

# Report to Kimpton Parish Council

Name of working party: Battle's Over

Author: Sue O'Brien

Report date: 18<sup>th</sup> June 2018

Council meeting date: 27<sup>th</sup> June 2018

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

Objective of event: For a beacon to be lit at 6.50 pm on 11 Nov 2018. Statue for war memorial. Event to be held at school playing field with food and drinks hoping to provide keepsake for the children.

Good progress has been made with establishing a content for the event and the expectation of attendance of over 200 people.

A meeting was held on Wednesday 30<sup>th</sup> May, notes kindly prepared by Sue Burns.

**Attendees:** Sue Burns (RBL), Donna Bigg (RBL), Cllr I Corbett, Cllr S O'Brien, Neil Burns (KBWP), Carina Helmn (Parish Clerk)

There was general consensus that we follow the Battle's Over format - <http://brunopeek.co.uk/> as closely as possible while ensuring that the event is 'Kimpton' led with an emphasis on engaging the children of the village.

### **Event Venue**

The school is noted as a preferred venue.

**Action:** Sue B to contact the Head and aim to engage the PTA in the delivery of refreshments.

Check on crowd capacity of the venue and whether a ticketing system is required. Ensure Health and Safety is a priority.

The RBL had hoped that from funding sources, refreshments could be made free for children.

### **Advertising**

**Action:** Ian to plan a future advertising campaign of posters/facebook/Parish Council and Village websites.

**Action:** Sue B to place a 'Save the Date' in the forthcoming Parish Magazine.

### **Entertainment**

**Action:** Donna to contact the Choir, The Kimpton Players, the Folk Group, to gauge the level of interest in providing a variety of musical input.

Andy Morton to be approached with an invite to 'make a speech'.

We discussed expressing a general invite to the village for the theme of WW1/WW2 'dressing up' and the potential of providing playground games for the children.

**Action:** Sue B to contact John Blackshaw re. his availability for that evening's Last Post.

### **Bellringers**

**Action:** Sue B to contact

### **Beacon Lighting**

In the capacity of his military service and long-standing chairmanship of the RBL Kimpton, Robin Wells was suggested as a potential 'lighter' of the Beacon.

And as I write - Perhaps we can engage the children by inviting them to put their names forward to a grand draw of names, to join Robin (if agreed upon) in lighting the beacon. Possibly one boy and one girl from the School/Scouting association.

### **Finances**

The RBL have made an application for £450 from RBL Event Funding .

There is an expected grant from Kimpton Parish Council.

**Action:** Sue O'Brien to pursue funding from

- July's Charity Football Event
- Kimpton Players
- The May Festival
- The Horse Show
- The Parish Council

### **Beacon Structure**

It is requested that the BWP investigate the purchase of a gas fed wrought iron beacon that can be used for future important Kimpton events.

**Action:** Neil and Bob to meet and investigate best design within budget.

The RBL have requested that the beacon signify the event we are holding.

Discussion was held regarding the purchase of a Tommy figure for £750 and its placement at the War memorial. Permission would be sought from the RBL. One concerning thought is that whilst the War Memorial is a place of peace and remembrance, the Tommy figure stands with a rifle in his hand.

<https://shop.therebutnotthere.org.uk/products/6-tommy>

### **Gift for Children**

Donna suggested that it would be a nice gesture to provide all children with a Remembrance gift.

**Action:** Sue B and Donna to research.

### **Follow Up Note:**

Carina has this morning informally met with both the Head and caretaker of Kimpton School. It is recognised that both Sue B and Carina should attend an initial meeting with the Head to discuss areas of responsibility and remit.

## 2. Intended achievements in next period

Although I have contacted Kimpton May Festival for some funding, as yet no one has got back to me. This week I am going to try and contact someone else from May Festival.

We will have some money from a charity football match that is being held on 28 July, organised by Andy O'Brien.

Meeting to be held with the school to formally agree the school as a location for the event.

Actions noted in report above to be progressed.

## 3. Items requiring Council decision

Request to KPC to approve a £500 budget for refreshments for children as previously discussed informally by Councillors.



# Report to Kimpton Parish Council

Name of working party: Bench Working Party

Author: Jon Marsh

Report date: 14th June 2018

Council meeting date: 27th June 2018

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- Key activities undertaken and items achieved in last period

## **Progress May 23<sup>rd</sup>**

- 1) The main thrust of the work this morning was on improvements to the allotment and bonfire.
- 2) The bench team continued bench maintenance on the Green and in the Churchyard
- 3) The zooming team visited the upper reaches of Lloyd Way to deal with the clouted salt bin. Having inspected 2 bins that were in an upright position, and after a run-in with the C in C who was about to depart for his WER, we discovered the good fairies had righted the bin and moved it to a more sensible position a few feet away but partly obscured by a hedge. There are in fact 4 bins in that area of new houses.
- 4) Carried on zooming to the churchyard, sorted the brown bins and moved the sods to allotment, where we assisted in collection of branches for bonfire.
- 5) Final zoom to Dacre Rooms to sort the clock, and to Churchyard to paint 'no turf' on the brown bins.

