

KEMPSEY PARISH COUNCIL

Mrs S Baxter
Clerk and Financial Officer

Parish Office
Community Centre
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Dear Councillor

**YOU ARE DULY SUMMONED TO AN ANNUAL MEETING OF
KEMPSEY PARISH COUNCIL TO BE HELD ON
MONDAY 12th MAY 2014 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
6th May 2014

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.

<p>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.</p>

6. Minutes: To consider the adoption of the minutes of Monday 14th April 2014
7. Appointment of Councillor Vacancy by co-option
8. Correspondence for Information:
 1. Freedom of Information Request – Rented/Leased Commons Rights – Mr W. Halford
 2. Western Power Distribution – Free Parish Council Pack – Helping People to cope during power cuts.
 3. DEFRA – An introduction to the new Common Agricultural Policy schemes in England
 4. Freedom of Information/Timber from Council Owned Land – Mr Bickerton
 5. Valuation Kempsey Youth Centre – Questions from Yan Gittens from Fisher German (refer to item 18)

9. 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

10. Review of the Terms of References for Committees

11. Motion to accept report recommendations of the Outside Bodies Working Party (*Cllr Rea*)

12. Appointments to Outside Bodies
 1. Church Lands Trust (3 representatives-currently Mrs. Campbell, Mrs. Hart & Mr Blackwell)
 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)

13. Reports from representatives: To receive an update:-
 1. Neighbourhood Watch - Crime Alerts information
 2. County Councillor's Report
 3. District Councillor's Reports
 4. Neighbourhood Development Plan (NDP) Update (Mr M Biddle)

14. Motion to draw down funds allocated to NDP for costs incurred by The Parish Office (printing and staff costs). (*Cllr Michael*)

15. Motion to appoint an expert in Neighbourhood Planning to oversee our plan and advise best practice and way forward. (*Cllr Michael*)

16. Committee Report Updates and Proposals:
 1. Environment: Cllr Stevens
Proposal to purchase wooden bench to be located by St. Mary's lychgate in memory of County Cllr. Bob Bullock. (*Cllr Geens*)
 2. Commons and Hams: Cllr Bannister
 3. Recreation: Cllr Campbell
Proposal to accept quotation to have the Sports Pavilion front double doors serviced and re-hung
 4. Community Centre: Cllr Geens
Proposal to accept quotation for new "KEMPSEY COMMUNITY CENTRE" sign on front of building.
 5. Planning: Cllr Patrick
 6. Finance & General Purposes: Cllr Michael
 7. Chairman's Report
 - Delivery of Annual Newsletter update.
 - Youth Centre Valuation
 - Thank you to residents in Kerswell Green - cattle

17. Finance
 1. To authorize payment of accounts as per schedule
 2. To approve Bank Reconciliation Statement Balance to 31.03.14.
 3. Budget Monitoring to 31.03.14 – For information only
 4. To adopt and sign Sections 1 and 2 of Annual Return 2013/14 (Chairman to sign)
 5. Internal Auditor Terms of reference
 6. Appointment/Engagement of Internal Auditor 2014/15
 7. To review and approve Kempsey Parish Council Financial Risk Schedule.
 8. To review and approve Asset Register
 9. Councillors Mileage Expenses – To review mileage rate and identify what is classed as Parish Council business.
 10. Motion to consider a reimbursement to Councillors for ink cartridges & paper costs
 11. Motion to consider using electronic payment methods such as direct debit and debit cards and amending Model financial regulations from NALC which must be adopted if we take advantage of this change. (*Cllr Rea*)

18. Motion to obtain legal advice in respect of The Youth Centre to address queries from Yan Gittens (Fisher German) – (*Cllr Michael*)

19. Review Policies and Procedures
 1. Review Standing Orders
 2. Review Financial Regulations
 3. Communication Policy
 4. Complaints Procedure
 5. Document Retention Policy
 6. Publication Scheme
 7. Procurement Process

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

21. Setting date/ time/place of F & GP Committee to arrive at precept for 2015/16 for presentation to Council.

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

Councillors are reminded to view plans on the MHDC website
 Planning Application No: 14/00533/HOU
 Proposal: Single storey extension to front of dwelling and widening of vehicular access.
 Location: Holly Tree House, 81 Main Road, Kempsey, WR5 3NA

Planning Application No: 14/00019/FUL
 Proposal: Change of use to form three residential dwellings.
 Location: Symbiosis House, Bestmans Lane, Kempsey, WR5 3QA

Planning Application No: 14/00433/HOU
 Proposal: Loft Conversion and single storey extension
 Location: 94 Main Road, Kempsey, WR5 3LH

For Information Only
 Planning Application No: 13/01041/FUL
 Proposal: Demolition of existing bungalow and construction of 10 no. dwellings with access, screening, parking, landscaping and associated works.
 Location: 123A Main Road, Kempsey, WR5 3LQ
 APPROVAL OF FULL PLANNING PERMISSION

Planning Application No: 14/00283/HOU
 Proposal: Remove existing flat roof, construct new porch and form new mono pitched tiled roof with velux roof lights.
 Location: 3 Squires Close, Kempsey, WR5 3JE
 APPROVAL OF PLANNING PERMISSION

Planning Application No: 14/00311/HOU
 Proposal: two storey front, side and rear extension.
 Location: The Orchards, Green Street, Kempsey, WR5 3QB
 APPROVAL OF PLANNING PERMISSION

23. Motion to formally adopt a new logo for Kempsey Parish Council – (*Cllr Stevens*)

24. To consider advice given by the War Memorials Trust in regard of the Kempsey War Memorial located adjacent to St Marys Church lychgate. (*Cllr Rea*)

25. Motion to adopt three recommendations made by the Staffing Committee following their meeting on 17th April 2014 - (*Cllr Stevens / Staffing Committee*).

- Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from agenda item 18. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

26. Motion to consider support of Application for Rural Rate Relief relating to 2013/14

27. Motion to recommend the acceptance of the Clerks Annual appraisal and award pay increase in accordance with Local Government pay scales - effective from 01.04.14

28. Motion to review both The Clerk and Assistant's job description in line with NALC template and review Annual appraisal process.

29. Motion to award The Assistant to The Clerk a pay increase for 2014 (effective from 01.04.14) in recognition of support and extra work undertaken in 2013/14.

30. Proposal to consider the implementation of timesheets for Office Staff.

31. Date of next meeting: Monday 9th June 2014 at 7.30pm at Kempsey Community Centre.