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**Minutes of Kimpton Parish Council Meeting
held on 21st July 2021
Kimpton Memorial Hall, Garden at 7.30 pm**

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

In attendance: Mrs C Helmn, Parish Clerk, County Cllr R Thake and 1 member of the public

21/076 Apologies

To receive and accept apologies for absence.
Received from Cllr B Purple and District Cllr John Bishop.

21/077 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
None.
- c) To grant any requests for dispensation as appropriate
None.

21/078 Minutes

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 23rd June as an accurate record of proceedings.
Resolved, proposed Cllr J Marsh, seconded Cllr D Reavell that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

21/079 Public Issues

Members of the public and councillors can raise matters of concern.
The meeting was advised that the Parish Clerk was supporting the Chairman to Codicote Parish Council as their parish clerk had died unexpectedly.

21/080 Reports from Working Parties and Committees

- a) Allotments Working Party
 - i) Allotment Working Party notes 6th July 2021
Received and noted, see attached.
 - ii) To consider the annual rental per square meter for period 1/10/21 to 30/9/22
Resolved, proposed Cllr S O'Brien, seconded Cllr D Reavell to approve a 5% increase in the annual rental per sq metre.
Unanimously agreed.
 - iii) 19:51 Cllr A Firth arrived
To consider use of the allotment site for siding out arisings
As per the Allotment Working Party notes, the berm is being used as a wildflower site and not suitable for further arisings. A discussion took place on the volume of the arisings and frequency

- of the work including whether it was possible to store the arisings until there was sufficient for a skip. There is an estimate of 10 trailer loads per year. The Chairman and Parish Clerk will liaise with Kimpton Bowls Club to agree a location for the arisings in the southeast corner of the Recreation Ground along the hedgerow.
- iv) To review the allotment tenancy agreement
Resolved, proposed Cllr D Reavell, seconded Cllr S O'Brien to approve the amended allotment tenancy agreement, see attached. Unanimously agreed.
 - b) Kimpton Bench Working Party – Mr B Finch
Bench Working Party Report, see attached. Noted.
 - c) Christmas Market Working Party
To receive an update on plans for a walking Kimpton Christmas market, see attached. Cllr D Reavell gave a verbal report on actions taken with Councillors commenting that a good start to the planning for this new approach to the event has been made.
 - d) Environment Working Party
To receive the results of the Kimpton Greening survey, see attached. The Greening Kimpton campaign will be launched in September, led by Cllr B Purple.
 - e) Planning Working Party - Cllr N Burns
Resolved, proposed Cllr D Reavell, seconded Cllr C Procter to approve the comments made by the planning working party. Unanimously agreed.
 - f) Public Spaces and Playgrounds Working Party – Cllr C Procter
 - i) To receive an update on the installation of an outdoor table tennis table
The metal net has not been received from the sub-contractor. Delivery is due in the next two weeks and then arrangements for delivery of the table tennis table can be made.
 - ii) To review the ideas from residents for Parkfield Sports Ground
See attached. The table tennis table and outdoor fitness equipment are popular with a general request that the lovely views of the countryside and Church should be protected. Comments were made regarding the poor state of the basketball area and strong support for netball. A multi-agency games area on the open top part of Parkfield could compromise the views and therefore a suggestion was made to utilise the car park as it is flat and at a lower level. The council felt that the size of the car park should be maintained for visitor parking. Council has flexibility in that it is able to consider both the Recreation Ground and Parkfield for the introduction of new facilities.
Action: Parish Clerk to contact the offer from a resident of a free play design service and organise a meeting with the Public Spaces and Playgrounds Working Party in September.
 - iii) To consider the planting scheme for Parkfield Sports Ground, map
The planting scheme was agreed in principle with the detailed implementation delegated to Public Spaces and Playgrounds Working Party.
 - iv) To consider the removal of saplings and brambles from the eastern bank, Parkfield Sports Ground
Self-seeded vegetation is causing a problem for the cricketers when finding their cricket balls and removal would allow this section of the bank to be used for wildflowers. This work is to be carried out by volunteers of the bench working party.
 - g) Sports Clubs Working Party
 - i) Sports Clubs Working Party meeting held on 12th July 2021, see attached. Received and noted.

