



Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer
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MINUTES OF THE MEETING OF KEMPLEY PARISH COUNCIL

Held at the Village Hall on Tuesday 06th November 2018 at 19:30

Present:

Cllr Simon Hanes - Chairman (SH), Cllr Howell Rees - Vice-Chairman (HR), Cllr Liz Daykin (LD),
Cllr Robin Bennion (RB), Cllr Neil Dransfield (NJD), Cllr Bob Earll (BE)

In attendance:

Mrs Arin Spencer – Parish Clerk, Mr Alan Smith – Snow Plough Operator, Two (2) parishioners

118/18 Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of a meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Resolved: None received

119/18 Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

Resolved: Noted none received by the Clerk

120/18 Disclosable Pecuniary Interests

Members to declare any interest they may have in agenda items.

Resolved: None given

121/18 Chairman's Announcements

Resolved: None to report

122/18 Previous Minutes

To receive and sign minutes of the meeting held on 02nd October 2018 (previously circulated).

Resolved: That they are a true record of the decisions made.

123/18 Councillor Co-option

Council is asked to discuss the application received and resolve if it wishes to co-opt the applicant.

Resolved: Approved the co-option of Martin Brocklehurst with five (5) votes in favour and one (1) abstention.

124/18 Snow Plough Operator

Council to consider and, if it so wishes, resolve the appointment of Alan Smith as Snow Plough Operator. Mr Smith will attend the meeting to answer any questions the Council may have.

Resolved: Unanimously approved the appointment of Alan Smith as Snow Plough Operator.

Clerk was instructed to confirm the appointment by email to Alan Smith and Gloucester County Council Highways.

Clerk

125/18 Snow Warden

Council to consider appointment of a snow warden. A volunteer to act as the eyes and ears on the ground and to feedback road and weather conditions and co-ordinate with the local snow plough operator.

Resolved: Cllr Bennion will approach a member of the community to fill this role.

RB

126/18 Planning

Application ref: P1525/18/FUL

Application address: **Stonehouse Farm**, Kempley, Dymock, Gloucestershire

Proposal: Removal of condition 02 of planning permission P1301/14/COU to allow for a general B8 storage and distribution use.

[Click HERE for full details](#)

Comments: Council has asked FoDDC to either defer a decision on the application pending the provision of further information or to refuse the application due to insufficient information.

Resolved: Noted no response received to the letter sent to FoDDC Planning. Clerk was instructed to follow up with Forest of Dean planning office.

Clerk

Application ref: P1689/18/FUL

Application address: **Court Farm**, Kempley, Dymock, Gloucestershire

Proposal: Erection of a 33kw micro anaerobic digester to provide electricity and hot water for the farm.

[Click HERE for full details](#)

Comments: Council is asked to comment on the above application. Deadline for observations is 23 November 2018.

Resolved: Cllr Neil Dransfield to draft a letter responding to this application.

NJD

Please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body.

- 127/18** *Cllr Liz Daykin: Felania*
 THAT a letter be written to FoDDC Planning asking them to enquire when the owners of Felania intend to reinstate the hedge on their boundary with the road. *Cllr Dransfield observed that there is no proposal for reinstatement of the hedge in the approved plans and therefore it is not in the power of FoDDC to enforce this.*
 After further discussion Cllr Dransfield proposed THAT the Council make proportionate enquiries with the owners of Felania. Seconded by Cllr Rees.
Resolved: Parish Council to make proportionate enquiries with the owners of Felania. **NJD**
- 128/18** *Cllr Liz Daykin: Kempley House*
 THAT a letter be written to FoDDC Planning requesting details of the planning permission given to Kempley House for the conversion of a barn on the corner of the property opposite St Edwards Church into guest accommodation. *Cllr Daykin proposed an amendment to the wording of the motion:*
 THAT the word 'guest' be replaced with the word 'domestic'.
 Following a brief discussion Cllr Dransfield proposed THAT the Council make proportionate enquiries with the owners of Kempley House. Seconded by Cllr Rees.
Resolved: Council to make proportionate enquiries with owners of Kempley House. **NJD**
- 129/18** **Approval and signing of Parish Accounts for October 2018**
Resolved: Approved the accounts for October 2018. Noted Clerks report that the Lloyds Bank balance as of 31 October 2018 is stated as £7,978.50.
 Going forward Vice-Chairman Howell Rees will check the monthly accounts for arithmetic accuracy prior to each meeting. **HR**
 Proposed by Cllr Robin Bennion, seconded by Cllr Bob Earll
- 130/18** **Payments**
Resolved: Reviewed and approved the following items of expenditure:
- | | | | |
|---------|-----------|-----------------|----------|
| Chq 369 | GAPTC | Training | £ 40.00 |
| Chq 370 | A Spencer | Wages (October) | £ 252.68 |
- 131/18** **Internal Auditor**
Resolved: To appoint GAPTC's Internal Audit Service for 2018/19 at a cost of £90.00.
 Clerk was instructed to write to John Birt advising him of the appointment of an internal audit service and to thank him for his service to the Council in the past. **Clerk**
- 132/18** **Clerks Contract of Employment**
Resolved: Unanimously approved Clerk's request that her hours of work in clause 13 of her employment contract be increased from 16 hours per month to 5 hours per week.

