



**MINUTES OF THE PARISH COUNCIL MEETING OF KEMPSEY PARISH  
COUNCIL HELD ON MONDAY 8<sup>th</sup> MAY 2017  
AT 7.30 PM. AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr Geens, Cllr Michael, Cllr Waller, Cllr Blackwell, Cllr Frazer-Cann, Cllr Hanmer, Cllr Hodgkins, Cllr Ferguson, Cllr Dodge, Cllr Pugh, Cllr Gerrard and Cllr Smith.

**IN ATTENDANCE:** - County Councillor Middlebrough, District Councillors' Harrison & Michael plus 8 members of the public.

1. Election of Chairman. As stated in standing orders this position was 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 order this position was held by paper ballot. Cllr Smith was elected unopposed as Vice-Chairman and the declaration of acceptance of office duly signed.
3. Apologies: Cllr Patrick (Illness) – accepted.  
Cllr Hodgkins and Blackwell confirmed they needed to depart at 9pm - agreed.
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, however no questions were asked.
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6. Minutes: The minutes of The Parish Council Meeting of 10.04.17 having been previously circulated were signed as a true and correct record with the following addition to item 6.  
Cllr Waller pointed out that detail of the discussion had not been recorded in either the minutes or The Confidential Note of the EOM. He also referred to the Council's policy on the Management of Unreasonable Complainant Behaviour which he felt was the correct procedure to deal with this matter.

Action

7. Correspondence for Information:
1. Letter and questionnaire – The Future of the Walter de Cantelupe Inn- circulated to all Councillors 18.4.17 - Consultation ended 24.04.17
  2. Thank you on behalf of the Parochial Church Council of St. Mary’s Kempsey for grant of £2500 towards the upkeep of the churchyard.
  3. Email dated 18.4.17 from MHDC – Fixed Equity Properties – Kempsey Mead – For Notification
  4. Response to Mr R C Bowley dated 26<sup>th</sup> April 2017 – Re: Investigative Panel Report
  5. Letter dated 24.04.17 received from Mr R C Bowley – Re: Parish Council Meeting 13.02.17
  6. Response dated 27.04.17 from WCC – Re: Sec.278 agreement road works in Kempsey  
Cllr Geens confirmed he was very disappointed with this response. He will write a letter for the attention of County Councillor Middlebrough for further action.
  7. Letter dated 25.04.17 from Countryside Access Management Ltd – Public Path Diversion Order- Public Footpath KP-573
8. **RESOLVED:** Not to enter into any further communication/correspondence with Mr. R C Bowley Re: Police Matters. Cllr Geens to update Mr R C Bowley.
9. Proposal to discuss and change the Community Infrastructure Sub Committee to a Working Party. Discussion took place surrounding the concerns of changing the Community Infrastructure Sub-Committee to a Working Party. Concerns raised included transparency, accountability, involvement of large sums of money, working in collaboration with the developer, contentious issues and voting rights.  
Initially Cllr Smith withdrew this item. Interest was then obtained from Councillors as to which of the following options they would prefer:-
1. The sub-committee changes to a working party that in turn, reports to F&GP Committee and then reports to full Parish Council.
  2. A new Committee is formed that reports directly to full Parish Council.
- All councillors expressed a preference for option 2.  
The proposal was then modified that for a new committee to be formed that reports to full Parish Council, comprising of as many councillors who wish to serve on it, with at least 5 to be quorate.  
**RESOLVED:** That a new committee to be formed that reports to full Parish Council, comprising of as many councillors who wish to serve on it, with at least 5 to be quorate.
- A new Standing Order is to be devised to reflect the formation of the new committee together With Terms of Reference.  
The Community Infrastructure Sub Committee is to be formally dissolved at the June Parish Council Meeting.
10. Committee Appointments  
The appointment of members to the Committees indicated below will be confirmed at the next available meeting as this is dependent on the appointment of the Chairman and the Vice Chairman. This will now include the new Community Infrastructure Committee.  
(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.):-
1. Environment Committee
  2. Commons & Hams Committee
  3. Recreation Committee
  4. Community Centre Committee
  5. Planning Committee
  6. Staffing Committee – Proposal to appoint
    - a. Clerks representative
    - b. Parish Council representatives x 2
  7. Finance and General Purposes Committee (F&GP Committee) – Comprises Chairman of each Committee plus Chairman and Vice – Chairman
    - a. **Item omitted in error for resolution:** 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.

Action

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Clerk

Clerk

11. Appointments to Outside Bodies: - Discussion and appointments:-
  1. Church Land Trust - Cllrs Smith, Michael and Gerrard were reappointed.
  2. Parochial Church Council Charities - Cllr 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. (Usually The Chairman of Recreation Committee plus one Councillor).
  
12.
  1. Neighbourhood Watch – Crime Alert Information was circulated  
Burglary, Bestmans Lane, Kempsey Incident number: 0137S 130417 Date: 13/04/2017  
Between 18:00 on Wednesday 12th April and 08:45 on Thursday 14th April thieves forced open the padlocks securing the door of a brick outbuilding at premises in Bestmans Lane Kempsey. No further details at this time.
  2. County Councillor’s Report – Cllr Middlebrough presented a brief introduction.  
Cllr Geens highlighted one of the ongoing issues was the resurfacing of the footpath from Meadow Close to the Main Road. Cllr Michael confirmed he will update Cllr Middlebrough with a short list of ongoing/outstanding parish issues.
  3. District Councillor’s Reports – Cllrs Harrison/Michael – The reports were noted.
  4. Neighbourhood Development Plan (NDP) Update  
Cllr Smith highlighted that there were two key issues from the MHDC consultation:-
    1. Concerns from Highways England - regarding concerns to the housing development entrance.
    2. Concerns from a parishioner - timing of planning permission approval and the referendum.
  - a. **RESOLVED:** To agree the appointment of Mr Andrew Ashcroft as Kempsey Neighbourhood Plan Examiner, selected by MHDC.
  
