



PARISH COUNCIL
Kempsey

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD
ON TUESDAY 28 OCTOBER 2025 AT 7.00PM AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr Waller (Chairman), Cllr Stevens, Cllr Gardener, Cllr Plummer and Cllr Cooke

IN ATTENDANCE: - Sharon Dunn (Parish Clerk and Responsible Financial Officer) including District Cllr Harrison and District Cllr Michael plus 4 members of the public.

1. Apologies: Cllr Cooke confirmed he needed to leave at 8.45pm

2. 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): None

Public Question Time - Appended to these minutes

3. Minutes: The minutes of the F&GP Committee meeting of 02.10.2025 were signed as a true and correct record.

Matters arising: -

1. Cllr Cooke confirmed he had followed up a query concerning a new men's football team using the pitch at Plovers Rise. He confirmed that this is not happening. The pitch was used once for training purposes but due to insufficient numbers nothing further materialised.
2. Cllr Cooke confirmed the two potential future investment accounts identified were not part of a larger group and qualified for FCS £85K protection limit. Two new bank accounts to be opened.

3. Funding Opportunities - Cllr Waller

- i. Update on Malvern Hills Rural Fund (Ref: MRF25-057, Kempsey Community Café). Awaiting to hear the outcome of the funding application. Work is in hand to progress the refurbishment.
- ii. Next steps for the Kempsey Community Café.
The Deputy Clerk has prepared various financial frameworks and compiled a spreadsheet outlining the café plan proposals, actions and next steps. Two quotes have been received for the kitchen refurbishment. Unfortunately, one provider is unavailable to carry out this work within the timeframe. A decision is required by Thursday 30 October 2025 to proceed with the other remaining provider to accept the quotation to secure the discounted price.
- iii. Grant application to Severn Arts Funding for an Art/History/Nature Trail.
There was concern expressed at the F&GP Committee that this project had been submitted to Severn Arts without any prior discussion with KPC, but the enthusiasm for the project was recognised and also that the project has merit. The Committee felt that the Full Council needs to have the opportunity to understand how the project will work prior to committing any funds to it. The objective is clear but the project organisation and delivery less so. We would like to have sight of the proposed contract with the artist and the funding agreement as soon as possible. A proposal will be placed on the November Parish Council agenda.

Action

Clerk

Clerk/CW/NS

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| | <p>If the project becomes KPC led, then Cllr Plummer would be happy for the Environment Committee to provide oversight of it. The Clerk did not see any particular difficulty with administering the project finances through the Parish Office. There was a recognition that longer term maintenance of the story boards and any IT supporting them would fall to the Parish Council so the ownership of the end products of the project will need to be clear.</p> | <p>Action</p> <p>Cathy</p> |
| iv. | <p>Update on status of the Legacy Grant Scheme funding applications for Plovers Rise.</p> | |
| | <p>Cllr Waller is in the process of writing an ITQ to obtain further quotations for cavity wall insulation from an accredited list of suppliers. Two quotes received to date for the solar panels.</p> | <p>CW</p> |
| | <p>IT Youth Hub - Awaiting a decision from MHDC Planning regarding planning requirements.</p> | |
| | <p>Following agreement at the October KPC meeting, Cllr Waller has contacted the Grant Scheme regarding the start and end date criteria for the pump track project and is awaiting a response.</p> | |
| v. | <p>Actions to progress a pump track at the new Community & Sports Centre.</p> | <p>PC/RV/Cathy</p> |
| | <p>Following a lengthy discussion, necessary actions to progress the pump track was listed and Cllr Cooke (with assistance from Cllr Varley) agreed to lead on progressing them. These included:</p> <ul style="list-style-type: none"> - following up on the Chairman's email to Gary Valance to see if he is prepared to help in this project - developing tender documents for a construction only tender based on the Forte Trailscapes pump track design received from the Kempsey Skate Park Club earlier this year. - developing tender documents for a design and build contract - validation of any new pump track design by the community - considering the specification options for the build materials and pump track design especially with regards to drainage - considering soil infiltration tests at the pump track location to assess the drainage requirements for the pump track - developing a methodology to carry out surveys at other pump tracks (Battenhall, Meadowsweet, Rushwick) to provide data to use in the event of a Highways data call for the inclusion of a pump track in Phase 1 at PFL. The Community Builder has kindly agreed to accompany the surveyors as she is DBS accredited. The key survey times are at weekends when the PFL site will be at maximum footfall due to the football. It was suggested that survey data from the local pump tracks needs to have been collected by the end of November and at least two quotes for an agreed pump track design are at the Parish Office by end January 2026. | <p>EP</p> |
| | <p>Cllr Plummer to draft a licence request letter to allow permission for the specific pump track design above to be used for all necessary purposes including tendering. Cllr Gardener to help devise a letter to send to the planning authority concerning the phasing conditions.</p> | <p>CW</p> |
| vi. | <p>Acquisition of stone aggregate from the Environment Agency - cost and storage. It was established that the consensus was that the Parish Council would like the stone aggregate and the ceiling cost they would be prepared to pay for transportation. Cllr Waller will conduct negotiations with the Environment Agency regarding 500 tonnes of recycled stone from the pumping station which could form the base layer of the pump track and be laid by 31 March next year. If successful, KPC will be seeking volunteers to clean up the agricultural hardstanding at PFL on Sunday 2nd November 2025 at 2pm prior to the stone arriving later in the week.</p> | <p>Clerk</p> |

