



MINUTES OF THE MEETING OF KEMPLEY PARISH COUNCIL
 Held at the Village Hall on Tuesday 02nd October 2018 at 19:30

Present:

Cllr Simon Hanes (Chairman), Cllr Howell Rees (Vice-Chairman), Cllr Liz Daykin (LD),
 Cllr Robin Bennion (RB)

Absent:

Cllr Neil Dransfield (due to unforeseen circumstances), Cllr Bob Earll (apologies received)

In attendance:

Mrs Arin Spencer (Clerk)
 Two (2) parishioners

101/18	Apologies received from Cllr Bob Earll.	
102/18	Declarations of Interest. None.	
103/18	Minutes Minutes of the Parish Council Meeting held on 04 September 2018 were unanimously approved and signed by the Chairman as a true record.	
104/18	Matters Arising <i>Data Audit</i> The clerk explained that the data audit is still in progress as it seemed better to delay release rather than rush it and get it wrong. It will be complete and sent to Councillors well in advance of the next meeting.	Clerk
105/18	<i>Beauchamp Villas</i> A letter was sent 28-09-2018 to Two Rivers Housing regarding the unauthorised removal of a common boundary hedge, creation of a parking space and vehicular access across Parish Council land. The clerk read the letter to those present and a discussion regarding rights of easement followed. Two Rivers Housing have responded advising that the matter will now be escalated to management. Clerk to follow up.	Clerk
106/18	<i>Village Hall Public Works Loan</i> A letter was sent 26-09-2018 to Alison Robinson, CEO of GAPTC, requesting an updated legal opinion from NALC regarding the feasibility	

