



PARISH COUNCIL
Kempsey

**MINUTES OF THE PARISH COUNCIL MEETING OF KEMPSEY
PARISH COUNCIL HELD ON MONDAY 9th MAY 2016
AT 7.30 PM. AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Geens, Cllr Michael, Cllr Waller, Cllr Bannister, Cllr Blackwell, Cllr Frazer-Cann, Cllr Hanmer, Cllr Hodgkins, Cllr Pugh, Cllr Gerrard, Cllr Patrick, and Cllr Smith.

IN ATTENDANCE: - District Councillors' Harrison & Michael plus 5 members of the public.

1. Election of Chairman (and signing Declaration of Acceptance of Office) As stated in standing orders to be held by paper ballot
Cllr Geens was elected unopposed as Chairman and the declaration of acceptance of office duly signed.
2. Election of Vice – Chairman. As stated in standing orders to be held by paper ballot
Cllr Patrick was elected unopposed as Vice-Chairman and declaration of acceptance of office duly signed.
3. Apologies: County Councillor Sutton (holiday) received.
Cllrs Blackwell and Hodgkins confirmed they would need to depart at 9pm.
4. Declarations of Interest
 1. Register of Interests: Councillors were 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 - None.
 3. To declare any Other Disclosable Interests on items on the agenda and their nature - None.

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 - None.

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

6. Minutes: The minutes of The Extra Ordinary Parish Council Meeting of 25.04.16 having been previously circulated were signed as a true and correct record.
7. Correspondence for Information:
 1. Letter received from Mr. Bowley 12.04.16 and response – Community Youth Centre – FOI
a. **ITEM DEFERRED**- Due to further correspondence received today from ICO.
 2. Letter from Marie Brown and response –situation horses Kempsey Common
 3. Letter from WCC Bridleway 638 Kempsey - Horse complaint – For Information Only

4. Letter of resignation Cllr Bevan – Clerk to acknowledge. He is to be commended for his hard work and efforts serving as a councillor.
5. Beacon Event – Thank you letter from Mr. & Mrs. Jenkins – For Information Only

8. Committee Appointments – Item deferred to the next Parish Council Meeting.
RESOLVED: For the Clerk to initiate the first meeting of all committees and call upon those who expressed a preference to serve on each committee with the Chairman to be elected as the first agenda item.
 Committees include:-
 1. Environment Committee
 2. Commons & Hams Committee
 3. Recreation Committee
 4. Community Centre Committee
 5. Planning Committee
 6. Staffing Committee -. To appoint
 - a. Clerks representative
 - b. Parish Council representative x2
 7. Finance and General Purposes Committee (F&GP Committee) – Comprises Chairman of each Committee plus Chairman and Vice – Chairman

9. Appointments to Outside Bodies: - Discussion and appointments:-
 1. Church Land Trust - Cllrs Smith, Michael and Gerrard were reappointed.
 2. Parochial Church Council Charities - Cllrs Gerrard & Cllr Patrick were reappointed.
 3. CALC – Open to all Councillors.
 4. Parish Hall Trustees - Cllr Blackwell was reappointed
 5. Kempsey Sports Association – Item deferred pending committee appointments.

10.
 1. Neighbourhood Watch – Crime Alert Information was reported
 2. County Councillor’s Report – Cllr R Sutton – No report available.
 3. District Councillor’s Reports – Cllrs Harrison/Michael – The reports were noted.
 4. Neighbourhood Development Plan (NDP) Update -Cllr Smith – The report was noted.

11. Committee Report Updates and Proposals
 1. Environment: Cllr Smith
 Work is to commence on Thursday 12th May to the two areas located on the Main Road, with the location nearest to the shop to be attended to first.
 In the process of obtaining quotes to repair the path in the Rocky to prevent further erosion. Satisfied that there was sufficient space to erect bollards by the shop. Cllr Smith to liaise with Highways to progress further.
 Cllr Blackwell reported on vandalism to litter bins and confirmed the extent of damage. The Clerk confirmed these incidents had been reported to the police.
 Cllr Blackwell was thanked for his efforts.

 2. Commons and Hams: Cllr Waller
 - a. - Horses on Kempsey Common -
RESOLVED: For the Commons and Hams Committee in collaboration with the Clerk to seek appropriate evidence of infractions of Commons byelaws for referral to MHDC and Trading Standards as appropriate.
 - b. Update on Ashmoor Common management plan and cattle purchase
 Cllr Pugh confirmed a meeting had taken place on 25th April 2016 with Rob Havard from Natural England where a grazing plan was devised. This will be a working plan and will be adapted as time goes by. Cllr Pugh confirmed only four cattle will be required this year, but not until July. Electric fencing and a watering hole will be considered as part of the management plan.
 Cllr Blackwell expressed thanks to Cllr Pugh in helping to repair the noticeboard located in Kerswell Green.

 3. Recreation: Cllr Frazer-Cann
 - a. Update on repairs to sports pavilion roof.
 Cllr Fraser- Cann to seek advice from a roofing contractor to obtain a clear indication to the extent of work required to repair the pavilion roof and then to retender.

- b. Update on remedial work to football stop net
The football post has now been repaired and has been replaced into position. This will be monitored.
- c. Matters arising from ROSPA safety inspection report.
Items highlighted in the Playsafety Inspection Report were identified. Cllr Frazer-Cann has contacted Wicksteed regarding advice/inspection/maintenance/repair to some play equipment and is awaiting a response.
- 4. Community Centre: Nothing to report
- 5. Planning: Cllr Patrick Refer to draft minutes 6th May 2016.
Clerk to issue an Aide Memoire to all Councillors (Including District Councillors) to request one development name plus three street names for the Kings Hill development
- 6. Finance & General Purposes: Cllr Geens – Nothing to report
- 7. Staffing Committee: Cllr Geens
 - Clerks Annual Appraisal 2015/16 was carried out successfully
- 8. Chairman's Report: Cllr Geens
The operational cost for the Queen's Birthday Beacon was £247.54(included hire St John's, toilet hire, gas cylinder and caterer donation of 10%). Cost of beacon (excluding VAT £299). This was a very successful event.

