

Parish Room Kimpton Memorial Hall Kimpton Herts SG4 8RD

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# Minutes of Kimpton Parish Council Meeting held on 26<sup>th</sup> September 2018 Kimpton Memorial Hall at 7.30 pm

Present: Cllr N Burns (Chairman), Cllr L Hawke, Cllr I Corbett, Cllr A Firth, Cllr S O'Brien, Cllr J Marsh, Cllr C Procter, Cllr D Reavell

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

# 18/100 Apologies

To receive and accept apologies for absence District Cllr J Bishop.

## 18/101 Interests

- a) To receive declarations of interest from councillors on items on the agenda Cllr C Procter declared an interest in 18/105 a) and did not take part in the discussion or vote.
- **b)** To receive written requests for dispensations for declarable interests; and None
- c) To grant any requests for dispensation as appropriate None.

# 18/102 Minutes

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 18<sup>th</sup> July 2018 as an accurate record of proceedings

**Resolved,** proposed Cllr O'Brien, seconded Cllr Burns that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

## 18/103 Public Issues

Members of the public can raise matters of concern None raised.

# 18/104 Lea Bank Energy Park

To review situation

It was noted that Luton Airport and Luton Borough Council have withdrawn their support for the proposals. A planning application was due in September but the latest information is that it will be submitted by the end of the year.

## 18/105 Planning

- a) To note planning applications received between 18<sup>th</sup> July and 5<sup>th</sup> September 2018
   18/01913/FPH Porters End House, Porters End Lane, Kimpton Installation of entrance gates and wall No comment; application now approved.
- b) To consider planning applications below
   18/01936/FP
   16 Blackmore Way Blackmore End
   Replacement two storey detached dwelling
   No comment.

18/02400/FPH 126b High Street, Kimpton

Erection of double detached garage. Single storey rear extension (following demolition of existing garage) with the following dimension: overall length from rear wall of existing dwelling – 6.0m.

No comment.

 To consider planning applications received between 20<sup>th</sup> September and 26<sup>th</sup> September 2018

18/02401/FPH 126b High Street, Kimpton

Replacement and raising of roof to create two storey dwelling. Two storey front extension and part two and part single storey side extensions.

No comment, subject to receipt of comments from the neighbours and side windows not overlooking neighbour's property. Concern regarding building regulations relating to a party wall.

# 18/106 Reports from Working Parties and Committees

To receive written reports, recommendations and council actions required from working parties:

- a) Staffing Committee Cllr D Reavell. Draft minutes were noted.
- b) Christmas Market Cllr N Burns and Parish Clerk, report attached. Resolved, proposed Cllr Reavell, seconded Cllr O'Brien to approve expenditure as per the revised budget. Unanimously agreed.
- c) Kimpton Bench Working Party Cllr J Marsh/Bob Finch, report of major activites during the period July to 20<sup>th</sup> September and list of projects requested were noted. The size of the bonfire site will be monitored, and a series of bonfires will be lit in favourable weather conditions.
- **d)** Sports Clubs Draft notes of meeting held on Monday 24<sup>th</sup> September are attached. Resolved proposed Cllr O'Brien, seconded Cllr Corbett to approve £160 for the repair of the exterior shutters. Unanimously agreed.
- e) Battle's Over Cllr S O'Brien presented summary notes of the working party meeting held on 30<sup>th</sup> July.

# 18/107 Reports to Council

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

- a) **Kimpton Memorial Hall** Cllr J Marsh. The Green Room, corridor and parish rooms have all been decorated over the summer. New radiators have been installed in the Green Room. The level of bookings is good, and a new safety standard has been agreed. A new committee secretary is required.
- b) **Peters Green Village Hall** Cllr A Firth. The Trustees are waiting to hear from the Charity Commission and then the lease agreement will be signed. All parties are satisfied with the draft terms.
- c) Kimpton Primary School Governing Board Cllr D Reavell, see attached. It was noted that the appeal against the new secondary school on the Lower Luton Road, Harpenden had been thrown out and that the delivery of the Katherine Warrington School could now commence. The parish council recorded its thanks on behalf of the community for the support Cllr Thake has given during the past 10 years to develop an additional secondary school for the pupils in the parish to attend.
- d) North Herts District Council District Cllr J Bishop, No report.
- e) **Hertfordshire County Council** County Cllr R Thake. Police and crime commissioner David Lloyd has withdrawn his bid for the police in Hertfordshire to merge with the Fire Service.

