



MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 9 JUNE 2025 AT 7.00 PM AT KEMPSEY COMMUNITY CENTRE

PRESENT: - Cllr Waller (Chairman), Cllr Stevens, Cllr Gardener, Cllr Plummer (arrived 7.18pm), Cllr Biddle, Cllr White, Cllr Clamp, Cllr Varley

IN ATTENDANCE: - County Cllr Allen, District Cllr Harrison and District Cllr Michael plus 2 members of the public.

Sharon Dunn - Parish Clerk & Responsible Financial Officer.

1. **Apologies:** - Cllr Anstey (Personal) and Cllr Cooke (Personal) - Accepted
2. **Declarations of Interest**
 - Register of Interests: Councillors were reminded of the need to update their register of interests.
 - To declare any Disclosable Pecuniary Interests in items on the agenda and their nature - None
 - To declare any Other Disclosable Interests on items on the agenda and their nature - None
3. **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

PUBLIC QUESTION TIME

Notes from Public Question Time are appended to these minutes.

County Councillor and District Councillor reports were noted.

4. Minutes: Having been previously circulated, the minutes of the Parish Council meeting held on 12.05.2025 were signed as a true and accurate record.
5. Correspondence for Information: - Under General Data Protection Regulations names of subject/matter withheld
 1. Notification - Funding confirmation approval from YMCA in support of Kempsey Youth Hub
 2. Email from MHDC dated 31.05.2025 - Have your say on the biggest change to Local Government in Worcestershire in 50 years - A collective response from the Parish Council is to be submitted by 29.06.2025 responding with "to replace all councils with two unitary councils".
 3. Email Request 28.05.2025 - Bloor Homes Introduction - A meeting is to be arranged.
6. Finance
 1. **RESOLVED:** The Council approved the list of cheque payments and the list of BACS payments for the month of June 2025. Cllr Stevens and Cllr Gardener to authorise the online payments.
 2. Monthly Bank Reconciliation Statement - For Information Only.
Cllr Plummer queried where the £20K pumptrack funds were held, referenced on the EOI form, as she couldn't see this figure in our accounts. She was advised that this was contained within Parish Council funds but not specifically earmarked.
 3. Capital Budget - For Information Only
 4. VAT reclaimed for FY 2024/2025 £13,391.80 - For Information Only
 5. The Financial Risk Schedule 2025/26 was reviewed and approved.
Online payments were incorporated into this schedule.