133/18 Information Commissioner's Office (ICO) Registration

Resolved: Noted that payment to the ICO of the Data Protection fee is mandatory. **Clerk**
Authorised Clerk to register the Council with the ICO at a cost of £40 per year.

134/18 Subscriptions: Society of Local Council Clerks (SLCC)

Resolved: Authorised payment of Clerk's membership to the SLCC at an annual cost of £72 plus a £5 joining fee.

135/18 Budget

Resolved: Noted and reviewed the draft budget for 2019/20 (appendix 1). Councillors to consider any expenditure that should be included in the budget and submit their suggestions / proposals to the Clerk ahead of the next meeting. **ALL**

Public Comment: *Chris Bligh* commented that the proposed budget is a maintenance budget that keeps the council ticking over administratively but does not actually do anything.

At the January 2018 meeting raising the precept by 100% was discussed. The point was made that for the cost of a coffee or two a week, delivery of the ambitions of the Community Led Plan could be achieved. Foremost of these being the refurbishment of the village hall.

Mr Bligh asked Council to take steps to get cutting of the verges back under parish council control so that this task can be performed with consideration for biodiversity and the environment.

Council noted Mr Bligh's comments.

136/48 Data Audit

Council noted that the Data Audit is still in progress.

Notice of Motions

137/18 Cllr Neil Dransfield

THAT the Council assign a priority level of either high, medium or low to each of the items on the KPC Task List to enable resources to be properly focused.

Resolved: Due to time constraints, this motion will be carried over to the next meeting.

138/18 Cllr Neil Dransfield

THAT the attached **GDPR Policy** dated 15.10.18 be adopted by the Parish Council.

Resolved: GDPR Policy adopted nem. con.

- 139/18** Cllr Neil Dransfield
THAT the attached **Officer Responsibility and Support Policy** DRAFT 02 dated 15.10.18 be adopted by the Parish Council.
Resolved: Officer Responsibility and Support Policy DRAFT 02 dated 15.10.18 adopted nem. con.
- 140/18** *Cllr Neil Dransfield*
THAT the attached **Planning Applications Policy** DRAFT 02 dated 15.10.18 be adopted by the Parish Council.
Resolved: Planning Applications Policy DRAFT 02 dated 15.10.18 adopted nem. con.
- 141/18** *Cllr Neil Dransfield*
THAT the attached **Risk Assessment Policy** DRAFT 01 dated 15.10.18 be adopted by the Parish Council.
Resolved: Risk Assessment Policy DRAFT 01 dated 15.10.18 adopted nem. con.
- 142/18** *Cllr Neil Dransfield*
THAT the attached **Financial Regulations Policy** DRAFT 01 dated 22.10.18 be adopted by the Parish Council.
Resolved: Financial Regulations Policy DRAFT 01 dated 22.10.18 adopted nem. con.
- 143/18** *Cllr Neil Dransfield*
THAT the attached **Press and Media Policy** DRAFT 01 dated 23.10.18 be adopted by the Parish Council.
Resolved: Press and Media Policy DRAFT 01 dated 23.10.18 adopted nem. con.
- 144/18** *Cllr Howell Rees*
THAT the Parish Council authorise Cllr Howell Rees to affix a framed poster commemorating the Nine Sons of Kempsey to the right-hand inside wall (opposite the defibrillator) of the Kempsey Green Bus Shelter. **HR**
Resolved: Agreed nem. con.
- 145/18** *Cllr Howell Rees*
THAT the Parish Council authorise Cllr Howell Rees to inspect and adjust the downpipe on the Kempsey Green Bus Shelter so that it fits properly into the gutter. **HR**
Resolved: Agreed nem. con.
- 146/18** *Cllr Neil Dransfield*
THAT in the matter of Kempsey Village Green the Parish Council selects and authorises a committee or a named councillor to respond to the Two Rivers Housing letter dated 03 October 2018, and any subsequent letters. Such committee or named councillor to have authority to convey the opinion of the Parish Council equal to the authority given under the Council's Planning

Applications Policy and to make recommendations to the Parish Council on any aspect of the matter.