12. Finance

- 1. Payment of accounts as per schedule were authorized.
 - 2. **APPROVED:** The Bank Reconciliation Statement Balance to 31.03.16.
 - 3. Budget Monitoring to 31.03.16 – For Information Only
 - 4. Ashmoor Common Expenditure to 31.03.16 – For Information Only
 - 5. **RESOLVED:** To approve Section 1 – Annual Governance Statement 2015/16
 - 6. **RESOLVED:** To adopt and sign Sections 2 - Accounting Statements 2015/16 of Annual Return
 - 7. **RESOLVED:** To appoint/ engage an Internal Auditor 2016/17 defining Terms of Reference.
 - 8. **APPROVED:** The Financial Risk Schedule was reviewed and approved.
 - 9. **APPROVED:** The Asset Register for 2015/16 was reviewed. One amendment to be made to exclude the VAT from the cost of the beacon. All assets to be reviewed for 2016/17 by new committees.
 - 10. Councillors Ink & Paper Requests – For Information Only
13. The application for Discretionary Rural Rate Relief for the Huntsman Inn was considered. The council agreed to support Statement B.
14. Review the following Policies and Procedures: - Refer to F&GP Committee for update
- 1. Review Standing Orders – Last reviewed 12.10.15
 - 2. Review Financial Regulations – Last reviewed 12.04.15
 - 3. Communication Policy – Last reviewed 01.05.13
 - 4. Complaints Procedure – Last reviewed 01.05.13
 - 5. Document Retention Policy – Last reviewed 08.12.14
 - 6. Publication Scheme – Last reviewed 10.06.13
15. **RESOLVED:** Parish Council Meetings for 2016/17 are to be held on the second Monday of each month at 7.30pm at Kempsey Community Centre. Clerk has circulated a list of meeting dates.
16. **RESOLVED:** To proceed with printing the Annual Newsletter 2015/16 using NL Print at a cost of £168.00 to produce 1500 copies in black and white, fold and insert Annual Statement of Accounts for 2015/16.
- Councillors together with volunteers to distribute the newsletter to all households.
17. **RESOLVED:** To proceed on Monday 21st November 2016 with an F & GP Committee Meeting to arrive at precept for 2017/18 for presentation to Council.
18. Cllr Geens confirmed the Parish Council formally own the Youth Centre and this has been running smoothly.

A Working Party meeting is to be arranged to formally hand over to a Youth Centre Committee. Discussions took place as to whether there should be a 'Properties Committee' to include the Sports Pavilion, Youth Centre and Community Centre or a Community Centres Committee to include the Youth Centre and The Community Centre.

Discussions also took place to the number of Councillors that should stand on this Committee, whether to have 5 or 7 members.

RESOLVED: To form one committee combining the Community Centre and the Youth Centre, naming this the Community Centres Committee, with 5 members initially.

Other – Cllr Pugh confirmed he will seek further information concerning National Volunteers Week.

Meeting Closed at 9.50pm

Sharon Baxter
Clerk
11th May 2016

Signed Chairman..... Date

Standing Orders were adjourned for Public Question Time

PUBLIC QUESTION TIME

Mr Bob Bowley – Kerswell Green

Agenda Item 7.1 Only a response required from Clerk

Agenda Item 9 Need to look at closely

Agenda Item 14 As a lot of work is required a Working Party should examine.

Chairman confirmed Item 7.1 delicate matter, hence his involvement

District Councillor Harrison – Brookend Lane

Offered his congratulations to a fantastically organised Queens 90th Birthday Beacon.

Excellent Team effort.

Standing Orders were reimposed

County Councillor – R Sutton

No report available

District Councillor – D Harrison.

Cllr Harrison offered his thanks and appreciation to Cllr Bevan for all the work he had done serving as a councillor.

He reminded the Parish Council representations needed to be submitted by 18/05/16 for Lioncourt Homes Ltd appeal – Erection of 21 dwellings together with public open space (including community orchards), drainage attenuation and access.

Highlighted notification from Planning Control regarding Linden Homes development. The application is requesting a variation of the conditions re the Lawns/ Linden Homes development. The variation is a request to be allowed to market the first 21 houses on the north of the site that will border Meadow Close before the access from the A38 and the roadways are completed. In the original conditions it stated that the access and roadways had to be completed prior to construction of any dwellings commenced.

Cllr Harrison reported that the sewerage system from Saxon Meadows had not yet been connected to the mains and is currently being tankered away.

Cllr Bannister confirmed developers have complied with the SUDS development which releases water into Hatfield Brook.

Cllr Harrison confirmed he was interested in the correspondence re: Bridleway 638

District Councillor – J Michael.

Further celebrations are going ahead to mark the Queens official birthday.

Questions/Comments

Cllr Geens thanked both District Councillors for their great support and being kept informed of all business.

Cllr Bannister questioned the amount of dust on the roads from the building developments particularly by The Lawns. What action could be taken to calm/prevent this?

Vice Chairman of Neighbourhood Development Plan (NDP) Cllr Smith.

Cllr Smith confirmed the consultation period had now closed. Further presentations had taken place during the consultation period with the WI and the Cornflower Club.

Various sub groups have been formed to analyse comments received from the consultation. Further meeting of the sub committees have been arranged.

It is anticipated the analysis of comments to be reached by the end of the month.