

**MINUTES OF THE ANNUAL MEETING OF
KEMPSEY PARISH COUNCIL HELD ON MONDAY, 13TH MAY 2013
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Michael (Newly Elected Chairman), Cllr Gerrard, Cllr Hart, Cllr Campbell, Cllr Patrick, Cllr Bowley, Cllr Stevens, Cllr Rea, Cllr Hay, Cllr Bannister, Cllr Geens, Cllr Blackwell & Cllr Martin.

IN ATTENDANCE: - Clerk, County Councillor Mr. Sutton, District Councillor Mr. Harrison and 19 members of the public.

1. Cllr Michael was elected unopposed as Chairman and the declaration of acceptance of office duly signed. Thanks were expressed to Cllr Bowley for his hard work during the last year.
2. Cllr Hay was elected unopposed as Vice-Chairman and declaration of acceptance of office duly signed.
3. Apologies: None
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): Cllr Campbell declared an ODI in respect of a cheque made payable to Accentika Internet Ltd.
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 Wednesday 1st May 2013 were signed as a true and correct record.
7. Correspondence: Noted as per list.
 1. The letter received from Mr. Morris expressing concerns on Kempsey Common is to be addressed by The Commons & Hams Committee
 2. The letter from Mr. Cresswell will be passed to Planning Committee who will formulate a response.
 3. The Council agreed to grant Mr Brown from Kites Farm permission to gain access onto Kempsey Common so that he could carry out work to the ditch and also reinstate his fence.
8. Members were appointed to the following committees:-
 1. Environment Committee: Cllr Bannister, Cllr Blackwell, Cllr Bowley, Cllr Geens & Cllr Stevens
 2. Commons & Hams Committee: Cllr Bannister, Cllr Bowley, Cllr Campbell, Cllr Martin and Cllr Rea.
 3. Recreation Committee: Cllr Campbell, Cllr Gerrard, Cllr Hart, Cllr Patrick and Cllr Stevens
 4. Community Centre Committee: Cllr Blackwell, Cllr Geens, Cllr Gerrard, Cllr Martin and Cllr Rea.
 5. Staffing Committee: Consists of Chairman, Vice-Chairman, one choice of the Council and one choice of the Clerk. The Council appointed Cllr Geens and the Clerk chose Cllr Rea to represent her.
 6. Planning Committee: Cllr Geens, Cllr Gerrard, Cllr Hart, Cllr Martin and Cllr Patrick.
9. The Terms of Reference for Committees was reviewed. One addition to be included at a later date includes the role of what is expected of each councillor.
10. Environment Committee
 1. The Council agreed to purchase a noticeboard from Noticeboard Plus at a cost of £391.95
 2. The possibility of a small BMX track being included in the Rocky project was discussed. It was felt this should be discussed further at an Environment Committee.
11. Appointment to Outside Bodies

Cllr Bowley queried the necessity of Parish Council responsibilities and legal/financial obligations where the Parish Council is a trustee. This is to be reviewed after taking advice.

1. Church Lands Trust: Cllr Campbell, Cllr Hart and Cllr Blackwell
 2. Parochial Church Council Charities: Cllr Hart & Cllr Gerrard
 3. Malvern Hills Area CALC Meetings/Business: Chairman & Vice Chairman
 4. Parish Hall Committee: Cllr Hart
 5. Parish Hall Trustees: Cllr Hart & Cllr Gerrard
 6. Kempsey Youth Centre Trustees: Cllr Campbell and Cllr Gerrard
 7. Kempsey Sports Association: Usually 2 members from Recreation Committee – Cllr Campbell & Cllr Gerrard
 8. Appointment of Youth Representative: Cllr Gerrard & Cllr Stevens
 9. Appointment of Representative for the Elderly: Position Vacant
 10. Appointment of Representative to PACT: Chairman, Vice-Chairman and Cllr Patrick
12. Reports from representatives:
1. Police Report: The following crime statistics were reported for April 2013
 - 2 incidents of ASB. One being a driving incident and the other involving young children which is currently being dealt with by Police and Festival Housing.
 - 0 Assaults
 - 0 Burglary
 - 1 Criminal Damage to a fence
 - 0 Theft
 - 1 Vehicle damage, which is linked to the ASB incident above.
 - 1 RTC non-injury and no damage.
 2. County Councillor's Report: - Mr. Roger Sutton introduced himself and thanked parishioners for their support, confirming that he is willing to pursue any outstanding issues. Clerk to copy a letter (communication from Mr. Bullock to Mr. Gerry Brienza) to Mr. Sutton detailing some outstanding issues within the parish that urgently need attending to.
 3. District Councillor's Reports: -
 1. Cllr Rea had nothing to report. He welcomed the new Chairman and Vice-Chairman and also County Councillor Mr Sutton to post.
 2. Cllr Harrison congratulated The Parish Council on the installation of the new bridge located in the Rocky. He also referred to the VOSA planning application at Bestman's Lane and provided an update on The Wheelie Bin Service.
13. Committee Reports:
1. Environment Committee: Cllr Stevens confirmed the new bridge in the Rocky had been completed and the third claim had been submitted to LEADER. He confirmed that some rubbish had been removed from the Rocky. A suitable location had been identified near Broomhall Cottages to place the VAS sign to help deter speeding.
 2. Commons & Hams Committee: Cllr Bannister confirmed an attempt to purchase the cows had been made, however at the time nothing was suitable at market. The insurance cover for the cattle has been arranged. The gullies across Kerswell Green Common require urgent attention. A Commons & Hams meeting will be organised shortly to address all outstanding issues.
 3. Recreation Committee: Nothing to report.
 4. Community Centre Committee: Cllr Hay confirmed all outstanding work for the Hair Gallery and the Community Centre roof will take place over the next 4-5 weeks. Cllr Bowley questioned whether the Hair Gallery lease had yet been signed. Cllr Hay confirmed this was not conditional upon completion of works.
confirmed as he would no longer be Chairman to the community centre committee but would be happy to arrange a formal handover.
 5. Planning: Cllr Patrick confirmed that a response to the Lioncourt Homes Development had been submitted to MHDC and a copy of this was available to view in the Parish Office. She also confirmed an objection letter had been sent to VOSA in respect of the planning application at Bestman's Lane.

