

KEMPSEY PARISH COUNCIL

Mrs. S. Baxter
Clerk and Financial Officer

Parish Office,
Community Centre,
Main Road,
Kempsey,
Worcester WR5 3LQ
Email kempseyparishcouncil@btinternet.com
Tel: 01905 828183

Dear Sir/Madam

YOU ARE SUMMONED TO ATTEND THE NEXT MEETING OF KEMPSEY PARISH COUNCIL TO BE HELD ON MONDAY 11TH JUNE 2012 AT 7.30 PM IN THE COMMUNITY CENTRE where the business set out in the agenda below will be transacted.

Members of the public are invited to give their views and question the Parish Council during the Open Forum at the start of the meeting. They may also 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.

S BAXTER

Clerk & Responsible Finance Officer
Tel: 01905 828183
31st May 2012

AGENDA

1. **Apologies:** To receive apologies for absence
2. **Declarations of interest** in items on the agenda.
 - (a) **Declaration of any Personal interests** in items on the Agenda and their nature
 - (b) **Declaration of any prejudicial interests** in items on the Agenda and their nature.
A Parish Council Member with a prejudicial interest in a particular issue may make representations, answer questions or give evidence to the Council during the Open Forum on the issue. However, the Councillor must leave the room in the event of an exchange on the issue between the public and the Council during the Open Forum and must also leave the room when the item is discussed during the Parish Council Meeting itself.
3. **Register of Interests** - Members are reminded of the need to update their Register
4. **Open Forum** – Maximum of 30 minutes
5. **Minutes:** To consider the adoption of the following minutes (enclosed)
 - Extra Ordinary Meeting of Thursday 24th May 2012 at 12 noon
6. **Previous Minutes:** Matters arising from minutes.

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7. **Correspondence:** available for inspection by Councillors between 7.00pm and 7.30pm
 1. Audit Commission – Consultation on appointment of external auditor for 2012/13 and future years.
 2. MHDC – Confirmation of £20k Neighbourhood Plan Front-Runner Grant
 3. Malvern Hills District Council News Update – For Information
 4. Malvern Hills District Council Summer Activities 2012 – For Information
 5. Homelessness Strategy Consultation – Please visit www.malvernhills.gov.uk/cms/housing/homelessness-survey.aspx–Comments by 6.7.12
 6. Letter from Mr. & Mrs. Gove – Temporary Fencing on Ashmoor Common
 7. Letter from Magic Moments – Confirms development of outdoor space
 8. Request from St Mary’s Church re Donation
 9. Request to use Kempsey Common for Cadet Force activities
 10. Request from Welbeck Strategic Land LLP to offer a presentation.
 11. Letter from Magic Moments nursery – confirmation of how they intend to develop outdoor areas
 12. Village SOS Funding available from Big Lottery Fund
8. **Reports from representatives:** To receive an update
 - 8.1 Police Report - Crime statistics
 - 8.2 County Councillor’s Report
 - 8.3 District Councillor’s Reports
9. **Revise Standing Orders** (as per attached proposal) (Cllr Bowley)
10. **Committees:**
 - 10.1 To confirm appointment of members to committees – list enclosed
 - 10.2 Environment Committee:
 1. Update on preparations for public open evening for improvements to the Rocky (Monday 18th June 2012)
 2. Update on application for LEADER funding for Improvements to the Rocky.
 3. Report on work carried out by working party on Sunday 3rd June 2012
 4. Report following risk assessment conducted in the Rocky.
 - a. Proposal to take immediate action to address the risk of falling into the weir as identified on the risk assessment conducted by Cllrs Hay and Stevens – Recommendation is to install warning signs as soon as possible.
 - 10.3 Commons and Hams
 - 10.4 Recreation Committee:
 1. Transfer of land at corner of A38 and Brookend Lane from Malvern Hills District Council
 - 10.5 Community Centre
 - 10.6 Chairman’s Report
11. **Finance**
 - 11.1 To authorize payment of accounts as per schedule (attached)
 - 11.2 To ratify payments authorized under delegated powers including Staff Salaries (attached)
 - 11.3 Bank Reconciliation Statement Balance – For Information.
 - 11.4 To consider increase in Internal Audit Fees from £200 to £250

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12. **Revise current account** banking to facilitate availability of up to date statements as per attachment (Cllr Bowley)
13. **Planning:** To Discuss and comment:-
Planning Application No: 12/00518/HOU
Proposal: First floor extension and extension to conservatory
Location: 151 Main Road, Kempsey, WR5 3LH
- Planning Application No: 12/00537/HOU
Proposal: Single storey rear extension
Location: 11 St Mary's Close, Kempsey, WR5 3JX
- Planning Application No: 12/00450/FUL
Proposal: New shop front and closing of shop front in Church Street
Location: The Original Stores, 2 Church Street, Kempsey, WR5 3JG
- Planning Application No: 12/00724/HOU
Proposal: Rear single storey extension and alterations
Location: 36 Meadow Close, Kempsey, WR5 3NL
- For Information**
Planning Application No: 12/00046/FUL
Proposal: Conversion of boat building yard to residential use ...
Location: Seabourne, Court Meadow, Kempsey
- Application Withdrawn**
- Planning Application No: 12/00507/HOU
Proposal: Single storey side extension with roof terrace
- Location: St Catherine's Farm, Stonehall Common, Kempsey, WR5 3QQ
- Approval of Planning Permission**
- Planning Application No: 12/00491/HOU
Proposal: Demolish wooden garage and replace with single storey wooden building
Location: 10 Bannut Hill, Kempsey, Worcestershire, WR5 3NG
- Approval of Planning Permission**
14. **Nursery Proposals** – To consider request from Magic Moments for additional play space as per the attached sketch.
15. **Procedure for control and administration of quotes/tenders and contracts as per attachments**

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16. **Progress Reports (Cllr Bowley)**
 1. Format for presentation of proposals to PC meeting
 2. Document Retention Policy
 3. Worcestershire Agreement Commitments
 4. Clerks Qualification
 5. Financial Regulations
 6. Use of Portacabin
 7. Reduced street lighting trial

17. **PACT (Cllr Hay, Council Representative to PACT)**
 - a. Update of meeting held on 29th May 2012
 - b. Request for financial help. Proposal to donate £200 to PACT for the purpose of litter picking equipment and advertising.

18. **Request from St Mary's Church** to consider a donation to sponsor 2012 fete (Multiples of £25.00) (request enclosed in correspondence)

19. **Request to use Kempsey Common** for Cadet Force activities (request enclosed in correspondence)

20. **Request from Welbeck Strategic Land LLP** to present an update on technical studies to the Parish Council in support of the proposed allocation as defined in the draft SWDP Plan (request enclosed in correspondence)

21. To consider a time limit for Parish Council Meetings

22. **In Confidential Session:** Resolution to exclude the public and press
 1. Assistant Clerk – Approval for extension of extra hours (expires 30th June 2012)
 2. To consider rent review in light of additional play space.

23. **Date of next meeting:** Monday 9th July 2012 at 7.30pm at Kempsey Community Centre

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