Action

Clerk
Clerk

6. Annual Internal Audit Report 2024/25 - Reviewed and approved.
The Clerk and the Parish Office staff were thanked for their efforts.
 7. **Annual Governance and Accountability Return (AGAR) to 31.03.25 - Part 3**
 - a. **RESOLVED:** Section 1 - Annual Governance Statement 2024/25 approved and signed.
 - b. **RESOLVED:** Section 2 - Accounting Statements 2024/25 approved and signed.
 8. Please note the confirmation of the Dates of the Period for the Exercise of Public Rights commences on Tuesday 1 July 2025 and ends on Monday 11 August 2025 - For Information
 9. **RESOLVED:** To engage Ruth Mullett as Internal Auditor for 2025/26 with Terms of Reference (subject to her agreement).
- 7 Diary Date - Please Reserve
Proposal to agree Tuesday 11th November 2025 at 7.30pm to hold a Finance & General Purposes Committee Meeting to arrive at the precept for financial year 2026/27.
This will then be presented to the full Parish Council for comment on Monday 8th December 2025 with approval in January 2026. Date to be agreed in accordance with availability of F&GP Committee members and the Clerk.
8. Committee Appointments - Councillors were appointed to committees as indicated on the committee chart circulated, with one amendment that Cllr Stevens be added to the Environment Committee.
 9. Appointments were also made to the Community Builder Guiding Panel, Police Liaison Working Party and Biodiversity Working Party as indicated on the committee chart.
 10. Committee Report Updates and Proposals: -
 1. Finance & General Purposes Committee: Cllr Waller
Please see the report appended to these minutes.
Cllr Stevens gave an overview of a recent serious incident where the defibrillator was urgently needed at Plovers Rise Sports Pavilion and the confusion concerning the code to access the unit. The situation was compounded further by the ambulance service trying to access Plovers Rise Playing fields via Napleton Lane and not via the A38 Main Road. Investigation has been carried out and both of these issues have been addressed. Thankfully the person needing medical attention survived.
 - a. To replace/upgrade the defibrillator machine and cabinet located at Kempsey Sports Pavilion. **ITEM DEFERRED** whilst the opportunity of lottery funding is investigated. In the meantime, three bleed kits are to be purchased and placed inside the existing cabinets.
 2. Environment: Cllr Plummer
The Environment Committee held a meeting on 4th April 2025 with all members of the committee in attendance.
 - The committee's task tracker was updated to ensure items that needed attention were captured.
 - **Rocky Bridges** - Running repairs have been undertaken to one of the bridges where several planks needed replacing and the other where part of the handrail had been removed. Struggling to find structural engineers who would survey these bridges and identify the extent of the damage to the wooden structures/need for replacement. This task continues. Removal of debris and applying preservatives has been identified as helping with the longevity of the planks and has been added to the task list.
 - **Public Spaces Protection Order relating to dog control Consultation** – the PC's response to the consultation was delegated to the Environment Committee who collectively reviewed the yes/no questions and added our comments to the effectiveness of the current PSPO where the opportunity arose.
 - **Playground Inspections** – This year's annual ROSPA report was reviewed, which did not contain any substantial issues, alongside our own inspection reports. Where actions can be taken, they have been, and we are hoping to have a group of volunteers to paint the play equipment this summer.
 - **VAS SIGN - solar panel work** - Still waiting for a date from the company to start work on this. In the meantime, new batteries have been purchased following a request from the Lengthsman.

- **Rocky Works** - Also of note - on 19th May 2025 planned work to the hornbeam tree in the Rocky took place to reduce the weight of the low hanging branch. To be considered at a future date is the potential need to prop up the branch.

- Working Party: MRWP Update: Cllr Clamp.

The Summer bedding has been purchased, and thanks were expressed to Mrs Bott.

Cllr Clamp gave wider justification concerning the name change to Love Kempsey Working Party, highlighting that this included the wider activities rather than just the Main Road, representing pride and a sense of purpose within Kempsey.

a. **RESOLVED:** To change the name of the Main Road Working Party to “Love Kempsey Working Party”

3. Community Centres: Cllr Stevens

Kempsey Youth Centre will be closed w/c 11th August 2025 to undergo redecoration of the main hall and entrance.

4. Infrastructure Committee: Cllr Waller

The Design Team met with Calfordseaden by Zoom on 30 May to review progress with responses to comments by Statutory Consultees to KPC’s planning application. A reply from Exolum to a request to withdraw their objection has established direct contact with the company, rather than through their land agent, Fisher German, and indicated the process to be followed to resolve the matter. Exolum have offered a Teams meeting to progress the issue and it is hoped that this will shortly lead to the withdrawal of the objection.

We have had great support from County Cllr Martin Allen in his efforts to secure a meeting with Highways to discuss their concerns. The new Cabinet Member for Highway & Transport, Karl Perks, is supporting a meeting whilst it appears that the Highways Officers involved are resisting it. KPC is awaiting an invitation for the meeting. In the meantime, a strategy for the meeting has been discussed, and preparation work is underway.

5. Commons and Recreation: Cllr Cooke - Cllr Waller addressed issues relating to the hard standing area at PFL which had been subject to fly tipping.

As a temporary measure to alleviate fly tipping, the entrance will be blocked off with Heras and cattle mesh fencing. In the longer term it was agreed to install a new agricultural gate and clear away all the debris.

6. Planning Committee: Cllr Gardener

The Committee met on Monday 2 June 2025 where various planning applications and updates were considered, together with enforcement issues.

Concerns were repeated regarding the disrepair of the wooden chapel at Kerswell Green and Park Cottage on Old Road North, both of which had previously been reported. It was agreed to send reminders to the conservation officer.

District Cllr Harrison gave an update on the Astons site concerning the SUDs basin confirming it had not been decided if this will feature in the first or second phase. He also referenced Taylors Lane and the drainage issues from the St. Modwen development.