## **Progress 30<sup>th</sup> May**

1. Benches on Parkfield Rec washed down ready for painting next week
2. Silt at bottom of Hall Lane removed
3. W edge of Mem. Hall Car Park cleaned up
4. Overhanging branches on Mem Hall FP and in garden cut back & taken to bonfire
5. Bottom step from Hall Lane to Rec FP replaced
6. Dangerous rose bush on FP33 cut back
7. KAS Banner, date altered
8. KAS Signs, dates painted out
9. Dacre Rooms EXIT sign repaired
10. Dacre Rooms clock still not working, needs stripping down later in year
11. Les unable to solve Dacre Room dimmer problem, Green Room in use so unable to do jobs in there
12. Inspected Mem. Hall downpipes during storm. Long one by Scout Double Doors leaking at joint 12" above ground, short one behind chair store leaking at joint 6" above ground. Both indicate the downpipes are not blocked, but that the soakaways are backing up.
13. Inspected Church House roof after storm, released blocked drainage outlet above store room, couldn't see any fresh water ingress through roof!!

### **Progress 6<sup>th</sup> June**

1. Over three-quarters of hedge on FP side of Hall Lane cut back. Only the bit by the wild flower patch & behind the bin left to be done when the birds have finished nesting in about 3 weeks' time. Debris bagged and dragged to bonfire patch.
2. Algae cleaned off the bus shelter by the school. Now it's so clean, it shows up all the Sellotape marks which Paul will clean off next week with white spirit.
3. Bark in Children's Play Area de-weeded & raked over and topped up as necessary
4. Boiler Room tidied up (take your boots off when you go in there in future). Metal cabinet from chair store moved in. This is extra storage for a lot of old Memorial Hall documents that at present are in homes of past committee members
5. Les did 3 small jobs in Green Room
6. Jon oiled the clock in the Dacre Rooms
7. The bench team was coating benches on the sports field

### **Progress 13th June**

1. Plenty of work done at Dacre Rooms as reported by Jon:  
Clock was wound, it has run OK for a week after it's clean - JM  
New upstairs floor is in and all the furniture was moved back into place - all  
The cupboards doors were eased to fit the new floor – Les plus help  
The outside was weeded – John M and Gordon  
The east blind was re-fitted nearer the window. John M and Tony  
The corner cupboard was rubbed down and given a coat of undercoat – David S
2. Further work on the allotment.
3. The Bench Team beavered away on the Sports Field
4. Previously cut dead branch removed from Cherry tree opp 4 The Green, 2 dead branches on the adjacent Cherry tree sawn off, all removed to Bonfire patch.
5. Sellotape marks cleaned off Bus Shelter by School with White Spirit. Now it needs a wash down again to get rid of the smears!
6. All tools from various corners of the Parish, returned to 108. (1 breakage to report: the BWP broom has a broken plastic socket, the head & handle are still in the Boiler Room)

- Intended achievements in next period

Continue similar activities.

- Items requiring Council decision

None.

## Report to Kimpton Parish Council

Name of working party: Christmas Market

Author: Carina Helmn

Report date: 20<sup>th</sup> June 2018

Council meeting date: 27<sup>th</sup> June 2018

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

Working Party meeting held on Monday 21<sup>st</sup> May 2018

Attendees: Cllr N Burns, Cllr Carly Procter, Cllr Jon Marsh, Christine Frith, Bob Finch, Carly Tindle, Ian Pegrum, Helen McPhun, Sue Davies

Roles have been allocated and relevant parties are progressing the elements of the event:

Site management – Ian Pegrum leading. The Green layout was agreed, with Gala twin peak marquee (purple with Kimpton printed in grey) for the live music and bar / BBQ at one end.

2 off 6x12' marquees for the concession tables. Christmas Grotto to be located on the east side with children's activities outside. See plan.

Beacon or alternative to be investigated by Bob F.

Tables and chair numbers confirmed within the village.

Interior twin peak and marquee lighting discussed and agreed.

Grass areas to be protected by flooring, especially high traffic routes.

Café feel to The Green was desired for exterior seating areas.

Music - Helen McPhun leading. To contact musicians and compile a schedule of performers. Helen to liaise with others on a sound system for the day. Staging will be provided in the twin peak that may be borrowed from the Church or from Kimpton Folk Festival. Playlist between acts to be created.

Finance – Carina Helmn leading. Budget circulated. £25 table fee and £80 commercial charge.

