

**Minutes of Kimpton Parish Council Meeting
held on Wednesday 28th September 2016
Kimpton Memorial Hall at 7.30 pm**

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

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

16/135 To receive and accept apologies for absence

Cllr D Pirola due to a prior engagement, County Cllr Richard Thake, District Cllr John Bishop.

16/136 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.

16/137 To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 20th July 2016

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

16/138 To receive reports on the actions agreed at the last council meeting

- a) Allotment site update
Further clearance works are required on the boundary paths and three trees on the southern side must be crown lifted. There are four vacant allotments of which two are in need of tidying up. There are three people on the waiting list. The Bench working party has filled in the ruts in the top track and replaced the washer tap.
- b) Storage unit provision
Cllr Marsh and the Parish Clerk were given a tour of the BT Exchange, Kimpton by the Property Manager. After discussion it was agreed that the site is not viable as an additional storage facility for the village due to legal barriers.

16/139 To receive reports from representatives on outside bodies, working parties, local authorities and agencies

Kimpton Bench Working Group has completed jobs in the Churchyard, Dacre Rooms, Peters Green, Recreation Ground and other locations around the village.

Mr B Malcolm reported that there is a new contractor for the maintenance of the rights of way and a second cut is due in October. The quality of the service has improved and will be reviewed with the Rights of Way officer. The permissive path from Kimpton

to Peters Green is almost completed. Volunteers from Countryside Management Service have opened up Public Footpath 60 by Parkfield Sports Ground and removed a large amount of deadwood and elder from the hedgerow. Hertfordshire County Council will be funding the chipping of the arisings; parish clerk to organise. A Rights of Way working group meeting will be held in November and discuss the withdrawal of the resolution at The Bothy.

Cllr Reavell reported that parents of year 6 pupils are being guided on the process for secondary school transfers.

16/140 To receive petitions, comments and questions from the public

It was commented that tools had been stolen from a vehicle parked in the temporary car park off the High Street which has led to more construction vehicles being parked in Lloyd Way and close to the junction with the High Street causing local congestion.

16/141 To consider planning applications listed below

16/02171/1HH 8 Brownfield Way, Blackmore End

Single storey rear extension and replacement of flat roof with tiled pitched roof
No comment

16/01332/1HH Old Ramridge Farm, Luton Road

16/01333/1LB

Construction of a new cart shed for three vehicles

The Parish Council raised the following concerns that were answered by the planning officer.

1. Is there an existing building that is being replaced? No this application is not to replace an existing building.
2. Does this application relate to agricultural planning consents? No this is a householder application relating to the house.
3. Concern that the proposal could be turned later into residential. If the applicant wants to turn the cart shed into a house, they would need to make an application for planning permission to do so.
4. Concern about impact in the Green Belt. Green Belt considerations are relevant to this application and will be taken into account.

16/02171/1HH 114 High Street

Part two storey and part single storey rear extension
No comment.

16/02207/1HH 45 Parkfield Crescent

Two storey side/rear extension and part single storey rear extension
No comment.

16/142 To consider planning applications received between 22nd September and 28th September 2016

16/02348/1HH 4 Brownfield Way, Blackmore End

Single storey rear extension and front bay windows, alterations to existing roof and insertion of front and rear dormer

No comment.

16/143 Planning

a) To review North Hertfordshire District Council Local Plan 2011 - 2031

The Local Plan was reviewed with regard to development sites for Kimpton and noted. Lloyd Way development is to be completed by the end of the year

- b) To review Kimpton Neighbourhood Plan
The NHDC Local Plan has included one plot for future development and therefore a Kimpton Neighbourhood Plan is not a necessity.
- c) Planning enforcement issues in the parish
Temporary portacabin at Cottage Farm. The owner was given 6 months after completion of Cottage Farm to remove the portacabin from the site. Completion was confirmed on 3rd May and so the portacabin will be removed by 28th September. NHDC Enforcement Officer will monitor the site.
Councillors commented on the legality of a portacabin, Bibbs Hall Lane that has solar panels and entrance gate. NHDC Enforcement Officer to be contacted.

16/144 To review traffic calming measures/CCTV on the High Street

A detailed discussion took place on the size, weight, speed and volume of vehicles travelling along the High Street. For legal reasons relating to data protection it was agreed that Kimpton Parish Council should not be responsible for CCTV installation and monitoring. County Cllr R Thake had previously offered to arrange for a traffic survey to be conducted in the High Street; Parish Clerk to chase.