11. Chairman’s Report: Cllr Waller

- Kempsey Summer Fete - KPC will make representation with the help of councillors from 2pm - 6pm on a rotation basis, promoting the activity of the Parish Council, seeking new councillors and will be available to answer any questions.
- Police Electric Bike - Despite efforts to contact the police there is no further update.
- Save the date - Local Government Reorganisation Briefing - 6-7pm Monday 7 July 2025

RESOLVED: Under The Public Bodies (Admission to Meeting(s)) Act 1960 to exclude the public and press from discussions only in respect of agenda item 12. inclusive as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

CW/
TIM/
EP

JW
ALL

12. Staffing Matters

- Worcestershire Pension Fund Employers Discretions - The matter was discussed with some Key Employer Discretions agreed.

Meeting Closed at 9.35 PM

Signed Chairman..... Date

Standing Orders were adjourned.

PUBLIC QUESTION TIME

A parishioner referenced agenda item 10.2 concerning changing the name of the Main Road Working Party (MRWP) to Love Kempsey Working Party, making some suggestions of more appropriate names that portrayed the function of this group.

Cllr Biddle thanked the Parish Council for the accolade of his Lifetime Achievement Award confirming how much he enjoyed this event. He confirmed Mrs Clee was also a recipient of this award nominated outside of the Parish Council. She was also congratulated by the Parish Council.

Cllr Biddle also brought to the Council's attention the fly tipping occurring at Pixham Ferry Lane. The Chairman confirmed he proposed to discuss a resolution to this problem, under agenda item 10.5 Commons & Recreation.

County Councillor Martin Allen

Good evening.

COUNTY COUNCIL

We now know that the new administration is to be Reform with Jo Monk as their leader, I have wished her well in her new role. At the moment it is unclear what their policies are.

I have been appointed to the position of Vice-Chair of Planning; this is an unpaid position.

REQUEST FOR MEETING WITH KARL PERKS HEAD OF HIGHWAYS

I have formally requested a meeting with Kempsey Parish Council, Karl Perks who is the new councillor heading Highway, and his team to discuss the planning application for the Community Centre, Skate Park and Bump Track. I understand that WCC have now been in contact with KPC to arrange a date.

UNITARY AUTHORITY'S

I have no more news than that I have provided previously.

PEDESTRIAN SIGNS REQUIRED BROOKEND LANE #8536

Still now news.

Traffic Management have ordered pedestrian warning signs for either side of this bridge. These should be installed in approx. 2 months' time.

MORE WORK ON TAYLORS LANE

As I said in April, from 03/03/25 to 13/06/25 work is currently being carried out on the Norton Road end of Taylors Lane.

Additional work will commence from 27/06/25 to 23/09/25 in Taylors Lane from the entrance to Pear Tree Way to the A38.

There is to be a new highway drainage system followed with a new full carriageway and footway construction. The work is being undertaken by a contractor on behalf of a developer.

#8947 REQUEST FOR DOUBLE YELLOW LINES SQUIRES CLOSE/SQUIRES WALK ENTRANCE

As announced in April, I have now more news.

Following a complaint about the MHDC waste vehicle not being to access Squires Close due to poor vehicle parking, I have requested that WCC look at imposing double yellow lines at that junction.

#9361 OLD ROAD NORTH OUTSIDE THE FIRS ISSUES WITH ENTRY TO THE FIRS

Following Cllr Harrisons assistance, my Highways Liaison Officer and I have visited ORN to look at the issue of MHDC refuse vehicle being unable to the Firs to collect waste. A formal request has now been raised to have double yellow lines installed in a small section of Old Road North.

#7134 DOUBLE YELLOW LINES CORNER OF WINDMILL LANE/HILLSIDE

This has now been approved, and the work has been booked for mid-June.

GULLY AT BESTMAN'S LANE

WCC officers have re-inspected the work, they are not willing to take any further action.

OLD VICARAGE CLOSE PAVEMENTS NEED ATTENTION

I have asked that Old Vicarage Close is added to the list of pavements in need of attention.