£500 donation from Cllr Thake confirmed. Grant application to be made to Luton and Bedfordshire Foundation for 6x12m marquee with flooring.

Twin peak marquee ordered. Second marquee purchase order awaiting for confirmation of grant funding.

Concession tables – 24 tables in the craft marquees and 3 tables in the music twin peak. Requests from groups and individuals are being received already.

Commercial Stands – Mastercrepe has confirmed attendance.

Christmas Grotto – Carly Tindle to organise with help from Sue Davies. Christine to assist with planning children's games.

Food and Bar – Neil Burns to organise with Christine. New food items will be introduced.

## 2. Intended achievements in next period

Application to be made to NHDC for an alcohol and music license.

Ian, Carly P and Christine to agree external lighting design for The Green and entrance from Church Lane.

Ian Pegrum to investigate the feasibility and cost of an independent power outlet and will contact UK Power.

Mug design and purchase.

Banners to be designed and purchased.

Order second marquee.

Gluwein heater to be purchased to assist in serving mulled wine in mugs.

## 3. Items requiring Council decision

Council to discuss and agree preferred option for the supply of electricity for events on The Green.

Options:

- a) £5,000 for a public supply plus The Green infrastructure. £150 running cost pa.
- b) £2,000 for a supply for secondary cabling. £0 running cost pa.
- c) Leave as present with temporary installation for each event. Time and costs borne by each event.

Purchase of 5 off banners for publicity within the village.



## Kimpton Parish Council Meeting 27<sup>th</sup> June 2018

### Review of Defibrillator provision within Kimpton village – Cllr Neil Burns

#### **Introduction.**

Kimpton Parish Council have been approached by a member of the Parish (or Kimpton Church organisation) requesting better coverage within the village of defibrillator equipment. The objective being to reduce the time to gain access to such equipment in the event of a life threatening sudden cardiac arrest incident. The council have undertaken to review the situation and report on its consideration.

#### **Current Situation.**

The Parish Council has already provided defibrillators located in the village, one inside the Memorial Hall and a second located outside of Kimpton Junior School.( see figure 2)

The unit at the school is accessible 24 hours a day and the unit in the Memorial Hall is available during times of hall use, and the unit is allowed to be temporarily relocated to village events.

Since the installation of defibrillators in September 2015 they have not yet been called upon to be used.

The installation cost of an Automated External Defibrillator (AED) is approximately £2,000 and an internal non mains powered unit approximately £1,000.

The portable unit in the Memorial Hall is transferred to the Recreation Ground during the weekend of the May Festival where there is often an audience of over 500 people.

A number of fitness instructors carry their own portable equipment when undertaking classes within the Parish. It is not known if any private companies now have their own equipment within their premises.

Based upon current installed locations less than 50% of the villagers are within 2 minutes of a defibrillator. (diagram 1). The major points of indoor congregation of people (the School, the Memorial Hall and the Dacre Rooms) are already within the recommended distance. Geographical coverage at west end of the village is by far the lowest.

No public provision is provided within the lower density population areas of Peters Green or Blackmore End.

## **Sighting Guidance**

Useful guidance for sighting AED equipment is provided in:-

- A guide to Automated External Defibrillators (AEDs) by Resuscitation Council (UK) and British Heart Foundation
- Automated external defibrillators (AEDs) A guide for schools by DEpartment for Education.
- AED Guideline for Schools. 2014 by Northern Ireland Education and Library Boards and The Council for Catholic Maintained Schools

Key points are:-

- The likely hood of a victims survival reduces by 7-10% for each minute of delay to the deployment of the AED. The recommendations are that a AED should be located within 2 minutes brisk walk of an incident.
- The likely hood of an incident occurring to a child is far less than with an adult. From one study it was noted that within schools 65% of incidents are for non staff adult helpers, 25% teaching staff, and 10% pupils.
- Consideration to sighting an AED near to large gatherings of people or where physical exercise is being undertaken should be given.

## **Options**

Provision of AED within the Parish could be extended to better include a greater extent of the population, the industrial area and external places of exercise.

The village of Kimpton is a largely linear development based along the High St. The sighting of any further AED locations on this axis should be considered.

The existing defibrillator, within the Memorial Hall, could be upgraded and relocated in the view that the hall is within 1 minute of the other AED at the school and the current equipment is not currently often taken out of the building.

Figures 1 and 2 show existing locations.

Figures 3 to 7 show locations for consideration.

### **Option 1 Retain as existing provision.**

#### **Advantages**

- No additional capital cost.

#### **Disadvantages.**

- Less than 50% of villagers within recommended distance.
- Football pavilion, Bowls club, Cricket ground, industrial units, and Church all outside recommended distance.