Resolved: Cllr Dransfield to write a holding response to Two Rivers while further information regarding the Village Green is obtained. **NJD**

147/18 Cllr Bob Earll proposed THAT the meeting be extended by 15 minutes beyond the two (2) hour limit. Seconded by Cllr Neil Dransfield. Carried nem. con.

148/18 *Cllr Bob Earll*
THAT the Council agree to produce a note on the Village Green to include a description of the boundary, legal documentation supporting ownership of the Green by Kempley Parish Council, and details of maintenance and insurance of the Green and associated fixed assets.

Resolved: Agreed. Cllr Bob Earll to produce note on the Village Green. **BE**

149/18 *Cllr Bob Earll*
THAT the Council agree to produce a note on highways covering verge maintenance, road safety, biodiversity and management thereof to guide decision making.

Resolved: Agreed. Cllr Bob Earll to produce note on highways. **BE**

150/18 Meetings

Resolved: That the next ordinary Parish Council meeting will be held on **Tuesday 04 December 2018 at 7:30pm** in the Village Hall. All are welcome to attend.

The Chairman thanked all for attendance and with no further business closed the meeting at 21:40.

Signed

Date

Print Name

Appendix 1

Kempeley Parish Council: DRAFT BUDGET 2019/20

April 2019 - March 2020

	BUDGET	Spend to date	Anticipated	BUDGET	BUDGET	BUDGET
	2018/19	2018/19	year end	2019/20	2020/21	2021/22
EXPENDITURE						
Staff costs - salary/NI/pension	2000	992	2053	2650	2700	2760
Office Expenses	0	22	40	185	80	80
Insurance	250	248	248	260	270	285
Internal Audit	0	0	90	90	90	90
Training	560	40	465	500	500	500
Village Hall Hire	150	0	150	105	90	90
Annual Parish Meeting	50	0	15	50	50	50
Subscriptions	80	0	78	160	165	170
Data Pro/ Freedom of Info	0	0	40	40	40	40
Elections	175	0	0	1300	0	0
Green Maintenance	480	0	480	480	495	510
Repairs	0	0	0	150	150	150
Website Hosting & Domain	95	55	91	95	100	105
Website Maintenance	180	0	180	180	180	180
Software Subscriptions	0	92	92	100	105	110
Defibrillator Maintenance	151	151	151	152	152	152
Community led plans	0	0	0	0	0	0
Remembrance Wreath	20	0	20	23	26	30
Contingency	500	0	0	500	500	500
Community grants	0	0	0	0	0	0
TOTAL	4691	1600	4193	7020	5693	5802
INCOME						
Grants/gifts/s106/CIL	0	0	0	0	0	0
Bank/investment interest	0	0	0	0	0	0
	0			0	0	0
Requiring funding	4265	1302	3679	7020	5693	5802
Use of ringfenced funds	426	298	514	311	152	152
Use of reserves	-624		-1210	1150	0	0
PRECEPT	4889	4889	4889	5559	5541	5650

Tax Base 2018/19	£ 132.17	Increase p.a.	% Increase	Dymock	Gorsley	Bromsberrow
Precept Tax Band D: 2017/18	£ 30.82					
Precept Tax Band D: 2018/19	£ 36.99	£ 6.17	20.0%	£ 33.68	£ 41.11	£ 35.92
Precept Tax Band D: 2019/20	£ 42.06	£ 5.07	13.7%			

Effect of PWLB Loan on Precept		Per Household	% Increase
Loan Amount	150,000	In Band D	
Interest Rate	2.5%		
Repayment term	30 years		
Weekly repayment		£ 1.09	
Monthly repayment	593	£ 4.74	
Annual repayment	7,112	£ 56.90	167.5%
Total Repayment	201,239		