

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

Tel: 01905 828183

Dear Councillor

**YOU ARE DULY SUMMONED TO AN EXTRA ORDINARY MEETING OF
KEMPSEY PARISH COUNCIL TO BE HELD ON
WEDNESDAY 1ST MAY 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

25TH April 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.

1. Dispensation request from Cllr Patrick

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 8TH April 2013 (enclosed)

5. Correspondence for Information:

1. Letter from Magic Moments Day Nursery – Request
2. Request from Ms. D Hunter to address the safety of users on Kempsey Common
3. Noticeboard request - Mr Peter Creswell – Broomhall Cottages -Please refer to agenda item
4. Bus Service Notification – Bus No. 381 will no longer serve Kempsey

6. Report from Representatives:

- 6.1 County Councillor's Report
- 6.2 District Councillor's Report

7. Community Centre Committee:

1. Motion to approve the purchase of 10 chairs in the same colour and style as previously purchased. *(Cllr Hay)*
2. Motion to approve a tamper proof thermostat for Room 1 *(Cllr Rea)*
3. To ring fence and carry over in to the 2013 financial year £6585 from the Community Centre 2012 budget to pay for the previously authorised works – see attached information. *(Cllr Hay)*

8. Recreation Committee (Cllr Campbell)

1. Proposal to put 'dogs on leads only' signage on playing field at Plovers Rise – see advice from Malvern Hills District Council attached.

9. Environment Committee (Cllr Stevens)

1. Motion to instruct contractor to proceed with the footpath in the Rocky – includes additional work needed to address the concerns of the MHDC Tree Officer – **See additional information.**
2. Bridge Work for The Rocky - To ring fence and carry over in to the 2013 financial year £480 (22.44% of £2132) , *the difference being covered by the money Leader have already said we can carry over.*
3. Motion for the Parish Council to purchase a noticeboard to be erected by residents of Broomhall at a suitably identified location (please refer to correspondence).

10. Commons & Hams Committee

1. Motion to carry over remaining Kempsey Gorse Cutting Project Budget from FY 2012-13 to Kempsey Gorse Cutting Project Budget for FY 2013-14 (Cllr Rea)
2. To approve the contract as written between the parish council and Chris Gove re: purchase of cattle for Ashmoor common (contract attached)
3. To approve the carrying over of ring fenced money for the purchase of the cattle £2802. (note this is money from natural England to be used specifically for the Ashmoor Common project)
4. To agree public liability insurance for cattle. (Quotes to follow)
5. To approve the issue of a cheque for McCartney's auctioneers for £3550 to cover the purchase price of the six cattle and transport costs. *Please note it is now very urgency of this project, as it is now May and the grass is growing fast and these cattle need to be on the common now.*

11. Finance:

- 11.1 To consider payments to be made as per schedule (Please see attached)
- 11.2 Bank Reconciliation Statement Balance – For Information
- 11.3 To review and approve The Financial Risk Schedule (Please see attached).
- 11.4 To review and approve Asset Register. (Please see attached)
- 11.5 Motion to appoint an Insurance Company to provide insurance cover for the Parish Council effective from renewal on 1st June 2013 based on either a one year agreement or three year long term fixed agreement. (Please refer to attached)

12. Planning:

Planning Application No: 13/00417/HOU

Proposal: Outline application with Some Matters reserved for the erection of up to 120 dwellings, access, parking, public open space with play facilities and landscaping

Location: Lioncourt Homes (Development No11.) Ltd

To formalize a response to this application to reply to MHDC by deadline of 10th May 2013

Planning Application No: 13/00444/HOU

Proposal: Proposed Porch

Location: 30 Bannut Hill, Kempsey, WR5 3NG

For Information:

Approved OD025235 SI (2603) Richard T Porter Transport Services Ltd

Planning Application No: 13/00278/HOU

Proposal: Detached Garage

Location: 2 Napleton Lane, Kempsey, WR5 3PT

APPROVAL OF PLANNING PERMISSION

13. Frequently asked questions and responsibilities and the standardizing of noticeboards. (Cllr Rea)

14. Motion to approve a 2 year contract to supply Business broadband and telephone services to Kempsey Parish Council. Information to follow. (Cllr Rea)

15. Update on Parish Logo – (Cllr Stevens)

16. Motion to adopt the Communications Policy and Complaints procedure (with amendments)

Please refer to information previously circulated. (Cllr Rea)

17. Motion to update Staff Committee responsibilities to include recruitment and selection, staffing and training budgetary items and employee policies (Cllr Rea)

- 18. Motion to change Standing Order 15 e.ix) to Staff Committee shall be responsible for monitoring all staffing matters, recruitment and selection, staffing and training budgets, annual performance reviews, employee policies and as and when necessary or when instructed by the Council recommending and formulating any necessary action. (Cllr Rea)**
- 19. Disciplinary Procedure – To discuss policy and issues arising from it. (Cllr Rea) – To request this item be discussed in Confidential Session.**
- 20. Motion to adopt an update to the Councils Publication Schedule. Information to follow -To request this item be discussed in confidential session (Cllr Rea)**
- 21. Motion to adopt an update to the Document Retention policy. (Information to follow)**
- 22. To Discuss Year End Bank Reconciliation Statement 2012/13 Document & Submission – To request this item be discusses in confidential session (Cllr Rea)**
- 23. Motion to receive recommendations from the Staffing Committee in respect of annual pay reviews for both the Clerk and Assistant to the Clerk. – To request this item be discussed in Confidential Session.**
- 24. Date of next Meeting: Monday 13th May 2013 at 7.30pm at Kempsey Community Centre**