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**Minutes of Kimpton Parish Council Meeting  
held on Wednesday 22<sup>nd</sup> February 2023  
Kimpton Memorial Hall at 7.30 pm**

**Present:** Cllr A Firth (Chairman), Cllr S O'Brien, Cllr G Durrant, Cllr N Jackman (late arrival), Cllr I Pegrum,

**In attendance:** Mrs C Helmn, Parish Clerk, District Cllr R Muncer (virtually), and 6 members of the public.

Start time 7.34pm.

**23/013 Apologies**

To receive and accept apologies for absence.

Cllr J Marsh and Cllr C Procter due to family commitments. County Cllr R Thake.

**23/014 Interests**

a) To receive declarations of interest from councillors on items on the agenda  
None.

b) To receive written requests for dispensations for declarable interests; and  
None.

c) To grant any requests for dispensation as appropriate  
None.

**23/015 Minutes**

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 25<sup>th</sup> January 2023 as an accurate record of proceedings.

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

**23/016 Public Issues**

Members of the public and councillors can raise matters of concern.

The kerb at the end of Pam's Lane is not a dropped kerb and thereby is a safety issue and causes difficulty for those using a disabled wheelchair.

**23/017 Planning**

To receive a planning report on applications and decisions

See attached for agreed comments.

7.45pm Cllr N Jackman arrived

**23/018 Reports from Working Parties and Committees**

a) Kimpton Bench Working Party – Mr B Finch

To receive a report on activities, see attached. Noted.

Concern was raised about the dogs running free at the Recreation Ground and Parkfield Sports Ground with damage being caused to the newly planted whips when dogs are chasing balls down the slope. There has been an increase in dog fouling.

Action: Issue will be included in the article for the spring edition of the Kimpton Parish Magazine and new signage put up.

- b) Kimpton Christmas Market – Cllr N Jackman  
To receive a report on the meeting between members of Kimpton Players and Kimpton Christmas Market Working Party  
See attached notes from the meeting. Kimpton Christmas Market will be held on Saturday 25<sup>th</sup> November from 12noon to 4pm.
- c) Kimpton Pavilion Working Party  
To receive an update on activities, see attached.  
**Resolved** to approve the recommendation from the working party to seek tenders from a shortlist of contractors and not go out to public contract.  
Unanimously approved.

**23/019**

**Reports to the Council**

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

**23/020**

**20mph speed limit within Kimpton Village**

County Cllr Richard Thake – results of public consultation and further actions  
As Cllr Richard Thake was unable to attend the council meeting, this item will be deferred until the next council meeting on Wednesday 22<sup>nd</sup> March.

**23/021**

**Damage wall by Church Lane**

To review actions following the collapse of a section of the wall and agree further actions  
See attached report. Quotes for the repair works will be sought and this matter placed on the agenda for the next parish council meeting being held on Wednesday 22<sup>nd</sup> March.

**23/022**

**Finance**

- a) To authorise payments made in accordance with the budget.  
b) To note receipts  
c) To receive budget report  
d) To receive bank reconciliation  
**Resolved**, proposed Cllr A Firth, seconded Cllr I Pegrum to authorise and note reports for agenda items a) to d). Unanimously approved.
- e) To consider price quotations, charges and grant requests  
i) Grass Cutting 2023 - £9288.50  
ii) Hedge Cutting 2023 - £540  
iii) Litter Collection 2023 - £3,240  
iv) Whip planting at Parkfield Sports Ground - £170  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr N Jackman to approve quotes for agenda items e i) to e) iv). Unanimously approved.  
v) Hedge replacement around south car park, Parkfield Sports Ground. This project fulfils the criteria for funding through a Tree and Woodland Grant from Hertfordshire County Council. A grant application will be submitted in the next financial year when the fund is opened.  
vi) Grant application from Kimpton Players  
Following a presentation from Kimpton Players, it was agreed to defer a decision to April due to the large grant being requested and the parish council's financial commitment for the refurbishment of the sports pavilion.  
vii) Grant application from Kimpton Pre-School  
Mr M Newman, Chairman Kimpton Pre-school gave a presentation showing the immediate building repair works being required by Hertfordshire County Council.  
**Resolved**, proposed Cllr A Firth, seconded Cllr S O'Brien to award a grant of £2,000 to contribute towards building repair costs. Unanimously in favour.

- f) To appoint IAC for the provision of internal audit service for the year ending 31 March 2023 - £395 plus VAT  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr A Firth to approve this quote. Unanimously agreed.
- g) To receive the Asset Register  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr A Firth to approve the asset register. Unanimously agreed.

**23/023**

**Kimpton Parish Council**

- a) To approve the following updated policies
  - i) Action Plan
  - ii) Inventory of Personal Data
  - iii) IT Security Policy
  - iv) Procedure for Handling a Subject Access Request
  - v) Retention and Disposal Document Policy
  - vi) Website Privacy Policy**Resolved**, proposed Cllr S O'Brien, seconded Cllr A Firth to approve the above policies. Unanimously agreed.
- b) To approve the process for co-option  
Posters will be put up and posts published on the Kimpton Parish Council website to encourage residents to apply for the role of parish councillor. The deadline for applications will be Tuesday 21<sup>st</sup> March. Applicants will be reviewed, and an appointment made at the next parish council meeting.

**23/024**

**Clerk's Report**

Items for information only  
Defibrillator from Kimpton Surgery to be donated the First Responder Welwyn Group

**23/025**

**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 22<sup>nd</sup> March 2023

- To consider the applications for the office of Kimpton Parish Councillor and fill the vacancy.

The Chairman closed the meeting at 9.26pm

**Chairman** ..... **Date**.....