

**Minutes of Kimpton Parish Council Meeting  
held on Wednesday 22<sup>nd</sup> February 2017  
Dacre Rooms at 7.30 pm**

**Present:** Cllr I Corbett, Cllr D Hardstaff (Chairman), Cllr S O'Brien, Cllr D Reavell

**In attendance:** Mrs C Helmn, Parish Clerk, County Cllr R Thake and no members of the public

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**17/014** To receive and accept apologies for absence

Cllr J Marsh and Cllr L Hawke due to family commitments, Cllr J Palmer and Cllr D Pirola due to work commitments, District Cllr J Bishop and Mr B Finch

**17/015** Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda  
None.
- b) To receive written requests for dispensations for declarable interests; and  
None.
- c) To grant any requests for dispensation as appropriate  
None.

**17/016** To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 25<sup>th</sup> January 2017

**Resolved** that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

**17/017** To receive reports on actions agreed at the last Council meeting  
None.

**17/018** To receive reports from representatives on outside bodies, working parties, local authorities and agencies  
County Cllr R Thake confirmed that he was standing as a candidate in the forthcoming May elections.

Cllr Reavell advised the meeting that a new teaching assistant was starting school after half term. The Governing Board is looking at the possibility of becoming an academy.

The anti-social behaviour seen at Wren Close last year has quieted down over the winter.

Residents in Commons Lane are concerned about an 'abandoned' vehicle that has a large unsafe load of hedging on the trailer. The lorry has been parked for over 2 months with the vehicle tax now out of date. NHDC Enforcement Officer is dealing with the owner about its removal.

**17/019** To receive petitions, comments and questions from the public  
None.

**17/020** To consider planning applications listed below

**17/00207/1HH      Old Ramridge Farmhouse, Luton Road**  
Construction of new cart shed for three vehicles.

The council has no comment.

**17/00297/1HH            5 Brownfield Way, Blackmore End**

Two storey side extension with front dormer window and first floor window. Two and single storey side and rear extension with front dormer window, roof light to side and three rear roof lights following demolition of existing garage and conservatory. Raise existing roof and incorporate front dormer window. Monopitch roof to front porch and link to bay window and additional window to front.

The Parish Council endorsed the comment from the neighbouring resident: the proposed double storey extension adjacent to my bungalow will deprive my bedroom, bathroom and backdoor windows of light and have an oppressive effect. If this was a single storey I would have no objection and given the size of the garden this is a viable option. The council asked the planning officer to verify the light calculations and formula for the right to light are applied to this application.

**17/021** To consider any planning applications received between 16<sup>th</sup> February and 22<sup>nd</sup> February 2017  
None.

**17/022** To consider granting permission for the Recreation Ground and The Green to be used by Kimpton May Festival Committee over the weekend of Saturday 29<sup>th</sup> April to Monday 1<sup>st</sup> May  
**Resolved** that permission be granted for this event subject to receipt of a risk assessment and confirmation of £10 million public liability insurance.

**17/023** To consider granting permission for The Green and Garden Fields to be used by Kimpton Folk Festival on Saturday 1<sup>st</sup> July 2017  
**Resolved** that permission be granted for this event subject to receipt of a risk assessment and confirmation of £10 million public liability insurance.

**17/024** To consider the future for Peters Green Village Hall  
A brief discussion took place on the volume of monthly bookings and financial viability of the hall. It was suggested that a questionnaire be sent to residents of Peters Green to establish the level of support for the village hall and that the future could be reviewed at the AGM. The Clerk will liaise with Cllr D Pirola on how to take this forward.

**17/025** To review annual playground inspection reports for Recreation Ground and Wren Close and agree actions  
The inspection reports were noted and resolved to approve maintenance requirements and actions.

**17/026** Finance

- a) To approve payments made in accordance with the budget  
**Resolved**, proposed Cllr Hardstaff, seconded by Cllr Reavell to approve payments in Appendix A. Unanimously agreed.
- b) To receive bank statements, bank reconciliation and budget report  
These were received by the Council and found to be satisfactory.
- c) To consider quotes, donations and agree funding
  - i. Internal auditor  
**Resolved**, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve appointment of the internal auditor at £400.00. Unanimously agreed.
  - ii. Parkfield Sports Ground access track  
This item was deferred to 22 March 2016 for Councillors to visit sites of bound and unbound material.
  - iii. Parkfield Sports Ground vehicle and pedestrian gates

**Resolved**, proposed Cllr Corbett, seconded Cllr Hardstaff to approve expenditure of £771.39 plus VAT. Unanimously agreed.

- iv. Parkfield Sports Ground signs  
**Resolved** proposed Cllr Hardstaff, seconded Cllr O'Brien for 4 off 'Keep the Gate Closed' signs, 3 off 10mph signs on posts and one notice for the tennis pavilion at a total cost for supply of £464.73 plus VAT.
  - v. Supply and servicing of a dog bin at Wren Close  
**Resolved**, proposed Cllr Reavell, seconded Cllr Hardstaff to approve expenditure of £177.16 plus VAT for supply and £97.24 for annual maintenance. Unanimously agreed.
  - vi. Rights of Way improvements  
This item was deferred until 22 March 2017 to enable further research to take place.
- d) To review the effectiveness of the internal auditor  
**Resolved** to approve the effectiveness of the internal auditor, see attached. Unanimously agreed.

**17/027** To approve policies

- a) Financial and Management Risk Assessment for 1/4/16 to 31/3/17
- b) Code of Conduct
- c) Data Protection Policy
- d) Disciplinary and Grievance Arrangements
- e) Documentation Retention Policy
- f) Equal Opportunity Statement
- g) Equality and Diversity Policy
- h) Grant Awarding Policy
- i) Health and Safety Policy
- j) Pensions Discretion Policy
- k) Publication Scheme
- l) Risk Assessment Parkfield Sports Ground
- m) Risk Assessment Peters Green
- n) Risk Assessment Recreation Ground
- o) Risk Assessment The Green, Kimpton
- p) Risk Assessment Wren Close play area
- q) Scheme of Intent on Training and Development for Members and Staff

**Resolved**, proposed Cllr Reavell, seconded Cllr Hardstaff to approve the above policies. Unanimously agreed.

**17/028** To receive the Clerk's report (for information only)  
None.

**17/029** To suggest agenda items for the next meeting of the Parish Council on 22<sup>nd</sup> March 2017 in Kimpton Memorial Hall

- To consider maintenance of Parkfield Sports Ground access road
- To review consultation on the future of Peters Green Village Hall

The meeting closed at 9.00 pm.

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