

**MINUTES OF THE ANNUAL MEETING OF KEMPSEY PARISH COUNCIL**  
**HELD ON MONDAY, 10th MAY, 2010 AT 7.30 p.m. AT KEMPSEY**  
**COMMUNITY CENTRE**

**Present** :- Mr. T. Ward, in the Chair

Mrs. K. Biddle; Mr. K. Blackwell; Mr. N. Brookes; Mrs. C. Campbell;  
Mrs. P. Gerrard; Mrs. A. Hart; Mrs. J. Jones; Mr. M. Legg and Mrs. H. Willcox.

**Also in Attendance** :- Mr. R. Bullock, County Councillor and Mr. M. Biddle and Mrs. M. Walters, District Councillors.

**Apologies for absence** were received from Ms. M. Baker, Mr. D. Harrison and Mr. J. Michael. Apologies for absence were also received from WPC Ransome-Williams.

**6839 ELECTION OF CHAIRMAN**

It was proposed by Mrs. Gerrard and seconded by Mrs. Hart that Mr. Ward should be re-elected as Chairman. There being no other nomination, Mr. Ward was unanimously re-elected as Chairman for the ensuing year and signed his Chairman's Declaration of Acceptance of Office.

**6840 ELECTION OF VICE-CHAIRMAN**

It was proposed by Mr. Blackwell and seconded by Mrs. Jones that Mr. Michael should be re-elected as Vice-Chairman. There being no other nomination, Mr. Michael was unanimously re-elected as Vice-Chairman for the ensuing year.

**6841 DECLARATION OF INTERESTS**

As Parish Council representatives on Kempsey Sports Association, Kempsey Youth Centre Trustees and Kempsey Church Lands Trust, Mrs. Gerrard, Mrs. Campbell, Mr. Brookes, and Mrs. Jones declared personal interests in respect of the Recreation Working Party Notes for discussion at Agenda Item 17(a).

**6842 OPEN FORUM**

It was proposed by Mrs. Jones, seconded by Mrs. Gerrard and resolved that Standing Orders should be suspended for the Open Forum. There were no questions from the members of the public who were present so the Chairman re-imposed Standing Orders.

**6843 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Parish Council held on Monday, 12th April, 2010, having been previously circulated to the members, were confirmed and signed by the Chairman.

**6844 MINUTES OF THE ANNUAL PAROCHIAL MEETING**

The Minutes of the Annual Meeting of Parochial Electors held on Monday, 26<sup>th</sup> April, 2010, having been previously circulated to the members, were confirmed and signed by the Chairman.

**6845 PREVIOUS MINUTES- RECOMMENDATIONS AND ITEMS FOR UPDATE**

There were none..

**6846 APPOINTMENT TO OUTSIDE BODIES**

**(a) Church Lands Trust**

Mrs. Campbell, Mrs. Jones and Mr. Brookes were re-appointed

**(b) Parochial Church Council Charities**

Mrs. Hart and Mrs. Jones were re-appointed.

(c) Malvern Hills Area CALC Meetings/CALC A.G.M

The Chairman and the Vice-Chairman were appointed as the Parish Council's voting members at the Malvern Hills Area meetings and the CALC Annual General Meeting.

(d) Parish Hall Committee

Mrs. Hart was re-appointed.

(e) Parish Hall Trustees

Mrs. Jones was re-appointed.

(f) Kempsey Youth Centre Trustees

Mrs. Willcox was appointed.

(g) Kempsey Sports Association

Mrs. Gerrard and Mrs. Campbell as the Co-Chairmen of the Recreation Committee were re-appointed.

(h) Appointment of Youth Representatives

Mrs. Gerrard and Mrs. Biddle were re-appointed.

(i) Appointment of Representative for the Elderly

Ms Baker was re-appointed.

(j) Appointment of Two Representatives to PACT

The Chairman, the Vice-Chairman and Ms. Baker were re-appointed in order that two of these three members would always be present to attend PACT meetings on behalf of the Parish Council.

The Chairman made the general comment that he was aware that there were areas in which the Parish Council had been silent, for example in areas relating to the elderly who may have their own particular needs about which the Parish Council ought to know.

**6847 COUNTY COUNCIL REPORT ON LOCAL ISSUES**

Mr. Bullock referred to the meeting he had been asked to arrange with County Council Officers concerning the ownership of the boundary hedge at the Brookend Lane/A.38 junction. He pointed out that he had been advised that this was not a County Council matter and suggested that the Parish Council should contact the Land Registry. Mr. Bullock pointed out that grants totaling £8,000 would become available at the end of June to be allocated within The Croome Division. In response to a question from Mr. Legg about a flashing speed sign at Kerswell Green, Mr. Bullock replied that this would probably arrive during August. Mr. Legg then asked when the new kerbing around the triangle at Kerswell Green would be installed? Mr. Bullock pointed out that this was being dealt with as a low priority and he was aware that some residents didn't want this work done. Mr. Blackwell asked for clarification about who owned the strip of land between The Oaks and the Main Road as the overgrowth was taking over the area?

