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**Minutes of Kimpton Parish Council Meeting  
held on 28<sup>th</sup> October 2020  
via Video Conferencing at 7.30 pm**

**Present:** Cllr N Burns (Chairman), Cllr I Corbett (late arrival), Cllr A Firth, Cllr C Procter, Cllr J Marsh, Cllr D Reavell (late arrival)

**In attendance:** Mrs C Helmn, Parish Clerk and 8 members of the public

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- 20/119 Apologies**  
To receive and accept apologies for absence  
Cllr S O'Brien and Cllr L Hawke due to family commitments, District Cllr J Bishop.
- 20/120 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.
- 20/121 Minutes**  
To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 23<sup>rd</sup> September 2020 as an accurate record of proceedings  
**Resolved**, proposed Cllr C Procter, seconded Cllr A Firth that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.  
  
19.32 Cllr I Corbett arrived.
- 20/122 Public Issues**  
Members of the public and councillors can raise matters of concern  
None.
- 20/123 Planning**  
See attached report from Planning Working Party.  
With permission of the council, Simon Leadbetter, applicant, spoke in support of planning application 20/02079/FP.  
The council agreed that the comments drafted by the planning working party, with amendments to 20/02079/FP, would be forwarded to NHDC.  
  
19.43 Cllr D Reavell arrived.
- 20/124 Reports from Working Parties and Committees**  
a) Kimpton Bench Working Party – Mr B Finch

- i) To receive a report on activities – see attached. Noted. Work completed on the day of the meeting included repairs to the access road around The Green, Kimpton, clearance of weeds at the front of the Dacre Rooms, installation of the new KPC notice board at Claggy Road and the measuring up for the concrete pad for the installation of a memorial bench at the Recreation Ground. **Resolved**, proposed Cllr J Marsh, seconded Cllr A Firth to approve £500 to the KBWP for items relating to the repair of the trailer and other expenditure relating to community projects. Unanimously agreed.
- b) Environment – Cllr I Corbett
  - i) To receive action plans – see attached. Noted. Residents with an interest in the environment will be encouraged to join the Environment Working Party. **Resolved**, proposed Cllr J Marsh, seconded Cllr N Burns to approve the draft action plan with the final version to be adopted at the KPC meeting on Wednesday 25<sup>th</sup> November. Unanimously agreed.
- c) Allotment Working Party – Cllr L Hawke
  - i) To approve terms of reference for Allotment Working Party. See attached. **Resolved**, proposed Cllr J Marsh, seconded Cllr D Reavell to approve revised terms of reference as attached, with the addition of Jackie Worboys. Unanimously agreed.
- d) Highways Working Party – Cllr A Firth
  - i) To provide authorisation up to £500 for white line marking **Resolved**, proposed Cllr C Procter, seconded Cllr N Burns to approve £500 for white line marking at Claggy Road and Commons Lane junction. Unanimously agreed. Clerk to contact Herts Highways.

20/125

#### **Reports to the Council**

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

None.

20/126

#### **Finance**

- a) To review draft budget 2021/22 and new items of expenditure  
The council discussed the proposed new items of expenditure and asked for further details to support the proposals relating to the social housing items. Council members are encouraged to raise any specific questions to enable response. An additional budget cost of £1,000 to be included for the required tree survey. The budget for fencing will be reduced from £3,500 to £500 as the Bench Working Party are able to repair broken rails and posts for the coming year. The budget for digital communications of £5,000 and to underwrite Kimpton Christmas Market 2021 for £2,000 were supported. Access road costs for Parkfield Sports Ground and Recreation Ground will be investigated by the Public Spaces and Playgrounds Working Party. It was noted that an uplift in precept of 1.5% is proposed within next years budget.  
The budget will be reviewed at a Finance Working Party meeting scheduled for Wednesday 18<sup>th</sup> November at 7.30pm, via zoom, and considered at the Full Council meeting, via zoom, being held on Wednesday 25<sup>th</sup> November.
- b) To receive the External Audit report for year ending 31<sup>st</sup> March 2020  
The council noted the report from PKF Littlejohn.
- c) To review Finance and Management Risk Assessment 1/4/20 to 31/3/21
- d) To review the effectiveness of the internal audit

- e) To review council financial systems and internal control
- f) To review audit plan
- g) To approve terms of reference for internal auditor

**Resolved**, proposed Cllr D Reavell, seconded Cllr J Marsh that items c) to g) be approved. See attached. Unanimously agreed.

- h) To authorise payments made in accordance with the budget, attached
- i) To note receipt of income, attached
- j) To receive bank statements, bank reconciliation and budget report, attached

**Resolved**, proposed Cllr D Reavell, seconded Cllr A Firth that items h) to j) be authorised and noted. See attached. Unanimously agreed

- k) To consider price quotations, charges and grant requests  
None.

**20/127 Website and social media**

To receive an update on the development of KPC website and use of social media for community engagement and promotion of events, see attached.

**Resolved**, proposed Cllr D Reavell, seconded Cllr C Procter to approve £1,000 for expenditure on social media support, for the period up to the end of this current financial year. Unanimously agreed.

**20/128 Mount Vernon Cancer Services**

To consider response to community consultation on what the best options might be for the future looking at each cancer pathway and what does and does not work well for patients and carers and what priorities would be. Patients have been contacted directly by the hospital and encouraged to complete the online survey themselves. Consultation has taken place with the community and no action by the parish council is required.

**20/129 Patient Participation Group**

To consider representation from Kimpton  
Residents are encouraged to put themselves forward to be a member of the Patient Participation Group for Bridge Cottage Surgery and represent the interests of Kimpton. Deborah Shearly has indicated that she will be willing to resume her representation on the group after family responsibilities are concluded.

**20/130 Young Workers**

To review new Government ‘Kickstart Scheme’ – Cllr N Burns/Cllr D Reavell  
Consideration is being given to the suitability for a young worker and appropriate work within the parish council. Cllr D Reavell is applying for the scheme in his business capacity and will provide first-hand experience of the application process. The scheme is open until September 2021.

**20/131 Clerk’s Report**

Items for information only  
None.

**20/132 Date of next Kimpton Parish Council Meeting and items for the agenda**

To note that the next Parish Council Meeting will be held on Wednesday 25<sup>th</sup> November via video conferencing

Meeting closed at 21.45.

Chairman .....

Date .....