



MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 12 JANUARY 2026 AT 7.00 PM AT KEMPSEY COMMUNITY CENTRE

PRESENT: - Cllr Waller (Chairman), Cllr Stevens, Cllr Gardener, Cllr Varley, Cllr Cooke, Cllr Plummer, Cllr White and Cllr Clamp.

IN ATTENDANCE: - County Cllr Allen (arrived at 8.35pm) and District Cllr Harrison. Sharon Dunn - Parish Clerk & Responsible Financial Officer plus six parishioners.

1. **Apologies:** - Cllr Biddle (Personal) - Accepted
County Cllr Allen gave advance notice that he would be arriving between 8.30-8.45pm.
District Cllr Michael (Personal) - Received.
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 - Cllr Waller, Cllr Clamp and Cllr Stevens referenced their completed and approved dispensations in respect of councillors' allowances, with them being elected councillors. Cllr Plummer declared a Pecuniary Interest being a neighbour of the proposed new Community & Sports Centre.
 - 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)** - The following written requests were received by the Clerk prior to the meeting: -
 1. **Request from Cllr Gardener - Dispensation request granted**
Reason - Pecuniary interest arising from agenda item 6.5 councillors' allowances for elected members being applicable.
Details of Interest - Proposal to be discussed and voted on concerning the award/non award of elected Parish Councillors allowances.
Time Period - Full KPC Meeting Monday 12th January 2026.
Dispensation requested to participate in discussions of the specified business - Yes
Dispensation requested to participate in any vote taken on that business - Yes
Reasons why you consider a dispensation is necessary - A dispensation is necessary to allow participation in the discussion and, if desired, to vote on this agenda item proposal
 2. **Request from Cllr Cooke - Dispensation request granted**
Reason - Pecuniary interest arising from agenda item 6.5 councillors' allowances for elected members being applicable.
Details of Interest - Proposal to be discussed and voted on concerning the award/non award of elected Parish Councillors allowances.
Time Period - Full KPC Meeting Monday 12th January 2026.
Dispensation requested to participate in discussions of the specified business - Yes
Dispensation requested to participate in any vote taken on that business - Yes
Reasons why you consider a dispensation is necessary - A dispensation is necessary to allow participation in the discussion and, if desired, to vote on this agenda item proposal

PUBLIC QUESTION TIME

Notes from Public Question Time are appended to these minutes.

County Councillor & District Councillor reports were noted.

4. Minutes: Having been previously circulated, the minutes of the Parish Council meeting held on 8.12.2025 were signed as a true and accurate record.

5. Correspondence for Information: - Under General Data Protection Regulations names of Identifiable subject/matter withheld

- 1. Freedom of Information Request received 22.12.2025 - Chairman's Allowances/Expenses
- 2. Freedom of Information Request received 22.12.2025 - Community Café Invoices
- 3. Freedom of Information Request received 22.12.2025 - Architects Costs (Pixham Ferry Lane)
- 4. Parishioner request 18.12.2025 - Maintenance of Parish Council noticeboards - Referred to the Environment Committee
- 5. Kempsey Tennis Club - Notification of Lantern Replacement Works at tennis courts at Plovers Rise. Resurfacing work to court 3 also to be undertaken. Cllr Cooke to enquire about any increase in light and impact.
- 6. MHDC - Community recognition scheme returns to celebrate local heroes. Please submit any suggestions to the Parish Office.
- 7. South Worcestershire Development Plan Review Main Modifications from 6/1/26 to 17/2/26 inclusive. Cllr Gardener to help formulate some comments.

6. Finance

- 1. Payment of accounts as per schedules were authorised for payment. Cllr Gardener and Cllr Stevens to authorise the BACS payments.
 - a. **RESOLVED:** To open two new savings accounts, one with Hinckley and Rugby Building Society and one with Redwood Bank and deposit £120K (FSC new protection limit effective from 1.12.2025) in each, transferring money from our HSBC current account.
 - b. **RESOLVED:** To seek approval to apply for a gov.uk domain name to change the parish council email address and councillors email addresses to meet statutory requirements.
- 2. Monthly Bank Reconciliation Statement - For Information Only.
- 3. Capital Budget - Reviewed
- 4. Budget Monitoring Quarter 3 - Reviewed
- 5. **RESOLVED:** Not to make new financial provision for the payment of allowances to elected Kempsey Parish Councillors for the financial year 2026/2027.
A post is to be placed on the website and sign posted to social media stating councillors for Kempsey Parish Council are unpaid volunteers and wish to remain so.
- 6. **RESOLVED:** The final budget for the Financial Year 2026/2027 was agreed at £270,920
- 7. **RESOLVED:** To request a precept from MHDC for Financial Year 2026/2027 of £186,172

7. The proposal was amended to read 'Proposal to appoint the Deputy Clerk, Cllr White, subject to his confirmation, and Cllr Plummer as the Internal Review Panel members for complaints about responses to information requests(FOI, EIR, GDPR). This was then voted upon.
RESOLVED: To appoint the Deputy Clerk, Cllr White (subject to his confirmation) and Cllr Plummer as the Internal Review Panel members for complaints about Information Requests.