# 18/108 Action Plan

To review KPC Action Plan short term items - All Parish Councillors

1.	enable high priority targeted projects to be implemented earlier.	Reviewed at Finance Working Party on 15 Aug 2018. Precept to be set following KPC agreement of next year's budget.
2.	Monitor the use of the 2 new Parish web sites, review feedback and improve access to information.	Kimpton village website updated at the beginning of September 2018. Monitoring to now commence.
3.	Review recent spate of burglaries within the Parish and establish any actions appropriate.	Latest crime figure reports to be reviewed.
4.	Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns at Wren Close.	Residents need to make formal complaint to police to enable any action to be taken. Residents have been notified.
5.	Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns of parking on the Green at Peters Green.	Continue to monitor.
6.	Regular maintenance of footpaths within the curtilage of Kimpton village as a priority.	Regular maintenance ongoing on monthly basis.
7.	Review and control escalating costs of maintenance to allotments (particularly growth of Village Dump in allotment area).	Completed. KPC agreement to increase allotment fees by 10% and contain allotment maintenance costs within income.
8.	Establish KPC controlled e-mail addresses for councillors and staff.	Completed.

#### 18/109 Finance

- a) To consider draft budget 2019/20. A discussion on the proposals was held with other suggestions for inclusion of outside table tennis, hanging baskets, cycle route and more recreation items. Councillors were also requested to submit additional items they believe the community would wish to see considered in next years budget prior to the next meeting for council consideration. Full list of items to be itemised by the Parish Clerk. It was also suggested that the Parish Clerk obtain views from the community.
- **b)** To authorise payments made in accordance with the budget, attached **Resolved,** proposed Cllr Firth, seconded Cllr O'Brien to approve payments listed and attached. Unanimously agreed.
- c) To note receipt of income, attached Resolved, proposed Cllr Firth, seconded Cllr O'Brien to note incomapprove payments listed and attached. Unanimously agreed.Noted.
- d) To receive bank statements, bank reconciliation and budget report, attached

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**Resolved**, proposed Cllr Firth, seconded Cllr Corbett to receive bank statement, bank reconciliation and budget report. Unanimously agreed.

- e) To consider price quotations, charges and grant requests as listed below:
  - I. RoSPA annual playground inspections

    Resolved, proposed Cllr Hawke, seconded Cllr Reavell to approve RoSPA annual inspection at £50 per site. Unanimously agreed.
  - II. £500 grant to Kimpton Primary School

    Resolved, proposed Cllr Hawke, seconded Cllr O'Brien to approve a grant of
    £546. Cllr Reavell did not vote. Unanimously agreed.
  - III. Tree survey

    Resolved, proposed Cllr Reavell, seconded Cllr O'Brien to approve a resurvey
    of parish trees and quote of £625 plus VAT. Unanimously agreed.
- f) To review the effectiveness of the internal auditor **Resolved,** proposed Cllr Corbett, seconded Cllr O'Brien to approve the effectiveness of the internal auditor. Unanimously agreed.
- g) To review the External Auditor's Report Resolved, proposed Cllr Reavell, seconded Cllr O'Brien to note that there were no matters contained within the external auditor report by PKF Littlejohn LLP. Unanimously agreed.
- h) To review Financial and Management Risk Assessment
  Resolved, proposed Cllr Reavell, seconded Cllr Marsh to approve the Financial
  and Management Risk Assessment as attached. Unanimously agreed.

# 18/110 New footpath at Blackmore End

To consider the proposal of a new footpath at Kimpton Road, Blackmore End **Resolved**, proposed Cllr Reavell, seconded Cllr Hawke to support the proposed new footpath on the south side of Kimpton Road at Blackmore End. Unanimously agreed.

#### 18/111 Clerk's Report

Items for information only

# 18/112 Next meeting

To suggest agenda items for the next Meeting of the Parish Council on Wednesday 24th October 2018

• Budget 2019/20 (early item on agenda)

Apologies for this meeting were received from County Cllr R Thake.

Meeting closed at 09.10pm.

