 September 2018).	Clerk
89/18	<i>Beauchamp Villas</i> The Council discussed the letter received from Two Rivers. It was generally felt that the tone was unhelpfully dismissive. Cllr Rees reminded the Council that the primary issue is the reason for removal of the hedge and setting back of the boundary i.e. to create an unauthorised parking space. When the tenant's car is parked there, it sits partially on council land making it difficult for tractors or emergency vehicles to pass. Cllr Earll agreed that the focus should be the new parking space and vehicular access rights to the property. He suggested that Cllr Dransfield draft a follow up letter to Two Rivers. Cllr Hanes requested that a draft letter be drawn up by the Clerk for review by Cllr Dransfield.	Clerk

<p>89/18 cont.</p> <p>90/18</p> <p>91/18</p> <p>92/18</p>	<p>A parishioner requested to speak and made the following comments: <i>The Two Rivers approach is unacceptable. No permission for either the removal of the hedge, the creation of a parking space or vehicular access rights was sought from the Parish Council. There was a fence inside the hedge. A disc cutter was taken to the fence post which is still visible and indicates where the boundary should be. The Parish Council should not be intimidated or ignored by the owners of the property whose response thus far has been totally unacceptable.</i></p> <p><i>FOI Request</i> The ICO has confirmed that once the requested information has been sent in response to a FOI request, the matter can be considered closed.</p> <p><i>GDPR Policy</i> The General Privacy Notice has been published on the Parish Council website. GDPR Policy to follow in due course.</p> <p><i>GDPR Training</i> The Clerk has read the GAPTC GDPR Toolkit and circulated same to all Councillors.</p>									
<p>93/18</p> <p>94/18</p>	<p>Finances The draft budget (appendix 1) was discussed. Website hosting was increased to £95. Website maintenance was increased to £180. A budget of £300 was agreed for donations. The Council resolved to adopt the budget with the above changes. Proposed by Cllr Rees. Seconded by Cllr Earll. Carried nem con.</p> <p>Cllr Bennion observed that the Council should hold two years of its budget in reserve. The Council agreed this should be worked towards.</p> <p>The monthly accounts were reviewed. Two cheques were issued this month as follows:</p> <table border="0" data-bbox="295 1512 1316 1579"> <tr> <td>Chq 365</td> <td>Arin Spencer</td> <td>Clerk Wages</td> <td>£232.46</td> </tr> <tr> <td>Chq 366</td> <td>Arin Spencer</td> <td>1&1 Domain Renewal</td> <td>£ 19.32</td> </tr> </table>	Chq 365	Arin Spencer	Clerk Wages	£232.46	Chq 366	Arin Spencer	1&1 Domain Renewal	£ 19.32	
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<p>95/18</p>	<p>Village Hall Ownership and Public Works Loan Cllr Earll summarised his and Cllr Dransfields Village Hall Report which investigates whether Kempley Parish Council can take out a Public Works Loan to fund improvements to the village hall. To do this they needed to answer the following questions:</p> <ol style="list-style-type: none"> 1. Who owns the Hall? <i>The Gloucester Diocese.</i> <i>Based on the evidence in the report, BE and NJD conclude there are no grounds for questioning ownership of the Village Hall.</i> 2. Does KPC have General Power of Competence (required to apply for a Public Works Loan)? <i>No.</i> 									

<p>95/18 cont.</p>	<p><i>Two thirds of the Councillors need to be elected (not co-opted) and the Parish Clerk needs to be properly trained which could take up to a year. The Parish Council can therefore not progress this any further until the election next May.</i></p> <p>3. Can KPC secure a loan for a public building? Yes 4. Can KPC secure a loan for a building it doesn't own? Yes 5. Can KPC secure a Public Works Loan for a building owned by the Church?</p> <p><i>The 1894 Act prohibits local authorities from spending on Church property. There have been further acts of legislation but none have repealed this section of the 1894 Act. BE and NJD conclude that KPC cannot apply for a Public Works Loan to provide a grant to the Village Hall.</i></p> <p>Bob Earll for KPC and Louise Earll for KVHT will be attending a meeting on 20 September with a representative of the Public Works Loan Board to get further clarity on question five.</p> <p>Cllr Bennion thanked Cllr Earll and Cllr Dransfield for all the work put into producing their report and congratulated them on its completion calling it a <i>'brilliant piece of work'</i>. He requested clarity on the General Power of Competence reminding the Council that co-opted council members have the same rights as elected council members. The Clerk confirmed that this is correct but for the purposes of General Power of Competence at least two thirds of Councillors must be elected, not co-opted.</p>	
<p>96/18</p> <p>97/18</p>	<p>Notice of Motions <i>Cllr Simon Hanes (Chairman)</i> THAT the Council consider donations for 2017/2018 and 2018/2019 to the PCC, Village Hall Trust and Neighbourhood Watch and make payments accordingly.</p> <p>Donations to the PCC, Village Hall Trust and NHW were discussed. It was agreed that letters will be written to the PCC and Village Hall Trust to establish specific needs for which the Council could grant funds, rather than giving a donation with no specific purpose.</p> <p><i>Clerk (Arin Spencer)</i> THAT the draft Complaints and Comments Policy be adopted.</p> <p>Comments from the public have been received regarding the above policy and need to be considered. It was agreed that this motion will be deferred to the next meeting.</p>	<p>Clerk</p>

