



Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

Tel: 07484 619582 / Email: kempleyparishclerk@gmail.com

Website: www.kempleyparishcouncil.org

MINUTES OF THE MEETING OF KEMPLEY PARISH COUNCIL

Held at the Village Hall on Tuesday 04th December 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, Candidate for Co-Option – Martin Brocklehurst

151/18 Acceptance of apologies for absence

To approve the reasons for the absence of Parish Councillors.

Resolved: None received

152/18 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

153/18 Declarations of Interest

To receive declarations of Members' interests in accordance with the Code of Conduct.

Resolved: None given.

154/18 Chairman's Announcements

Resolved: None to report

155/18 Previous Minutes

To approve the minutes of the Parish Council meeting held on 6 November.

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

156/18 Matters arising

P1525/18/FUL Stonehouse Farm

Clerk advised that no further information has been received by the Forest of Dean planning team in respect of this application. Council was asked by the Planning Officer to submit final comments as soon as possible to lend weight to his response to the application as no other comments have been received.

Resolved: Object due to lack of information.

Felania

Cllr Dransfield reported that he had a friendly meeting with the owners of Felania. They appreciate the builders fencing is unsightly. They do not intend for it to remain so. They will get around to replacing it but are not in a position to disclose with what or in what timeframe.

Resolved: Noted Cllr Dransfield's feedback. No further action required.

Kempley House

Resolved: Noted Cllr Dransfield was not able to allocate time for a second house visit during November; he will arrange a meeting with the owners of Kempley House when time permits.

NJD

Internal Audit

Resolved: Noted GAPTC have appointed Margaret Highton as Council's internal auditor for 2018/19.

Kempley Green

Resolved: Noted holding response was sent to TwoRivers on 22/11/2018. No reply has been received. No further action until Council has put together the information needed to *draft a more detailed response* to TwoRivers in respect of the shared boundary on Kempley Green.

NJD

Kempley Green Note

Resolved: Noted Cllr Earll has made progress with the Kempley Green note. There are a lot of questions to answer but once complete we should have a document that answers any questions Council or others may have regarding the Green. A better copy of the Gloucestershire County Council 1969 Map of Kempley Green needs to be obtained. Clerk was asked to see what can be obtained from the Gloucestershire archive.

Clerk

Highways Note

Resolved: Council noted Cllr Earll has been working on the Kempley Green Note and was not able to allocate additional time for the Highways Note.

157/18 Councillor Co-option

Resolved: Cllr Martin Brocklehurst was welcomed onto the council after signing the declaration of acceptance of office before the Proper Officer.

158/18 Financial Management

Resolved: Council did not approve and sign the accounts for November 2018 as they had not been reviewed by Cllr Rees ahead of the meeting. The Clerk apologised for her failure to submit the accounts for review in a timely fashion.

Resolved: Approved the following expenditure incurred since the Parish Council meeting of 6 November:

	Payee Name	Cheque	Amount	Transaction Details
158/18 cont.	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

Resolved: Noted and signed the most recent bank reconciliation dated 30 November.

159/18 Budget 2019/20

Cllr Earll commented that the priority of this meeting was to adopt the budget for 2019/20 and it should therefore not have been an inconspicuous line item on the agenda.

He stated that the budget was unsatisfactory in both substance and form and he could not vote to approve it.

A debate on the budget followed. Cllr Dransfield proposed:

Motion: THAT Councillors consider the budgetary requirements of their respective areas of responsibility and submit items for inclusion in the budget to the Clerk ahead of the next meeting where adoption of the budget for 2019/20 and signing of the precept form will be the only items of business on the agenda. **ALL**
Seconded by Cllr Earll.

Resolved: Motion carried nem. con.

160/18 Asset Register

Resolved: Council reviewed and approved the asset register (appendix 2)

161/18 Planning

Application ref: P1588/18/LD1

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

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.

Resolved: No objection. **NJD**

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.

Resolved: Support with conditions. Applicant must get prior approval for the footpath diversion and the diversion should be done to a good standard. **NJD**

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

Notice of Motions

162/18 *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: Council noted the current priority levels on the task list which have been taken from the Community Led Plan. **NJD**

Councillors were appointed to certain areas of responsibility not yet allocated. Clerk to update Officer Responsibility and Support Policy accordingly. **Clerk**

163/18 Cllr Earll proposed the meeting be extended by 30 minutes. Seconded by Cllr Brocklehurst. Carried nem. con.

164/18 *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.

Clerk advised that as per Standing Orders all motions must be received by the Clerk at least 7 clear days before the meeting with the final agenda to be published at least 3 clear days before the meeting.

Cllr Earll proposed an amendment to the wording of his motion being the replacement of "7 clear days" with "10 clear days".

Resolved: Clerk to circulate a draft agenda to Councillors 10 clear days before each meeting. **Clerk**

165/18 Cllr Dransfield proposed the meeting be extended by 15 minutes. Seconded by Cllr Bennion. Carried nem. con.

166/18 *Cllr Bob Earll*

That the KPC produce a budget whose structure reflects its duties (it's 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.

Following a debate on the content and structure of the agenda Cllr Brocklehurst suggested that the current budget could be colour coded to match the duties and powers in the Task List. Clerk to action accordingly.

Clerk

The Clerk was instructed obtain advice from GAPTC and/or SLCC on whether there is a prescribed format that the budget must take.

Resolved: To consider the format of the budget once advice from GAPTC/SLCC is received.

167/18 *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.

Resolved: Cllr Earll to produce, in consultation with individual Councillors as required, a management plan for the environmental assets of Kempley Green.

BE

168/18 *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.

Cllrs Earll and Dransfield pointed out that they still represent the Council on the joint committee with Kempley Village Hall Trust. Their mandate would need to be withdrawn before a new joint committee could be formed. They were assured this was not the intention of the motion which could have been worded more clearly.

Resolved: Cllr Bennion withdrew the motion.

169/18 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.

Cllr Bennion advised Council that Tom Jackson of Kempley Green House has kindly agreed to volunteer as Snow Warden for the village. He is new to the village, has a military and farming background and owns a 4x4.

Resolved: Unanimously approved the appointment of Tom Jackson as Snow Warden.

170/18 Meetings

Resolved: That the next ordinary Parish Council meeting will be held a week later than scheduled on **Tuesday 08 January 2018 at 7:30pm** in the Village Hall with the only item of business on the agenda being adoption of the budget for 2019/20 and signing of the precept form. All are welcome to attend.

The Chairman thanked all for attendance and with no further business closed the meeting at 21:45.

Signed

Date

Print Name

Minutes approved by Council on 10/01/2019 and signed by Chairman Simon Hanes.

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	% Increase
Precept Tax Band D:	£ 30.82		
Precept Tax Band D:	£ 36.99	£	20.0%
Precept Tax Band D:	£ 46.54	£ 9.55	25.8%
Precept Tax Band D:	£ 46.49	-£ 0.05	-0.1%
Precept Tax Band D:	£ 47.40	£	2.0%
<i>Dymock</i>	£ 33.68		
<i>Gorsley</i>	£		
<i>Bromsberrow</i>	£ 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			

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