<p>106/18 cont.</p>	<p>of KPC providing grant funding to KVHT for refurbishment of the Village Hall. Cllr Bennion advised that KVHT have got a legal opinion on this matter from a barrister and two solicitors and will hear feedback on this from Pen Jones at the KVHT Committee Meeting next week.</p>																																									
<p>107/18</p>	<p><i>Donations</i> Letters to PCC and KVHT (<i>minute 96/18</i>) requesting specific needs that the Parish Council can contribute towards have not yet been sent. Clerk recommended:</p> <ul style="list-style-type: none"> - That a letter be sent to KVHT advising that no donations will be made while the Parish Council is focused on obtaining a loan to provide grant funding for refurbishment of the Village Hall. - That a letter be sent to the PCC advising that donations from the Parish Council will cease for the time being until it can be confirmed whether or not such donations contravene the Local Government Act 1894. <p>It was agreed that the above letters should be sent.</p>	<p>Clerk</p>																																								
<p>108/18</p>	<p>Finances The monthly accounts were reviewed. <u>October Payments</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Chq 367</td> <td style="width: 30%;">Arin Spencer</td> <td style="width: 35%;">1&1 Domain Renewal</td> <td style="width: 20%; text-align: right;">£ 17.96</td> </tr> <tr> <td>Chq 368</td> <td>Arin Spencer</td> <td>Clerk Wages</td> <td style="text-align: right;"><u>£ 208.83</u></td> </tr> <tr> <td colspan="3">Total:</td> <td style="text-align: right;">£ 226.79</td> </tr> <tr> <td colspan="3">Bank Balance 21.09.2018</td> <td style="text-align: right;">£ 7,996.46</td> </tr> <tr> <td colspan="3">Less unpresented cheques</td> <td style="text-align: right;"><u>£ 226.79</u></td> </tr> <tr> <td colspan="3">Funds available</td> <td style="text-align: right;"><u>£ 7,769.67</u></td> </tr> <tr> <td colspan="3">Year to date expenditure (26% of budget)</td> <td style="text-align: right;">£ 1,308.04</td> </tr> <tr> <td colspan="4"><u>Out of budget expenditure:</u></td> </tr> <tr> <td colspan="3">Clerks Expenses (printing)</td> <td style="text-align: right;">£ 21.85</td> </tr> <tr> <td colspan="3">Software (Microsoft Office & Antivirus)</td> <td style="text-align: right;">£ 91.98</td> </tr> </table> <p>109/18 Councillors considered items that could influence the 2019/20 budget. <i>Election</i> Cllrs Bennion and Hanes agreed that a contested election would have a significant impact. Clerk confirmed the cost of an uncontested election is £146 but the cost of a contested election would be £1265. <i>Noticeboards</i> Cllr Bennion commented on the poor condition of the noticeboard at Fishpool and said this should be replaced. He also suggested that a noticeboard be placed nearer the top of the village between the green and the end of the village in the direction of Queens Wood. Clerk to</p>	Chq 367	Arin Spencer	1&1 Domain Renewal	£ 17.96	Chq 368	Arin Spencer	Clerk Wages	<u>£ 208.83</u>	Total:			£ 226.79	Bank Balance 21.09.2018			£ 7,996.46	Less unpresented cheques			<u>£ 226.79</u>	Funds available			<u>£ 7,769.67</u>	Year to date expenditure (26% of budget)			£ 1,308.04	<u>Out of budget expenditure:</u>				Clerks Expenses (printing)			£ 21.85	Software (Microsoft Office & Antivirus)			£ 91.98	
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<p>110/18</p>	<p>investigate who owns the small grassed area at the corner of Felania which was suggested as a suitable site.</p> <p>Cllr Hanes invited Councillors to send any comments or suggestions regarding the budget to the Clerk so that they can be tabled for further discussion at the meeting in November.</p> <p><i>WWII Commemorative Summary on Nine Sons of Kempley</i> Cllr Rees took the opportunity to advise the Council on the completion of a poster commemorating the centenary of the end of WWII and summarising his research on the nine sons of Kempley. He proposed THAT it be put up in the Kempley Green bus shelter on the wall opposite the defibrillator. Seconded by Cllr Bennion. Motion carried nem con.</p>	<p>Clerk</p> <p>ALL</p> <p>HR</p>
<p>111/18</p>	<p><i>Kempley Green Bus Shelter Guttering</i> Cllr Daykin advised that the guttering on the Kempley Green bus shelter is loose. Cllr Rees said he would have a look and see if he can fix it.</p>	<p>HR</p>
<p>112/18</p> <p>113/18</p> <p>114/18</p> <p>115/18</p>	<p>Notice of Motions <i>Cllr Neil Dransfield</i> THAT the Council assign a priority level of either high, medium or low to each of the items on the KPC Task List (Appendix 1) to enable resources to be properly focused.</p> <p>It was agreed that this motion be deferred to the next meeting as Cllr Dransfield was not able to present his views.</p> <p><i>Cllr Neil Dransfield</i> THAT the Council adopts the Complaints and Comments Policy tabled under minute 97/18. Seconded by Cllr Rees. Motion carried nem con.</p> <p><i>Cllr Neil Dransfield</i> THAT the Council consider the attached (appendix 2) Planning Policy for adoption at its November meeting. Seconded by Cllr Rees. Motion carried nem con.</p> <p><i>Clerk (Arin Spencer)</i> THAT the Council join the Dementia Action Alliance. Clerk advised the Council that joining the Dementia Action Alliance is free and simply involves a commitment to</p> <ul style="list-style-type: none"> a) being a dementia friendly Parish Council and b) formulating an Action Plan for how KPC can help support people with dementia and their families / carers. <p>Dementia Action Alliance can arrange free dementia awareness sessions for Councillors and members of the public and provide</p>	

