

**Minutes of Kimpton Parish Council Meeting
held on Wednesday 28th February 2018
Dacre Rooms at 7.30 pm**

Present: Cllr D Hardstaff (Chairman), Cllr I Corbett, Cllr J Marsh, Cllr J Palmer, Cllr D Pirola, Cllr D Reavell

In attendance: Mrs C Helmn, Parish Clerk, County Cllr R Thake and 7 members of the public.

18/013 To receive and accept apologies for absence
Cllr L Hawke, Cllr S O'Brien and District Cllr J Bishop.

18/014 Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda
Cllr D Pirola for agenda item 18/021 d) xii as she is a Trustee of Peters Green Village Hall.
- b) To receive written requests for dispensations for declarable interests; and
None.
- c) To grant any requests for dispensation as appropriate
None.

18/015 To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 24th January 2018

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

18/016 To consider planning applications listed below and pre-planning application

18/00099/FPH 10 Commons Lane

Single storey front extension
No comment.

17/02739/1 Cottage Farm, Kimpton Bottom

Erection of stable block containing 3 stables and tack room following demolition of existing timber stables (as amended by drawings received 03/01/2018).

Kimpton Parish Council heard representations from neighbours and the applicant. Due to the sensitive location of the property within Kimpton Bottom, the council agreed that the planning authority should consider the application of planning conditions to

1. restrict any commercial activity on the site and
2. that any exterior lighting is sensitive to the surroundings. Lighting should be proportionate and not cause a nuisance to neighbours.

18/00391/FP Blue Cross Kimpton Bottom

Remodelling of Animal Re-Homing Centre and creation of replacement access, alterations to layout of external areas to include demolition, alteration and replacement

of existing buildings and replacement of septic tanks with small package treatment plant.

Deferred until the next KPC meeting on 28th March. Clerk to request an extension to the planning consultation deadline for responses.

81 High Street, Kimpton

A presentation was made by the house owner and their architect on the proposed replacement dwelling.

18/017 To consider planning applications received between 22nd February and 28th February 2018

None received.

18/018 To receive reports from representatives on outside bodies, working parties, local authorities and agencies

County Cllr R Thake reported that Hertfordshire County Council has increased council tax by 2.99% plus taken advantage of an additional 3% for adult care services and produced a balanced budget. Parish Councillors requested the SID's be repositioned to better locations at the east end of Kimpton and at the south in Peters Green.

Kimpton Bench Working Party report on tasks completed since the last council meeting:

- Kimpton Primary School - mended the sandpit and its cover in the nursery area. Also took down the Christmas lights.
- Kimpton Memorial Hall - performed many maintenance jobs, including putting side wheels on the chair trolleys to try and prevent the wall scarring, put protective plastic corners on the walls in the Green Room corridor, cut back the hedge and bushes in the garden, refitted broken light bulbs in the outside and inside lights, installed a new toilet seat in the gents loo, made a new gate for the side of the Players Rehearsal room, mended the bottle fridge door in the bar area, made the cooker hood in the kitchen work, removed weeds and tree growth from the perimeter of the car park and cleared gutters and blocked down pipes.
- Around the village we have cut back the grass and earth from Church Path and about half of Garden Fields paths. More work is required to complete the area. Topped up the bark under the children's play equipment in the Recreation Ground. Fitted a new dog poo bin at the bottom of Hall Lane. Filled all the salt bins and found a missing one at Wren Close (behind the garages). Reset the fallen concrete bollard at the bottom of Coopers Hill and also reset the one at the entrance to Coopers Close. At Peters Green we moved the Neighbourhood Watch sign that was obscuring the traffic calming device and replaced a broken street sign.
- Kimpton Parish Churchyard - cleared away some surplus soil from newly dug graves cut back a hawthorn tree on the southern boundary. Cleared away all the wood and branches from the fallen cedar tree bough.
- Dacre Rooms – helped with finishing off the snag list from the building works.

Katharine Warrington School has been granted planning permission with parental support for the school evidenced by 240 year 7 applications being received for 160 places to start in September 2018. Discussions are being held with the contractor to establish that building can be completed with the planning conditions by the commencement of the academic year. To allow any application for a judicial review process to be made it will be another 8 weeks before a decision can be taken to commence construction.

Kimpton Primary School had a visit from Ofsted in January 2018 where the school was graded as being as a 'Requires Improvement' school. This confirmed the leadership team's own evaluations of the school and it was noted that improvements are already being made. The inspectors indicated they had confidence in the leadership team and acknowledged that more time is required to embed new practices.

18/019 To receive petitions, comments and questions from the public
None.

18/020 To consider a request to install a wood carving on The Green, Kimpton
This request was considered carefully and agreed that a wood carving of the nature being proposed would not be suitable for The Green as a public recreation space.