COMMUNITY SPEED WATCH

Following Cllr Varley's request, I contacted the police about setting up a Community Speed Watch group. PCSO Ashely Smith has replied to my request for engagement for a Community Speed Watch scheme in Kempsey. The email below explains their position; I don't agree with them.

Good afternoon,

Following the request for a Community Speed Watch (CSW) in Kempsey, I forwarded this to our Community Speed Watch coordinator for review.

After consideration, unfortunately, we are unable to pursue a CSW scheme at this time. Kempsey is already regularly monitored by the Road Safety Team, and West Mercia Police do not establish CSW groups in areas already covered by enforcement officers.

That said, enforcement sites undergo reviews, and when Kempsey's site is reassessed later this year, a Community Speed Watch may be considered a more suitable option for the village. However, it is

important to note that introducing a CSW would potentially lead to the withdrawal of the Road Safety Team's enforcement presence, as detailed above.

The coordinator will reach out to me later this year after the review to provide an update on the progress. With this in mind, I will keep you informed as appropriate.

Kind regards

PCSO Ash Smith

ADOPTION OF ROADS

I have been chasing up the situation with adoption of roads within Kempsey, this is the latest I have:

1. Derrington Gardens - We are awaiting payment from the developer for the lighting bulk clean, and we anticipate issuing FCC certificate and adopting the highways at the time of payment.
2. Saxon Meadow estate (Mercia Way) - Adopted on 31/10/2023
3. (i) LawnsPOOL Drive - Adopted on 15/10/2024
3. (ii) Centurion Drive - Adopted on 15/10/2024
3. (iii) Fortuna Way/Sabrina Crescent - The S38 Agreement was signed on 01/08/2024. We are awaiting Taylor Wimpey to complete remedial works to enable the provisional certificate of completion to be issued, to commence the 12-month maintenance period. At the end of the maintenance period Taylor Wimpey can then request the final certificate of completion. The County Council will carry out a further inspection of the works and, subject to the satisfactory rectification of any highlighted defects, issue the final certificate and formally adopt the roads as highways maintainable at public expense.

Warmest regards

Martin Allen.

Questions/Comments

A parishioner questioned why it was necessary to resurface the road located by the ford, when so many other areas needed throughout the Parish needed attention. She was advised workman were present in the Rocky to help compile a quote to replace the concrete under the ford into the Rocky.

Cllr White requested an update concerning parking issues and double yellow lines along the Main Road and Church Street. He was advised this had been inspected but due to lack of complaints to support this request nothing had materialised.

District Councillor John Michael

Has been busy dealing with issues concerning rubbish being scattered from the bins/storage areas located in LawnsPOOL Drive, especially during windy weather conditions.

He is working with Platform Housing to attend to a dangerous tree located in Church Street and has been acting on behalf of Housing Association residents to help report any complaints and issues.

Question/s

The Chairman asked if there had been any progress in securing extra funding for the Community Builder?

Cllr Harrison suggested sending a reminder email to MHDC.

District Councillor David Harrison

Confirmed Isobel Roberts is the new Head of Planning, dealing with the SWDP across the three authorities.

M5 junction 10 in Gloucester has had £37M awarded to make it more accessible.

He confirmed the Environment Agency will shortly be contacting the Parish Council regarding work on green spaces in Kempsey.

It has been reported that a young person is riding a motorbike on the footpaths and side roads around Kempsey. The Police are trying to locate where this person lives.

Standing Orders were reimposed.

KPC meeting 9 June 2025 Finance & General Purposes Committee Report

The committee met twice during the preceding month, on 27 May and on 5 June. The main topics for consideration at each meeting were the Expression of Interest (EOI) applications to the MHDC Community Facility Legacy Grant Fund.

Other matters discussed at the two meetings included ownership of the cricket equipment stored at Plovers Rise, progressing a claim at the Small Claims Court to recover the costs of disposing of tree debris originating from a property adjacent to the Community Centre, matters relating to the Community Centre leases and the registration of KPC land. Given the uncertainties regarding obtaining planning permission for a skatepark and a pump track at the Pixham Ferry Lane site, the committee undertook to consider in due course alternative sites for a pump track and skatepark.

