



**Minutes of Kimpton Parish Council Meeting  
held on 25<sup>th</sup> March 2020  
via Video Conferencing at 7.30 pm**

**Present:** Cllr N Burns (Chairman), Cllr I Corbett, Cllr A Firth, Cllr C Procter, Cllr J Marsh (part-time)

**In attendance:** Mrs C Helmn, Parish Clerk

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**20/029 Apologies**

To receive and accept apologies for absence  
Cllr L Hawke, Cllr S O'Brien and Cllr D Reavell.

**20/030 Interests**

- 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

**20/031 Minutes**

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 26<sup>th</sup> February 2020 as an accurate record of proceedings  
**Resolved**, proposed Cllr Burns, seconded Cllr Corbett that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman at the earliest opportunity. Unanimously agreed.

**20/032 Public Issues**

Members of the public and councillors can raise matters of concern  
None.

**20/033 Planning**

- a) To consider the following planning applications

**20/00447/FP Land at Ayot Corner, Bibbs Hall Lane, Ayot St Lawrence**  
Erection of equestrian building following demolition of two existing buildings and creation of an internal hard surfaced access track (revision of previously approved planning permission 19/00782/FP granted 18.06.2019)  
No comment.

**20/00058/FP Land north of Applethwaite, Gustard Wood**

Change of Use of existing barn to one 4-bed dwelling and erection of refuse outbuilding with solar panels installed on roof slope (revision of previously approved planning permission 19/01295/FP granted 30.09.2019)  
KPC commented that this application constructed an additional building in the Green Belt.

- b) To consider planning applications received during the period 19<sup>th</sup> March and 25<sup>th</sup> March 2020

**20/00643/LBC Rye End Farm, Green Lane, Codicote**

Internal and external alterations to Barn, East Stables and West Stables. Single storey link extension between Farmhouse and East Stables and between East Stables and Barn and single storey extension to front (east side) of West Stables

Planning working party to review application and return any statements to the Parish Clerk.

**20/034**

**Reports from Working Parties and Committees**

- a) Kimpton Bench Working Party – Mr B Finch. See attached. The Chairman thanked Mr Finch for the recent work undertaken by the BWP and in particular noted the quality of work that they had recently undertaken in edge cutting the borders of the village Green.
- b) Peters Green Village Hall – Cllr A Firth. Trustees have given their approval for the creation of a Community Interest Organisation. A community interest company is a business with primary social objectives whose surpluses are principally reinvested for that purpose in the business or in the community. 3 parish councillors have put themselves forward plus at least one other resident to be directors of the CIO. Solicitors have been instructed to wind up the charity, complete the setup of the CIO and draw up a new 2-year lease with the present tenants. Regarding the current Covid 19 restrictions imposed by Government, the Trustees agreed to grant a 3-month rental break to the current tenant which will be deferred until the end of the lease.
- c) Highways and Parking Working Party – Cllr A Firth. See attached letter sent to local residents in Claggy Road, Lawn Avenue and Commons Lane seeking comments on a proposal to implement vehicle parking on the grass verge on the west side of Claggy Road to alleviate the inappropriate road parking by those working in the Industrial Area and Enterprise Park. This matter has been included within the Chairman's article for the Spring Edition of Kimpton Parish Magazine.
- d) Rights of Way Working Party – Mr B Malcolm. See attached report dated 22 March 2020.
- e) Sports Clubs Working Party – Cllr I Corbett. See attached notes.
- f) Christmas Market Working Party. This matter will be discussed at a future meeting in view of the current Coronavirus situation.

**20/035**

**Reports to the Council**

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

None.

**20/036**

**Garden Fields and Green Space Audit**

To consider planting a wildflower area – Cllr J Marsh

Three possible areas to have a wildflower area on Parkfield Green have been considered. Before any firm plans are put to the council there are some things that need addressing. The first is to get some professional advice about how to successfully establish the plants so that they thrive and the regime that we need to follow after planting to make the growth succeed. Also, we need to ensure that the areas we plan to use will have the support of those who live nearby and who will see a change in their nearby environment. Discussing this will those who will be affected is hindered by the current virus emergency, which means discussion with them is difficult. Any firm proposals are delayed until after the coronavirus outbreak.

**20/037**

**Finance**

- a) To authorise payments made in accordance with the budget  
**Resolved**, proposed Cllr Burns, seconded Cllr Firth to approve payments. Unanimously agreed.