### **Option 2 Enhanced layout of 4 number AED.(2 new + 1 relocated)**

This option entails the provision of one AED outside of the Dacre Rooms, one AED at the Post box at Lawn Avenue and a third at the junction of Lloyd Way and the High St. Since no existing mounting facility exists at Lloyd Way a variant location would be the post box outside of 162 High St.

#### **Advantages**

- Over 90% of villagers within recommended distance.
- Near equal coverage to East and West of village

#### **Disadvantages.**

- Capital cost of approximately £5,000.
- Two of the locations (Lawn Avenue and Lloyd way/162 High St) are not buildings and would require infrastructure for power supply.

### **Option 3 Enhancement layout of 3 number AED. (1 new + 1 relocated)**

This option would entail the provision of one AED outside the Dacre Rooms and one AED outside of Claggy stores.

#### **Advantages.**

- Over 80% of villagers within recommended distance.
- Relatively easy to connect to infrastructure. (Do units come with telephone connection?)


#### **Disadvantages.**


- Capital cost of approximately £3,000.
- Cricket field not within recommended distance.
- West end of village not so well covered as East end.

### **Discussion.**

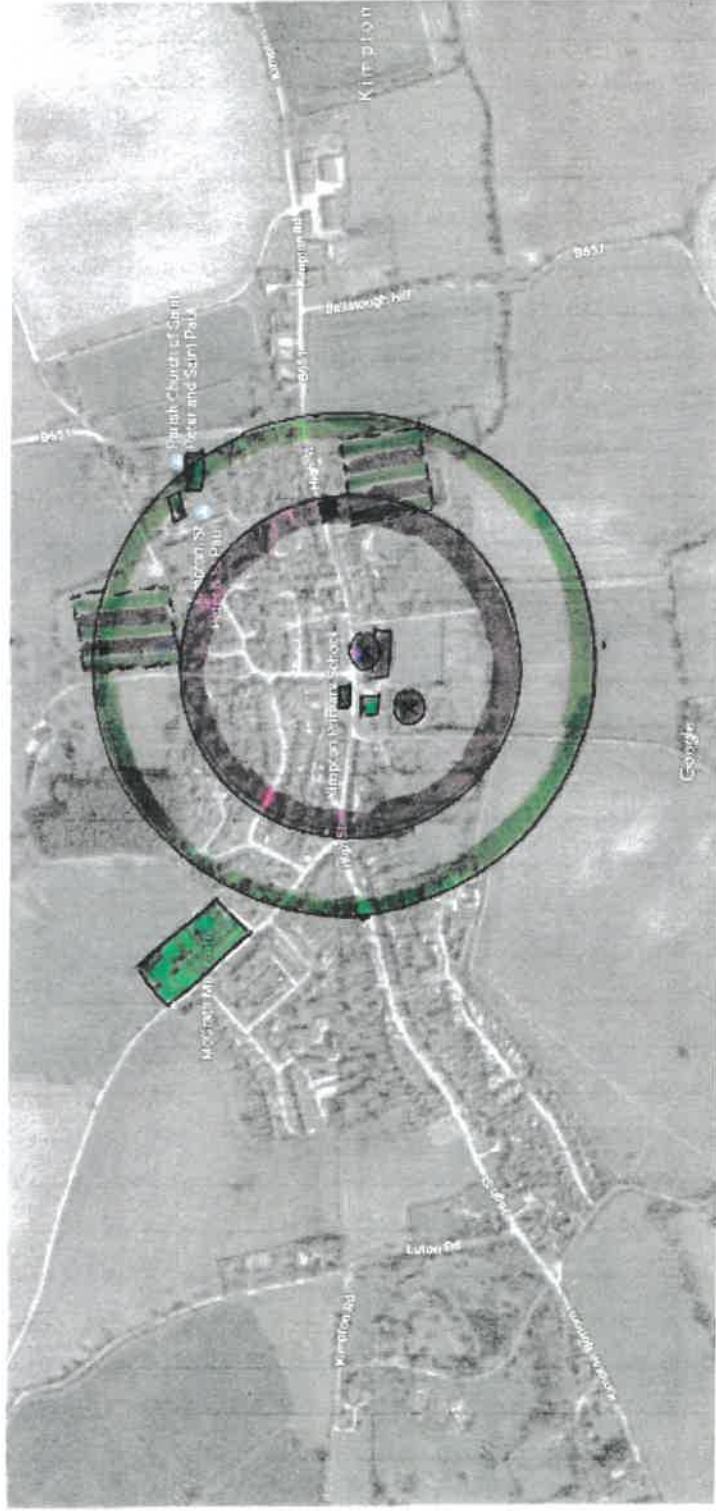
Council members to consider the 3 options, make recommendations to progress one of these or to offer a further variant.

**OPTION 1**  
**CURRENT LOCATION OF AED**


 INDICATES 2 MIN BRISK WALK TO AED.

