

**MINUTES OF THE ANNUAL MEETING OF
KEMPSEY PARISH COUNCIL HELD ON MONDAY, 12TH MAY 2014
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Michael (Chairman), Cllr Gerrard, Cllr Campbell, Cllr Patrick, Cllr Bowley, Cllr Stevens, Cllr Rea, Cllr Bannister, Cllr Geens & Cllr Bevan.

IN ATTENDANCE: - Clerk, Assistant to Clerk, District Councillor Mr. Harrison and 11 members of the public.

1. Cllr Michael was re-elected unopposed as Chairman and the declaration of acceptance of office duly signed.
2. Cllr Geens was elected unopposed as Vice-Chairman and declaration of acceptance of office duly signed.
3. Apologies: Cllr Hay (Holiday) and Cllr Blackwell (Holiday) – accepted and County Councillor Mr R Sutton (Meetings) –received.
4. Declaration of Interests:
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. Disclosable Pecuniary Interests (DPI): None.
 3. Other Disclosable Interests (ODI): None.
5. To Consider Written Requests from Councillors' for the Council to Grant a Dispensation (S33 of the Localism Act 2011): None

The meeting was adjourned for Public Question Time, notes of which are appended to these minutes.

6. Having been previously circulated the minutes of Monday 14th April 2014 were signed as a true and correct record. Cllr Geens name was incorrectly shown in the action column against item 15 when this should have been item 17. This was corrected.
7. Dr. Chris Waller was co-opted onto the vacancy. Mr. Hodgkins was thanked for expressing an interest in the vacancy.
8. Correspondence: Noted as per agenda list.
 1. FOI Request - Enquiries have been made with DEFRA before a response is submitted.
 2. Western Power Distribution – Information guide how to cope during power cuts.
 3. DEFRA – An introduction to the new Common Agricultural Scheme – This is to be referred to Commons & Hams Committee.
 4. It was agreed that contractors should remove and dispose of Timber from Council owned land.
 5. Valuation Kempsey Youth Centre – To be discussed at agenda item 18.
9. Members were appointed to the following Committees:-
 1. Environment Committee - Cllr Bannister, Cllr Blackwell, Cllr Bowley, Cllr Rea and Cllr Stevens
 2. Commons & Hams Committee- Cllr Bannister, Cllr Bowley, Cllr Waller, Cllr Hay and Cllr Rea
 3. Recreation Committee - Cllr Campbell, Cllr Gerrard, Cllr Hay, Cllr Patrick and Cllr Stevens
 4. Community Centre Committee - Cllr Bevan, Cllr Blackwell, Cllr Campbell, Cllr Geens and Cllr Gerrard,
 5. Staffing Committee- Cllr Michael, Cllr Geens, Cllr Patrick (Councils Choice), Clerks choice to be confirmed
 6. Planning Committee – Cllr Bevan, Cllr Geens, Cllr Gerrard, Cllr Waller and Cllr Patrick
10. Terms of References for Committees. It was agreed to condense agenda items 10, 17.11 and 19 via F&GP Committee for review.
11. Motion to accept report recommendations of the Outside Bodies Working Party. This item was deferred until June 2014.
12. Appointments to Outside Bodies – Deferred until June 2014.