Chairman	Date

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equip & support         1,549.35         Nebsite improvements         1,804.35         1,800.00         94.55           Parish Room         607.38         700.00         323.50         623.50         Waiting for invoices for rent, rates, electricity         700.00         76.50           Parish Room         607.38         700.00         -         220.00         -         94.55           and Cllr         45.00         90.00         40.00         40.00         323.60         150.00         76.00           bscriptions, GPDR         3.147.61         4.250.00         3.26.46         3.691.46         DPO, impact assessment         90.00         50.00           rves         6,503.97         3,342.65         3,342.65         3,342.65         3,342.65         3,342.65         84,500.00         4,000.00           4,550.69         4,550.69         1.00         48,488.74         12,977.94         Deficit due to estimated electricity         156,373.00         60,831.64	2 2	hotocomics, fixtures, painting	90.08	200.00	701.68	1,401.68	Painting parish room	500.00	- 901.68	
A 550.06  A 5.00  A 5.00  A 5.00  A 6.23.50  A waiting for involces for rent, rates, electricity  A 5.00  A 5.00  A 5.00  A 6.00  A 6.503.97  A 5.50.60  A 6.503.73  A 5.50.60  A 6.50.60  A 6.503.73  A 5.50.60  A 6.503.73  A 6.506.70  A 6.508.70	4 0	notocopier, tereprone, 11 equip & support	1,549.35	1,800.00	1,094.53	1,894.53	Website Improvements	1,800.00	- 94.53	
and Cilr 183.30 - 200.00 - 200.00   350.00   150	4 /	Call, Idles, electricity for Parish Koom	607.58	700.00	323.50	623.50	Waiting for invoices for rent, rates, electricity	700.00	76.50	
and Clir	≥ [	reeung room hire	183.50	350.00	•	200.00		350.00	150.00	
Obscriptions, GPDR         3,147.61         4,250.00         3,260.46         3,691.46         DPO, impact assessment         3,500.00         101.46           80.00         100.00         3,000.00         Estimate         3,000.00         10.00         - 3,000.00           100.00         3,342.65         3,342.65         3,342.65         84,500.00         - 3,000.00           4,550.69         4,550.69         1.00         48,488.74         (2,977.94) Deficit due to estimated electric coasts         1.56,373.00         60,831.64	٠,	ravel & Training - Clerk and Cllr	45.00	00.06	40.00	40.00		00:06	50.00	
80.00 100.00 36.00 90.00 Estimate 10.00 100.00 1	7	isurance, audit int/ext, subscriptions, GPDR	3,147.61	4,250.00	3,236.46	3,691.46	DPO, impact assessment	3 500 00	101 46	
3,000.00 Estimate 3,000.00 Estimate 4,000.00	n ;	ank charges	80.00	100.00	36.00	90.00		100 00	0001	
17/es 6,503.97 3,342.65 3,342.65 4,000.00 4,000.00 4,000.00 3,342.65 3,342.65 84,500.00 84,500.0	1	lection				3,000.00	Estinate	200	2 000 00	
6,503.97 3,342.65 3,342.65 3,342.65 3,342.65 3,342.65 3,342.65 3,342.65 3,342.65 3,342.65 84,500.00 84,500	$\circ$	ontingency - general reserves						4 000 00	3,000.00	
92,758.89 77,790.00 39,374.17 95,541.36 84,500.00 84,500	> .	AT incurred	6,503.97		3,342.65	3,342.65		4,000.00	3 340 65	
92,758.89 77,790.00 39,374.17 95,541.36 156,373.00 156,373.00 156,373.00 48,488.74 (2,977.94) Deficit due to estimated electrico costs	Z	ew items						84 500 00	84 500 00	
4,550.69 1.00 48,488.74 (2.977.94) Deficit due to estimared election mets		otal Payments	92,758.89	77,790.00	39,374.17	95,541.36		156,373.00	60.831.64	
4,530.69 1.00 48,488.74 (2.977.94) Deficit due to estimated election mete									4	
	Z	et receipts / (payments)	4,550.69	1.00	48.488.74	(2 977 94)	Doffelt die to contracted aleania	4 0 440		

	56.736.18 56.736.18	97,309.58 77,791.00 87,862.91	92,758.89 77,790.00 39,374.17 95,541.36	
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# Heading

Rec/sport grounds, open spaces, village greens Playground projects
Grants to Parish Buildings
Community Projects
Community Projects
Community Projects

Office supplies, fixtures, painting
Allotment site rental, maint, water
Community Projects
Playground projects
Community Projects
Highways
Rec/sport grounds, open spaces, village greens

£10,000 Development and contribution £2,500 Hanging baskets, displays £750 Council approved £450 £5,000 Apply for s106 funding Comment £2,000.00 Supply & installation £2,250 Provide village cover £10,000 100m x £100 per m £5,000 Consultancy costs £500 Noise reduction £2,500 Support school £2,000 Maintenance £2,000 £40,000.00 Joor parish room completion of Highways, Traffic, Parking Dacre Rooms defibrillator Kimpton Primary School New item Playground equipment Pavilion maintenance Housing needs survey Floral arrangements The Green roadway Table tennis table Parkfield fencing refurbishment Cycle path Fencing

£84,500.00

# Kimpton Parish Council

# Budget 2019/2020

It would seem sensible to link our budget proposals to the Councils action plans and priorities.

As such I believe our major priority is traffic and I am sure most members would agree.

Therefore any major changes should be directed into expenditure to help solve this problem.