	<p>information on resources available to people living with dementia and their families / carers.</p> <p>Seconded by Cllr Bennion. Motion carried nem con.</p> <p>Application and action plan to be prepared by Clerk and submitted to Cllr Hanes for review.</p>	Clerk/ SH
116/18	<p>Member Questions</p> <p><i>Cllr Liz Daykin</i></p> <p>'Felania': When is the section of hedge removed for building works going to be reinstated as per the planning permission?</p> <p>Cllr Daykin advised that planning permission for 'Felania' was obtained in 2012 and building works were completed in 2013. Part of the hedged boundary along the road was open for a footpath but more was removed during the construction process. No time limit is given in the planning permission for when the hedge will be reinstated. The temporary boundary fencing is unsightly.</p> <p>Cllr Dayking proposed THAT the Council write to FoDDC requesting that they write to the owners of 'Felania' asking when they plan to finalise the boundary.</p>	Clerk
117/18	<p>Next Meeting</p> <p>The next Ordinary Parish Council meeting will take place on 06 November 2018 at 7:30pm in the Village Hall.</p>	

The Chairman thanked all for attendance and with no further business closed the meeting at 20:50pm.

Signed Date

Print Name

Appendix 1

KEMPLEY PARISH COUNCIL: *Functions & Lead Role Allocation*

FUNCTIONS & TASKS		LEAD PERSON
GOVERNANCE & FINANCES		PARISH COUNCIL
COMPLY WITH LEGISLATION		NEIL DRANSFIELD
Freedom of Information Act 2000		
Data Protection Act 1998 / GDPR 2018		
Equality Act 2010		
Employment Law		
FOLLOW RULES FOR COUNCIL ADMINISTRATION		
Appoint a chairman		Simon Hanes
Appoint officers as appropriate for carrying out PC functions		Clerk (Arin Spencer) List of Councillors
Appoint a responsible financial officer (RFO)		Clerk (Arin Spencer)
Appoint independent and competent internal auditor		John Birt
Adopt a Code of Conduct		
Hold min 4 meetings / year (one must be Annual Parish Council Meeting)		
Hold Election every 4 years		
Maintain asset register		
H	CLP 4.6: Encourage and support the Parish Council to achieve Quality Parish Council Status	
BASIC SERVICES		
PLANNING		NEIL DRANSFIELD
H	CLP 4.4: Scrutinise new planning applications and alert residents.	
HIGHWAYS		LIZ DAYKIN
H	CLP 2.5: Keep traffic calm through village and maintain quality of roads	
TRANSPORT		LIZ DAYKIN
SERVICES		
H	CLP 4.1: Develop a long term plan to ensure basic fixed asset infrastructure of Kempley remains fit for purpose (including roads, sewers, telecommunications, water, public footpaths and power).	
Gas		
Water		
Electricity		
Drainage		
COMMUNITY SPIRIT		
COMMUNITY SAFETY		
H	CLP 1.1: Maintain NHW Scheme	Clerk (Arin Spencer)
M	CLP 1.4: Review and keep Community Emergency Plan updated	Clerk (Arin Spencer)
COMMUNITY SUPPORT		
H	CLP 1.2: Support pastoral care for vulnerable community members	
M	CLP 1.3: Create and maintain a skills register	
L	CLP 1.5: Maintain Contact with Village Agent	
COMMUNITY HEALTH		SIMON HANES (CHAIR)
Defibrillator maintenance		
M	CLP 4.8: Maintain health awareness eg. First aid, defibrillator, dementia training.	
COMMUNITY ENGAGEMENT		
Annual Parish Meeting		
H	CLP 4.6: Encourage and support the Parish Council to achieve Quality Parish Council Status	
M	CLP 4.7: Identify and train new community leaders / succession planning	
L	CLP 4.10: Review and maintain Community-Led Action Plan	
VILLAGE HALL - <i>Ensure village hall is made fit for purpose.</i>		ROBIN BENNION

