



Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer
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Tuesday 4th December 2018

Dear Councillors,

NOTICE IS HEREBY GIVEN that an **Ordinary Meeting of Kempley Parish Council** will be held in the **Kempley Village Hall** on **Tuesday 04th December, 2018 at 7:30pm**. All members are summoned to attend. The meeting will consider the items set out below.

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.

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
Parish Clerk

Thursday 29th November 2018

AGENDA

- 1. Acceptance of apologies for absence**
To approve the reasons for the absence of Parish Councillors.
- 2. Dispensations**
Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.
- 3. Declarations of Interest**
To receive declarations of Members' interests in accordance with the Code of Conduct.
- 4. Chairman's Announcements**
- 5. Previous Minutes**
To approve the minutes of the Parish Council meeting held on 6 November.

6. Matters arising

- 6.1. *P1525/18/FUL Stonehouse Farm.*
- 6.2. *Felania*
Cllr Dransfield to report back to Council on meeting with owners.
- 6.3. *Kempley House*
Cllr Dransfield to make contact with owners and report back at January meeting.
- 6.4. *Internal Audit*
GAPTC have appointed Margaret Highton as our internal auditor.
- 6.5. *Village Green*
Holding response sent to TwoRivers 22/11/2018. No reply has been received.
- 6.6. *Village Green Note*
Cllr Bob Earll to report on progress.
- 6.7. *Highways Note*
Cllr Bob Earll to report on progress.

7. Councillor Co-option

Co-option of Martin Brocklehurst. Signing of declaration of acceptance of office.

8. Financial Management

- 8.1. *To approve and sign the accounts for November 2018*
- 8.2. *To approve expenditure incurred since the Parish Council meeting of 6 November*

<u>Payee Name</u>	<u>Cheque</u>	<u>Amount</u>	<u>Transaction Details</u>
British Legion	371	£ 20.00	Remembrance Wreath
GAPTC	372	£ 95.00	Councillor Training
SLCC	373	£ 77.00	Subscriptions
Arin Spencer	374	£ 202.14	Staff Salaries

- 8.3. *To note the most recent bank reconciliation*
- 8.4. *To review, finalise and adopt the draft budget for 2019/20 (appendix 1)*
- 8.5. *To review and approve the asset register (appendix 2)*

9. Planning

- 9.1. *Application ref:* *P1588/18/LD1*
Application address: **Stonehouse Farm** Kempley, Dymock
Proposal: Application under Section 191 to establish whether continued use of stables as residential dwelling is lawful.
Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PGC271HILB000>
Comments: Council is asked to comment on the above application. Deadline for comments is 14 December 2018.
- 9.2. *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.
Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PH3ZRNHILSK00>

Comments: Council is asked to comment on additional information submitted in respect of the above application. Deadline for comments is 12 December 2018.

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

10. Notice of Motions

10.1. 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 (attached) to enable resources to be properly focused.

10.2. Cllr Bob Earll

THAT the KPC *Draft* agenda for meetings is circulated 7 clear working days before the KPC meetings to enable motions to be tabled.

Explanation: We need to see a draft agenda in good time so that we can suggest any amendments / changes / new motions.

10.3. Cllr Bob Earll

That the KPC produce a budget whose structure reflects its duties (its' must do legal responsibilities) and powers (e.g. the major activities headings in the Community Lead Plan). See example attached (appendix 3).

Explanation: This will enable us to see and allocate funds to meet our legal duties, as well as our powers (the things we'd like to do to meet the needs of the community) which are described under the major section headings of the community led plan.

10.4. Cllr Bob Earll

That KPC produce a simple management plan for the environmental assets of the village green including grass (mowing), trees and hedges. This to include the following headings:

- The tasks
- Who will do this
- When this will be done
- How much will be allocated
- The legal (insurance) & risk assessment arrangements

Explanation: We need a structure to the way we approach this work which needs to cover all those aspects of maintaining the village green.

10.5. Cllr Robin Bennion

THAT Council appoint members to a joint committee with KVHT for the purpose of defining a clear process for getting the Village Hall Project from concept to completion by end 2020. Process report to include time frames for action and clearly defined areas of responsibility. Minuted meetings to be held monthly and a progress report made at each Parish Council meeting.

REASON:

Refurbishment of the Village Hall was identified as a high priority in the Community Led Plan. In order for the Village Hall Project to be realised, KPC and KVHT need to be clear on what their respective roles are and what action is required. A report detailing the documents and action required for planning approval, grant funding, public consultation, Public Works Loan Board application, tender process and project management along with time frames for

completion of each stage will greatly assist both groups in achieving the ambitions of the Community Led Plan in terms of this valued community asset.

11. Snow Warden

To appoint a snow warden. A volunteer to act as the eyes and ears on the ground, feedback road and weather conditions, and co-ordinate with the local snow plough operator.

12. Volunteer Approval

To authorise Chris Bligh to trim back the branches of the trees on the village green that are impeding tractor access down the lane.

