

MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL
HELD ON MONDAY, 14TH MAY 2012 AT 7.30 p.m.
AT KEMPSEY COMMUNITY CENTRE

PRESENT: - The Mr. R Bowley (newly appointed Chairman)
Mrs. P Gerrard, Mrs. A.Hart, Mrs. C Campbell, Mr. J Michael, Mr. K Blackwell, Mr. D. Harrison,
Mr. M Stevens, Mr. A Hay, Mr. M Legg, Mr. M Bannister. Mr. R Austin & Mr. A Rea

IN ATTENDANCE: - County Councillor Mr. R Bullock and 8 Parishioners. Mrs. R. Cutler (Assistant Clerk)

1. Election of Chairman (And signing Declaration of Acceptance of Office)

Mr Michael began in the chair until the appointment of Mr Bowley

Two nominations were received for the post of Chairman. Mrs. Gerrard proposed Mr. Michael. This was seconded by Mrs. Campbell. Mr. Rea proposed Mr. Bowley, seconded by Mr. Austin.

As stated in standing orders election of the Chairman was to be held by paper ballot. The Clerk requested members to make their selection by inserting the surname only onto the voting slip and then placing this into the posting box. The Assistant Clerk conducted the count, verified by the Clerk and with a vote of 7 members to 5 Mr. Bowley was appointed as the new Chairman and took the chair. The Declaration of Acceptance of Office form was duly signed.

2. Election of Vice – Chairman

As stated in standing orders to be held by paper ballot. In the first instance Mr. Harrison's name was put forward. At this point, Mr. Harrison advised that he was tendering his resignation (verbally and in writing) effective from the end of this meeting and no longer wished to remain on the Parish Council. Mr. Harrison's decision was accepted and Mr. Bowley thanked him for all his hard work and commitment made over the years.

A further nomination was then made by Mr. Hay, seconded by Mr. Austin to appoint Mr. Michael as Vice-Chairman. As no other nomination were received, Mr. Michael was elected to this position and the Declaration of Acceptance of Office form duly signed.

3. Apologies: Apologies were received from Mr Legg (holiday) accepted. Clerk confirmed County Councillor Mr Bullock would arrive around 8.00pm.

4. Declarations of interest in items on the agenda

(a) **Declaration of any Personal interests** in items on the Agenda and their nature

As someone holding registered grazing rights in respect of all commonable areas other than Kerswell Green Common, Mr. Harrison declared a personal interest in respect of the Commons and Hams Committee Report at Agenda Item 13.2. Mr. Bowley also declared a personal interest being a member of Kerswell Green Graziers Association. Mr. A Hay declared a personal interest in agenda item 27. as his grandchildren use this facility. Mrs. Campbell declared a personal interest in item 23. as her property borders this planning application.

(b) **Declaration of any prejudicial interests:** No personal interest declared.

5. Register of Interests – Members are reminded of the need to update their Register

6. Open Forum – Maximum of 30 minutes

The Chairman adjourned Standing Orders to commence the Open Forum. At the end of the Open Forum the Chairman reconvened Standing Orders

7. Minutes: To consider the adoption of the minutes of the Parish Council minutes of

- Monday 2nd April 2012

Having been previously circulated, these minutes were signed as a true and correct record by the Chairman.

8. Previous Minutes: Any recommendations and/or items for update

Mr. Michael provided an update on the Post Office. He had recently attended a meeting with Mr. Harrison, Mr. Ward, MP Harriet Baldwin and two Senior Post Office officials. He confirmed the Post Office model Framework had changed and that the portacabin no longer suited the requirements. A possibility would be for The Post Office and the local shop to reach some agreement.

We should now consider an alternate use/disposal of the portacabin and are open to suggestions.

9. To Appoint the following Committees:-

- (a) Environment Committee
- (b) Commons & Hams Committee
- (c) Recreation Committee
- (d) Community Centre Committee

In consultation with all Councillors' the appointment of members to the four above committees (plus planning) it was decided the Clerk should devise the committees. This would then be ratified at the June Parish Council Meeting.

(e) Review of the terms of references for committees. To be reviewed on formation of all Committees.

(f) Staff Committee

The Chairman and the Vice Chairman were automatically appointed as per Standing Orders. Mrs. Gerrard and Mr. Austin were also appointed by unanimous decision.