16/145 Kimpton sports, play and recreational activities

- a) To receive notes of Sports Clubs meeting on 26th September 2016
See attached.
- b) To consider and approve scheme to protect Kimpton Tennis Club pavilion
A proposal by the Tennis Club to protect the pavilion is to sink beech sleepers of different heights into the ground in a curved shape in front of the north side. A grant has been received from County Cllr R Thake locality fund for this project.
- c) To consider an outdoor table tennis table purchase, location and management
The parish council wishes to consider a table tennis installation as part of an improvement project at the Recreation Ground. Defer to the next parish council meeting.
- d) To receive quarterly playground inspection reports and agree actions
The reports were noted. On Wednesday 21st September additional play bark was placed in the areas highlighted in the inspection report. Further purchase of play bark was approved in accordance with the budget.

16/146 Finance

- a) To approve payments made in accordance with the budget
Resolved, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve payments see attached. Unanimously agreed.
- b) To receive bank statements, bank reconciliation and budget report
Resolved, proposed Cllr Hardstaff, seconded Cllr Palmer that these were received by the Council and found to be satisfactory. Unanimously agreed.
- c) To consider quotes, donations and agree funding
 - i. Recreation Ground pavilion improvements
Resolved, proposed Cllr O'Brien, seconded Cllr Marsh to approve £450 to service the shutters. Unanimously agreed
 - ii. Tree works at Garden Fields
Resolved, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve £460 for crown lifting. Cllr Reavell did not vote. Unanimously agreed.

- iii. Skip for allotments
Resolved, proposed Cllr O'Brien, seconded Cllr Corbett to approve expenditure up to £240. Unanimously agreed.
 - iv. Allotment site maintenance
After discussion it was agreed not to undertake a rodent riddance treatment programme or routine monthly baiting.
Resolved, proposed Cllr Corbett, seconded Cllr O'Brien to approve expenditure up to £760 for boundary tree works, clearance of brambles near the BT Exchange, levelling the bonfire site and cutting down low hanging branches near the footpath. Unanimously agreed.
 - v. CPRE
Resolved, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve annual membership, fee £40. Unanimously agreed.
 - vi. Drains maintenance The Green and Church Lane
Resolved, proposed Cllr Palmer, seconded Cllr Hardstaff to approve up to £200 for the works. Unanimously agreed.
 - vii. Kimpton events 2017 meeting
It was agreed to organise a meeting of Kimpton event organisers in order to exchange information and make contacts. Clerk to arrange meeting. Refreshments will be served.
 - viii. Kimpton website development
Resolved, proposed Cllr Hardstaff, seconded Cllr Reavell to approve expenditure up to £500. Unanimously agreed.
 - ix. Litter bin annual service at Lloyd Way
Resolved, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve a weekly bin service of 42p. Unanimously agreed.
 - x. Hedge trimming at Wren Close, Parkfield Sports Ground and Recreation Ground
Resolved, proposed Cllr Hardstaff, seconded Cllr Reavell to approve expenditure up to £250. Unanimously agreed.
 - xi. War Memorial Maintenance
Resolved, proposed Cllr Hardstaff, seconded Cllr O'Brien to approve war memorial maintenance of £20 per month until further notice. Unanimously agreed.
- d) To receive the External auditors' report by BDO LLP on accounts ending 31 March 2016 and note the Notice of Conclusion of Audit
It was noted that there were no matters to report by BDO, External Auditor and the Conclusion of Audit had been placed on the parish council notice board and website.
- e) To consider sport clubs rents 2017

Rental per annum £	2012	2013	2014	2015	2016	2017
Bowls Club	90	100	105	115	120	125
Cricket Club	180	190	200	220	230	240
Rugby Club	440	460	480	530	550	550

Tennis Club	180	190	200	220	230	240
TOTAL	890	940	985	1085	1130	1155

Resolved to approve the above annual rents for 2017. Unanimously agreed.

- f) To consider a storage unit
This item was deferred until a requirement was confirmed.
- g) To consider items for 2017/18 budget
Items that will be considered are to tarmac Parkfield Access Road, support the Dacre Rooms refurbishment and install outdoor gym equipment.

16/147 To receive the Clerk's report (for information only)
The PCC sent a letter of thanks for the grant towards printing costs of Kimpton Parish Magazine.

16/148 To suggest agenda items for the next Meeting of the Parish Council on Tuesday 18th October 2016

- To agree the budget and precept for 2017/18
- Anti-social behaviour around Wren Close and Commons Lane

16/149 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 16/150 as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.

Resolved proposed Cllr Corbett, seconded Cllr O'Brien that agenda item 16/150 be held as a closed session without press and public due to confidential nature of the business to be transacted, namely staff matters. Unanimously agreed.

16/150 To consider staff matters

- a) To review staff hours and schedule of work
The Clerk discussed the hours of work and activities with the Parish Warden and gave a verbal report to the councillors.

Resolved, proposed Hardstaff, seconded Cllr O'Brien to approve an extra 4 hours per week from 3rd October to 25th November. Unanimously agreed.

The meeting closed at 9.40 pm.

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