13. Reports from representatives: To receive an update:-
 1. Neighbourhood Watch – The following Crime Alerts information
Between Friday 2nd May at 20:00 and Saturday at 08:00 a wrought iron gate at the side entrance to a driveway of a property in Old Road North, Kempsey was forced open, by pulling it off its hinges.
Suspicious incident: - On Wednesday 30th April at 14:00 a white Mazda van, registration given as PIHSL, drove through open gates up the driveway of a property in Lyfs Lane, Kempsey and up to a barn used for storage. When challenged by a gardener, one of the three males in the van gave an unconvincing explanation for their presence. The owner had not given them permission and thought it was very suspicious.
 2. County Councillor's Report: The report was noted
 3. District Councillor's Reports: The reports were noted
 4. Neighbourhood Development Plan (NDP): The report was noted.
14. Motion to draw down funds allocated to NDP for costs incurred by The Parish Office (printing and staff costs). This item was deferred until June where The Clerk to calculate figures to present at June meeting.
15. It was resolved to appoint an expert in Neighbourhood Planning to oversee our plan and advise best practice and way forward. The Neighbourhood Development Plan Working Party to write a suitable specification.
16. Committee Report Updates and Proposals:
 1. Environment: Cllr Stevens - Nothing to report.
Cllr Geens confirmed Western Power have agreed to cut and remove the leaning tree in The Rocky that interferes with the power line.
Proposal to purchase wooden bench to be located by St. Mary's Lychgate in memory of County Cllr. Bob Bullock. – Item deferred until June.
 2. Commons and Hams: Cllr Bannister
One cow has been returned to its owner after it was established it was blind. The Council is retaining 6 cows not 7. The cattle insurance has been renewed.
Emergency fence repairs have been carried out on Ashmoor Common following the escape of cattle.
Although this area is the responsibility of Teal Turf it was felt this was a preventative measure and would eliminate a repeat time consuming episode of retrieving escaped cattle.
The brash on Normoor Common is due to be burnt for clearance.
 3. Recreation: Cllr Campbell – Nothing to report.
Resolution to accept quotation to have the Sports Pavilion front double doors serviced and re-hung from Glassiers at a cost of £180.00.
 4. Community Centre: Cllr Geens
The brickworks have been completed. Work to the three doors has also been completed.
Proposal to accept quotation for new "KEMPSEY COMMUNITY CENTRE" sign on front of building.
This item was deferred. Cllr Geens to liaise with Cllr Stevens regarding possibly incorporating the new logo.
 5. Planning: Cllr Patrick reported she had attended a Northern Area Planning Committee meeting along with Cllr Gerrard in which the application for Linden Homes/Bight Farm had been passed with certain conditions
She also reported on a proposed development of 25 homes at Kings Hill.
 6. Finance & General Purposes: Cllr Michael – Nothing to report.
 7. Chairman's Report
 - The distribution company has delivered The Annual Newsletter. A spot check is required. Thanks were expressed to The Office Staff for their hard work with the Annual Newsletter.
 - Youth Centre Valuation – To discuss at agenda item 18.
 - Thanks were expressed to Sue Bowley, Tracey Nash, Stephen Hart, Chris Gove, Fiona & Mark Georgetti and Dudley Flower residents in Kerswell Green for their help with the recently purchased cattle, including helping to retrieve the blind cow that went astray.
17. Finance
 1. Payment of accounts as per schedule were authorized.
 2. The Bank Reconciliation Statement Balance to 31.03.14 was agreed and approved.
 3. Budget Monitoring to 31.03.14 – For information only
Cllr Stevens to liaise with the Clerk regarding anomalies. He urged F&GP Committee to closely scrutinize the accounts to understand the Council's performance.
 4. Sections 1 and 2 of Annual Return 2013/14 were adopted and signed.
 5. Internal Auditor Terms of reference – Defined in a standard letter issued to the Internal Auditor.
 6. Appointment/Engagement of Internal Auditor 2014/15 – Vacant following the resignation of Bob Stokes.
Clerk is currently making enquiries for a new Internal Auditor.
 7. The Financial Risk Schedule was reviewed and approved pending re-evaluation of Asset Register values.

8. The Asset Register – F&GP Committee to look at the basis of valuation for each class of asset to ensure value is accurate/adjusted.
 9. Councillors Mileage Expenses – Cllr Bowley declared an ODI due to claiming expenses. It was agreed that F&GP Committee would devise a definitive list as to what is classed as Parish Council business.
 10. Motion to consider a reimbursement to Councillors for ink cartridges & paper costs – Item also to be referred to F&GP Committee for discussion.
 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. Item to be reviewed at F&GP Committee.
18. The Council resolved to obtain professional legal advice in respect of The Youth Centre which would address queries raised by Yan Gittens (Fisher German) . The Youth Centre should obtain their own independent legal advice in their own name together with a valuation.
19. The following Policies and Procedures are to reviewed by the F&GP Committee:-
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. Dates/times/place of Parish Council meetings for 2014/15 was distributed to all Councillors. This information will be available to view on the noticeboards and website.
21. The Council agreed the F & GP Committee shall meet to devise budget proposals to arrive at precept for 2015/16 on Monday 17th November 2014 at 7.30 pm at the Community Centre.
22. Due to time constraints all Planning Applications were withdrawn. These will be referred to Planning Committee for comment on Tuesday 20th May 2014 at 2pm at the Community Centre.
23. Resolution - A new logo for Kempsey Parish Council was adopted subject to a few minor adjustments.
24. Cllr Rea advised that the advice given by the War Memorials Trust in regard of the Kempsey War Memorial located adjacent to St Marys Church lychgate was that no extra specialist clean was required.
25. The Council resolved to adopt the following three recommendations made by the Staffing Committee following their meeting on 17th April 2014 for best practice.
1. Printing arrangements for Council Members: In order to allow the staff in the Parish Office to work efficiently and to minimise disruption during their working day the Staffing Committee recommends that whenever a member requests papers to be printed by the Parish Office they submit their request in detail, preferably by email or telephone. The staff in the Parish office shall endeavour to have the papers printed and ready for collection within one working day. This arrangement prevents interruptions caused by members visiting the Parish Office making ad-hoc requests and allows the staff to plan their day's workload to maximise efficiency, rather than having to drop everything to print documents at short notice.
 2. Recommendation that Councillors should setup and clear away chairs and tables for Committee meetings. It is recognised that this is already done in many instances but this recommendation is put to the Council by the Staffing Committee to formalise arrangements. With the current levels of workload in the Parish Office, the Staffing Committee feels that the time of the staff would be best used working on their main duties rather than undertaking ancillary tasks such as setting up rooms for the various meetings that are held by Committees. It is therefore recommended that Committee members should arrive in good time before meetings in order to prepare the room and should be prepared to stay for a short time after meetings to ensure that the room is cleared away. Further discussion may be required to determine what assistance can be provided for setting up Room 1 before a full Council Meeting.

