



Parish Room  
Kimpton Memorial Hall  
Kimpton  
Herts SG4 8RD  
T: 01438 832573  
E: clerk@kimptonpc.org.uk

[www.kimptonpc.org.uk](http://www.kimptonpc.org.uk)

9 May 2018

**To: Councillors Neil Burns, Ian Corbett, Alex Firth, Lewis Hawke, Jon Marsh, Sue O'Brien, Carly Procter, David Reavell**

You are summoned to attend the following meeting:

**Annual Meeting of  
Kimpton Parish Council**  
to be held on  
**Wednesday 16<sup>th</sup> May 2018**  
in **Kimpton Memorial Hall at 7.30 pm**

Members of the public and press are invited to attend this meeting. A Councillor will be available between 7.15 pm and 7.30 pm to discuss any matter relating to the pa

Mrs C Helmn

**Clerk to Kimpton Parish Council**

*To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.*

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## AGENDA

- 18/051** To elect a Chairman for the year 2018/19 and sign Declaration of Acceptance of Office
- 18/052** To record the election result, register of interests forms and declarations of acceptance of office and consider accepting any at a later date, where not received to date
- 18/053** To elect a Vice-Chairman for the year 2018/19 and sign Declaration of Acceptance of Office
- 18/054** To receive and accept apologies for absence
- 18/055** Declarations of interest and dispensations
  - a) To receive declarations of interest from councillors on items on the agenda
  - b) To receive written requests for dispensations for declarable interests;  
Cllr Hawke as an allotment tenant
  - c) To grant any requests for dispensation as appropriate
- 18/056** To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 25<sup>th</sup> April 2018

- 18/057** To fix dates and venues for Kimpton Parish Council meetings 2018/19
- 18/058** To appoint representatives to serve on Committees, outside bodies and working parties
- 18/059** To receive reports from representatives on outside bodies, working parties, local authorities and agencies

**18/060** To receive petitions, comments and questions from the public

**18/061** To consider planning application listed below:

**18/00987/FPH                      28 Beech Way Blackmore End**

Single storey rear extension and conversion of existing double garage into habitable space including removal of garage door and insertion of two windows. Mono-pitch roof over existing porch and replacement windows and front door. Rendering of existing external brick walls.

**18/01090/FP                      81 High Street, Kimpton**

Erection of one detached 5-bed dwelling and detached single garage following demotion of existing dwelling.

**18/062** To consider planning applications received between 9<sup>th</sup> May and 16<sup>th</sup> May 2018

**18/063** To consider, review and agree council policies and documents

- a) Standing Orders
- b) Financial Regulations
- c) Asset Register
- d) Complaints Policy
- e) Data Protection Policy
- f) Data Audit Schedule
- g) Documentation Retention Policy
- h) Equal Opportunity Statement
- i) Equality and Diversity Policy
- j) Grant Awarding Policy
- k) Grant Application Policy
- l) Health and Safety Policy
- m) Internal Financial Controls
- n) Kimpton Major Incident Emergency Plan
- o) Pensions Discretion Policy
- p) Publication Scheme
- q) Scheme of delegation to Committees and Clerk
- r) Training & Development Policy for Members and Staff
- s) Council insurance
- t) Terms of Reference for the Staffing Committee

**18/064** To confirm eligibility for General Power of Competence – Local Government Act 2011

**18/065** To consider Kimpton Parking

**18/066** Finance

- a) To authorise payments made in accordance with the budget
- b) To note receipt of income
- c) To receive bank statements, bank reconciliation and budget report
- d) To consider price quotations, charges and grant requests as listed below
  - i) Community Defibrillator to be located at Kimpton Parish Church
  - ii) KPC email addresses for Councillors
- e) To consider and approve bank signatories and authorisations

**18/067** To receive the Clerk's report (for information only)

**18/068** To suggest agenda items for the next meeting of the Council on Wed. 27<sup>th</sup> June