On 27 May, the committee agreed to work on three EOI's among many possible others, namely funding for a pump track at the new Community & Sports Centre, funding for a cabin at Plovers Rise to support youth and other activities and funding to install solar panels on the roof of the Youth Centre.

Cllr Cooke confirmed that at an ad hoc meeting on 20 May of members of the Kempsey Skate Park Club and others, the agreed outcome was to focus on obtaining funding for a pump track rather than a skatepark. The Committee agreed to progress an EOI subject to text for section 3 and parts of section 4 of the EOI application form being received in Word format at the Parish Office from the Club by 3 June.

A first draft of this text was received from Russ Varley on 30 May, and a second draft was received as requested from the Club on 3 June.

At the committee meeting on 5 June, text relating to the function and organisation of the Parish Council suggested by Cllr Waller were reviewed and adopted as applicable to sections 1 and 2 of all three EOI's. A considerable amount of time was then spent reviewing the text supplied by the Club and making modifications as appropriate, with suggestions from members of the public present at meeting, principally

Mrs Garner, and written comments supplied by Cllr Plummer. The final draft was then authorised by the committee.

The EOI for the solar panels had been developed by Cllr Waller into Energy Efficiency Improvements at the Youth Centre, with solar panels as the principal upgrade. The installation is believed to qualify as 'permitted develop' for Planning purposes but Cllr Waller undertook to check with the panel supplier that had provided much of the data for the business case. Submission of this EOI was approved by the committee.

Time constraints had prevented Cllr Waller from drafting an EOI for the cabin project which had evolved into a 'IT hub' project for the purposes of the EOI. KPC's Community Builder had supplied much useful text

for sections 3 and 4 of the application. The committee discussed the quotation that had been obtained for a bespoke cabin and the Planning issues and authorised the submission of the EOI to be completed by Cllr Waller.

Feedback from our District Councillors to the three EOI's was received at different stages of the process but was available to be included in the final versions of the EOI's the next day.

The Clerk and Deputy Clerk tackled the task of uploading into the web-based application form all the text together with applicable photographs during the whole of Friday 6 June, working in concert with the Chairman to resolve issues arising from the limitations of the web-based application form. Another 'just-intime' exercise.

The three EOI's comprise some 27 pages of text in total, much of it triplicated across the three documents. Included below the overall descriptions of the projects forming the introduction to 'About the Project' section of the EOI form

The following summarises the funding being requested and the counterpart funding arrangements:

Pump track: £80k from MHDC with £20 counterpart funding from KPC funds i.e. 20%

IT Hub: £80k from MHDC with £37.3k counterpart funding (32%) funding from:

YMCA - £26.2k over 3 years, operational costs

KPC - £6.6k over 3 years, operational costs

WCC - £3k for equipment

Platform Housing - £1.5k for equipment

Youth Centre Energy Efficiency: up to £40k from MHDC with up to £10k counterpart funding from KPC (20%)

The expected completion date for the pump track project was submitted as 31 March 2027 but likely to be

contemporaneous with the first public use of the Community and Sports Centre. The IT Hub and Youth Centre improvements can, assuming no Planning difficulties, be completed within eight weeks of the funding

agreements being signed.

Chris Waller - 8 Jun 25

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ABOUT THE PROJECTS

Pump track

[What open space or community facility improvements will this Project deliver, and how will it meet the Council's Aims of the Grant? \(max 300 words\)](#)

The Kempsey Pump Track project will transform a section of open land into an inclusive, high-quality community facility offering progression-based wheeled sport for all ages. Designed by leading track specialists, the track will serve cyclists and scooter riders - from beginners to advanced - through a circuit of asphalt rollers, berms, and rest zones.

The project responds directly to local need and aligns with MHDC's strategic aims by:

- Tackling inactivity and social isolation through free outdoor recreation;
- Encouraging active travel, reducing car dependency, and lowering CO₂ emissions.
- Enhancing youth engagement and reducing antisocial behaviour, creating space for intergenerational connection.
- Addressing inequalities by prioritising accessibility and inclusive design.