(g) Planning Committee – As stated above in 9 (d).

10. Review Terms of Reference for Committee – Duplication of agenda item 9 (e)

11. Appointments to Outside Bodies

The following were appointed/re-appointed

- (a) Church Lands Trust (3 representatives- Mrs. Campbell, Mrs. Hart & Mr. Blackwell)
- (b) Parochial Church Council Charities-(2 representatives- Mrs. Hart & Mrs. Gerrard)
- (c) Malvern Hills Area CALC Meetings/Business-(2 representatives-Chairman & Vice Chairman)
- (d) Parish Hall Committee-(1 representative - Mrs. Hart)
- (e) Parish Hall Trustees-(1 representative- Mrs. Hart)
- (f) Kempsey Youth Centre Trustees-(1 representative- Mrs. Campbell)
- (g) Kempsey Sports Association- (Recreation Chairman currently Mrs. Campbell & Mrs. Gerrard)
- (h) Appointment of Youth Representatives-(2 representatives - Mrs. Gerrard & Mr. Stevens)
- (i) Appointment of Representatives for Elderly / Disabled-(Mr. Michael)
- (j) Appointment of Representatives to PACT-(representatives Chairman, Vice Chairman & Mr. Hay)

12. Reports from representatives: To receive an update:-

12.1 Police Report – Crime Statistics for the period 14/04/12 – 12/05/12 were as follows:

1-ASB (Neighbour dispute)

0-Trespass

0-Assaults

0-Bogus Callers

0-Burglary

0-Criminal Damage

2-Thefts (Neighbour dispute & Bicycle Theft)

0-RTC

12.2 County Councillor's Report – Mr. Bullock referred to car parking outside 14 Hillside. He confirmed it is against the law to obstruct the public highway. If the Parish Council wished to create a wider entrance the onus would be on them to pay for works to widen the verge.

He confirmed Elgar Drive is on the list to be resurfaced.

He also confirmed following the Annual Parish Meeting that he had addressed queries concerning Post Office Lane footpath from the A38 on the left hand side up to Ellsdon being in a very poor condition and remedial action is required promptly as the school children use this path continually.

12.3 District Councillor's Reports - Mr. Harrison and Mr. Rea confirmed they had nothing to report.

13.1 Environment Committee:

1. Proposal to accept a quotation for strimming of the Rocky – 3 yr. contract

Two quotes had been obtained one for £140 per cut (£280 per year) and the second for £265 per cut (£530) per year. Mr. Stevens made a proposal to accept the lower of the two quotes at £280 per year - fixed for 3 years. This was seconded by Mr. Harrison with all members in unanimous agreement to accept these proposals. The contractor appointed was Wild Contracts.

2. Proposal to accept a quotation for improvements to the Rocky Bridge – This item was pending the outcome of a funding application.

For Information: Working Party to clear the Rocky – 10 am Sunday 3rd June at The Rocky. Mr.

Harrison offered to remove some bricks that are thought to belong to the church subject to their agreement.

Update on preparations for Rocky Open Evening – Mr. Stevens confirmed that the Open Day scheduled for 18th June 2012 would go ahead as this satisfied the funding application conditions.

13.2 Commons and Hams:

1. Request for permission to install Test Wells on Ashmoor Common (to monitor water levels)
An explanation had been previously circulated to all members. A proposal was made by Mr.

Bowley to grant permission to install two Test Well on Ashmoor Common. This was seconded by Mr. Austin with all members voting unanimously to accept this proposal.

2. Allotment Gate/ Footpath 637 – The Parish Council reiterated its decision of the meeting 2nd April 2012 in that the gate should remain unlocked.

3. Update on Normoor Common Mr. Bowley advised that the trees have now been felled. Mr. Bowley to remind the owner of the Nash to request the clearance of the ditches around the Nash.

4. Update on Kerswell Green Common - Mr. Bowley reported that the culvert by Croft Cottage has been jetted and is now running. The entrance to the culvert is higher than the water level. Mr. Bullock to address this issue.

A tree reported on Kempsey Common as dangerous in Croome Estate land who have undertaken to resolve this issue.