18/021 Finance

- a) To authorise payments made in accordance with the budget
Resolved, proposed Cllr Hardstaff, seconded Marsh to approve payments as listed in Appendix A. Unanimously agreed.
- b) To note receipt of income
02/02/18 received £15.72 interest from Public Sector Deposit Fund. Duly noted.
- c) To receive bank statements, bank reconciliation and budget report
These were received by the council and found to be satisfactory, see Appendix B and Appendix C.
- d) To consider price quotations, charges and grant requests as listed below
 - i. Litter bin contract
Resolved, proposed Cllr Hardstaff, seconded Cllr Palmer to contract with NHDC for 14 litter bins at a cost per year of £22.50 per bin commencing Monday 26th February 2018. Unanimously agreed.
 - ii. New litter bin and servicing at Wren Close car park
Glasdon hooded Trimline 25, deep green with extended base post, £145.02 plus VAT. £22.50 servicing cost per year.
Resolved proposed Cllr Marsh, seconded Cllr Hardstaff to purchase and add to the annual service contract. Unanimously agreed.
 - iii. Kimpton Monkeys grant application for venue hire
Resolved proposed Cllr Marsh, seconded Cllr Palmer to award a grant of £300. Unanimously agreed.
 - iv. Kimpton Primary School grant application for contribution towards swimming lessons
Resolved proposed Cllr Reavell, seconded Cllr Hardstaff to award a grant of £500 and apply for County Cllr R Thake locality grant for £500. Unanimously agreed.
 - v. Dacre Rooms grant application for first floor replacement flooring
Resolved proposed Cllr Corbett, seconded Cllr Hardstaff to purchase first floor replacement flooring as per quote £3,706.78 plus VAT. Unanimously agreed.
 - vi. Grass Cutting Contract 2018
Resolved proposed Cllr Hardstaff, seconded Cllr Reavell to approve the grass cutting contract 2018 quote of £7,612 plus VAT. Unanimously agreed.
 - vii. Grounds Maintenance Contract
Resolved proposed Cllr Hardstaff, seconded Cllr Palmer to approve a quote of £3,235 plus VAT for litter picking all areas within the grass cutting

contract, including Peters Green and the bus stop at Blackmore End. Weekly in the summer and fortnightly in the winter, this will be approximately 40 visits per year. Includes weekly litter picking along Claggy Road and High Street, Kimpton. Additional ad hoc work to be charged at £25 per hour. Unanimously agreed.

- viii. Skip for siding out
Resolved proposed Cllr Corbett, seconded Cllr Pirola to approve expenditure of £195 plus VAT. Unanimously agreed.
- ix. Internal auditor
Resolved proposed Cllr Hardstaff, seconded Cllr Reavell to appoint IAC Accountancy and Audit Consultancy Services at a fee of £400 plus VAT as the internal auditor for Kimpton Parish Council for the year ending 31 March 2018. Unanimously agreed.
- x. Data Protection Officer (DPO)
Resolved proposed Cllr Reavell, seconded Cllr Palmer to appoint IAC Accountancy and Audit Consultancy Services as the DPO for Kimpton Parish Council at a single annual retainer fee of £75 plus VAT for a 3 year appointment commencing 1st April 2018 plus 1 person day to conduct initial detailed audit work to ensure compliance with GDPR to be completed during the 2nd or 3rd quarter of 2018 at a cost of £400 plus VAT. Unanimously agreed.
- xi. Upgrade laptop software
Resolved proposed Cllr Reavell, seconded Cllr Corbett to approve expenditure of £100 plus IT support to upgrade to Windows 10 Pro with bit locker. Unanimously agreed.
- xii. Peters Green Village Hall building improvements
Resolved proposed Cllr Hardstaff, seconded Cllr Reavell to approve expenditure of £4,484.00 plus VAT to convert the men's toilets to a habitable room. Discussions will take place with Peters Green Village Hall Trustees on the future use of the hall and should it be agreed that there is to be no community use or community benefit then KPC will only make this additional sum available on loan to the Trust. Unanimously agreed.

18/022 To review the following policies:

- i. Allotment tenancy agreement
- ii. Asset Register
- iii. Discipline and Grievance Arrangements
- iv. Complaints Policy
- v. Financial and Management Risk Assessment
- vi. Risk Assessment Parkfield Sports Ground
- vii. Risk Assessment Peters Green
- viii. Risk Assessment Recreation Ground
- ix. Risk Assessment The Green, Kimpton
- x. Risk Assessment Wrens Close play area

Resolved proposed Cllr Corbett, seconded Cllr Palmer that the above policies be adopted. Unanimously agreed.

18/023 To receive the Clerk's report (for information only)

Mr R O'Brien will be retiring on 2nd March 2018 after serving the council for 15 years.

18/024 To suggest agenda items for the next Meeting of the Parish Council on Wednesday 28th March 2018

Kimpton Parish Council
Minutes Meeting 28th February 2018

- Risk Assessment for Garden Fields

The meeting closed at 21.15.

Chairman..... **Date**.....