

**Minutes of Kimpton Parish Council Meeting
held on 26th September 2018
Kimpton Memorial Hall at 7.30 pm**

Present: Cllr N Burns (Chairman), Cllr L Hawke, Cllr I Corbett, Cllr A Firth, Cllr S O'Brien, Cllr J Marsh, Cllr C Procter, Cllr D Reavell

In attendance: Mrs C Helmn, Parish Clerk, County Cllr R Thake and 2 members of the public.

18/100 **Apologies**

To receive and accept apologies for absence
District Cllr J Bishop.

18/101 **Interests**

- a) To receive declarations of interest from councillors on items on the agenda
Cllr C Procter declared an interest in 18/105 a) and did not take part in the discussion or vote.
- b) To receive written requests for dispensations for declarable interests; and
None
- c) To grant any requests for dispensation as appropriate
None.

18/102 **Minutes**

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 18th July 2018 as an accurate record of proceedings
Resolved, proposed Cllr O'Brien, seconded Cllr Burns that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman.
Unanimously agreed.

18/103 **Public Issues**

Members of the public can raise matters of concern
None raised.

18/104 **Lea Bank Energy Park**

To review situation
It was noted that Luton Airport and Luton Borough Council have withdrawn their support for the proposals. A planning application was due in September but the latest information is that it will be submitted by the end of the year.

18/105 **Planning**

- a) To note planning applications received between 18th July and 5th September 2018
18/01913/FPH Porters End House, Porters End Lane, Kimpton
Installation of entrance gates and wall
No comment; application now approved.
- b) To consider planning applications below
18/01936/FP 16 Blackmore Way Blackmore End
Replacement two storey detached dwelling
No comment.

18/02400/FPH 126b High Street, Kimpton
Erection of double detached garage. Single storey rear extension (following demolition of existing garage) with the following dimension: overall length from rear wall of existing dwelling – 6.0m.
No comment.

- c) To consider planning applications received between 20th September and 26th September 2018

18/02401/FPH 126b High Street, Kimpton
Replacement and raising of roof to create two storey dwelling. Two storey front extension and part two and part single storey side extensions.
No comment, subject to receipt of comments from the neighbours and side windows not overlooking neighbour's property. Concern regarding building regulations relating to a party wall.

18/106 **Reports from Working Parties and Committees**

To receive written reports, recommendations and council actions required from working parties:

- a) **Staffing Committee** – Cllr D Reavell. Draft minutes were noted.
- b) **Christmas Market** – Cllr N Burns and Parish Clerk, report attached. **Resolved**, proposed Cllr Reavell, seconded Cllr O'Brien to approve expenditure as per the revised budget. Unanimously agreed.
- c) **Kimpton Bench Working Party** – Cllr J Marsh/Bob Finch, report of major activities during the period July to 20th September and list of projects requested were noted. The size of the bonfire site will be monitored, and a series of bonfires will be lit in favourable weather conditions.
- d) **Sports Clubs** – Draft notes of meeting held on Monday 24th September are attached. **Resolved** proposed Cllr O'Brien, seconded Cllr Corbett to approve £160 for the repair of the exterior shutters. Unanimously agreed.
- e) **Battle's Over** – Cllr S O'Brien presented summary notes of the working party meeting held on 30th July.

18/107 **Reports to Council**

To receive reports from representatives on outside bodies, local authorities and agencies

- a) **Kimpton Memorial Hall** – Cllr J Marsh. The Green Room, corridor and parish rooms have all been decorated over the summer. New radiators have been installed in the Green Room. The level of bookings is good, and a new safety standard has been agreed. A new committee secretary is required.
- b) **Peters Green Village Hall** – Cllr A Firth. The Trustees are waiting to hear from the Charity Commission and then the lease agreement will be signed. All parties are satisfied with the draft terms.
- c) **Kimpton Primary School Governing Board** – Cllr D Reavell, see attached. It was noted that the appeal against the new secondary school on the Lower Luton Road, Harpenden had been thrown out and that the delivery of the Katherine Warrington School could now commence. The parish council recorded its thanks on behalf of the community for the support Cllr Thake has given during the past 10 years to develop an additional secondary school for the pupils in the parish to attend.
- d) **North Herts District Council** – District Cllr J Bishop. No report.
- e) **Hertfordshire County Council** – County Cllr R Thake. Police and crime commissioner David Lloyd has withdrawn his bid for the police in Hertfordshire to merge with the Fire Service.

