

Report to Kimpton Parish Council

Name of Working Party: Bench Working Party

Author: Mr B Finch

Report Date: 10th July

Council Meeting Date: 17th July 2019

Report on works carried out between Wed 26th June to Wed 10th July (3 weeks)

Parish Council

- Cut back large amounts of growth from FP33 and took to bonfire
- Trimmed hedges on South and Southwest sides of Wren Close play area and took to bonfire
- Painted football goal white in Wren Close play area
- Painted swings red in Wren Close play area
- Had several bonfires on allotments
- Cleared grass off pavement at Parkfield Crescent
- Made passing place in roadway from Hitchin Lane to Parkfield Rec car park
- Cleaned off bus shelter outside school

Ayot Old Churchyard

- Made safe numerous gravestones that were wobbly and/or leaning. More to do.

Churchyard

- Removed large amounts of cherry tree branches rubbing against church wall next to Dacre Chapel and took to bonfire

Memorial Hall

- Erected new picture at end of Green Room
- Removed grass and weeds from perimeter of car park and entrance
- Put up new climbing rose straining wire

Community

- Erected 80 Folk Festival signs around the village (repeat 80)
- Took down six Folk Festival banners from village and surrounding areas.
- Cleaned off approximately 50% of road signs around the Parish

School

- Fabricated sand pit for preschool (still to be painted and delivered)

Actions Required of KPC

None

Money Spent Recently on behalf of KPC

- White Hammerite for Rec railings and Wren Close football goal- £53.00
- 3 tins of stain for Rec railing supports and Wren Close railings- £32.00

Report to Kimpton Parish Council

Name of working party: Public Spaces and Playgrounds

Author: Jon Marsh

Report date: 1st July 2019

Council meeting date: 17th July 2019

Key activities undertaken and items achieved in last period

Working Party meeting held on Monday 1st July. Present Cllr C Procter, Cllr J Marsh and Parish Clerk.

1. Review of works agreed at the last working party meeting on 27th March 2019:
 - Recreation Ground railings - installed and painted BWP
 - Replacement litter bins at Recreation Ground - three new ones installed KPC/MS/BWP
 - Repair to decking at pavilion – completed KPC/MS
 - Removal of vegetation on steps and pressure wash - done Jon Marsh
 - Paint step railings - done BWP
 - Replace bench in dugout- done KPC/MS
 - Fill in potholes on access road around The Green - done residents/BWP
 - Repair of grass on The Green - seed sown (NB), grass looks good
 - Paint power box under bench on The Green - done BWP
 - Fell of oak tree at Peters Green - done KPC/contractor tree surgeon
 - Clean and repaint bus shelter by the school - **to be done, roof and windows need a wash, a small area of green paint needs attention. Also sweep out. BWP.**
2. Quarterly playground inspections - noted. **Item needing attention is the mounting for the picnic table on the Recreation Ground - BWP to assess. Small depressions to north of swings - council/BWP decision on preferred solution.**
3. KPC Playground Inspections forms – format agreed.
4. The Green, Kimpton
 - Exact location, time of order and planting of replacement cherry tree - approximate position agreed, planting to be done during dormant season. Place about 1 metre SE of bald patch.
 - Consider replacing grass area on North side with loose material - agreed to include in grass cutting contract, residents will be asked to move cars if possible and/or cut grass themselves. Contact contractors and resident CH
 - Felling of two unhealthy trees on North side - give them a chance for another season. **Remove the old trunk protectors and fit a strimmer guard BWP.**
 - Other observations - none

5. Parkfield Sports Ground

- Potholes in access road - **needs attention asap. MP & KM Golding Road Reclamation Services provided a quote of £2,300 plus VAT for releveling the surface of the roadway.**
- Passing place in access road - **BWP to do a passing experiment, JM knows where.**
- replace basketball net - ordered
- table tennis table - discussion deferred

Intended achievements in next period - **see above in red**

Items requiring Council decision

- i. Decide on solution to depressions by the Recreation Ground swings.
- ii. Details of Parkfield access road passing place.
- iii. Possible table tennis table.
- iv. Contact tree supplier to discuss supply and planting for either a Magnolia or Wild Cherry.

