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**Minutes of Annual Kimpton Parish Council Meeting  
held on 22<sup>nd</sup> May 2024  
Kimpton Memorial Hall at 7.30 pm**

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

**In attendance:** Mrs C Helmn, Parish Clerk, District Cllr R Muncer, District Cllr S Patmore, County Cllr R Thake and 4 members of the public.

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- 24/045 Election of Chairman**  
To elect a Chairman for the year 2024/25 and sign Declaration of Acceptance of Office  
**Resolved** proposed Cllr S O'Brien seconded Cllr S Amexheta to appoint Cllr A Firth as Chairman for the year 2024/25. Unanimously agreed. Cllr Firth signed the declaration of acceptance of office.
- 24/046 Co-option**  
To review applications for the vacancy of Kimpton Parish Councillor  
Applications for co-option were received from two residents living in Peters Green.  
**Resolved** to appoint Zuita Bray-Stacey, vote 3 For plus casting vote. As Cllr Z Bray-Stacey is unable to attend this meeting it was agreed that she will sign the declaration of acceptance at a later date.
- 24/047 Election of Vice-Chairman**  
To elect a Vice-Chairman for the year 2024/25 and sign Declaration of Acceptance of Office  
**Resolved** proposed Cllr S O'Brien, seconded Cllr A Firth to appoint Cllr I Pegrum as Vice-Chairman for the year 2023/24. Unanimously agreed. Cllr Pegrum signed the declaration of acceptance of office.
- 7.38pm Cllr N Jackman arrived.
- 24/048 Apologies**  
To receive and accept apologies for absence.  
Cllr Z Bray-Stacey due to a prior commitment.
- 24/049 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.

- 24/050 Minutes**  
To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 24<sup>th</sup> April 2024 as an accurate record of proceedings.  
**Resolved**, proposed Cllr A Firth, seconded Cllr S O'Brien that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.
- 24/051 KPC Meeting Dates**  
To fix dates and venues for Kimpton Parish Council meetings 2024/25  
Noted, see attached. Working Party meeting dates and times to be confirmed.  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr G Durrant that these dates be approved. Unanimously agreed.
- 24/052 Appointment of Representatives**  
To appoint representatives to serve on Committees and working parties and agree terms of reference.  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr G Durrant to approve the attached terms of reference and representatives of the Staffing Committee and working groups. Unanimously agreed.
- 24/053 Council Documents**  
To consider, review and agree council policies and documents:
- a) Standing Orders
  - b) Financial Regulations
  - c) Data Audit Schedule
  - d) Grant Application Form
  - e) Internal Financial Controls
  - f) Personal Data Breach Procedure
  - g) Scheme of delegation to Committees and Clerk
- Resolved**, proposed Cllr A Firth, seconded Cllr S O'Brien to approve the above policies and documents. Unanimously agreed. Cllr S Amexheta to review the bank reconciliation.
- 24/054 Action Plan**  
Discussion on matters to be included in an updated Action Plan.  
Live Longer Better - To consider opportunities for residents of Kimpton parish to become more active and improve their physical and mental wellbeing.
- 24/055 Public Issues**  
Members of the public and councillors can raise matters of concern.  
Cllr R Muncer raised the matter of local activities to suit youth members of the community. KPC will be considering the upgrading of the basketball area at Parkfield Sports Ground at the next council meeting and will encourage youth members to come and discuss their ideas.
- 24/056 Planning**  
To receive a planning report on applications and decisions received  
See attached.
- 24/057 Reports from Working Parties and Committees**
- a) Kimpton Allotment Working Party  
To receive a report. Noted.  
Tenants with a plot inspection grading of 5 have been contacted by the Parish Clerk. There are a couple of vacant plots available.
  - b) Kimpton Bench Working Party – Cllr G Durrant  
To receive a report on activities.  
Noted and thanks expressed from the council to members of the bench working party for all they do around the parish.
  - c) Public Spaces and Playgrounds  
To receive an update on Pavilion Refurbishment Project

	<b>Budget</b>	<b>Actual</b>
Construction costs	97,365.37	123,000 (including KPC approved additional new roof)
Professional fees	2,000	2,000
Security shutters – quote for 7 shutters dated 17th October	10,640	11,460 (additional fobs required)
Exterior painting – Jarvis	FOC	FOC
Community Support		
Total Construction Expenditure	£110,005.37	
Contingencies	10,000	
Total	£120,005.37	£126,460.00

A successful open evening was held at the pavilion on Friday 26<sup>th</sup> April with around 30 attendees being shown the facilities and meeting the tenants.

**24/058**

### **Reports to the Council**

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

a) County Cllr R Thake

The Locality Grant Scheme has been reduced from £10,000 pa to £5,000 pa for this financial year.

Kimpton Pre-School building is vacant and going through due process within Hertfordshire County Council to establish if there is an alternative use by the authority before it is declared surplus. Councillors were concerned that the building fabric may not be maintained and that the premises will fall into disrepair.

Gary Hening, Highways Engineer retired today and Tracy Holman has taken over responsibility for Kimpton. 20 is plenty design team has passed the details of the project to traffic management. The scheme has been modified following residents feedback and all possible engineering modifications have been completed. This amended scheme will provide the basis for a community consultation, where written details are sent to every household, is being scheduled. If 51% of the respondents are in favour then the scheme will be implemented, if under then the scheme will not be implemented.

b) District Cllr R Muncer & District Cllr S Patmore

The newly created Codicote and Kimpton Ward will be served by Cllr R Muncer and Cllr S Patmore who were elected earlier this month. Cllr R Muncer is Leader of the Conservative Group at North Herts Council and will have regular meetings with Anthony Roche, Chief Executive.

North Herts is continuing to measure the groundwater levels at the sump in Claggy Road.

Bim Afolami MP hosted a meeting with the Transport Minister to discuss the impact of expansion plans from Luton Airport on the community.

Laura Hartley, Community Partnership, North Herts Council gave details of the Southern Rural Committee Grant criteria and encouraged applications.

**24/059**

### **Finance**

a) To authorise payments made in accordance with the budget

b) To note receipt of income

c) To receive summary report of receipts and payments against budget

d) To receive bank reconciliation and be verified as accurate – Cllr S Amexheta  
**Resolved**, proposed S O'Brien, seconded Cllr A Firth that the above be noted or approved. Unanimously agreed.

e) To consider price quotations, charges and grant requests

i) Litter Pickers – request for £450 to replenish depleted stock.  
**Resolved**, proposed Cllr S Amexheta, seconded Cllr S O'Brien to approve the purchase of litter pickers and bag hoops up to the value of £450.  
Unanimously agreed.

ii) Boot Brush for the Recreation Ground  
**Resolved**, proposed Cllr S O'Brien, seconded Cllr A Firth to approve the purchase of a boot brush for the Recreation Ground up to the value of £400.  
Clerk to liaise with Cllr S O'Brien on the final model to be purchased.  
Unanimously agreed.

**24/060** **Clerk's Report**  
Items for information only  
None.

**24/061** **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 26<sup>th</sup> June 2024

- To review Action Plan
- To review youth activities
- To review the basketball area, Parkfield Sports Ground

There being no further business, the meeting was closed at 9:12pm.

**Chairman** .....

**Date** Wednesday 19<sup>th</sup> June 2024