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**Minutes of Kimpton Parish Council Meeting
held on 21st February 2024
Kimpton Memorial Hall at 7.30 pm**

Present: Cllr S Amexheta (Meeting Chairman), Cllr G Durrant, Cllr S O'Brien.

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

It was resolved that Cllr S Amexheta take the Chair for this parish council meeting.

24/013 Apologies

To receive and accept apologies for absence.

Cllr A Firth, Cllr I Pegrum and Cllr N Jackman due to personal commitments.
County Cllr Richard Thake.

24/014 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.

24/015 Co-option

To review applications for the vacancy of Kimpton Parish Councillor
No applications received to date.

24/016 Minutes

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday
10th January 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.

24/017 Public Issues

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

Recent flooding has been experienced at Blackmore End and Porters End.

Poor standard of road surface repairs at Kimpton Bottom has been reported to
Hertfordshire County Council.

Potholes at Peters Green have not been repaired.

24/018 Luton Road Speed Level

To consider addition of on road advisory 'slow' markings, to alert drivers to
reduce speeds near to the Old Barn Cottage, Luton Road

The council agreed that 'slow' markings were not substantive enough to make a
difference to traffic speeds at this location.

24/019 Defibrillators

To consider expenditure for a defibrillator at the following locations:

a) Recreation Ground Pavilion

Clients from imPROvfit have raised £1,270 for the defibrillator, 58% of the cost. Community Heartbeat Trust Lifeline £2,175 for the supply of the defibrillator and cabinet, installation and training. This defibrillator model is the standard for the parish.

Kimpton Bowls Club, Kimpton Rugby Football Club and Kimpton FC have all been approached to provide financial support towards this project with the leaders of these clubs holding discussions with their members.

An electrical supply has been installed at the Recreation Ground pavilion for an external defibrillator in a cabinet on the west elevation. The cabinet will be unlocked.

Resolved, Council agreed to underwrite the total cost of the supply, installation and training for this defibrillator. The council will welcome receipt of further donations and grant money. Unanimously agreed.

b) Blackmore End

After discussion, it was agreed that the resident will come back to the parish council with a match funding and site proposal. The council is supportive of a defibrillator being located at Blackmore End to serve the residents in this area.

24/020

Planning

To receive a planning report on applications and decisions
The council agreed 'no comment', see attached.

24/021

Reports from Working Parties and Committees

a) Kimpton Bench Working Party – Cllr G Durrant

To receive a report on activities

Noted.

b) Pavilion Refurbishment – Colin Heal, Project Manager

i) To receive a report on the refurbishment project
Noted, see attached.

ii) To agree expenditure for a replacement roof

Following removal of the ceiling in a number of places during the refurbishment works of The Pavilion, it was discovered that the boarding to the underside of the timber shingle roof covering was saturated in some of these areas. It transpired that there had been a number of leaks over the years which had resulted in staining to the ceilings though this was not evident due to the subsequent damage to the ceiling caused by several burst water pipes during last winter (22/23).

There are very few roofing companies that specialise in timber shingle roofing. The nearest specialist is based in Essex. They advised that timber shingles are difficult to repair due to the way they are individually fixed, resulting in large areas having to be removed to access a damaged shingle at the lower part of a roof. They also advised as that as the shingles are relatively thin timber, they should not be used adjacent sports pitches as balls (e.g. football and cricket) can easily damage them.

As a result of this advice, the number of actual leaks being unknown and that it could be an ongoing problem in the future, it was recommended that the roof covering should be replaced with simple dark grey felt roof, which would blend in well with the planned redecoration of the cladding in matt black, which is more of a very dark grey.

Six specialist roofing contractors were invited to submit a competitive quotation to: provide necessary scaffold, remove the existing covering

and replace with a 3-layer felt roof and replace the existing guttering, including estimated duration that the works will take and period of warranty. They were also asked to provide a £/m² rate to remove and replace a provisional area of 60m² (1/3rd of total roof area) to create a contingency for any damaged roof boarding that may be found.

5 quotes were received:

Company A - £19,861.80

Company B - £18,574.80

Company C - £18,575.00

Company D - £52,055.00

Company E - £16,519.46 plus fascia board (should it be found to be required) £672.45 = £17,191.91

External income sources for this urgent work have been investigated by the parish clerk. Additional COF funding is not available as the grant money has been received. External grants are not available for retrospective project expenditure.

Resolved, proposed Cllr S O'Brien, seconded Cllr G Durrant to approve the quote from Company E, Stellar Development Ltd. Works to commence 4 March and be completed by 15 March (subject to any inclement weather), which is their contractual completion date for the pavilion refurbishment project. There is a 10-year warranty. Unanimously agreed.

- iii) To consider arrangements for end of project
An event will be organised for Friday 26th April at 6pm. Cllr S O'Brien and the Parish Clerk to send out the invitations and discuss format.

24/022

Reports to the Council

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

District Cllr R Muncer has visited Jarvis construction site to remind construction workers to park considerately with regard to the concerns of neighbouring residents. The problem appears to be with the sub-contractors. The site manager advised that they are at a critical stage of build and that the situation regarding the number of sub-contractors would reduce in the near future.

North Herts Council agreed a 3% council tax increase for 2024/25.