The Traffic problem falls into

- Parking
- Size of vehicles
- Speed of vehicles
- Volume of vehicles
- Damage to cars on the high street
- Safety aspects

When we have the report of the Highways and Parking working party we can consider the allocation of recourses required. Not prejudging the issue but some of the possibilities would include off street parking, signage, bollards, sleeping policemen etc. should be considered if not funded by NHDC or County Council.

Other items that might be considered for inclusion in the budget proposals (not in priority order)

- A small play area near Probyn Close
- All weather table tennis table
- Equipment for an all weather circuit training
- Cycle training/running circuit round Recreation ground or Cricket pitch.
- Fence in allotments completely
- Pedestrian crossing by the school
- Move children's play area on rec to the green.

Carina has suggested raised beds on spare allotments to rent out. As a socially aware Council some could be much higher to allow disabled/elderly to use.

L.A.Hawke October 2018

# Kimpton Parish Council

## The Green

As suggested, at the last Council meeting, I went to have a look at the green.

- It is a delightful attractive asset for the village and provides space for many village events.
- The grass area needs minimal attention apart from regular grass cutting, tree pruning and occasional filling of holes.
- The problem arises over the access to and parking round the green for approx. 15 houses.
- Apparently the green extends to the front of all the properties.

Any comments I may make are those of a layman and legal advice would be required before the Council takes any actions. My reading of the lengthy legal documentation is that access to properties is permissible but parking is not unless the owners of the area have given an easement. There may be ways in which easement may have been acquired for establishments but that is not at all clear.

It would be interesting to know when and who put in the tarmacked path?

The discussions over this have taken place regularly over many years with legal advice being sort but I can find no evidence of a satisfactory conclusion. It would seem to me that as a gesture of goodwill and to avoid ongoing legal fees and acrimonious discussions and arguments the Council should consider giving easement to those living on the green to access their property and park in front. However the Council will not be responsible for the maintenance or improvement of the tarmac area. There is no reason why it should and it will be down to the residents to maintain/improve subject to approval from the council. Some will argue that other cars drive round the green but these may well be visitors to those on the green. This seems a red herring and probably so minimal.

As said before legal advice would need to be taken over easement.

PS there is also quite a lot to be said to move the playground on the rec to the green where it would be a great asset and usage overseen by residents. It would then release a significant area on the rec to be created for off street parking.

October 2018 L.A.Hawke

#### KPC 16/10/2018 RECEIPTS

CENTO				
	Unity	Barclays	Date	Description
у	25.00		18/09/2018	Christmas Market table
у	37.14		19/09/2018	Allotment
у	25.00		20/09/2018	Christmas Market table
у	34.90		20/09/2018	Allotment
у	53.70		20/09/2018	Allotment
у	26.40		21/09/2018	Allotment
у	34.40		24/09/2018	Allotment
У	45.40		24/09/2018	Allotment
у	61.90		25/09/2018	Allotment
у	1,438.00		26/09/2018	Beds & Luton Community Fund
у	25.00		28/09/2018	Christmas Market table
У	51.60		01/10/2018	Allotment
у	15.80		01/10/2018	Allotment
у	45.40		01/10/2018	Allotment
у	25.00		01/10/2018	Christmas Market table
у	23.36		02/10/2018	Public Sector Deposit Fund
У	31.00		02/10/2018	Allotment
У	65.00		02/10/2018	Allotment
у	25.00		02/10/2018	Christmas Market table
У	40.20		03/10/2018	Allotment
у	45.40		03/10/2018	Allotment
У	25.00		04/10/2018	Christmas Market table
У	25.00		05/10/2018	Christmas Market table
у	45.40		08/10/2018	Allotment
у	25.00		08/10/2018	Christmas Market table
у	25.00		01/10/2018	Christmas Market table
у	25.00		01/10/2018	Christmas Market table
у	500.00		09/10/2018	Herts CC
У	25.00		09/10/2018	Christmas Market table
у	25.00		09/10/2018	Christmas Market table
у	25.00		10/11/2018	Christmas Market table
у	67.40		10/11/2018	Allotment
у	25.00		11/11/2018	Christmas Market table
у	25.00		11/10/2018	Christmas Market table
у	26.10		12/10/2018	Allotment
у	50.00		15/10/2018	Christmas Market table
TOTAL	1,168.86	- "		·