13. Committee Report Updates and Proposals
  1. Environment: Cllr Smith confirmed work is in progress with the Rocky interpretation boards and dog fouling poster. A date is to be arranged for a Litter Pick to go ahead in Kerswell Green. More litter bins have been installed.  
Cllr Blackwell questioned if litter bins were to be included on the new estates?  
District Councillor Harrison confirmed new bins will be installed and referred to correspondence from Dean Kinsella of MHDC.
    - a. **RESOLVED:** To purchase a second strimmer, preferably a professional model up to the value of £400, as per itemised budget 2017/18.
  2. Commons and Hams: Cllr Waller  
Ashmoor Common - A meeting has been secured with Mr Havard from Natural England on 26.05.17. A pre meeting with Councillors is to be arranged.  
Mr Box is proceeding with bird surveying and ringing activities.  
Normoor Common - Nothing to report  
Kempsey Common - The fence adjacent to the allotments is in need of repair.  
Kerswell Green - Cllr Pugh is liaising with MHDC concerning the condition and safety of the poplar trees.  
Stonehall Common – Cllrs Waller/Michael are liaising with the contractor to discuss the detail of the ditch clearance, together with obtaining an additional quotation, not included in the original specification, by Bootridge Farm.  
RMS Contractors to relocate a crossing point on the western side of the common where it is proposed to install a gate.  
Mr S Coole is proceeding to carry out topping works to both Normoor and Stonehall Common. Clerk to issue a letter confirming this agreement.  
Lower Ham – Clerk to issue a letter to Mr Quibell requesting that the grass is cut.  
Clerk has issued new Commons Rights Leasing Agreements and is formulating responses  
Worcestershire Wildlife Trust has been contacted in regard to upgrading the management plan for all commons.  
Cllr Blackwell queried the triple garage and new fence which has appeared on Kempsey Common. Cllr Michael confirmed there may be a breach in planning conditions and it has been referred to MHDC. Also there may be a problem with encroachment on Common Land, so the matter has also been referred to WCC. He is awaiting responses.

3. Recreation: Cllr Frazer-Cann  
Some modifications have been carried out in respect of the Electrical Installation Condition Report in the Sports Pavilion, to bring up to standard.  
Currently looking at the extension to the car park and also a path from the Sports Pavilion to the Tennis Courts. Cllr Hanmer was thanked for his hard work and efforts in liaising with contractors and surrounding neighbours.
  4. Community Centre: Cllr Michael  
The Fire Risk assessment was carried out at the Youth Centre this morning. We can expect a recommendation report soon. Quotes are being obtained to replace the lighting system and for re-decoration.
  5. Planning: Nothing to report
  6. Finance & General Purposes: Cllr Geens – Nothing to report
  7. Staffing Committee: Cllr Geens – Nothing to report
  8. Chairman's Report: Cllr Geens  
Confirmed he had received a complaint from a resident in Post Office Lane claiming the garage footings on the Post Office lane housing development were too close to the boundary. He will investigate further.  
He had also received a complaint from a resident in Church Street concerning continuous dog barking. He was advised this should be reported to Worcester Regulatory Services.
14. Finance
1. Payment of accounts as per schedule were authorized.
  2. **APPROVED:** Bank Reconciliation Statement Balance to 31.03.17.
  3. Budget Monitoring to 31.03.16 – For Information Only
  4. **APPROVED:** The Asset Register for 2016/17 was reviewed and updated.
  5. Annual Return to 31.03.17
    - a. **RESOLVED:** To approve and sign Section 1 - Annual Governance Statement 2016/17
    - b. **RESOLVED:** To approve and sign Section 2 - Accounting Statements 2016/17
  6. **RESOLVED:** To appointment/engagement of Internal Auditor 2017/18 and Terms of Reference
15. The following Policies and Procedures will be referred to F&GP Committee for review and update:-
1. Standing Orders
  2. Financial Regulations
  3. Communication Policy
  4. Complaints Procedure
  5. Document Retention Policy
  6. Publication Scheme
  7. Disciplinary Procedures
  8. Grievance Procedures
16. **RESOLVED:** To accept dates/time and location of full Council Meetings for 2017/18, which take place on the second Monday of each month at 7.30pm at the Community Centre.  
Clerk has circulated a full list of meeting dates for 2017/18. Also available to view on the noticeboards and website.
17. **RESOLVED:** To proceed on Monday 20<sup>th</sup> November 2017 with an F & GP Committee Meeting to arrive at precept for 2018/19 for presentation to Council.

Meeting Closed at 9.05pm

Sharon Baxter  
Clerk  
9<sup>th</sup> May 2017

Signed ..... Chairman..... Date

## District Councillor – D Harrison.

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Confirmed there is £20K available from Taylor Wimpey & Linden Home Developers for the purpose of providing white marker gates and to resurface the footpath opposite Old Vicarage Close to Meadow Close.

SWUE will commence soon.

Ongoing works in Brookend Lane

Road Closures – South of the Village Bestmans Lane/Draycott Lane.

Please refer to David Harrison's website for his monthly report and any road closures.

## District Councillor – J Michael.

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Nothing to report