 INDICATES 3 MIN BRISK WALK TO AED

Google



 OVER 100 PEOPLE FREQUENTLY.

 OVER 100 PEOPLE INFREQUENTLY  
AFTER/ON 25 PEOPLE FREQUENTLY.



SOFTING ACTIVITIES



OPTION 3  
 PROPOSED LOCATION OF AED



- OVER 100 PEOPLE FREQUENTLY.
- OVER 100 PEOPLE INFREQUENTLY AND/OR 25 PEOPLE FREQUENTLY.

**SPORTING ACTIVITIES**





**Figure 1 Existing AED at Kimpton School.**



Figure 2 Kimpton School (existing AED).



Figure 1 Dacre Rooms





Figure 2 Claggy Rd/ Lawn Avenue



**Figure 5 Lloyd Way**



**Figure 6 162 High St.**



Figure 7 Claggy Stores.



# Report to Kimpton Parish Council

Subject: Social housing and anti-social behaviour

Author: Jon Marsh

Report date: June 1st 2018

Council meeting date: June 27th

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- Key activities undertaken and items achieved in last period

Meeting with Settle (was North Herts Homes) on June 1st.

Present: Councillors District John Bishop, Parish Neil Burns and Jon Marsh and Debbie Lybert from Settle.

To discuss items in connection with Settle and Kimpton.

## **Selling existing housing stock**

We discussed the policy of selling Settle housing stock with particular reference to two properties in Kimpton. One (187 High St) is earmarked for disposal. The criteria for selling properties depend on financial viability and this is decided by expert opinion by Settle. In the cases in Kimpton, one has been so much modified by a previous tenant that it now needs considerable further work. A planning application has been submitted for a rear extension. The modified nature of the property appears to be part of the justification to sell. We were told that monies obtained by sales is re-invested in providing further stock, but not necessarily in Kimpton (this policy could be a basis for legislation change see MP letter later). We were told that the Settle housing stock in Kimpton has increased during their control period. (I think this represents dwelling numbers rather than beds available).

**Section 106 policy.** When section 106 funds from Kimpton developments are allocated some may be for fresh housing stock in Kimpton (or it may be used for other items but in Kimpton). Housing stock from section 106 will provide priority accommodation for Kimpton residents in the first instant, provided there are suitable Kimpton tenants applying. Otherwise the properties will go to applicants outside the village. Once the first Kimpton occupancy tenants of these properties leave these properties they will then be offered to all applicants and prioritised by the general needs criteria, Kimpton applicants have no priority (this could also be a possible policy change discussion MP letter). This first let only policy applies to Lloyd Way.

**Right to Buy.** Although there is a right to buy policy for existing "council house" tenants in the UK, this does not apply in Kimpton which is in a Rural Extension Zone (REZ). The right to buy in REZ's does not apply, so Kimpton residents do not have the right to buy (at the reduced amount) as other tenants do, but of course should the house come onto the open market, then they can try to buy at the market price as anyone can, but there is no priority.

**Joint tenant's policy.** Where there has been joint tenancy in the past and one of the joint tenancy partners goes, the option of joint tenancy will not be available for the remaining tenant should they have a new partner in the dwelling. Should they be married however, there may be other rules that apply should the tenant die (but that is a separate issue).

#### **Anti Social behaviour in Wren Close**

Settle are aware of the current problems in Wren Close. No action can be taken to confront "problem tenants" by Settle or the police without evidence. We explained that the complainants may feel too intimidated to provide this evidence. Settle have agreed to send their agent to discuss the problems with tenants. The final sanction of tenant removal is a very last resort and used when "Serious Criminal Behaviour" can be proved.

We discussed the possibility of providing CCTV and we asked if a camera could be placed on their (Settle's) property. It appears that this depends on practical considerations including possible damage to their property by the fixings etc. But there are other considerations it seems, not the least of which are privacy rights (Freedom of information Act). Settle are 95% certain that the last CCTV installation was provided by the police. (Or was it NHDC?).

- Intended achievements in next period

#### **Housing Stock Policy**

"Settle" to confirm if their current strategy plan includes for any increase in affordable, supported, low cost ownership or social housing in Kimpton Parish.

#### **Anti-Social behaviour in Wren Close**

Try to reduce anti-social behaviour by re-installing CCTV, getting Settle to visit those involved and advising effected families to collect evidence. John Bishop is going to clarify who installed the CCTV and push for re-installation (result see below).

- Items requiring Council decision

Write to MP to seek legislation change as indicated above re selling existing housing stock, a change to Section 106 policy such that Kimpton residents always get preferential treatment to Kimpton properties, in the context of right to buy question the REZ policy (what is the justification for this?), inform Wren Close occupants of progress made with Settle (and CCTV installation as we hear that it will be re-instated by NHDC). Ask NHDC what criteria are used for CCTV installation and what period is likely and why.