**EXPENDITURE** VAT 1.00 19/09/2018 PKF Littlejohn у У 1213.57 24/09/2018 Mrs C Helmn 441.81 28/09/2018 Herts CC LGPS У 18.00 30/09/2018 Unity Trust 301.57 01/10/2018 HMRC у 546.00 у 01/10/2018 Kimpton Primary School 01/10/2018 M Saunders 1.00 у 324.00 01/10/2018 R J Dawes у 54.00 01/10/2018 CPM Playgrounds 348.00 у 58.00 05/10/2018 EDF Energy 27.00 У у 86.88 12/10/2018 M Saunders 359.00 12/10/2018 PKF Littlejohn у 324.00 12/10/2018 R J Dawes 54.00 у 28/10/2018 Herts CC LGPS 454.74 n у 1.03 31/08/2018 BT 252.02 03/09/2018 Affinity Water у у 2.34 20/09/2018 Crashplan 95.00 24/09/2018 HSO Expondo GMBH У у 141.50 28/09/2018 Screwfix Direct 57.84 01/10/2018 BT У 417.47 04/10/2018 TLC Southern у 69.58 432.00 08/10/2018 Bullfinch Gas Equipment 72.00 у 2.37 20/07/2018 Crashplan у 31/07/2018 BT у 18.89 15/08/2018 Amazon У у 2.42 20/08/2018 Crashplan 9.06 22/08/2018 Amazon У n 23.12 16/07/2018 Herts Fullstop 3.65 25/10/2018 British Legion 100.00 n 25/10/2018 Open Spaces n 45.00 28/10/2018 Herts CC LGPS n 22/10/2018 Mrs C Helmn n TOTAL 4,469.69 1,511.16 311.23

Kimpton Parish Council

Bank Reconciliation					
		Unity Trust	Barclavs	V.C.I. A	
		A/C	A/C	S C C C C	
Opening cashbook balance	01/04/2018	13 294 00	20000		
Kecenpts		00:00:00	19.766,7	45,000.00	61,286.87
Payments		87,863.41	0.00	000	87 863 41
Closing cashbook balance		41,385.87	2,483.41	0.00	43,869.28
		59,7/1.34	509.46	45,000.00	105.281.00
Uncleared					
Receipts					
Payments		0.00	00.0	00 0	
		3,273.88	0.00	000	
Closing Rank Bolongo					
Come Daily Daily		63.045.42	509.46	45 000 00	
Der hank					
1 CI Dalla	16/10/2018	63,045.42	509 46	45,000,00	000
8.4			01.70	43,000.00	108,554.88
Difference		000	000		
		00:0	00.00	00.00	

17/10/2018 SUMMARY

	В	С	D	E	F	G
1	Kimpton Parish Council					
2	•					
4						
5		BUDGET	2018-2019	BUDGET	2017-2018	
6		2018-19	Actuals	2017-18	Actuals	
7	Receipts					
	Precept	72,000.00	72,000.00	72,000.00	72,000.00	
	Council Support Grant	1,676.00	1,754.91	1,686.00	1,676.00	
_	Interest	60.00	143.85	60.00	115.86	
_	Allotment Rents Sports Income	1,400.00 1,155.00	1,185.74 1,180.00	1,500.00 1,155.00	1,509.02 1,155.00	
-	Grant Income	500.00	2,938.00	1,000.00	2,100.00	
15	Other Income	1,000.00	2,025.00	1,000.00	9,998.99	
16	NAT mains busined		6 625 41		0.551.51	
_	VAT reimbursed Total Receipts	77,791.00	6,635.41 87,862.91	78,401.00	8,754.71 97,309.58	
19	2000	17,771.00	07,002.71	70,401.00	71,307.30	
_	Payments					
21	Allotment site rental maint mater	1 500 00	70//-	1.000.00	0.10100	
	Allotment site rental, maint, water Playground inspections & maint	1,500.00 2,000.00	776.65 751.88	1,000.00 2,000.00	2,134.28 836.00	
	Recreational grounds, open spaces, village greens	12,000.00	2,634.67	12,000.00		Litter picking service added
25	Playground projects	1,000.00	0.00	1,000.00		
	Memorial Hall PWLB loan repayments	7,500.00	0.00	7,500.00	7,484.36	
	Grants to Parish Buildings Community Projects	4,000.00 4,000.00	8,971.00 3,137.77	4,000.00 500.00		Dacre Room flooring, Peters Green VH Christmas Market
_	Rights of Way	500.00	41.50	1,000.00		Use P3 money plus KPC budget
	Sundry donations to community groups	1,500.00	488.43	600.00	3,523.85	Osc 1.5 money plus K.r.C. budget
_	Larger donations to community groups	4,000.00	1,146.00	4,000.00	2,395.00	
_	Salaries N/I, tax, pension	22,000.00	7,281.42	21,000.00		Parish Warden ceased employment 1/3/18
	Office supplies, fixtures	10,000.00 500.00	5,370.03 701.68	10,000.00 920.00	9,633.87 99.08	
	Photocopier, telephone, IT equipment & support	1,800.00	1,094.53	1,800.00	1,549.35	
36	Rent, rates, electricity for Parish Room	700.00	323.50	600.00	607.58	
	Meeting room hire	350.00	0.00	350.00	183.50	
	Travel & Training - Clerk and Cllr Insurance, audit int/ext, subscriptions, GPDR	90.00 4,250.00	40.00 3,236.46	90.00	45.00 3,147.61	
	Bank charges	100.00	36.00	100.00	80.00	
11	<b>₩</b>				55755	
$\neg$	VAT incurred	_	3,342.65		6,503.97	
13	Total Payments	77,790.00	39,374,17	71,710.00	92,758.89	
_	Total Tagmento	77,750.00	39,374.17	71,710.00	72,730.09	
16						
_	Net receipts / (payments)	1.00	48,488,74	6,691.00	4,550.69	
9						
0						
1						
	General Fund					
3 (	Dening Balance	61,286.87	61,286.87		56,736.18	
	Add Total Receipts	77,791.00	87,862.91		97,309.58	
6 I	Deduct Total Payments	77,790.00	39,374.17		92,758.89	
-	General Fund Balance	61,287.87	109,775.61		61,286.87	
9						
0						
	BALANCE SHEET					
2	Sach C. bank					
_	Cash & bank Unity Trust Account		63,045.42		13 204 00	
	arclays Account		509.46		13,294.00 2,992.87	
5 C	CLA		45,000.00		45,000.00	
-	otal cash & bank		108,554.88		61,286.87	
R	epresented by:					
G	eneral Fund		109,775.61		61,286.87	
Т			. ,		,=	
U	ncleared	-	1,220.73			
1						