**6848 DISTRICT COUNCIL REPORT**

Mrs. Walters reported that fly tipping was happening again and that the District Council had been very helpful when she reported these matters to them. She then referred to her District Council role as Children's Champion and pointed out that funding was available once the needs of young people had been identified. The Parish Council asked Mrs. Gerrard and Mrs. Biddle to discuss this matter with Mrs. Walters. Several Parish Council members drew Mrs. Walters' attention to overgrowing hedges and branches.

Mr. Biddle reported that the Diamond Bus Company would be stopping their service which passed through Kempsey in June and that it would be replaced with a similar service. Some footpath works were due to take place in Old Road North. Mrs. Campbell asked if the overgrown hedge at The Limes/Brookend Lane junction should be reported to the District Council as they carried out the grass mowing operations in this area? Mr. Biddle asked for copies of the documents which she had in order that he could pursue the matter with the District Council.

#### **6849 CORRESPONDENCE**

All correspondence had been made available for inspection by Parish Council Members between 7.00 p.m. and 7.30 p.m.

(a) **Mr. A. Howes-Jones – Turnout of horses on Kempsey Common**

The Parish Council noted the contents of the letter.

(b) **Mr. G. Terry – Turnout of horses on Kempsey Common**

The Parish Council noted the contents of the letter.

(c) **Mrs. E. Hunter – Turnout of horses on Kempsey Common**

The Parish Council noted the contents of the letter and that the Committee Chairman would be sending a further letter to Mrs. Hunter.

(c) **MHDC – Parish Council contacts – Update of information**

The Parish Council noted that the Clerk had already supplied the contact details in order to meet the deadline for receipt of this information.

(d) **RPA – Single Business Identifier**

It was noted that the Parish Council were now registered with the RPA.

(e) **LCR – Renewal of Subscription**

The Parish Council resolved to renew their subscription to the Local Council Review for the coming year in the sum of £48.00 for 4 subscriptions.

(f) **MHDC – Stonehall Common – Access Licence**

The Parish Council noted that both parties had now signed the licence and that a cheque in the agreed sum of £125 had been received by the Parish Council.

#### **6850 ENVIRONMENT COMMITTEE .**

##### **Bus Shelters**

The Committee Chairman reported that graffiti had been sprayed onto the new bus shelter at Pixham Ferry Lane and that the Tennis Club had stuck a large notice onto this shelter with cellotape which had removed the paintwork. He had been able to re-paint the affected area with matching paint which Kinnersley Engineering had kindly supplied. The Clerk was asked to write to the Tennis Club about this incident

He then referred to the bus shelter at Windmill Lane and pointed out that the contractors who were currently carrying out repairs to the Community Centre roof were prepared to replace the missing brickwork in the shelter.

##### **Litter Bins**

The Committee Chairman pointed out that the litter bin by the shop had been hit by a vehicle and it was no longer possible to put the top on properly. This would need to be hammered out and re-shaped.

##### **Dog Fouling**

The Committee Chairman reported that he had witnessed a dog belonging to a man in a wheelchair being released off its lead and allowed to foul in the alley by the shop. It was suggested that he should report these incidents to the District Council's Animal Welfare Officer. The Clerk was asked to include an item in the Parish Magazine Extract about this on-going problem.

#### **6851 PLANNING REPORT.**

The Clerk read out the planning decisions made by the District Council.

#### **6852 COMMONS AND HAMS COMMITTEE REPORT**

In the absence of the Committee Chairman, his report was read by Mr. Legg who advised that only one estimate had been submitted for the ditching works at Normoor Common and that a second estimate would be needed. The new fencing work at Ashmoor Common would take place during July and August and the schedule of works for the repair of culverts and ditch clearance at Kerswell Green would be completed this month. Letters had been sent to people who were turning out horses onto Kempsey Common using other people's rights. The result was there were several anomalies

which had led to further enquiries being made and further letters being sent.

The Parish Council authorised the Commons Committee Chairman to attend the bi-annual Commons Conference at cost of £100.00

#### **6853 RECREATION COMMITTEE REPORT**

Mrs. Gerrard, Mrs. Campbell, Mr. Brookes and Mrs. Jones had all previously declared personal interests in the notes from the Recreation Working Party.

As the Committee Co-Chairman, Mrs. Campbell reported that estimates would be needed for several new areas of chain link fencing. Two estimates had been received for works to the Sports Pavilion in the sums of £1,670 and £2025. It was proposed by Mrs. Campbell and seconded by Mr. Brookes that the lower estimate which had been submitted by SMP Builders should be accepted. This was agreed by the Parish Council subject to the contractor submitting a guarantee about the warranty of the finished works.