At the last council meeting County Cllr Richard Thake advised that the formal consultation on the final proposed 20mph scheme will take place from 2nd February to 23rd February. This consultation exercise has not taken place. Cllr Thake will provide an update when available.

24/023

Council documents

To review and approve

- a) Allotment Tenancy Agreement

Clause 5 removal of 'for use and consumption by him/herself and his/her family'. With this amendment it was **Resolved**, proposed Cllr S O'Brien, seconded Cllr G Durrant to approve the Allotment Tenancy Agreement. Unanimously approved.

Parish Clerk to obtain guidance from the National Allotment Society for the keeping of hens by an allotment tenant on a plot and any related parish council responsibilities.

- b) Asset Register

Resolved, proposed Cllr S O'Brien, seconded Cllr G Durrant to approve the asset register. Unanimously agreed.

- c) Review Effectiveness of Internal Auditor
Resolved, proposed Cllr S Amexheta, seconded Cllr S O'Brien to approve the Review Effectiveness of Internal Auditor. Unanimously agreed.

24/024

Recreation Ground

To consider the merits of installing fencing around the children's playground
A discussion took place on the safety for children at play linked to the anticipated increase in traffic to the pavilion on completion of the refurbishment project.
Some residents have commented that the play area should be fenced in, whereas others like the open feel of the space in keeping with the nature of the village.

It was agreed that the council would undergo community engagement on the subject with articles in the Spring edition of Kimpton Parish Magazine, on social media, on Kimpton PC website and liaising with Kimpton School to ask the parents for their input.

24/025

Finance

- a) To authorise payments made in accordance with the budget.
Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8.
- b) To note receipts.
- c) To receive summary report of receipts and payments against budget.
- d) To receive bank reconciliation.
Resolved, proposed Cllr S O'Brien, seconded Cllr G Durrant to note/approve agenda items a) to d). Unanimously agreed.

A new receipts code for the pavilion refurbishment to be added to Scribe.

- e) To consider price quotations, charges and grant requests
- i) Repairs to Parkfield Sports Ground access road
 - ii) Repairs to Recreation Ground access road
 - iii) Repairs to The Green roadway

Road plannings quote for a load (18-20 tonnes)

Company A - £480 plus VAT

Company B - £480 plus VAT

Company C - £380 plus VAT

Cement £7.95 per bag

Macadam £11.20 per bag

Resolved, proposed Cllr S O'Brien, seconded Cllr S Amexheta to approve 2 loads of road plannings at £380 plus VAT, plus cement and macadam to repair potholes in Recreation Ground access road and The Green. Plus extra cement if required for Parkfield Sports Ground access road. Works to be completed by Bench Working Party before May Festival, subject to weather conditions. Unanimously agreed.

- iv) Risk Assessments
- a) Kimpton Recreation Ground
 - b) Parkfield Sports Ground
 - c) The Green
 - d) Garden Fields

Quote of £450 in total.

Resolved, proposed Cllr S Amexheta, seconded Cllr G Durrant to approve the quote of £450 for risk assessments as detailed above. Unanimously agreed.

- v) Fire extinguishers, water and CO2, and fire blanket for Recreation Ground Pavilion

A site survey was carried out by T.J. Fire & Security, the company responsible for the fire equipment at Kimpton Memorial Hall, with the following recommendations:

2 x 6litre Water Extinguishers

2 x Water ID Signs

1 x 2kg Co2 Water Extinguisher

1 x Co2 ID Sign

1 x Fire Blanket

1 x Fire Blanket ID Sign

3 x Single Red Extinguisher Stands

Total £463.50 plus VAT

Maintenance will be £41 per annum plus VAT.

Resolved, proposed Cllr S Amexheta, seconded Cllr S O'Brien to approve the supply and annual maintenance quotes. Unanimously agreed.

- vi) Cleaner for Recreation Ground Pavilion
To ensure that the pavilion is maintained it is suggested that we employ a cleaner for 1 hour on a Monday morning to clean the toilets, changing room and outside veranda. Cost £18 per week.
Resolved, proposed Cllr S O'Brien, seconded Cllr G Durrant to approve the contract for a cleaner at the pavilion starting Monday 8th April. Unanimously agreed.
- vii) Repair to cricket outfield.
This item is deferred until the next council meeting. Richard Dawes, Grounds Contractor is meeting with the Kimpton Cricket Club Chairman on 23rd February, on site, to review the details of the repair.
- viii) Grass Cutting Contract 2024
Resolved, proposed Cllr S O'Brien, seconded Cllr S Amexheta to approve quote dated 28th December 2023 for a total £9,378.25 plus VAT. Invoicing is in accordance with the number of cuts made in the season. Unanimously agreed.
- ix) Litter Picking 2024/25
Contract remains the same at £270 per month.
Resolved, proposed Cllr G Durrant, seconded Cllr S O'Brien to approve the quote of £270 plus VAT per month. Unanimously agreed.

24/026

Clerk's Report

Items for information only

Kimpton Litter Pick to take place on Saturday 16th March. Volunteers to meet at 9.30am in The Boot PH carpark where hi-viz jackets, litter pickers and routes will be issued.

24/027

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 27th March 2024

District Cllr R Muncer tendered his apologies for this meeting.

There being no further business, the meeting was closed at 9:29pm.

Chairman

Date Wednesday 27th March 2024