# **Report to Kimpton Parish Council**

Name of working party: Christmas Market

Author: Carina Helmn

Report date: 17th October 2018

Council meeting date: 24th October 2018

# 1. Key activities undertaken and items achieved in last period

# **Event Management**

<u>Site Management</u> – Gala marquee 6mx24m and 6 off 30m matting rolls have been delivered. Chandeliers donated to the Memorial Hall after the Tennis Club Ball are to be borrowed for the event.

Sleigh to be used as a photo booth has been kindly built and painted by Mike Saunders and Julie Brown with premises made available from KBWP.

KBWP have made 20 wooden trees from pallets supplied FOC by Oecos. 8 are requested for the school, 5 for scouting groups and others to individuals, families or groups.

Heaters for the marquees are not yet in stock; due by end of October.

Decorations for the craft and music marquees are being sourced by Kate Buckenham and the parish clerk. The majority of these will be reused in future years.

Electricity infrastructure project being progressed.

Lighting shopping list for The Green is being created. Festoon lights used on the tipi last year are not available this year.

<u>Publicity</u> – Tamsin has created a Kimpton Christmas Market Facebook page. Banners on order with delivery next week. Communication to the residents of The Green, Church Lane and High Street sent.

Music - Musicians are being secured.

<u>Market tables</u> – full with 30 tables (+ 1 if possible as a holder would like 2 tables).

<u>Christmas Grotto</u> – PTA are hiring a grotto for this year and will be holding a bottle tombola. They are also organising the children's games in a side marquee (a heater for the area has been requested).

<u>Food and Bar</u> – Mulled wine heater has been ordered and received. Mugs are to be delivered by the company in the next couple of weeks and stored locally on The Green. Mulled Kimpton apple juice will be sold.

<u>Finance</u> – see attached. £500 received from Locality Grant by County Cllr R Thake.

The next working party meeting will take place on Monday 12<sup>th</sup> November at 7.45pm.

2. Intended achievements in next period

Continuation of the planning for each of the elements.

3. Items requiring Council decision

Volunteers required for preparing The Green in the week commencing Sunday 2<sup>nd</sup> December, on the day for the food and bar and clearing up on Sunday 9<sup>th</sup> December.