13.3 Recreation Committee:

1. Tennis Club lease – Mrs Campbell advised the lease is with the solicitor for final agreement.

2. Driveway up to Playing Field – It was reported a hole on the driveway needs to be addressed urgently. Cllr Campbell to carry out a temporary repair.

3. Fencing on Southern Boundary of Playing Field – Professional advice is being obtained which will assist with quotations.

4. ROSPA Report – An inspection has been carried out identifying low/very low risks.

Mr Harrison reported the drain cover from the playing field had been placed back into position and may need further attention in future.

It was reported that the grass cuttings from the cricket club are being randomly deposited along the hedge line along the southern boundary. A proposal to resolve this issue is awaited.

13.4 Community Centre:

1. Update on availability of access/keys to all areas of the Community Centre. Clerk to obtain keys from both tenants.

13.5 Chairman's Report. Nothing to report.

14. Finance

14.1 To authorize payment of accounts as per schedule

A proposal was made by Mr. Bowley, seconded by Mrs. Gerrard and unanimously agreed to authorize payments including the following:-

ADDITIONAL CHEQUES

14.05.12

		£
VIP Cleaner Ltd	Contract Cleaning	120.00
S Baxter	Stamps	30.00
R Cutler	Refreshments Annual Meeting	10.13
Staples	Stationery	4.18

14.2 To ratify payments authorized under delegated powers including Staff Salaries

A proposal was made by Mr. Bowley, seconded by Mrs. Gerrard and unanimously agreed to authorize payments.

14.3 Bank Reconciliation Statement Balance – For Information.

14.4 To adopt and sign Sections 1 and 2 of Annual Return 2011/12. The Clerk gave an explanation to the contents of sections 1 and 2 of the Annual Return reiterating these had already been checked and verified and the information was just in a different format.

She explained timing to complete each section of the Annual Return by 30th June 2012 was of paramount importance.

A proposal was made by Mrs. Campbell for sections 1 and 2 be signed, seconded by Mrs. Hart and carried by a majority vote with the exception of Mr. Harrison who voted against as he felt this document should have been circulated to all councillors. The Clerk highlighted changes could be made moving forward but unfortunately deadline constraints need to be met.

- 14.5 Internal Auditor Terms of reference to include guidance to RFO Re Parish Investments
Mr. Bowley suggested the Internal Auditor Terms of Reference included a provision to remind the Clerk of material changes which could affect financial investments. The Council felt this was unnecessary.
- 14.6 Appointment of Internal Auditor 2012/13. Subject to his acceptance the Parish Council are happy to appoint Mr. Stokes to continue as Internal Auditor for 2012/13.
- 14.7 Internet Banking – Mr. Bowley to explore the options of internet banking to allow the Clerk access to information.
- 14.8 Councillor’s Mileage Expenses – Clarification is required as to the nature of business conducted in respect of mileage claims.
- 14.9 Update Asset Register – Councillors were asked to review the Asset Register to ensure this was accurate and up to date.
- 14.10 To review and update Insurance schedule Document and to obtain quote comparisons
As the insurance is shortly due for renewal there is insufficient time to secure competitive quotes. It was agreed to renew with our current insurers and competitive quotes obtained before next renewal.
- 14.11 Banking Update – At the request of Mr. Harrison the Clerk to request copies of the fraudulent cheques presented to the Lloyds Bank Account. Clerk to progress opening of a Scottish Widows Account.

All items specified in Standing Order No 2[j] to include

15. Review standing orders – Mr. Bowley to review
16. Review financial regulations – Mr. Stevens to review
17. Review the Council’s complaints procedure – Mr. Austin to review in conjunction with the Localism Act.
18. Review Freedom of Information Act 2000 and Data Protection Act 1998 -
19. Review the Council’s policy for press/media coverage
20. Setting dates/times/place ordinary meetings of full Council for year ahead.
Meetings are held on the second Monday of each month
21. Setting date / time/place of F & GP Committee to set budget. Clerk confirmed
22. Document Retention Policy

Items 18, 19 & 22 to be circulated to all Councillors for review and comment.