<p>98/18</p>	<p>Items for Discussion / Consideration <i>Cllr Bob Earll</i> To discuss the draft asset register (appendix 2). The asset register was discussed, and a few adjustments made.</p> <p>Cllr Rees advised that the Village Green is owned by the Parish Council and produced documentation confirming this. A member of the public asked whether the County Council gifted the land to Kempley Parish Council legally. It was agreed that the Clerk will put the documents supporting the Parish Council’s ownership of the Green on the website for public inspection.</p> <p>A member of the public requested that the Memorial Stone be referred to as The 2014 Memorial Stone.</p>	<p>Clerk</p>
<p>99/18</p>	<p><i>Clerk (Arin Spencer)</i> To consider list of council responsibilities (appendix 3) and where possible nominate a Councillor or Clerk for each role.</p> <p>The task list was discussed. Cllr Earll suggested that one master list is needed that combines the duties of the Council, action points in the Community Led Plan and any resulting policies that are required. Cllr Earll to meet with the Clerk to formulate a master task list and circulate to Councillors.</p>	<p>BE / Clerk</p>
<p>100/18</p>	<p>Next Meeting The Annual Parish Meeting will take place on 25 September 2018 at 7:30pm in the Village Hall.</p> <p>The next Ordinary Parish Council meeting will take place on 02 October 2018 at 7:30pm in the Village Hall.</p>	

The Chairman thanked all for attendance and with no further business closed the meeting at 21:15pm.

Signed Date

Print Name

Appendix 1: Budget

Kempley Parish Council

Budget 2018/2019	BUDGET
	2018/19
EXPENDITURE	
Staff costs - salary/NI/pension	2000
Clerk / Councillor Expenses	0
Training	560
Travel expenses	0
Subscriptions	80
Short-term Insurance	250
Website Hosting & Domain	95
Website Maintenance	180
Software Subscriptions	0
Village Hall Hire	150
Annual Parish Meeting	50
Green Maintenance	480
Defibrillator Maintenance	151
Community led plans	0
Remembrance Wreath	20
Elections	175
Contingency	500
Donations	300
Community grants	0
TOTAL	4991
INCOME	
Grants/gifts/s106/CIL	0
Bank/investment interest	0
	0
Requiring funding	4565
Use of ringfenced funds	426
Use of reserves	-324
PRECEPT	4889

Appendix 2



DRAFT ASSET REGISTER

Last Updated: 13 September 2018

Item Description	Value	Valuation Date	Replacement Cost	Notes
Village Green	£ 1.00	31-03-2006	N/A	Owned by KPC
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	£ 1,000.00	Insurance value is £915
Flagpole	£ -		£ 75.00	Not insured.
Flags x 2	£ -		£ 60.00	Not insured.
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		Actual purchase price.
The 2014 Memorial Stone	£ 3,376.00	2014	£ 3,376.00	Not insured.
Noticeboards:				
Fishpool	£ -		£ 750.00	Not insured.
Kempley Green (Bus Shelter)	£ -		£ 50.00	Not insured.

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 & Trees Officer</i>	
<i>Traffic</i>	
Kempley Village Hall	Clr Robin Bennion
Farming and Business	
Data Protection Compliance Officer	
Documents	Clerk
Complaints and Grievances	
Village Green & Bus Shelters	
War Memorials	
Defibrillators	