## **Parish Council Action List**

Councillors to submit suggested action list for council to set itself to Parish Clerk as soon as reasonably possible.

Parish clerk to compile a collection of all actions proposed by councillors. Where possible grouping into categories.

Councillors to review and agree list of actions. Council meeting in June to be used as forum for this.

Actions to be placed under one of the following time frames

### **A) Aspirations of Council (what the council wants the Parish to be)**

1. Protect the surrounding countryside from inappropriate development. (Priority A from Parish Plan 2012)
2. Protect the village appearance from poor planning. (B)
3. Support non profit making public amenities that provide valued service to the community.
4. Ensure Kimpton Parish is a place where it's occupants feel safe in their home and surroundings.

### **B) Long Term (24 months or greater)**

1. Encourage more employment in the local area. (B)
2. Increase the amount of affordable housing for the use of local people and key workers. (B)
3. Lobby for constraint of Luton Airport expansions negative impact upon the Parish. (Priority A from Parish Plan 2012)
4. Introduce better transport to and from the village and surrounding towns. (B)
5. Implement control of traffic speed and suitability(size) in village and lanes. (Priority A from Parish Plan 2012)
6. Development further the Children's Play areas at Recreation Ground and Wren Close.
7. Ensure that the current level, or better, of doctor surgeries services are maintained to the Parish.

### **C) Medium term (less than 24 months)**

1. Parking in Village. Review vehicle parking shortage within the village, consider options and consult with Parish. Implement most supported solution. This to include Claggy Road industrial estate.
2. Condition of roads from village are in poor condition resulting in damage to vehicles and risk to drivers. Implement campaign towards Herts County Council/Ringway to force action by them to improve.
3. Expand the facilities within the Parish available to 10 to 18-year olds. (B).
4. Develop relationship with new free school at Batford, Katherine Warrington, with the intent to ensure that Kimpton Parish children wishing to attend are afforded this opportunity.
5. Condition of road way around the Green. Deterioration continues. Temporary repair have been undertaken. A longer-term solution needs to be evaluated and recommendation made.
6. Support Kimpton School in its plans to achieve a high OFSTEAD standard and for it to be appreciated by parents and pupils as a place of high standards of education.
7. Develop a plan for trees and hedges maintenance.

8. Develop a maintenance plan for the access road to Parkfield Sports Ground and access road within Recreation Ground.
9. Investigate opportunities for making greater use of current doctors' surgery in Kimpton.

**D) Short Term (less than 6 months)**

1. Increase Parish precept in line with Retail Price Index to enable high priority targeted projects to be implemented earlier.
2. Monitor the use of the 2 new Parish web sites, review feedback and improve access to information.
3. Review recent spate of burglaries within the Parish and establish any actions appropriate.
4. Review recent antisocial behaviour within the Parish and put in place actions to rectify the community's concerns at Wren Close.
5. Review recent antisocial behaviour within the Parish and put in place actions to rectify the community's concerns of parking on The Green at Peters Green.
6. Regular maintenance of footpaths within the curtilage of Kimpton village as a priority.
7. Review and control escalating costs of maintenance to allotments (particularly growth of Village Dump in allotment area).
8. Establish KPC controlled e-mail addresses for councillors and staff.





# Document Retention Policy

## 2018

## DOCUMENT RETENTION POLICY

<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Agendas	Destroy	5 years	Archive
Byelaws and orders	Preserve	Indefinite	Archive
Councillors Declarations of acceptance of Office	Preserve	Indefinite	Archive
Councillors Register of interest	Destroy	1 year after member leaves Council	GDPR
Routine correspondence	Destroy	Retain as long as useful	Management
Correspondence & papers on important local issues	Preserve	Indefinite	Archive
Draft Minutes	Destroy	Destroy when minutes approved	Management
Gifts and Hospitality Records	Preserve	Indefinite	Challenge
Health and Safety Records	Preserve	Indefinite	Challenge
Insurance policies	Destroy	1 year (see below)	Management
Insurance policy company name & policy number	Preserve	Indefinite	Challenge
Insurance policies – certificates for insurance against liability for employees	Preserve	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Challenge
Leases, licenses and agreements.	Preserve	Indefinite.	Archive
Minutes (signed) of the Council & Committees	Preserve	Indefinite	Archive
Personnel – employee records Application forms, contracts of employment, sickness records, routine employment documents	Destroy	6 years from date of leaving (past employees)	Personal injury claims, tribunal claims
Property registers including plans for allotments, open spaces, amenity areas	Preserve	Indefinite.	Archive
Quotations and tenders for works	Destroy		Limitation Act 1980 (as amended)