Item 21. **Diary Dates: - Tuesday 6th November 2012 - F&GP Committee Budget Setting**
Monday 26th November 2012 – F&GP Committee to recommend to the Parish Council budget for 2013/14

23. Planning Report: Planning Application comments:-

Planning Application No: 12/00507/HOU

Proposal: Single storey side extension with roof terrace and partial rendering of existing house

Location: St. Catherine’s Farm, Stonehall Common, Kempsey, Worcestershire, WR5 3QQ

Comments: No objections. Concerned the rendering on the walls rather than explaining the substantial changes that are proposed to the structure of the building and misleading plans.

Planning Application No: 12/00537/HOU

Proposal: Single storey rear extension

Location: 11 St Marys Close, Kempsey, WR5 3JX

Comments: Kempsey Parish Council does not object to this application. It questions drainage issues and daylight issues to a neighbouring resident.

Planning Application No: 12/00613/HEX

Proposal: Extension of time limit to commence development on application 09/00972/HOU

Two storey extension to the side, with a single storey extension to the rear

Location: 11 Squires Close

Comments: Kempsey Parish Council has no objection to the extension of time for this planning application, which has been previously approved.

24. **The Worcestershire Agreement** A brief explanation together with some feedback from the Clerk outlining The Worcestershire Agreement was presented by Mr. Stevens who then made a proposal to sign up to this. This was seconded by Mr. Hay and voted for unanimous to accept these proposals.
25. **To Discuss Localism Act** and specifically propose to adopt General Powers of Competence for the Parish Council. This requires the Clerk to be qualified and steps will be taken to pursue this matter.

26. **To Discuss Neighbourhood Development Plans**, NDP forerunner grant and structure of Working Party (R Austin). Nothing further has progressed at this stage. Clerk to chase confirmation of £20k grant. Mr. Austin to assemble a Working Party to proceed with this plan.
27. **Nursery Proposals for Outdoor Space – The future of the portacabin was raised in conjunction with providing extra space for the nursery.** Mrs. Campbell highlighted this was not an agenda item now for discussion and should be discussed on another occasion. The Parish Council await confirmation from the nursery regarding their proposals as to how they would like to develop the outdoor space prior to rent discussions and confirmation of a start date. A letter received from Mrs. Jenkins from 10 Brookside was discussed.
28. **Review of utilities supply contracts** – Mr. Bowley raised the question of gas/electricity supplies as we are substantially paying over the odds. He will pursue quotations from alternative suppliers on electricity as this contract can be terminated at short notice. The Parish Council is tied into a gas contract with British Gas until 21st November 2012 with no get out clause. Clerk to obtain a copy of the contract.
29. **Correspondence for Information:**
 1. Letter from Mr. Androlia - Tennis Club Lease – For Information
 2. CPRE - Countryside Voice Magazine – For Information
 3. WCC – Waste Core Strategy Development Plan – Comments must be made by 5.30pm on 21st May 2012 Mr. Michael to respond to this document.
 4. Query The Inn at Stonehall – Noise levels – Referred to District Council
 5. Query Teal Turf – Bore Holes – Addressed under agenda item 13.2
 6. Play Safety Inspection Report 2012 – Referred to Recreation Committee
 7. Advice that CILCA paper 2008 has now defunct and is replaced with April 2012 version – For Information
 8. WCC Street Lighting Energy Charges – Need to identify areas wish to pilot scheme and gauge public opinion.
 9. Query from Mr. Dillingham – Speed alert in Napleton Lane – Query resolved
 10. Query from Mr. Dillingham - Road surface Elgar Drive – Query referred to County Council
 11. Query Tracy Sutton – Footpath 637/Gazette Article – To discuss in Confidential Session
 12. Letter from Pershore Town Council – Sunday and Bank Holiday Community Bus Service - Bus Timetables to be displayed on the noticeboards and website.
 13. CPRE Spring 2012 Magazine – For Information
 14. WCC Compost Sales Leaflet & Posters – For Information
30. **In Confidential Session:** Resolution to exclude the public and press. To discuss
 1. Two Applications for Rural Rate Relief
 2. Tenants Utility Bills - Update on outstanding bills for Magic Moments and Hair Salon
 - Calculation of utility bills and process moving forward
31. **Date of next meeting:** Monday 11th June 2012 at 7.30pm at Kempsey Community Centre.

Meeting went into Confidential Session at 10.17pm and closed at 10.57pm

Sharon Baxter
Clerk