5. Digital

- i. **RECOMMENDATION:** To accept quotation to prepare for the public switched telephone network (PSTN) from analogue to digital.

6. Any Other Business – None

RESOLVED: Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from discussions only in respect of agenda item 7,8,9,10 & 11. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 7. **Staffing Matters** - change of hours relating to the Lengthsman and Maintenance Technician were discussed. A recommendation is to be placed on the November agenda relating to a contractual change of hours for the Deputy Clerk.

8. Leases

- i. Community Centre lease renewals and associated matters - An update position was presented. Work in progress

- 9. **Cricket equipment** - A timeline of events is being established to help respond to an FOI request.

- 10. **Fly tipping and littering issues** - Deterrent measures update and new suggestions made.

11. Land Registration

- i. A brief update was presented on the position.

Meeting Closed at 9.17 PM

Signed Chairman Date

Action

Clerk

Deputy

W/Clerk

PUBLIC QUESTION TIME

A parishioner referenced the difficulty progressing with the pump track and questioned why this could not be separated from the PFL project in order to expediate it.

The Chairman confirmed in the grant of outline planning permission for the PFL development that MHDC Planning imposed a condition (Condition 11) stating that none of the facilities could be brought into use until the entrance and roadworks were completed.

The parishioner was hopeful that the Parish Council could find another way round this issue. The Chairman highlighted this is the planning officer's decision and not under the control of the Parish Council.

A parishioner understood that other authorities within the district were able to construct pump tracks under permitted development rights. Was this an option?

The Chairman confirmed once planning permission has been granted for the new facility this would hopefully include 'outline' planning permission for the pump track. In order to comply with the requirements of grant funding there is requirement to have full planning permission in place. This is expected to require a discharge of condition to our existing planning application to be submitted to MHDC to cover the specific design of the pump track.

A parishioner referenced the BT network change from analogue to digital. He confirmed to be prepared in the event of a power cut, can assist with a battery backup free of charge for BT users who do not have use of a mobile phone.

Another parishioner referenced that an unauthorised pump track has started to be assembled in the Rocky, by the local youths. Secondly, he reported a vandalised bench in the Rocky. He emphasised that this reinforces that the youth need something to do and somewhere to go. He believes the pump track can be done and is a priority. He was thanked for his comments.

Cllr Harrison referenced the Environment Agency, where a decision must be reached by Friday 31st October concerning the stone aggregate available before they demobilise from site. He confirmed councillors have been invited to a viewing at 11.00am tomorrow. The Clerk confirmed Cllr Biddle is due to attend this meeting.

Regarding the pump track, Cllr Harrison suggested a solution would be to arrange a meeting with a senior planning officer, as he is concerned funding will be lost. The Chairman confirmed that funding had not been confirmed by MHDC and the funding application is still at the compliance stage.