The track is sited on Parish Council land on the planned Community and Sports Centre at Pixham Ferry Lane, within designated recreational use boundaries. Community involvement has been integral to every stage, with more than 450 local young people and many adults expressing support for the project, and a significant proportion (estimated around 75%) of comments specifically citing the pump track, as a reason for endorsing the planning application referred to later.

The inspiration for the project began in 2003 with a family memorial campaign following the death of a local teenager, Kyle Salmon. After 22 years of community-led, grassroots advocacy, culminating with the current Skatepark Group's engagement of parishioners since 2019, £20,000 of match funding is available from

Parish Council funds.

Adjacent to fields and the Severn Way, with panoramic views of the Malvern Hills, RoSPA-compliant safety features, and a community-rooted, environmentally conscious facility that will promote physical activity, enhance mental well-being and foster community engagement, delivering immediate benefit and a long-term legacy for Kempsey youth.

IT Hub cabin

[What open space or community facility improvements will this Project deliver, and how will it meet the Council's Aims of the Grant? \(max 300 words\)](#)

Funding is requested to provide a dual-purpose facility to support Digital Inclusion and Awareness enhancement to the community in general and Youth Engagement through, structured and mentored relationship and resilience-building activities employing group internet gaming and board game playing, supporting the Strategic Outcomes 1,2,3,4,5 and 7 stated in the Guidance Document. It also aligns with Kempsey community's 'Vision', by enhancing facilities and creating a vibrant and engaging social life for our most underserved group – young people. The impetus for the provision of these initiatives results directly

from the work of Kempsey's Community Builder, enabled by grant funding from MHDC.

The project proposes a new, professionally constructed, fully accessible cabin facility with a maximum occupancy of 26 persons sited on recreational land adjacent to the existing 'Youth Centre' (now a mixed community space) at Plovers Rise, Kempsey.

Urgent space is needed for youth work due to the limitations of the existing community facilities in the

Parish. Pilot youth group gaming evenings over the last eight months have been very successful particularly for young people not interested in participation in conventional sporting activities and hence socially disadvantaged or isolated due to the lack of other youth provision in the area.

Recognising the need, the YMCA, with Worcestershire County Council and KPC funding, have committed to a three-year support programme from September this year. Initially one night per week, the ambition is to grow these evening session to five or more nights per week through recruiting volunteer supervisors and finding additional sources of funding.

During daytime hours, the cabin will provide space to support wider community needs such as digital skills training, employability coaching and internet fraud awareness. These uses are aligned with the local vision for narrowing the digital divide, following our Community Builder's successful digital inclusion programme, launched in 2024.

Youth Centre Energy Efficiency

What open space or community facility improvements will this Project deliver, and how will it meet the Council's Aims of the Grant? (max 300 words)

Funding is requested to support the Improved Environmental Sustainability, Community Facility Investment and Legacy strategic objectives of the Grant Scheme. The proposal is to install an array of 50 solar panels on the south facing roof of the single storey oblong 30m x 9m Youth Centre at Plovers Rise. The output would be 22.5 kW at maximum electricity generation. The roof is perfect for this array, facing due south (precisely 175 deg south of magnetic north) and sloped at 30 deg to the horizontal. Constructed in 1996, the building benefits from Building Regulations load bearing specifications of 17kg / m2 giving a large weight safety factor. The roof construction would be independently surveyed prior to contract. The installation would include 2 battery storage units and an inverter to be located close to the 100A 3-phase fuse box in the existing storage area of the building.

KPC has made improvements to the environmental performance of the Youth Centre since acquiring the building in 2016, including loft insulation, double glazing to the windows and a remote-control facility for the electric wall mounted heaters after an EPC assessment of level G in 2022. The proposal includes funding

for cavity wall insulation. The likely EPC value with these improvements and the solar array will be level D or higher.

The return on investment based on a total project cost of £50k over a 25 year period is estimated as at least £81.8k or £3,272 per year, based on insurance backed predicted electricity output, excluding energy savings from cavity wall insulation. Likely energy output will be c.12% higher. Through negotiation on project costs plus additional energy generation and savings from cavity wall insulation, a 200% return on investment is likely equivalent to 8% pa ROI over the lifetime of the equipment, at present rates.