13. Meetings

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

Schedule of meetings:

Meeting Date	Key Tasks
02/01/2019	Agree precept and sign precept form.
05/02/2019	
05/03/2019	
02/04/2019	
07/05/2019	Annual Parish Council Meeting

Appendix 1

KEMPLEY PARISH COUNCIL

DRAFT BUDGET 2019/20

EXPENDITURE	BUDGET 2018/19	YTD Spend 2018/19	Expected year end	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22
Office Expenses						
Postage	0	0	0	15	15	15
Stationery	0	0	0	10	10	10
Website + IT Costs	275	147	363	375	400	425
Printing Costs	0	22	40	60	60	60
Staff Costs						
Salaries	2000	992	2053	2650	2700	2760
Staff travel and expenses	0	0	0	0	0	0
Staff Training	180	40	180	690	0	0
Administration & Finance						
Internal Audit Fees	0	0	90	90	90	90
Bank Charges	0	0				
Councillors' Expenses						
Councillors' Training	380	95	380	380	380	380
Insurance	250	248	248	260	270	285
Statutory Fees	0	0	40	40	40	40
Subscriptions	80	0	155	160	165	170
Village Hall Hire	150	0	150	105	90	90
Annual Parish Meeting	50	0	15	50	50	50
Election	175	0	0	1300	0	0
Village Maintenance						
Village Green Maintenance	480	0	480	480	495	510
General Repairs	0	0	0	150	150	150
Defibrillator Maintenance	151	151	151	152	152	152
Fixed asset maintenance	0	0	0			
Basic Services						
Highways & traffic calming	0	0	0	200	200	200
Community Led Plan						
Village Hall Project	0	0	0	200	200	200
Environment	0	0	0	300	300	300
Community Grants	0	0	0			
Section 137 Expenditure						
Remembrance Wreath	20	0	20	30	30	30
Contingency	500	0	0	500	500	500
TOTAL	4691	1695	4365	8197	6297	6417
INCOME						
Grants/gifts/s106/CIL	0	0	0	0	0	0
Bank/investment interest	0	0	0	0	0	0
	0	0	0	0	0	0
Requiring funding	4265	1397	3851	8197	6297	6417
Use of ringfenced funds	426	298	514	311	152	152
Use of reserves	-624		-1038	1735	0	0
PRECEPT	4889	4889	4889	6151	6145	6265

Tax Base 2018/19	£	132.17	Increase p.a.	% Increase
Precept Tax Band D: 2017/18	£	30.82		
Precept Tax Band D: 2018/19	£	36.99	£ 6.17	20.0%
Precept Tax Band D: 2019/20	£	46.54	£ 9.55	25.8%
Precept Tax Band D: 2020/21	£	46.49	-£ 0.05	-0.1%
Precept Tax Band D: 2021/22	£	47.40	£ 0.91	2.0%

Dymock £ 33.68

Gorsley £ 41.11

Bromsberrow £ 35.92

Appendix 2



ASSET REGISTER

Last Updated: 30/11/2018

Item Description	Value	Valuation Date	Insurance Value	Notes
FIXED ASSETS				
Village Green	£ 1.00	31-03-2006	N/A	Owned by KPC
Bus Shelter	£ 1.00	31-03-2006	£ 3,444.00	
iKiosk	£ 1.00	07-07-2010	£ 915.00	
Defibrillator (in Bus Shelter)	£ 1.00	September 2018	£ 642.00	
Flagpole	£ 1.00		£ 75.00	Not insured.
Flags x 2	£ -		£ 60.00	Not insured.
Noticeboard	£ 1.00	September 2018		Not insured.
The 2014 Memorial Stone	£ 1.00	2014	£ 3,376.00	Not insured.
Fishpool				
Bus Shelter	£ 1.00	31-03-2006	£ 3,444.00	
Defibrillator	£ 1.00	September 2018	£ 642.00	
Noticeboard	£ 1.00	September 2018		Not insured.
Village Hall				
Defibrillator	£ 1.00	September 2018	£ 642.00	
	£ 11.00			
MOVEABLE ASSETS				
HP Laptop	£ 379.99	May 2017	£ 379.99	
Lockable Filing Cabinet	£ 1.00	October 2018		Not insured.
	£ 380.99			
Summary				
Fixed Assets	£ 11.00			
Moveable Assets	£ 380.99			
TOTAL ASSETS	£ 391.99			

Appendix 3

Proposed Structure for the KPC Budget

Motion to propose that the KPC budget is structured to meet our duties and powers

	EXAMPLES	EXAMPLES
DUTIES		
<i>Meeting our legal duties - must do</i>	Topic	Expenditure projections
Governance	Hold Election	1300
Financial matters	Internal audit	90
Compliance with Legislation	Employment law - pay staff	2000
POWERS		
Basic Services	Reprint - 20 in Kempley is plenty	200
Community Spirit	Defibrillator	152
	Printing Village hall precept survey	200
	Remembrance wreath	30
	Asset Management (Infrastructure) (bus shelters, I Kiosk, stone)	?
	Asset Management (Environmental - village green) (Mowing, hedges, trees)	600
Environment	Eleven CLP plan points	300
Communication	Website (domain) etc	100
Planning for the Future	CLP 3 plan points	300