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27 June 2019

To: Cllrs Neil Burns (Lead) late arrival, Alex Firth, David Reavell

Finance Working Party Meeting

Monday 1st July 2019

Parish Room at 7.30 pm

Notes and Recommendations

- FWP19/001 Apologies**
To receive and accept apologies for absence
Cllr N Burns to arrive around 8pm.
- FWP19/002 Review financial internal controls**
Do these controls need amending?
Reviewed with details updated.
- FWP19/003 Review procedures for payment and authorisation**
Are Members content with the information within the sheets of the cashbook when authorising bank payments?
Should the standard council meeting agenda items on finance be amended?
The cashbook with associated sheets provided the information required for councillors.
- FWP19/004 Review budget income and expenditure against actuals**
End of first quarter figures to consider overall financial state of the council
Income and expenditure in line with expectations.
- FWP19/005 GDPR**
- a) **Review report from IAC dated 10th April 2019** - noted
 - b) **Draft implementation plan for GDPR** – to follow
 - c) **Agree to recommend that the Parish Clerk is the person responsible for GDPR compliance** - agreed
 - d) **Agree Data Audit – Inventory of personal data captured, stored and processed** – draft attached
 - e) **Agree General Privacy Notice** – draft attached
 - f) **Agree Retention and Disposal Policy** – draft attached
 - g) **Agree Subject Access Request Procedure – for handling subject access requests and use of agreed form** - draft attached
 - h) **Agree standard Consent Form - mechanism for obtaining individual consent** – draft attached
 - i) **Agree Personal Data Breach Procedure - for handling and reporting data breaches and use of agreed form** – draft attached
 - j) **Agree IT Security Policy** – to follow
 - k) **Kimpton Village website requirements** – recommendations in IAC report
 - l) **Consider GDPR training for Councillors and Clerk** – to be considered when a suitable course is available.

Draft documents to be reviewed by Cllr A Frith and submitted to Full Council for approval.

FWP19/006 Financial and Management Risk Assessment

Review items for recommendation to full council – attached

The working party asked the Clerk to include two additional columns: the likelihood of an event happening and the impact this would have on the council.

FWP19/007 Budget 2020/21

Initial comments on longer term finances

The Clerk to prepare a 3-year financial forecast.

FWP19/008 Next Meeting

Monday 7th October at 7.30pm

Report to Kimpton Parish Council

Name of working party: Allotment

Author: Carina Helmn

Report date: 9th July 2019

Council meeting date: 17th July 2019

1. Key activities undertaken and items achieved in last period

Allotment working party site visit on 9th May 2019, previously reported to the council.

An allotment holder has vacated their plot with effect from 31/7/19.

Plot 3 will be vacant with effect from 31/7/19. This is the only vacant plot on the site.

2. Intended achievements in next period

Allotment working party site visit being held on Tuesday 16th July. A verbal report will be given to the council meeting including a recommendation for the increase in square meter charge (currently 0.344)

Letters will be sent to allotment holders who are not maintaining their plots to the required standard.

An allotment working party site visit is scheduled for 12th September 2019.

3. Items requiring Council decision

We would appreciate the Council's view and support regarding action to be taken re allotments that are not meeting the criteria set by the Council.

These include non cultivation, rubbish i.e. wood , metal and glass on allotments and non cutting of grass paths. Should we not review tenancy and pay for strimming etc, continue with letters or take a laissez faire attitude.

The Councils view and support would be welcomed

L A Hawke

Allotment plot rentals 2019/20

| Year | Income | Expenditure | Subsidy | % increase |
|---------|--------|-------------|---------|-------------|
| 2013/14 | £1,255 | £1,675 | £407 | New pricing |
| 2014/15 | £1,460 | £2,412 | £952 | 10% |
| 2015/16 | £1,536 | £1,749 | £213 | 3% |
| 2016/17 | £1,645 | £1,716 | £71 | 0% |
| 2017/18 | £1,509 | £2,324 | £815 | 10% |
| 2018/19 | £1,701 | £2,119 | £418 | |

Expenditure 2018/19 to date

| | |
|------------------------|---------------|
| Site rental | £335 |
| Water | £393 |
| Water <i>estimated</i> | £300 |
| Skip (2) | £390 |
| Trugs | £266 |
| Clearance work | £180 |
| Allotment fee | £255 |
| TOTAL | £2,119 |