- b) To note receipt of income, attached  
**Resolved**, proposed Cllr Burns, seconded Cllr Firth to note receipt of income. Unanimously agreed.
- c) To receive bank statements, bank reconciliation and budget report  
**Resolved**, proposed Cllr Burns, seconded Cllr Firth to note bank statements, bank reconciliation and budget report. Unanimously agreed.
- d) To consider price quotations, charges and grant requests as listed below
- 1) Grass cutting contract 2020  
**Resolved**, proposed Cllr Procter, seconded Cllr Firth to approve the Grass Cutting Contract 2020 as attached. Quote £7,789 plus VAT, 2% increase, with invoice submitted according to the number of cuts made within the season. Unanimously Agreed.
  - 2) Litter picking contract 2020  
**Resolved**, proposed Cllr Procter, seconded Cllr Firth to approve the litter picking contract quote £3,235 plus VAT, same as 2019. Unanimously agreed.
  - 3) Dog and litter bins servicing contract 2020  
NHDC are proposing a 2.1% increase, subject to confirmation  
Dog bin           14 off at £110.00 each per annum  
Litter bin        16 off at £24.42 each per annum  
Total             £1930.72 plus VAT  
**Resolved**, proposed Cllr Procter, seconded Cllr Firth to approve the above quote. Unanimously agreed.
  - 4) To agree expenditure on annual insurance, annual contracts, annual subscriptions and annual donations

Expenditure	Annual Value
Kimpton Parish Magazine	£220
Kimpton Horse Show	£100
CPRE	£36
Open Spaces Society	£45
Quarterly playground inspections, annual RoSPA inspection and items identified within	£1,000
Annual maintenance contract for Kimpton War Memorial	£250
Annual drainage clearance for The Green	£350
HAPTC/NALC	£820
SLCC	£175
IT Support	£300
British Legion (Kimpton Branch)	£100
Kimpton Bench Working Party	£500

**Resolved** proposed Cllr Burns, seconded Cllr Procter to enter into a 5-year term with Zurich Insurance. Renewal due on 1 June 2020 at £1,502 per annum and to approve the above expenditure listed in the table. Unanimously approved.

- 5) To agree a budget to cover expenditure relating to the Coronavirus outbreak  
**Resolved**, proposed Cllr Burns, seconded Cllr Firth to approve expenditure up to £3,000. Unanimously approved. The council support the use of Corner Stores for groceries and supplies.

Cllr J Marsh joined the video conference meeting, visual only.

**20/038 Land sale at Kimpton Bottom**

To consider the sale particulars and agree actions  
Sales particulars for the land have not been received from Debenhams Ottaways, who are acting on behalf of the owners. The Clerk will chase the solicitors for details on the covenants associated with the land and the tenancy terms within their agreement. This matter will be considered at the next parish council meeting.

**20/039 Emergency Powers**

To discharge functions of Kimpton Parish Council to the Clerk, in consultation with the Chairman, Chairman of Committees and/or leads of Working Parties as an emergency measure during the coronavirus outbreak (LGA 1972 s101 (1))

To amend Financial Regulations 4.1 to read '*the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £3,000*'.

**Resolved**, proposed Cllr Burns, seconded Cllr Corbett to approve the above delegations. Unanimously agreed.

Cllr J Marsh left the meeting.

**20/040 Council Services and Functions Committee**

- 1) To resolve to set up a council services and functions committee during the coronavirus outbreak and approve terms of reference

It is now not necessary to create a Council Services and Functions Committee as virtual meetings for parish councils have been included in *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

- 2) To amend Financial Regulations 1.14 to read '*the Council.... to approve any grant or a single commitment in excess of £3,000*'.

**Resolved**, proposed Cllr Burns, seconded Cllr Corbett to approve the above amendment up to 7<sup>th</sup> May 2021. Unanimously agreed.

- 3) To set up a Coronavirus Outbreak Sub-Committee

**Resolved** to set up a Coronavirus Working Party, proposed Cllr Burns, seconded Cllr Corbett. Members Cllr N Burns, Cllr I Corbett, Juliet Morton and Rev'd Linda Williams. This working party will oversee the administration of Kimpton Cares; a volunteer community support network to assist residents with shopping, prescriptions, practical help, access to the St Albans and District foodbank and to be a listening ear. A telephone helpline 07745 903539 will operate from 8am to 8pm and [kimptoncares@gmail.com](mailto:kimptoncares@gmail.com) has been set up. A Kimpton Cares FaceBook page and a volunteer What's App group will be set up.

**20/041 Clerk's Report**

Items for information only

None.

**20/042 Next Meeting**

The next Meeting of the Parish Council will take place on Wednesday 22<sup>nd</sup> April via video conferencing.

Meeting closed at 20.36.

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