The Clerk was asked to contact Severn Trent Water about ownership of the manhole and cover in the tree planting strip.

Mrs. Campbell reported that plans for the proposed play area at The Limes had been on display at the May Fair at the School. It had not been possible to ascertain ownership of this land so Mr. Biddle and Mrs. Walters agreed to take the matter up with the District Council's Legal Services Department

#### **6854 COMMUNITY CENTRE COMMITTEE REPORT**

The Committee Chairman reported that work on the gable end had nearly been completed, the heating thermostat in Room 1 had been moved into the rear corridor and that it had not been possible to make an inspection of the upstairs flooring in the Headmaster's House as the carpets had still not been removed. It would be necessary to have a stop cock installed as the sink in the Parish Office did not have one and it was not currently possible to turn off the water supply. He concluded by reporting that the grant forms had been submitted to ACRE for insulation and double glazing in Room 1.

#### **6855 PARISH COUNCIL CHAIRMAN'S MONTHLY UPDATE**

The Chairman reported that the candidate who had previously expressed an interest in the Post Master position had now withdrawn his application and this would now hold up progress.

#### **6856 REMAINING FUNDS FROM PARISH PATHS PARTNERSHIP**

This item had been included at the request of Mrs. Jones. It was noted that a sum of £480.67 remained in the Parish Paths Partnership account even though the Parish Council had not been involved in this scheme for some years. The Clerk was asked to write to the County Council about this matter and ask for their advice on whether the funds should be returned to them or spent on footpath clearance?

#### **6857 ANNUAL RISK ASSESSMENTS**

This matter of risk assessments being carried out by volunteer Parish Councillors who had no special training or qualifications had been previously raised by the Clerk. After a short discussion the Clerk was asked to raise this matter at the CALC training session which she was due to attend the following week. She was also asked to contact the District Council to find out how they carried out their risk assessments.

#### **6858 ADOPTION OF ANNUAL ACCOUNTS FOR 2009/2010**

The Clerk reported that Mr. Stokes, the Internal Auditor had now finalised his audit of the accounts for 2009/2010 and had found everything to be in order. On the proposal of Mrs. Gerrard, seconded by Mrs. Hart the Parish Council unanimously resolved that the annual accounts for 2009/2010 should be adopted. A copy of these accounts are attached to the signed minutes.

#### **6859 RE-APPOINTMENT OF MR. R. STOKES AS INTERNAL AUDITOR**

On the proposal of Mr. Brookes, seconded by Mrs. Campbell the Parish Council

resolved that Mr. Stokes should be re-appointed as their Internal Auditor for 2010/2011.

**6860 ANNUAL RETURN – GOVERNANCE STATEMENT**

A copy of this document had been previously circulated to each Member. A review of the adequacy and effectiveness of the Parish Council's internal audit procedures had been discussed at the April Parish Council Meeting. At Minute No. 6836, the Parish Council had confirmed that they were happy with the existing internal audit arrangements which they felt were adequate and effective. On the proposal of Mr. Brookes, seconded by Mrs. Jones the Members unanimously confirmed that they were able to answer in the affirmative to questions one to eight on the Governance Statement and that question nine was not applicable.

**6861 RECEIPTS & PAYMENTS/RECONCILIATION OF BALANCES TO 30/04/09**

The receipts and payments/bank reconciliation to 30<sup>th</sup> April, 2010 had been previously circulated to the Members. Copies of this document are annexed to the signed minutes.

**6862 CONFIRMATION OF ACTION**

The Parish Council ratified payment of the following urgent accounts which had been made under delegated powers :-

Staff salaries for April as shown on the list circulated to Members and annexed to the Signed Minutes

Wild Contracts – Community Centre ground works - £140.00

British Gas – Community Centre - £1,413.50 (inc. £204.56 VAT)

NPower – Community Centre - £1,354.38 (inc. £201.72 VAT)

**6863 ACCOUNTS FOR PAYMENT**

At this point Mrs. Campbell declared an interest in the item relating to payment to Accentika Internet Ltd. for hosting/support of the web site. She did not vote or speak on this particular item.

The Parish Council resolved to authorise payment of the following accounts :-

Accentika Internet Ltd. – Hosting/support for web site - £282.00 (inc. £42.00 VAT)

VIP Contract Cleaning – Community Centre - £150.00

BT – Office phone - £136.86 (inc. £20.38 VAT)

AON Ltd. – Parish Council annual insurance - £1,153.22

Mrs. A.P. Halford - Petty Cash for April - £27.06

Worcestershire CALC – Clerk's training session - £7.50

**6864 CONFIDENTIAL SESSION**

On the proposal of the Chairman, seconded by Mrs. Jones the Parish Council unanimously resolved that in view of the staff related business about to be transacted that the public and Press should be excluded.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.55 p.m.**

Signed at the next ensuing meeting of Kempsey Parish Council

Chairman of such next ensuing meeting