	T .				1 -	· ·
ь	A Christman Market 2010	В	c	D	E	F
1		ACTUALS	Revised budget	BUDGET 201	8 2017	
	Tables	725.00	600.00	750.00		24 tables at £25 ea inside marquee, 3 possible outside under cover (kids activities)
	Commercial Food	80.00	130.00	160.00	80.00	Melt Van £50 rising to £80 if over £700 takings
1	Grants					
_	Grant Locality R Thake	F00 00	500.00	F00.00	F00.00	
9		500,00	500.00	500.00		
_	Big Lottery Fund	1,438.00	1,438.00	-	1,351.00	
1			-	-	1,400.00	
	Food and drink sales					
	Food sales		900.00	900.00	500.40	200 frankfurters + 100 lamb pittas at £3.
	Drink sales incl mugs		3,500.00	3,500.00		Beer £4/pint, wine £4/125cl, Apple Juice, Gluwein wine £4/175cl (£3 if with mug)
	Sale of excess drink		3,300.00	3,300.00	92.55	
16					32.33	
	Other					
_	Rob Kirkham donation	500.00	500.00			
	S106 / UA	090				£4637.37 agreed to be called off for infrastructure improvements
	TOTAL	£ 3,243.00	£ 7,568.00	£5.810.00	£8,326.20	
21						
22						
	EXPENDITURE					
	Marquees and The Green					
25	Tipi/Twin peak/Double pole marquee	-	2,500.00	2,233.00	3,242.58	Use community marquee for music, no charge
26	Flooring			666.00		See below
	Heater for double pole marquee		150.00	150.00	156.06	Purchase one radiant patio heater
	Music staging, PA, Lights	-	-		-	Staging from the Church, lighting included within rental cost of double pole marquee
	Craft tables marquee	2,706.52	1,175.00	1,175.00		Purchase 6x12m
30	4 -	999.98	262.00	262.00		Qty 6 3mx30m grass matting for craft marquee plus exterior The Green
31	Heating craft marquees		374.40	300.00		Purchase 2 propane fan heaters. Cost in the region of
	Banners		160.00	120.00		Aprons from 2017 by commercial sponsorship, 5 banners
	Interior lighting		100.00	100.00		4x 50w floods at £25 each. Depends on music marquee hire, included, or purchase
	Patio heater		295.00	200.00	186.90	2 new for music marquee
35			1,000.00	1,000.00		Tree lights part of infrastructure project. Festive lights.
36	Flooring outside of marquees	666.65	666.65	300.00		To protect grass.
37	Power wiring onto Green			500.00		S106 application for funding £4,216.35 + £421.02. Approved. Covered by separate project.
38	Fire beacon Event desk	-	19	31		May be a safety hazard on The Green. Beacon from Battles Over. Flambeaux FOC
39			-			Location? Does it require a 3mx3m marquee situated as an entrance to the craft marquees?
40	Sleigh	86.88	40.00			Constructed Mike Saunders, painted Julie Brown. Materials: OECOS FOC + £40 estimated
41	Winter Wonderland & Wooden trees  Decoration	*****	-			OECOS FOC to be decorated by individuals, families, friends, neighbours, organisations, businesses
43	Decoration	114.97	200.00	200.00	35.00	Interior marquees, 'Crafty cuppa' to decorate a tree for the craft marquee FOC.
44						
45	Food and Drink					
46	Mugs	804.00	804.00	600.00	672.00	Qty 216 in 2017 £2.75 per mug plus £12 delivery  Qty 300 in 2018 £804 : £837 - £33 breakages
47	Burgers	804.00	125.00	80.00		100. Lamb to be BBQ from Mitch Manning
48	Sausages		125.00	125.00		Qty 200
49	BBQ hire	-	125.00	70.00		Use 2 domestic BBQ
50	Mulled wine, spices		350.00	350.00	346.61	
	Wine		520.00	520.00	515.34	I
52	Beer etc		200.00	200.00	195.00	I
53	Kimpton apple juice		65.00	65.00	63.84	I
	Plastic cups		50.00		134.08	100 Wine glasses. +100 half pints
55	Pitta breads		30.00	20.00	31.00	Only 100
56	Jumbo hot dog rolls		25.00	25.00		As last year 200
57	Smaller hot dog rolls			10.00		Look at vegetarian option
58	Sauces & napkins		30.00	30.00	37.38	
	Mustard, ketchup		10.00	10.00	11.00	I
	Onions		10.00	10.00	11.00	
	BBQ extras		35.00	35.00	32.13	
63	Drinks from Kimpton Scout Group		-		95.92	I
	Gluwein heater	79.83	80.00			
65	Old Front Heater	73.63	80.00			
66	Event costs					
	Licenses - Food hygiene, image	21.00	21.00	121	80.00	Temporary Event Notice LC/7489 authorised by NHDC. £50 copyright KPCRT
	Insurance		-	245	-	
$\overline{}$	Dacre Rooms hire		100.00	100.00	30,00	Venue booked for provision of toilets
	St John Ambulance		131.10	150.00		£131.10 confirmed cover for the event
	Cawley Recycling bins		150.00	150.00	150.00	
72						
73						
74	TOTAL	£5,479.83	£9,784.15	£9,756.00	£6,917.08	
75						
76	Surplus/deficit	-£2,236.83	-£2,216.15	-£3,946.00	£1,409.12	Use surplus from 2017 to cover hire of double pole
77						
	Additional comments					
	Food purchase cost		390.00	415.00		
	Mark up		231%	217%		
81	l					
	Drink purchase cost		1,939.00	1,735.00		
	Vřark up		181%	202%		1
84	Artes at an artist of	4.505.00		or		0
	/əlue of re usable items	4,567.95	4,222.65	£5,936.00	•	One off purchase of marquees, flooring, heaters, lights
86 87						1
0/1						