3. Recommendation that prior to each Planning Committee meeting the Chairman of that Committee liaises with the Clerk to determine whether the Clerk is required to attend that meeting. Of all the Council's Committees, the Planning Committee is the one which meets most frequently: according to standing orders, the Committee could theoretically meet once a month in between meetings of the full Council. Considering that a typical meeting could last two hours, this equates to 24 hours of time that the Clerk is potentially occupied with attending such meetings each year, which equates to three days of work. Therefore, due consideration is required as to whether this time may be better used elsewhere. Clearly there will be some instances where the Clerk's attendance is of a significant benefit and it is left to the Chairman of the Committee and the Clerk to make this judgement on a case by case basis.

Under The Public Bodies (Admission to Meeting(s)) Act 1960 The Council resolved to exclude the public and press from agenda item 26-30. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

26. The Council resolved to support Statement B in respect of Application for Rural Rate Relief for The Stores for 2013/14.
27. It was resolved to accept the Clerks Annual appraisal and award pay increase in accordance with Local Government pay scales from SCP 36 to 37- effective from 01.04.14. It was noted that Cllr Bowley objected to the refusal of Chairman to make Clerks appraisal available to all Councillors and refusal to make available claimed legal advice supporting this stance.
28. It was resolved 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.
An amendment to the motion above was proposed by Cllr Bowley, seconded by Cllr Campbell but rejected by The Council. This specified this matter be deferred until the new contract specifying "Assistant to the Clerk" and "Job Description " are finalized.
A vote then took place to award a pay increase to SCP17 effective from 01.04.14. which was carried.
Both Cllr Bowley and Cllr Campbell requested a recorded vote to indicate they were against this proposal.
30. It was resolved to implement timesheets for Office Staff indicating start and finish times only.

Meeting Closed 10.23PM
Sharon Baxter
Clerk

Signed Chairman Date

Standing Orders were adjourned for Public Question Time

PUBLIC QUESTION TIME

David Harrison – Brookend Lane

What is happening concerning the mess on Normoor Common which looks an eyesore?
Cllr Bowley confirmed this was as a result of the works carried out to the anti-trespass ditch where timber was made available to parishioners for collection.
He reiterated we do not sell timber/logs. In future contractors are to remove all debris from site. Brash is due to be burnt in the near future which will clear and make the area tidier.

Pat Whitehead – The Limes

Requested volunteers in support of PACT.
Mike Biddle suggested a quarterly report be produced from PACT to The Parish Council as an opportunity to improve communication links.
An update was requested regarding the purchase of The Limes Green. Cllr Campbell confirmed this is still with our solicitors.
Would like the overgrowth and overhanging vegetation cleared along The Main Road to improve the appearance and prevent hazards.

Margaret Davis – The Limes

Requested the hedges be cut/attended to leading from Brookend Lane to the shop. At present two people are not able to walk side by side and walking conditions are hazardous.
Clerk to liaise with The Lengthsman/Highways Authority.

Standing Orders were reimposed