

**Minutes of Kimpton Parish Council
Annual Meeting
held on Wednesday 24th May 2017
Kimpton Memorial Hall at 7.30 pm**

Present: Cllr I Corbett, Cllr D Hardstaff (Chairman), Cllr L Hawke, Cllr S O'Brien, Cllr J Palmer, Cllr D Reavell

In attendance: Mrs C Helmn, Parish Clerk, and no members of the public.

17/055 To elect a Chairman for the year 2017/18 and sign Declaration of Acceptance of Office
Resolved proposed Cllr Hawke seconded Cllr Corbett to appoint Cllr David Hardstaff as Chairman for the year 2017/18. Unanimously agreed. Cllr Hardstaff signed the declaration of acceptance of office.

17/056 To elect a Vice-Chairman for the year 2017/18 and sign Declaration of Acceptance of Office
Resolved proposed Cllr O'Brien, seconded Cllr Reavell to appoint Cllr Jon Palmer as Vice-Chairman for the year 2017/18. Unanimously agreed. Cllr Palmer signed the declaration of acceptance of office.

17/057 To receive and accept apologies for absence
Cllr D Pirola for family reasons, District Cllr J Bishop and County Cllr R Thake.

17/058 Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda
Cllr Hawke for planning application 17/00898/1HH 1 High Street, Kimpton.
- b) To receive written requests for dispensations for declarable interests; and
None.
- c) To grant any requests for dispensation as appropriate
None.

17/059 To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 26th April 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.

17/060 To review Kimpton Parish Council documentation

- a) Standing Orders
Resolved to approve Kimpton Parish Council Standing Orders May 2017, see Appendix A. Unanimously agreed.
- b) Financial Regulations
Resolved to approve Financial Regulations May 201, see Appendix B. Unanimously agreed.

c) Internal Financial Controls
Resolved to approve Internal Financial Controls May 2017, see Appendix C.
Unanimously agreed.

d) Kimpton Emergency Plan
It was agreed for the parish clerk to contact Hertfordshire County Council for an updated plan.

17/061 To fix dates and venues for Kimpton Parish Council meetings 2017/18
Resolved to approve the schedule of meetings as Appendix D. Unanimously agreed.

17/062 To appoint representatives to serve on Committees, outside bodies and working parties
Resolved to approve the representatives as detailed on Appendix E. Unanimously agreed.

17/063 To consider planning application listed below:

17/01028/1HH 4 The Drive, Blackmore End
Replacement timber outbuilding
No comment.

17/00898/1HH 1 High Street, Kimpton
Erection of single detached garage and home office
No comment.

17/064 To consider planning applications received between 17th May and 24th May 2017
17/01252/1HH 17 Blackmore Way
Single storey rear extension; first floor rear extension; single storey front infill extension; replacement roof to existing link extension
No comment.

17/065 To receive reports on actions agreed at the last Council meeting
None.

17/066 Chairman's Announcements (for information only)
None.

17/067 To receive reports from representatives on outside bodies, working parties, local authorities and agencies
Councillors recorded their appreciation to Mr S Thompson and Mr P Desborough for installing the portable football goal at the Recreation Ground. The Clerk will write a note of thanks to them. Parents have thanked the council for the goals as they are proving to be popular with the children and are well used.

Cllr Hawke has issued an email to allotment holders reminding them of their responsibilities for maintaining a tidy and weed free allotment. Plot 3a and 3b have new tenants after clearance of unwanted items by a contractor which were deposited in the skip. Two or three plots are on watch and may receive a warning notice if the condition of the plots deteriorates further. The skip was full before all the items could be taken away and so another skip will be scheduled in July so that the tenants have sufficient time to clear their plots. The water taps need to be reviewed.

Cllr Hawke raised the topic of installing 'no lorry unless loading signs' as seen around St Albans and the possibility of changing the priority of the High Street as has happened in Pirton.

Cllr Reavell reported that all pupils from Kimpton Primary School have secured places at Harpenden Schools, or at a school of their choice, through the appeals procedure.

17/068 To receive petitions, comments and questions from the public
None.

17/069 To consider organising a Christmas Market on The Green, Kimpton
Resolved, proposed Cllr Hawke, seconded Cllr O'Brien to approve expenditure of £3,500 to organise a Christmas Market on The Green on Saturday 2nd December from 2pm to 8pm. Two tipis will be hired to provide protection against the elements for the stalls and protect the grass from damage. Unanimously agreed. The Clerk will provide regular reports to the council.

17/070 To consider dog fouling at Parkfield Sports Ground
It was brought to the attention of the council that many people walk their dogs at Parkfield Sports Ground that are not on leads. There are notices at all the entrances to the ground which are not being fully respected. Some dog fouling has been noted at this public sports ground which is unacceptable. On occasions some dogs are loose near to the tennis courts and it is possible that this may be a cause of dog fouling. The Clerk was asked to notify the cricket and tennis clubs of the concerns being raised and to monitor the situation. This item will be placed on the agenda for the next council meeting.

17/071 Finance

a) To approve payments made in accordance with the budget
Resolved, proposed Cllr Hardstaff, seconded Cllr Reavell to approve payments listed in Appendix F. Unanimously agreed.

b) To receive bank statements, bank reconciliation and budget report
These were received by the council and found to be satisfactory, see Appendix G and Appendix H.

c) To consider the Internal Auditor report
The report was noted. The Clerk will carry out research into alternative deposit accounts.

d) To consider quotes, grants and agree funding

i. Recreation Ground access road

This item was deferred as the contractor was to visit the site on Friday 26th May.

ii. Printing costs for Kimpton Autumn Show

Resolved, proposed Cllr Hardstaff, seconded Cllr Reavell to approve the grant application with expenditure of £250.00 plus VAT. Unanimously agreed. Kimpton Parish Council should be acknowledged on the programme.

iii. Insurance

Resolved proposed Cllr Hardstaff, seconded Cllr Reavell to approve a 3 year term with Zurich Municipal for £1,377.50 per annum. Unanimously agreed.

17/072 To receive the Clerk's report (for information only)

St Albans Cycle Race 2017 was a success and so will be repeated on 13th May 2018.

17/073 To suggest agenda items for the next meeting of the Parish Council on Wednesday 28th June

- To receive a report on arrangements for the Christmas Market
- To consider the surface of Recreation Ground access road

- To review dog fouling on Parkfield Sports Ground
- To receive an update from the Highways Working Party

17/074 To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda item 17/075 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, namely staff matters

Resolved to exclude press and public from agenda item 17/075. Unanimously agreed.

17/075 To consider staff matters

a) Parish Clerk

Resolved, proposed Cllr Hawke, seconded Cllr Hardstaff to approve an increase from SCP34 to SCP37 for the Parish Clerk with effect from 1st April 2017. The Clerk works 20 hours per week. Unanimously agreed.

b) Parish Warden

Resolved, proposed Cllr Hawke, seconded Cllr Hardstaff to increase the hourly rate to £9.75 with effect from 1st October 2017 with a £100 Christmas Bonus. The Parish Warden will 4 additional hours per week from 1st October to 30th November 2017. Unanimously agreed.

The meeting closed at 9.30 pm.

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