H	CLP 1.6: Develop the refurbishment plan (<i>KVHT, PCC</i>)	
H	CLP 1.7: Fundraise for refurbishment.	
H	CLP 1.8: Undertake Feasibility Study for Public Works Programme Loan	CLlrs Earll & Dransfield
M	CLP 1.9: Extend activities within the village hall (<i>KVHT</i>)	
COMMUNITY ASSETS		
	Village Green (owned by Kempley Parish Council)	Liz Daykin
	Bus Shelters	Howell Rees
	War memorials	Howell Rees
	Noticeboards	
ENVIRONMENT		BOB EARLL
M	CLP 2.6: Encourage support for local environment. (<i>Each group</i>)	
FOOTPATHS & TREES		
HOWELL REES		
H	CLP 2.1: Protect and maintain footpaths and rights of way incl. updating walks, leaflets, maps and other publications (<i>WPG / FoKC / KWG</i>)	
H	CLP 2.4: Appoint KPC Footpaths & Trees Officer	
M	CLP 2.7: Work with Forestry Commission to maintain woodlands & footpaths	
M	CLP 2.8: Create link between KPC Footpaths & Trees Officer, KWG, FoDDC and GCC (<i>KWG</i>)	
LITTER / DUMPING		
LIZ DAYKIN		
H	CLP 2.2: Promote a zero tolerance to litter, dog waste and dumping by organising litter picks.	
RECYCLING		
LIZ DAYKIN		
H	CLP 2.3: Augment FoDDC efforts to reuse, recycle and reduce waste	
HEDGES & VERGES		
M	CLP 2.9: Maintain hedges and verges whilst staying sensitive to wildlife	
BIODIVERSITY		
Have regard to the protection of biodiversity in carrying out PC functions		
M	CLP 2.10: Continue daffodil habitat maintenance programme (<i>DyFRA, FoKC</i>)	
M	CLP 2.11: Improve knowledge and develop a plan to improve wildlife assets of Kempley through diligent observation, liaison with landowners and gardeners, positive action on habitat management and taking account of climate change impacts	
L	CLP 2.12: Preserve dark skies	
VILLAGE AESTHETICS		
H	CLP 4.5: Maintain the look and feel of Kempley consistent with its rural setting with particular attention to property frontages and encouraging hedged boundaries.	
COMMUNICATION		ROBIN BENNION
SERVICES		
	Telephone	
H	CLP 3.2: Secure improved mobile phone coverage	
H	CLP 3.3: Secure superfast broadband for all of Kempley	
ELECTRONIC COMMUNICATIONS		
Clerk (Arin Spencer)		
H	CLP 3.1: Create umbrella website for Kempley with links to all groups and organisations.	
H	CLP 3.4: Electronic newsletters to the village; alerting residents.	
L	CLP 3.5: Create an online village sharing / for sale noticeboard	Volunteer needed
PLANNING FOR THE FUTURE		
INFRASTRUCTURE		
H	CLP 4.2: Develop a long term plan to ensure the basic non-fixed asset infrastructure of Kempley remains fit for purpose (including postal services, ambulance and fire services, health services, dental services, public transport services and waste collection).	
INNOVATION & DEVELOPMENT		
H	CLP 4.3: Create an innovation and development team for Kempley designed to ensure Kempley takes full advantage of emerging technology.	
LOCAL HERITAGE		
M	CLP 4.9: Encourage support for local heritage activities (<i>FoKC, all village groups</i>)	



Working with the community for the community

**PLANNING APPLICATIONS
POLICY**

INTRODUCTION

This document is the written policy of Kempley Parish Council (the Council) regarding its consideration of Planning Applications made to the Forest of Dean District Council (the FoDDC).

This policy will also apply to Planning Appeals, but with the responses being to the Planning Inspectorate. The FoDDC must tell anyone who has commented on the original application that an appeal has been made.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Parish Council:

Action	Date	For Review
Adopted:	XXXXXXXXXX	Annual Parish Council Meeting
Modified:	None	

Changes to this Policy

We keep this Planning Applications Policy under regular review and we will place any updates on our website www.kempleyparishcouncil.org.