Recruitment records; application forms, CV's, interview notes, supporting documents	Destroy	6 months (from date of appointment)	Discrimination claim from interviewees
Scales of fees and charges	Destroy	6 years	Management
Title deeds, leases, property agreements	Preserve	Indefinite	Audit, Management
Members allowances register	Preserve	6 years	Tax, Limitation Act 1980 (as amended)

## FINANCIAL

<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Audit returns to external auditor	Preserve	Indefinite	Archive
Bank Statements	Destroy	Last completed audit year	Audit and grant funding
Bank paying in book and cheque book stubs	Destroy	Last completed audit year	Audit and grant funding
Borrowing	Preserve	Indefinite	Audit, management
Hiring records of properties	Destroy	6 years	VAT
Internal Audit Management	Preserve	Indefinite	Audit, Management
Investments	Preserve	Indefinite	Audit, Management
Paid invoices	Destroy	6 years	VAT / grant funding
Paid cheques	Destroy	6 years	Limitation Act 1980 (as amended)/ grant funding
Petty Cash records	Destroy	6 years	VAT
Precept requests	Destroy	Retain as long as of value	
Project management records	Preserve	Indefinite	Archive /Audit/ grant funding
Receipt books of all kinds	Destroy	6 years	VAT
Receipts and Payments records	Preserve	Indefinite	Archived
Salary and wages records	Destroy	12 years	Superannuation, NI and HMRC audit
Staff time sheets	Destroy	Last completed audit year 3 years	Audit Personal injury (best practice)
VAT records	Destroy	6 years but 20 years for VAT on rents	VAT

### **OTHER INCLUDING PLANNING**

<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Allotment register	Destroy	1 year after allotment tenant termination	Management
General historic information relating to Kimpton	Preserve	Indefinite	Archive
Legal papers	Preserve	Indefinite	Archive
Planning documents relating to Kimpton generally	Destroy	After comment made by KPC	Available on NHDC website
Planning documents relating to Kimpton Council <ul style="list-style-type: none"><li>• Village Plan</li><li>• Design Statements</li><li>• Policies</li></ul>	Preserve	Indefinite	Archive

# Kimpton Parish Council

## **POLICY FOR RETENTION OF DOCUMENTS**

- The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.
- When the information reaches the expiry date for retention, the Parish Clerk will ensure that all copies of that information are permanently destroyed. If the information is held in more than one media the information must be removed from all the Councils record systems.
- The Parish Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- To avoid confusion the method of destruction of all paper documents, with the exception of junk mail which will be returned to sender, is that it will be shredded.
- The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained.
- Electronic copies will be completely deleted from any memory source or other media.

## **2. STORAGE OF DOCUMENTS.**

- Archived records will be stored at the County Archives or Kimpton Memorial Hall.
- Minutes will be kept at County archives or Kimpton Memorial Hall.
- If records need to be kept indefinitely, the Parish Clerk will consider the most effective way of storage taking into account any space restrictions.
- The Parish Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.