18/108 **Action Plan**

To review KPC Action Plan short term items - All Parish Councillors

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| 1. | Increase Parish precept in line with Retail Price Index to enable high priority targeted projects to be implemented earlier. | Reviewed at Finance Working Party on 15 Aug 2018. Precept to be set following KPC agreement of next year's budget. |
| 2. | Monitor the use of the 2 new Parish web sites, review feedback and improve access to information. | Kimpton village website updated at the beginning of September 2018. Monitoring to now commence. |
| 3. | Review recent spate of burglaries within the Parish and establish any actions appropriate. | Latest crime figure reports to be reviewed. |
| 4. | Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns at Wren Close. | Residents need to make formal complaint to police to enable any action to be taken. Residents have been notified. |
| 5. | Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns of parking on the Green at Peters Green. | Continue to monitor. |
| 6. | Regular maintenance of footpaths within the curtilage of Kimpton village as a priority. | Regular maintenance ongoing on monthly basis. |
| 7. | Review and control escalating costs of maintenance to allotments (particularly growth of Village Dump in allotment area). | Completed. KPC agreement to increase allotment fees by 10% and contain allotment maintenance costs within income. |
| 8. | Establish KPC controlled e-mail addresses for councillors and staff. | Completed. |

18/109 **Finance**

- a) To consider draft budget 2019/20. A discussion on the proposals was held with other suggestions for inclusion of outside table tennis, hanging baskets, cycle route and more recreation items. Councillors were also requested to submit additional items they believe the community would wish to see considered in next years budget prior to the next meeting for council consideration. Full list of items to be itemised by the Parish Clerk. It was also suggested that the Parish Clerk obtain views from the community.
- b) To authorise payments made in accordance with the budget, attached
Resolved, proposed Cllr Firth, seconded Cllr O'Brien to approve payments listed and attached. Unanimously agreed.
- c) To note receipt of income, attached
Resolved, proposed Cllr Firth, seconded Cllr O'Brien to note incomapprove payments listed and attached. Unanimously agreed. Noted.
- d) To receive bank statements, bank reconciliation and budget report, attached

Resolved, proposed Cllr Firth, seconded Cllr Corbett to receive bank statement, bank reconciliation and budget report. Unanimously agreed.

e) To consider price quotations, charges and grant requests as listed below:

I. RoSPA annual playground inspections

Resolved, proposed Cllr Hawke, seconded Cllr Reavell to approve RoSPA annual inspection at £50 per site. Unanimously agreed.

II. £500 grant to Kimpton Primary School

Resolved, proposed Cllr Hawke, seconded Cllr O'Brien to approve a grant of £546. Cllr Reavell did not vote. Unanimously agreed.

III. Tree survey

Resolved, proposed Cllr Reavell, seconded Cllr O'Brien to approve a resurvey of parish trees and quote of £625 plus VAT. Unanimously agreed.

f) To review the effectiveness of the internal auditor

Resolved, proposed Cllr Corbett, seconded Cllr O'Brien to approve the effectiveness of the internal auditor. Unanimously agreed.

g) To review the External Auditor's Report

Resolved, proposed Cllr Reavell, seconded Cllr O'Brien to note that there were no matters contained within the external auditor report by PKF Littlejohn LLP. Unanimously agreed.

h) To review Financial and Management Risk Assessment

Resolved, proposed Cllr Reavell, seconded Cllr Marsh to approve the Financial and Management Risk Assessment as attached. Unanimously agreed.

18/110 **New footpath at Blackmore End**

To consider the proposal of a new footpath at Kimpton Road, Blackmore End

Resolved, proposed Cllr Reavell, seconded Cllr Hawke to support the proposed new footpath on the south side of Kimpton Road at Blackmore End. Unanimously agreed.

18/111 **Clerk's Report**

Items for information only

18/112 **Next meeting**

To suggest agenda items for the next Meeting of the Parish Council on Wednesday 24th October 2018

- Budget 2019/20 (early item on agenda)

Apologies for this meeting were received from County Cllr R Thake.

Meeting closed at 09.10pm.

Chairman..... Date.....