## **Kimpton Bench Working Party Report**

# Major Activities 20th September to 17th October 2018

#### The Parish Council

Cut the south and part of the west hedges at Wren Close play area and took arisings to bonfire. Repaired the wooden fence in several places on the east side of the cricket pitch and made stile so cricket players would use that instead of breaking fence. Did much siding out in Claggy Road. Installed a new bench on a Right of Way at the south of a wood on the Hoo Estate. At the play area in the Recreation Ground we forked over the bark under the equipment and topped up the bark with three bags, filled holes by the swings with earth and turfs, dug out the picnic bench and reseated it in concrete and stained some of the wooden furniture there.

We felled a dead tree on the Recreation Ground and removed the arisings to the bonfire, we also felled a dead tree at Peters Green and took the arisings to the bonfire.

Fabricated and painted a sleigh at 108 High Street for the Christmas Market and took it The Green ready for the event. Made 20 wooden "Christmas Trees" from pallets for people to paint ready for the Christmas Market.

## Churchyard

Installed a new boot scraper by the South door, removed a quantity of leaves from Church House roof and checked the roof for leaks – none yet. Removed a number of bags of twigs and leaves and took to the bonfire.

# **Village Organisations**

For the weekend Open Studios took art show screens to the Dacre Rooms and returned them to the tower.

#### The School

No work for the school this month.

#### The Dacre Rooms

Fitted blinds to upstairs windows, put up pictures, touched up some paint. Helped tidy up ready for the Grand Opening.

#### The Memorial Hall

Put new catches on the under stage doors, refitted a lobby light diffuser, replaced bulbs in outside lights, and erected the marquee ling twice. Did many other minor maintenance jobs.

#### **Future Activities**

Carry on carrying on.

## **Decisions Required of the Council**

None

Bob Finch 17 10 18

Kimpton Parish Council

Report on allotments

We have conducted the meetings as listed.

As a result a number of allotment holders were sent letters asking them to tidy up their site and to bring them under cultivation.

We still have 1 ½ plots vacant which have not been cultivated. For a while – in order to make them more attractive to potential new holders I suggest we consider having them rotavated. Carina has suggested providing raised beds on a spare allotment to be rented out individually.

The clerk has sent out the invoices for 2018/2019 with an explanation of the 10% increase. To date we have had no unfavorable comments. At the same time holders were reminded that they are responsible for keeping the paths alongside their allotment/s cut and tidy. We are waiting the results but this will be reviewed at the next survey of the site and any necessary action taken.

The Water will be turned off in November.

As already reported there are ongoing concerns about the size of the bonfire and frequency of burning. The bench working party have to be commended – having cleared a number of trees and brambles and working hard on the boundaries. This, as always, is ongoing

Virtually every plot holder growing sweet corn has had their crop devastated., The current theory is this is due to badgers. The only way to deal with this and incursions by other animals such as deer and muntjac etc, is to finish fencing the site in totally. I don't have a cost for this . But if we do it properly we could create 10/15 off street parking places up Pams lane.

L.A.Hawke October 2018

# Report from Highways and Parking Working Party

The Working Party has settled its members, being:

Clir Alex Firth (Lead) Clir Lewis Hawke Clir Neil Burns Ted Frith Jackie Worboys Matt Henderson

There is an initial meeting to establish Terms of Reference on 7<sup>th</sup> November. Alex Firth to report back to KPC following that meeting.

A Firth

17 October 2018

# **Peters Green Village Hall Report to Council**

The PGVH trust has entered a 2 year commercial lease commencing 1 November 2018 with Shimmering Ivory Limited, a wedding dress designer.

The rent is £5,000 per annum payable monthly. It is guaranteed by Hub for IT Limited should Shimmering Ivory Limited default. The tenant and guarantor do not have the strongest financial covenants but the trustees are aware and prepared to accept the risk given there is no real alternative in the short term.

Peters Green residents, the Parish Council and the Baptists at the Perry Green Chapel retain access to tables and chairs on reasonable notice.

The lease was reviewed and approved by our solicitors, Neves.

An application was made to the Charity Commission (CC) on the trust's behalf through Neves. The CC never responded and we were advised to proceed by solicitors on the basis that the absence of a response indicated that the CC did not see this as a regulatory matter.

A Firth

17 October 2018