**Carina Helmn Parish Clerk**

	B	C	D	E	F	G
1	<b>Kimpton Parish Council</b>					
2						
3	<b>Receipts and Payments Account</b>					
4						
5		<b>BUDGET</b>	<b>2018-2019</b>	<b>BUDGET</b>	<b>2017-2018</b>	
6		<b>2018-19</b>	Actuals	<b>2017-18</b>	Actuals	
7	<b>Receipts</b>					
8						
9	Precept	72,000.00	36,000.00	72,000.00	72,000.00	
10	Council Support Grant	1,676.00	877.46	1,686.00	1,676.00	
11	Interest	60.00	55.18	60.00	115.86	
12	Allotment Rents	1,400.00	0.00	1,500.00	1,509.02	
13	Sports Income	1,155.00	630.00	1,155.00	1,155.00	
14	Grant Income	500.00	1,000.00	1,000.00	2,100.00	
15	Other Income	1,000.00	1,000.00	1,000.00	9,998.99	
16						
17	VAT reimbursed		2,601.99		8,754.71	
18	<b>Total Receipts</b>	<b>77,791.00</b>	<b>42,164.63</b>	<b>78,401.00</b>	<b>97,309.58</b>	
19						
20	<b>Payments</b>					
21						
22	Allotment site rental, maint, water	1,500.00	14.13	1,000.00	2,134.28	
23	Playground inspections & maint	2,000.00	260.00	2,000.00	836.00	
24	Recreational grounds, open spaces, village greens	12,000.00	575.50	12,000.00	21,886.61	Litter picking service added
25	Playground projects	1,000.00	0.00	1,000.00	-	
26	Memorial Hall PWLB loan repayments	7,500.00	27.00	7,500.00	7,484.36	
27	Grants to Parish Buildings	4,000.00	8,931.00	4,000.00	3,673.98	Dacre Room flooring, Peters Green VH
28	Community Projects	4,000.00	100.00	500.00	7,587.57	Christmas Market
29	Rights of Way	500.00	41.50	1,000.00	1,170.00	Use P3 money plus KFC budget
30	Sundry donations to community groups	1,500.00	252.43	600.00	3,523.85	
31	Larger donations to community groups	4,000.00	100.00	4,000.00	2,395.00	
32	Salaries	22,000.00	3,640.71	21,000.00	20,217.28	Parish Warden ceased employment 1/3/18
33	N/I, tax, pension	10,000.00	2,243.14	10,000.00	9,633.87	
34	Office supplies, fixtures	500.00	54.20	920.00	99.08	
35	Photocopier, telephone, IT equipment & support	1,800.00	708.93	1,800.00	1,549.35	
36	Rent, rates, electricity for Parish Room	700.00	72.00	600.00	607.58	
37	Meeting room hire	350.00	0.00	350.00	183.50	
38	Travel & Training - Clerk and Cllr	90.00	40.00	90.00	45.00	
39	Insurance, audit int/ext, subscriptions, GPDR	4,250.00	2,751.46	3,250.00	3,147.61	
40	Bank charges	100.00	0.00	100.00	80.00	
41						
42	VAT incurred		2,100.84		6,503.97	
43						
44	<b>Total Payments</b>	<b>77,790.00</b>	<b>21,912.84</b>	<b>71,710.00</b>	<b>92,758.89</b>	
45						
46						
47	<b>Net receipts / (payments)</b>	<b>1.00</b>	<b>20,251.79</b>	<b>6,691.00</b>	<b>4,550.69</b>	
48						
49						
50						
51						
52	<b>General Fund</b>					
53						
54	Opening Balance	61,286.87	61,286.87		56,736.18	
55	Add Total Receipts	77,791.00	42,164.63		97,309.58	
56	Deduct Total Payments	77,790.00	21,912.84		92,758.89	
57	<b>General Fund Balance</b>	<b>61,287.87</b>	<b>81,538.66</b>		<b>61,286.87</b>	
58						
59						
60						
61	<b>BALANCE SHEET</b>					
62						
63	<b>Cash &amp; bank</b>					
64	Unity Trust Account		38,481.19		13,294.00	
65	Barclays Account		2,374.88		2,992.87	
66	CCLA		45,000.00		45,000.00	
67	<b>Total cash &amp; bank</b>		<b>85,856.07</b>		<b>61,286.87</b>	
68						
69	<b>Represented by:</b>					
70	General Fund		<b>81,538.66</b>		<b>61,286.87</b>	
71						
72	Uncleared		4,317.41			
73						
74						





KPC 21/06/2018  
RECEIPTS

	Unity	Barclays	Date	Description	Supplier
Y	630.00	0.00	21/05/2018	Sports Rents	Bowls, Cricket, Tennis
Y	1,000.00	0.00	31/05/2018	P3 grant	Groundworks
Y	20.42	0.00	04/06/2018	Interest	Public Sector Deposit Fund
Y	2,601.99	0.00	08/06/2018	VAT reclaim	HMRC
<b>TOTAL</b>	<b>4,252.41</b>	<b>0.00</b>			

PAYMENTS

	Unity	Barclays	Date	Description	Supplier	VAT
Y	33.00		16/05/2018	Annual subscription	Open Spaces Society	
Y	301.57		31/05/2018	Tax/NI	HMRC	
Y	36.49		16/05/2018	Photocopier	Konica Minolta	6.08
Y	29.38		16/05/2018	BP	Herts Fullstop	4.90
Y	122.33		17/05/2018	Photocopier	Konica Minolta	20.39
Y	301.77		31/05/2018	Tax/NI	HMRC	
Y	456.00		31/05/2018	BP	IAC Audit & Consultancy Ltd	76.00
Y	40.00		31/05/2018	Training	HAPTC	
Y	100.00		31/05/2018	Hire room	Kimpton Memorial Hall	
Y		14.38	18/06/2018	Domain	TSO Host	2.40
Y	41.99		21/06/2018	Domain	TSO Host	7.00
Y	2,224.07		11/06/2018	Peters Green	1-1 Flooring	370.67
Y		177.95	12/06/2018	Autumn Show	Hello Print	
Y	164.16		19/06/2018	365	Spectrum IT Support	
N	3,228.48		01/04/2018	Peters Green	RPM Building Contractors	538.08
N	1,213.57		22/06/2018	Clerk	Mrs C Helmn	
Y	27.00		05/06/2018	Electricity	EDF Energy	
Y	441.81		29/05/2018	Pension	Herts CC LGPS	
Y		67.23	31/05/2018	Phone/Broadband	BT	
Y		35.00	27/04/2018	Registration	ICO	
Y		67.24	01/05/2018	Phone/Broadband	BT	
<b>TOTAL</b>	<b>8,728.62</b>	<b>361.80</b>				





