

# KEMPSEY PARISH COUNCIL

Mrs S Baxter  
Clerk and Financial Officer

Parish Office  
Community Centre  
Main Road  
Kempsey  
Worcester WR5 3LQ

E-mail: [kempseyparishcouncil@btinternet.com](mailto:kempseyparishcouncil@btinternet.com)

Tel: 01905 828183

Dear Councillor

**YOU ARE DULY SUMMONED TO ATTEND THE NEXT MEETING OF  
KEMPSEY PARISH COUNCIL TO BE HELD ON  
MONDAY 10<sup>th</sup> JUNE 2013 AT 7.30 PM  
TO CONCLUDE NO LATER THAN 9.30PM 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

4<sup>th</sup> June 2013

## AGENDA

- 1. Apologies:** To receive apologies and to approve the reason for absence
- 2. 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 in 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.

- 3. 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.

- 4. Minutes:** To consider the adoption of the minutes of Monday 13<sup>th</sup> May 2013 (enclosed)

**5. Correspondence for Information:**

1. Letter from Duncan Rudge, Development Control Manager MHDC – Electronic Consultation on Planning Applications (previously circulated).
2. Letter of complaint from Mr. & Mrs. Brain re: State of pavements Oakfield Drive – Please note this has been referred to County Councillor Mr. Sutton.
3. Request from Mr. Adams to access his property via the Rocky (through the locked double gate and across the brook), making good any damage that may occur and replacing the lock.

**6. Reports from representatives:** To receive an update

- 6.1 Police Report - Crime Statistics
- 6.2 County Councillor
- 6.3 District Councillor

**7. Reports from Committees: (Update Only):**

- 7.1 Recreation Committee
- 7.2 Commons and Hams Committee
- 7.3 Community Centre
- 7.4 Environment Committee
- 7.5 Planning Committee
- 7.6 F&GP Committee

**8. Chairman's Report**

**9. Commons & Hams (Cllr Bannister)**

1. Proposal to seek solicitor's advice concerning the bye laws, rules and regulations of common land to enable outstanding issues to be resolved.
2. Following advice from Tom Palmer (Land Drainage Officer) approval to proceed with ditch repairs on Ashmoor Common sharing 50% of the costs with Croome Estate, adjoining landowner.

**10. Community Centre**

1. Proposal to re-arrange the car park to utilise car park spaces. (Cllr Martin) – Map to follow
2. Motion to approve designated parking space for members of Parish Council Staff. (Cllr Rea)

**11. Environment Committee**

1. Proposal to accept a quotation to supply and install two benches in the Rocky. (Cllr Blackwell)

**12. Finance:**

- 12.1 To consider payments to be made as per schedule distributed.
- 12.2 Bank Reconciliation Statement Balance – For Information.

**13. Planning Application:** To consider planning applications for comment:

Worcestershire County Council

Application Reference: 13/000028/CM

Applicant: Severn Trent Water

Proposal: Proposed new sewage pumping station required in connection with first time sewerage

Location: Norton Parish Hall, Wadborough Road, Littleworth, Worcester, WR5 2QB

Comments to be made by 21<sup>st</sup> June 2013

**For Information:**

Application No: 13/00362/HOU

Proposal: Replacement of existing porch and single storey extension to kitchen

Location: 13 Squires Close, Kempsey, WR5 3JE

APPROVAL of planning permission

Application No: 13/00444/HOU

Proposal: Proposed Porch

Location: 30 Bannut Hill, Kempsey, WR5 3NG

APPROVAL of planning permission

Application No: 13/00599/CCD

Proposal: Application for approval of details reserved by condition – Condition 3 of planning permission 13/00128/HOU

Location: Poachers Cottage, Upper Brookend, Kempsey, WR5 3QN

APPROVAL details submitted to comply with conditions.

- 14. Motion to approve Terms of Reference for the NDP Working Party.** Attached are Draft Terms for discussion together with a brief rationale. *(Cllr Bowley)*
- 15. To discuss IT Connectivity and Electronic Documentation for Kempsey Parish Councillors.**  
*(Cllr Michael)*
- 16. Proposal from the Planning Committee to request that an approach be made to MHDC asking them to rethink their decisions on 'Electronic Consultation on Planning Applications' on the grounds of accurate vision, scope and scaling of future applications.**  
*(Cllr Gerrard)*
- 17. Proposal to grant Mr. Adams permission to access his property via the Rocky – Please refer to letter requested indicated under Correspondence**
- 18. Motion to adopt Member-Officer Protocol** *(Cllr Rea)*
- 19. Motion to adopt Bullying, Harassment and Whistleblowing Protocol** *(Cllr Rea)*
- 20. Motion to rescind Special Leave Policy** *(Cllr Rea)*
- 21. Motion to rescind Disciplinary Procedure** *(Cllr Rea)*
- 22. Motion to update Publication Scheme** *(Cllr Rea)*
- 23. Motion to update Document Retention Policy wording for Section 4.b & section 4.c for clarity**
- 24. Motion to update financial regulations 3.4 wording for clarity to**  
3.4 The Clerk may incur expenditure on behalf of the Council, and shall report the action to the Council as soon as practicable thereafter, for work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. Expenditure items that would be considered necessary are, but not limited to:
- a.i. Repair of damage or vandalism to Parish Council assets or property
  - a.ii. Removal of waste from Parish Council assets or property
  - a.iii. Resolve a Health or Safety issues in regard of Parish Council assets or property
  - a.iv. Graffiti removal from Parish Council assets or property *(Cllr Rea)*
- 25. Motion to approve a Legal Advice budgetary item and delegate powers to the clerk to incur expenditure by establishing an F&GP budgetary item of "Legal Advice" with an amount of £3600 and inserting the following text into Financial Regulations under section 3**  
3.8 The Clerk may incur expenditure on behalf of the Council, and shall report the action to the Council as soon as practicable thereafter, for legal advice or opinion in regard of Parish Council business if:
- a.i. such provision has been made in the Finance & General Purposes Committee budget
  - a.ii. the expenditure is no greater than the reaming budgetary balance
  - a.iii. the expenditure is approved by the Council Chairman and Vice-Chairman or approved by a Committee Chairman and either the Council Chairman or the Vice-Chairman *(Cllr Rea)*

Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from agenda items 26, 27 & 28 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 26. Motion to accept terms of reference for Working Party to be chaired by Cllr Hay as previously agreed – (Cllr Rea)**
- 27. Kempsey 2020 – To Discuss Council Strategy Development - (Cllr Rea)**
- 28. To consider the merits of additional amenity land at the Lower Ham – (Cllr Rea/Bannister)**
- 29. Date of Next Meeting: Monday 8<sup>th</sup> July 2013 at Kempsey Community Centre at 7.30pm**