**KEMERTON PARISH COUNCIL**

The minutes of Kemerton Annual Parish Council Meeting held at the Victoria Hall on Tuesday 7th May 2019 at 7.00pm.

Councillors signed their Declaration of Office.

PRESENT Cllrs C Barber, L Croft, C Kulukundis, C Carver and G Stacey.

IN ATTENDANCE Ms J Shields (Clerk).

1. **Election of Chairman.**

Cllr Carver proposed, Cllr Croft seconded and it was agreed to elect Cllr Kulukundis as Chairman. Cllr Kulukundis signed the declaration.

1. **Apologies For Absence.**

Apologies were received from Cllr A Darby. The council agreed for Cllr Darby to sign his declaration of office at the next meeting.

1. **Declaration Of Interests.**

Councillors were reminded to update their registers of interest held by Wychavon and to declare any personal or prejudicial interest in items on the agenda and their nature.

d) To Consider Applications for Dispensation.

The council agreed councillors Barber, Kulukundis, Carver and Stacey applications for dispensation to be accepted, enabling them to be part of the discussion and vote on the precept until the end of April 2023.

1. **To Consider The Adoption Of The Minutes Of The Meeting Held On The 5th March 2019.**

The minutes having been previously circulated were agreed and signed as a true record.

1. **To Review The Councils**
2. Financial Regulations.

The council agreed, as there has been no further legislation since the regulations were approved by the council in September 2018, there was no need for them to be reviewed at the present time.

1. Standing Orders.

The council agreed, as there has been no further legislation since the orders were approved by the council in May 2018, there was no need for them to be reviewed at the present time

1. Risk Assessment.

The council agreed, as there has been no changes since the Risk Assessment was approved by the council in September 2018, there was no need for a review at the present time

1. Insurance Requirement.

The council agreed, as the policy had been reviewed and cover increased in May 2019, there was no need for a further review.

1. Code of Conduct.

The council agreed, as there has been no further legislation since the code was approved by the council in May 2018, there was no need for a further review at the present time.

1. GDPR

The council agreed, as there has been no further legislation since the regulations were approved by the council in November 2018, there was no need for them to be reviewed at the present time.

1. **Election Of Vice Chairman.**

Cllr Kulukundis proposed, Cllr Barber seconded and it was agreed to elect Cllr Carver as Vice Chairman

1. **To Appoint the Following:-**
2. Finance Officer. Cllr Stacey
3. Bredon Hill Conservation Group Representative. Cllr Barber
4. Victoria Hall Representative. Cllr Kulukundis
5. Area CALC Representative. Cllr Carver plus one.
6. The grass cutting contract will be monitored by the clerk.
7. Cllr Croft agreed to look into ‘burial’ space.
8. Sir D Logan will continue as Footpath warden, this position is appointed by Worcs. County Council.
9. **To Receive The Report From The Internal Auditor 2018/2019.**

Mr A Rhodes had carried an audit of the councils‘ Governance and Accountability, some minor comments had been made, which had been addressed by the clerk. [[1]](#endnote-1)

1. **To Approve The Governance Statement For 2018/2019.**

The council agreed the Annual Governance Statement, the relevant document was signed by the Chairman.

1. **To Approve The Accounts For 2018/2019.**

The Council agreed the Accounting Statement, the relevant document was signed by the Chairman.

1. **To Discuss Co Option of a Councillor.**

The Council agreed to co-opt for a 7th councillor, clerk to proceed with the admin.

1. **Finance.**
	1. To agree the invoices to be paid.

The council agreed for the clerk to be the second signatory on this occasion.

Clerk to add the three new councillors to the bank account.

The following invoices were agreed for payment:

WCC April Pension Contribution £54.11

Worcs CALC Fee £248.61

M Farey Bus Shelter Cleaning Feb – April 2019 £75.00

WDC Hill Road Dog Bin £617.71

A Jones Debris clearance £200.00

* 1. To receive the bank balance to date.

Balance was presented to the Council.

The following remittance had been received.

Wychavon District Council Precept and Grant £4,200.00

HMRC VAT Reclaim £324.07

* 1. To Ratify Standing Orders for 2018/2019.

The Council agreed the standing orders paid to the Clerk £169.42, WCC £59.52 and Mr M Farey £180.00.

1. **Planning.**
	1. To Consider Planning Applications received to date.

None received.

* 1. To Ratify The Comments For Applications and Appeals Submitted Since The Last Meeting.

19/00692/HP Kemerton House Kinsham Lane Kemerton Tewkesbury GL20 7HY. The parish council has no planning reason to object.

* 1. To Report Wychavon Planning Decisions.

19/00308/HP – Southfield Castle Hill Kemerton GL20 7JP

1. **To Receive a Report from the County Councillor.**

No report received.

1. **To Receive a Report from District Councillor Mr A Darby.**

The report had been circulated.[[2]](#endnote-2)

1. **Progress Reports for Information.**
2. Clerk.

Report circulated. [[3]](#endnote-3)

1. **Correspondence.**

A copy of the closed order for St Nicholas Churchyard had been received.

The New Homes Bonus Application had been approved by Wychavon.

1. **Items for Future Agenda and Councillor Reports.**

To discuss the council funds held in the savings account, ideas to include, Village Hall Grant, Neighbourhood plan, dog bins, traffic calming measures.

1. **Date Of Next Meeting.**

Tuesday 2nd July 2019.

Meetings for the year 2019/2020.

3rd September, 5th November 2019

7th January, 3rd March and 5th May 2020.

Annual Parish Meeting Tuesday 17th March 2020.

Signed Date

1. Jackie, having completed the Parish Council audit I confirm my areas of concern.

1/ No statement from Santander showing the two payments and resultant zero balance.

2/ Credit paying in book not dated.

3/ Receipts numbers not all in order due to running two bank accounts overlap.

4/ Insurance certificates for Public liability and grass cutting and Lengthsman not present.

Following our conversation I am now satisfied these items have been or will be satisfactorily amended and therefore have signed off the audit document accordingly.

Andrew Rhodes [↑](#endnote-ref-1)
2. There is little to say beyond what I reported to the APM in March. There have been two planning committee meetings, the first of which approved the Beckford Conservation Area appraisal. Apart from this there was nothing which concerned my ward.

During April all political matters were put on hold during the pre-election purdah period.

As you know I was re-elected without opposition. There has been no substantive change in the political balance at Wychavon though the Lib Dems have made a net gain of 1 seat from the Conservatives. I hope to retain my positions on the Planning Committee and the Joint Advisory Panel on the SWDP, and as Heritage Champion.

There is no further news on the Mitton application. [↑](#endnote-ref-2)
3. The following have been completed and sent.

• New Homes Bonus Application to Wychavon.

• VAS figures, Accounts and bank statement to 1.3.2019, Sample of Lengthsman time sheet to councillors.

• Community Legacy Grant Offer.

• Year end for audit.

• PAYE end of year.

• VAT reclaim.

• End of year information to WCC regarding pension

• All election material displayed [↑](#endnote-ref-3)