- ii) To consider a request from Kimpton Rugby Club to install lighting at Recreation Ground.
A discussion took place with Council require a lighting impact assessment
A discussion took place covering the following points:
- Council requires a lighting impact assessment.
 - LED reach on the pitch.
 - Concern about the visual aspects of 8m light columns
 - Scheme environment harm disproportionate to the community benefit.
 - Council supportive of the three aims stated in the proposal document (portable lights, pitch wear and access).
 - Council willing to consider alternative lighting schemes.
- Resolved**, proposed Cllr A Firth, seconded Cllr J Marsh to not approve the request. Vote: For 4, Abstain 3.
Resolved, proposed Cllr A Firth, seconded S O'Brien to ask the Rugby Club to prepare an alternative lighting scheme.
Unanimously agreed.
- iii) To consider use of Kimpton Recreation Ground by different clubs and community groups
The details of the clauses in the agreement between KPC and Kimpton Rugby Football Club to be reviewed. A user agreement for the pitch hire and use of the pavilion to be drawn up for other clubs and community groups. The maintenance of the pavilion is a burden for the rugby club whose members do not have an actual need and use for it.
Action: Council to review the documents and Chairman to discuss the matter with Kimpton Rugby Club.
- iv) To consider the proposal from sports clubs to commission external contractors for works on land used by the public
It was agreed that any contracts relating to ground works on council land must be placed by Kimpton Parish Council.
- v) To consider replacing the grass matting on the steps by the dug outs
Agreed. See agenda item 21/082 d) ii)

21/081 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies.
None.

21/082 Finance

- a) To authorise payments made in accordance with the budget and note receipt of income
Resolved, proposed Cllr A Firth, seconded Cllr C Procter to authorise payments and note receipt of income, see attached. Unanimously agreed.
- b) To receive budget report
Resolved, proposed Cllr A Firth, seconded Cllr C Procter to note the budget report, see attached. Unanimously agreed.
- c) To receive bank reconciliation
Resolved, proposed Cllr A Firth, seconded Cllr C Procter to receive the bank reconciliation, see attached. Unanimously agreed.
- d) To consider price quotations, charges and grant requests
- i) Tree survey – ground-based safety and condition survey of trees in various locations within the parish with report and recommendations supplies in an electronic format.

Resolved, proposed Cllr J Marsh, seconded Cllr D Reavell to approve the quote from Wilson Tree Surveys at £850 plus VAT. Unanimously agreed.

Resolved to approve the emergency felling of a dead cherry tree on Garden Fields due to health and safety concerns. Unanimously agreed. Clerk to action as soon as possible either through Kimpton Bench Working Party or tree contractor. Consideration to be given to planting two replacement trees.

- ii) Repair to grounds at Recreation Ground
The anti-slip covering on the steps by the dugout requires replacement.

Resolved, proposed Cllr I Corbett, seconded Cllr A Firth to approve expenditure up to a value of £500. Unanimously agreed. Clerk to look at options and liaise with Kimpton Bench Working Party.

21/083

Kimpton Parish Council

- a) To approve policy documents:

- i) IT Security Policy
- ii) Document Retention and Disposal Policy
- iii) Subject Access Request Procedure and form
- iv) Inventory of Personal Data

Resolved proposed Cllr J Marsh, seconded Cllr D Reavell to approve the above policy documents. Unanimously agreed.

- b) To agree an application to NHDC to register The Boot PH as an asset of community value.

Resolved, proposed Cllr J Marsh, seconded Cllr C Procter to make an application for an asset of community value for The Boot PH. Unanimously agreed.

21/084

Clerk's Report

Items for information only

A resident contacted the council regarding transport to secondary school. Majestic Trees will be planting 6 trees at Peters Green week commencing 6th September.

Emergency tree works were carried out on Monday 19th July as a large limb of an oak tree on Peters Green had broken off during the night.

Boundary Commission is holding consultation on changes to Harpenden Hitchin constituency. Kimpton would be included in a Hitchin constituency that has three wards from Central Bedfordshire. Councillors to send comments to the Parish Clerk.

21/085

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 22nd September.

Committee and Working Party Meetings

15th September Staffing Committee

3rd August Allotments WP

7th September Allotments WP

14th September Sports Clubs WP deferred to October/November

Meeting closed at 21:30.

Chairman

Date.....