

KEMPSEY PARISH COUNCIL

Mrs S Baxter
Clerk and Financial Officer

Parish Office
Community Centre
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Kempsey
Worcester WR5 3LQ

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Dear Councillor

**YOU ARE DULY SUMMONED TO AN ANNUAL MEETING OF
KEMPSEY PARISH COUNCIL TO BE HELD ON
MONDAY 13th MAY 2013 AT 7.30 PM IN THE COMMUNITY CENTRE**
Where the business set out in the agenda below will be transacted.

S BAXTER

Clerk & Responsible Finance Officer
Tel: 01905 828183
8th May 2013

AGENDA

1. **Election of Chairman (and signing Declaration of Acceptance of Office)**
As stated in standing orders to be held by paper ballot
2. **Election of Vice – Chairman**
As stated in standing orders to be held by paper ballot
3. **Apologies:** To receive apologies for absence and approve reason for absence
4. **Declarations of Interest**
 1. Register of Interests: Councillors are reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 3. To declare any Other Disclosable Interests on items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room for the relevant item/s unless a Dispensation has been granted.**

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. **To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – written requests to be submitted to the clerk prior to the meeting.**

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes.

6. **Minutes:** To consider the adoption of the minutes of Wednesday 1st May 2013 (enclosed)
7. **Correspondence for Information:**
 1. Letter from David Morris – Concerns with Kempsey Common
 2. Letter from Peter Cresswell – Broomhall Cottages – SWDP
 3. Letter from Jason Brown – Fence and Ditch Boundary between Kempsey Common and Kites Farm
8. **To appoint the following Committees:-**
 1. Environment Committee
 2. Commons & Hams Committee
 3. Recreation Committee
 4. Community Centre Committee
 5. Staffing Committee
 6. Planning Committee

9. Review of the Terms of References for Committees

10. Environment Committee

1. Motion for the Parish Council to purchase a noticeboard plus materials, to be erected by residents of Broomhall Cottages at a suitably identified location.
2. To discuss the possibility of a small BMX track being included in the Rocky Woods project (*Cllr Geens*)

11. Appointments to Outside Bodies

1. Church Lands Trust (3 representatives-currently Mrs. Campbell, Mrs. Hart & Vacant)
2. Parochial Church Council Charities-(2 representatives-currently Mrs. Hart & Mrs. Gerrard)
3. Malvern Hills Area CALC Meetings/Business-(2 representatives-Chairman & Vice Chairman)
4. Parish Hall Committee-(1 representative- currently Mrs. Hart)
5. Parish Hall Trustees-(1 representative- currently Mrs. Hart)
6. Kempsey Youth Centre Trustees-(1 representative- currently Mrs. Campbell)
7. Kempsey Sports Association- (2 representatives Mrs. Campbell & Mrs. Gerrard)
8. Appointment of Youth Representatives-(2 representatives currently Mrs. Gerrard & Mr. Stevens)
9. Appointment of Representatives for Elderly / Disabled-(Position Vacant)
10. Appointment of Representatives to PACT-(representatives Chairman, Vice Chairman & Mr. Hay)

12. Reports from representatives: To receive an update:-

1. Police Report – Crime Statistics
2. County Councillor’s Report
3. District Councillor’s Reports

13. Committee Reports:

1. Environment Committee:
2. Commons and Hams:
3. Recreation Committee:
4. Community Centre:
5. Planning
6. Finance & General Purposes
7. Chairman’s Report

14. Finance

1. To authorize payment of accounts as per schedule (attached)
2. Bank Reconciliation Statement Balance – For Information.
3. To adopt and sign Sections 1 and 2 of Annual Return 2012/13 (Chairman to sign)
4. Internal Auditor Terms of reference
5. Appointment of Internal Auditor 2013/14
6. Councillors Mileage Expenses – Clarification on what can be claimed for

15. Review Policies and Procedures

1. Review Standing Orders
 - (a) Motion to update standing order item 30. Communication (*Cllr Rea*)
2. Review Financial Regulations
3. Communication Policy
4. Complaints Procedure
5. Document Retention Policy
6. Publication Scheme
7. Procurement Process

16. Setting dates/times/place ordinary meetings of full Council for year ahead.

17. Setting date / time/place of F & GP Committee to set budget

18. Planning Report: Planning Application Comments to be made to MHDC and Notification of Decisions:-

Application No: 13/00465/HOU

Proposal: Install brick piers and fence panels on existing back of pavements brick boundary wall

Location: 27 Old Road South, Kempsey, WR5 3NJ

Application No: 13/00474/FUL

Proposal: Construction of single storey extension to existing car showroom

Location: St Peters Peugeot, Bath Road, Broomhall, WR5 3HR

For Information:

Planning Application No: 13/00238/HOU

Proposal: Single storey rear extension

Location: Denizen, Green Street, Kempsey. WR5 3QB

Approval of Planning Permission

Planning Application No: 13/00197/HOU

Proposal: Single storey rear extension, proposed lean to to front. First floor side extension. Rendering of existing house.

Location: The Hollies, 1 Old Road South, Kempsey, WR5 3NZ

Approval of Planning Permission

Planning Application No: 13/00349/HOU

Proposal: Single storey extension to rear and side

Location: 18 The Limes, Kempsey. WR5 3LG

Approval of Planning Permission

19. Date of next meeting: Monday 10th June 2013 at 7.30pm at Kempsey Community Centre.