6. F&GP Committee: Nothing to report
7. Chairman's Report – Nothing to report.

14. Finance:

- 14.1 The Council approved the payments as per schedule.
Cllr Bowley suggested that F&GP Committee should review Scottish Widows Account only.
- 14.2 Bank Reconciliation Statement Balance – For Information
- 14.3 Sections 1 & 2 of The Annual Return were approved and signed by the Chairman.
- 14.4 Internal Auditor Terms of Reference – When discussing the Internal Auditor Cllr Bowley asked for a report to be produced to the Council. The Clerk/Chairman advised it was considered the completion and signing of section 4 of the Annual Return was adequate.
- 14.5 The Council agreed to engage the services of Mr. B Stokes as Internal Auditor for 2013/14.
- 14.6 Councillors Mileage Expenses – Councillors can claim 30p per mile plus 2p per passenger (Not to be claimed for travelling to/from the Parish Office)

Cllr Rea made a proposal to suspend standing order 5a to consider the following:

To appoint an Insurance Company to provide cover for The Parish Council effective from 1st June 2013 based on either a 1 year annual agreement or 3 year fixed term agreement. The Council agreed to transact this item.

Cllr Rea proposed to appoint Came & Co over for a 3 year term. This was voted for unanimously.

Standing Orders 5a was reinstated.

15. The following Policies and Procedures were reviewed.

1. Standing Orders
 - (a) The Council agreed to update standing order item 30. Communication.
 2. Financial Regulations
 3. Communication Policy
 4. Complaints Procedure
 5. Document Retention Policy: Cllr Patrick confirmed that she would like the retention time for planning documents to be extended. Cllr Rea suggested she should speak to Duncan Rudge at MHDC.
 6. Publication Scheme
 7. Procurement Process
- The Council agreed to accept policies and procedures for agenda items 15.2 – 15.7 inclusive which remain unchanged.

16. The dates, time and place of the Council meetings for the year ahead were distributed to all Councillors. These will also be available to view on the noticeboards and website.

17. The Council agreed the F&GP Committee shall meet to devise budget proposals on Monday 18th November 2013 at 7.30pm at the Community Centre.

18. Planning:

Planning Application: 13/00465/HOU

Proposal: Install brick piers and fence panels on existing back of pavements brick boundary wall.

Location: 27 Old Road South, Kempsey, WR5 3NJ

Comments: Kempsey Parish Council objects to this planning application due to reduced visibility and it being totally out of keeping with the locality.

Planning Application: 13/00474/FUL

Proposal: Construction of single storey extension to existing car showroom

Location: St Peters Peugeot, Bath Road, Broomhall, WR5 3HR

Comments: No objections

Meeting Closed 9.17pm

Sharon Baxter

Clerk

PUBLIC QUESTION TIME

Robin Austin – 54 The Limes

Commented on how hard the Chairman (Mr. Bowley) had worked during the last year and what a good friend he was.

He also commented that the list of Councillors on the noticeboard was incorrect. The Chairman confirmed this would be rectified.

David Morris

Commented on the state of Kempsey Common highlighting the damage to the boundary fencing and the overgrazing. He asked the Council to check the lessees have land disposable to allow the animals to be moved during the winter months. Cllr Michael confirmed that a register is kept and this letter will be addressed by the Commons & Hams Committee.

Mike Biddle Chairman NDP

Mike Biddle is heading up the development of the Neighbourhood Development Plan. He confirmed that that approval had been granted from Wychavon. However Worcester City expressed concerns over the urban extension and has requested a meeting with the Chairman, Vice- Chairman and Mr. Biddle.

Pat Whitehead – 21 The Limes

Requested can Councillors please speak up so that parishioners can hear.

She also referred to the reduced visibility due to cars parking in the lay-by outside the Community Centre. This matter is to be referred to the new County Councillor.

Glennis Hughes – Broomhall Cottages

Questioned why HGV vehicles are travelling from Brookend Farm along Broomhall? Why are they using this route? Cllr Rea confirmed that we do not have any control over the situation as there are no restrictions about the specified route.

Cllr Patrick suggested that residents complain to the transport manager which may help resolve some of these problems.