



Mrs S Baxter  
Clerk and Financial Officer  
Email: kempseyparishcouncil@gmail.com  
Website: www.kempseyhub.co.uk  
Tel: 01905 828183

Parish Office  
Community Centre  
Main Road  
Kempsey  
Worcester WR5 3LQ

Dear Councillor

**YOU ARE DULY SUMMONED TO A PARISH COUNCIL MEETING OF  
KEMPSEY PARISH COUNCIL TO BE HELD ON  
MONDAY 13<sup>th</sup> FEBRUARY 2017 AT 7.30 PM  
AT THE COMMUNITY CENTRE**

where the business set out in the agenda below will be transacted.

*S BAXTER*

Clerk & Responsible Finance Officer  
7<sup>th</sup> February 2017

## **AGENDA**

1. Apologies: To receive apologies for absence and approve 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 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.

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 length of time any person can speak during Public Question Time shall be restricted to 5 minutes or longer at the discretion of the Chairman. Points raised by a parishioner should be concise and to:

raise new issues, request an update on a previously raised matter or offer new information on an existing issue.

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 The EOM Parish Council Meeting of 23.01.17.
5. Correspondence for Information:
  1. Letter dated 23.01.17 - Countryside Access Management Ltd – Proposed Public Path Diversion Order Footpath 573 – Letter acknowledgement
  2. Letter dated 30.01.17 - Countryside Access Management Ltd – Proposed Public Path Diversion Order Footpath 573- Copy of the Notice of the Order and explanatory statement
  3. Secure Trust Bank – Interest Changes notification
  4. WCC Pension Fund 2016 Valuation Results
  5. On behalf of Kempsey Tennis Club request to reinstate sign on the Main Road directing people to the 'Playing Fields' via Plovers Rise.
  6. Letter dated 02.02.17 and 05.02.17 (duplicate) from R C Bowley Re: Investigative Panel – RC Bowley Complaint 27.03.15
  7. Letter dated 05.02.17 from R C Bowley – Meeting West Mercia Police

6. Enquiry into Mr. R. C Bowley's complaint of 27th March 2015  
The council set up a panel to look into Mr Bowley's complaint, and considered the panel's report and recommendations at an extraordinary meeting of the council held on 23rd January 2017. The report was considered in closed session.  
**Recommendations:-**
  - a. Proposal to formally dissolve the Investigative Panel with immediate effect, thanking members for their thorough investigation. (*Cllr Geens*)
  - b. Proposal that the Chairman of the council writes to Mr Bowley to communicate formally the council's decisions with regard to the panel's recommendations and what actions it intends to take to pursue them. The council thanks Mr Bowley for his interest in its affairs. It confirms that, having thoroughly investigated his complaint, and considered the recommendations of the panel set up to investigate it, the council will take no further action other than what it has agreed.
  - c. Proposal for F&GP Committee to consider the following:-
    - What revisions to the Terms of Reference of Committees are needed?
    - What revisions to Standing Orders, Grievance Procedures, Bullying, Harassment and Whistleblowing Protocol, Complaints Procedures and Disciplinary Procedure are required?
    - What revisions are needed to Standing orders, Complaint and Employment related procedures to include consideration of securing professional help and advice.

To make recommendations at a future Parish Council for implementation, this will address decisions reached at the EOM on Monday 23<sup>rd</sup> January 2017.
7.
  1. Neighbourhood Watch – Crime Information
  2. County Councillor's Report – *Cllr R Sutton*
  3. District Councillor's Reports – *Cllrs Harrison/Michael*
  4. Neighbourhood Development Plan (NDP) Update (*Cllr Smith*)
8. To appoint a Vice - Chairman
9. Committee Appointments  
To appoint Staffing Committee (Comprising of Chairman & Vice Chairman) plus
  - a. One member selected by the Clerk
  - b. Two members appointed by the Council.
10. Finance
  1. To authorize payment of accounts as per schedule.
  2. Bank Reconciliation Statement Balance – For Information Only.
  3. Quarterly Budget Monitoring to December 2016
  4. Final Agreed Budget 2017/18 – For Information Only
  5. Stationery Requests Ink/Paper 2016/17 – For Information Only
11. Committee Report Updates and Proposals
  1. Environment: *Cllr Smith*
    - a. Proposal to accept quotation to cut back soil bank from pavement along Old Road South from Sunnyside Garage to Meadow Close. (*Cllr Blackwell*)
    - b. Proposal to reallocate £3K budgeted for River Bank Clearance for 2016/17 to now purchase a fixed VAS sign at the southern end of village.
  2. Commons and Hams: *Cllr Waller*
  3. Recreation: *Cllr Fraser-Cann*
  4. Community Centres: *Cllr Michael*
  5. Planning: *Cllr Patrick*
  6. Finance & General Purposes: *Cllr Geens*
    - a. Proposal for the Parish Council to amend Standing Orders and Financial Regulations to establish the procedure recommended by the F&GP Committee for appointing preferred contractors and suppliers and for awarding contracts to them. (*Cllr Waller*)
    - b. Proposal that the Business Plan for Kempsey Centre, Pixham Ferry Lane is approved. (*Cllr Smith*)
  7. Staffing Committee: *Cllr Geens*
  8. Chairman's Report: *Cllr Geens*
12. Welcome packs for new residents. Update on progress. (*Cllr Patrick*)
13. **Date of next meeting: Monday 13<sup>th</sup> March 2017 at 7.30pm at Kempsey Community Centre.**