Contact Details

Please contact us if there are any questions about this policy at:

Kempley Parish Clerk

The Croft, Kempley, GL18 2BU

Email: kempleyparishclerk@gmail.com:

PLANNING APPLICATIONS POLICY

1. Principles:

Kempley Parish Council (the Council) wants to provide proper responses to Planning Applications made to the Forest of Dean District Council (the FoDDC). To do this the Council will normally:

- Provide the FoDDC with a response to each consultation it receives from them;
- Say whether there is support or opposition to the proposals, giving reasons;
- Where relevant say where, in the Council's opinion, the proposals align with or depart from the views of the community as expressed in the Community Led Plan, and
- Have a Councillor nominated with a Planning remit for liaison purposes.

2. Consultations:

The FoDDC provides the Council with notifications of Planning Applications made to it, and they give the Council a deadline date by which to provide comment. This consultation by FoDDC is not binding on them. For example any support or opposition by the Council to a particular application may not have a huge influence on the FoDDC decision, but they should have regard to what is said. Hopefully the Council's response will be helpful where there are contentious matters.

The FoDDC normally notify neighbours of a proposed development directly, as it is they who have the strongest voice. It is the Council's opinion that members of the community remote from an application site do not have such a strong voice, unless there is strong opinion expressed by many. In view of the latter the Council always urges individuals to provide comment directly to the FoDDC, and not simply rely on the Council's response.

3. The Community Lead Plan (CLP) :

The CLP was prepared after meetings of the community and a questionnaire circulated to all the community. The CLP states:

- *The Forest of Dean District Council (FoDDC) Allocations Plan (2015) features Kempley Green as a distinct area of consolidation within the dispersed rural area of Kempley as a whole. FoDDC has defined a Designated Settlement Boundary (DSB) as shown on the map. Kempley Green, as a defined settlement, has a population of approximately 108 in around 40 houses. The village is considered to be almost fully developed within the DSB with only one or two tiny areas still appropriate for infill development. The key issue stated in the Allocations Plan (2015) is to "protect the surrounding countryside from inappropriate development" and it is proposed that "the plan will continue a tight control on further development".*
- *With that background, combined with a number of comments from villagers, it is clear that any development within the DSB and, indeed, outside of this but within the village as a whole will be contentious.*
- *The questionnaire asked whether residents would be in favour of development within the DSB and 50% confirmed that they would albeit with some qualifications on design on a case by case basis. 88% of respondents were in favour of renewal / redevelopment of existing dwellings, again on a case by case basis.*

- D. Where an application is (in the Council's opinion) thought to be of high impact on the community they will either:
- Ensure that timing permits views to be given by the community at a scheduled Parish Council Meeting, or
 - Convene an Extraordinary Parish Council Meeting, and
- E. Coordinate opinion and require the Clerk to convey the majority decision of Councillors to the FoDDC in line with paragraph (1) above.

§ **Low Impact** applications would be ones normally involving:

Extensions, or alterations, to domestic properties within the DSB;

Minor alterations to means of access within the DSB, and

Minor development for an established farming use.

§ **High Impact** applications would be ones normally involving:

Single or multiple new build dwellings within the DSB;

Extensions to domestic properties greater than "Permitted Development" rules outside the DSB;

Commercial applications (excluding low impact development for an established farming use) within or outside the DSB;

Alterations to a means of access outside the DSB, or significant alterations to a means of access within the DSB;

New build dwellings outside the DSB, and

Significant "Changes of Use" of land or buildings.

‡ Included as being high impact having regard to the CLP.

However, each application will be looked at on its own merits and some proposals may (or may not) be considered in the interests of the community having regard to the CLP. Where representations are made to the Council by the community that any proposal is high impact, it will consider the representation and where appropriate endeavor to act accordingly (so long as sufficient time is available).

5. Pre Application Advice

Where the Council is approached for opinion or advice prior to a planning application being made, the potential applicant will be advised to refer to the FoDDC or a Planning Consultant, and they will be advised of this Policy.