8. Update on other grants and funding applications: Cllr Waller
Pump track tender - The tender was launched on 5th January 2026 from the Parish Office.
Please refer to report under Infrastructure Committee.

The following proposal was amended to include Cllr Gardener. This was agreed and the revised proposal was taken to the vote: -

a. **RESOLVED:** to appoint Cllr Cooke, the Deputy Clerk, Cllr Waller (advisory capacity only) and Cllr Gardner as the authorised representatives to meet with prospective bidders for the pump track tender.

IT Hub and Youth Centre Energy Efficiency projects - It is anticipated that the IT Hub tender will be launched on Contracts Finder tomorrow.

The proposal was amended to include Cllr Stevens. This was agreed and the revised

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proposal was taken to the vote: -	
b. RESOLVED: To appoint the Deputy Clerk, Cllr Waller and Cllr Stevens as the authorised representatives to meet with prospective bidders for works in connection with the IT & Youth Hub and Youth Centre Energy Efficiency projects	
c. RESOLVED: To delegate to the F&GP Committee in conjunction with the Clerk the evaluation of quotations for the works in connection with the IT & Youth Hub and Youth Centre Energy Efficiency projects and the selection of quotations to be sent to the Legacy Grant Scheme.	
9. Pavilion Café - update - Some roofing issues have been encountered which need to be resolved as a matter of urgency. The new kitchen and equipment has been delivered. The contractors are working on site fitting the new kitchen and associated works.	
10. Committee Report Updates and Proposals: -	
1. Finance & General Purposes Committee: Cllr Waller	P Office
The Committee met on Monday 5 January 2026 with proposals for Digital and Data Compliance, Banking Investments and Website Communication featuring on this agenda. The Parish Office is seeking professional VAT advice, including regarding the Option to Tax. Fladbury Cricket Club have been advised that they may retain the cricket nets on conditional permanent loan. A draft advert has been prepared for the recruitment of a new Lengthsman. An EOM has been arranged for Thursday 29 th January 2026 to finalise the Kempsey Vision Document, address any issues with the Legacy Grant Scheme and to discuss the Community Builder role.	Clerk
2. Environment Committee: Cllr Plummer	EP
A quiet month for activity due to the time of year but in the background continuing to manage enquiries and administration for upcoming 2026 projects. Gearing up to focus on the replacement bridge for the Rocky, as soon as we hear whether grant funding has been successful. Standardised layout with up-to-date information on noticeboards to be checked.	
- Love Kempsey Working Party (LKWP) Update: Cllr Clamp.	SC
A meeting took place this morning where the following was discussed: -	
Daffodil weekend 21-22 March 2026, 11.30am - 3.30pm drop in event at St. Mary's Church.	
To target specific areas where daffodil bulbs have been planted but not grown.	
Severn Trent have been very helpful providing and replanting daffodil bulbs.	
To write to Severn Trent to say thank you.	
Some progress with the decorative sign but liaison with WCC Highways is required.	
Christmas Tree event 2026/2027 to have a bigger tree with more lights this year.	
3. Community Centres Committee: Cllr Stevens	
'All three buildings were in use during December and the Christmas period, including a number of family parties held at weekends at the Youth Centre.	
All existing user groups used the buildings over this period.	
We had a meeting organised by 'Heartstart' at the Community Centre in December. They are seeking volunteers to help run CPR workshops (including the use of defibrillators) which will be held in Kempsey and surrounding parishes. Two new dates have been arranged 27 th January 2026 and 10 th February 2026 at Kempsey Community Centre. If anyone is interested in being part of this initiative, please contact the Parish Office who will forward your information to Heartstart. Details can also be found on the community noticeboards.	
Repairs and maintenance to the Community Centre, which is experiencing significant damp problems and possible issues with the roof, is in hand.	
Preparations starting in January to enable the Club Room in the Pavilion to open as a Community Café by the end of the month. Many thanks to Claire Witton (Deputy Clerk) who is working tirelessly to try and make this project a reality.	
The cleaning regime for all three buildings will change in January 2026 from Wednesdays to Mondays.'	

4. Infrastructure Committee: Cllr Waller

‘Planning application M/25/00408/FUL issues update:

Highways concerns

At KPC’s December meeting, I reported that we were still waiting for a response from Highways (WCCH) to KPC’s letter of 16 October. Shortly after, I requested County Councillor Allen to raise the matter with WCCH which he did on 15 December. As a result, and with a similar request coming, we understand, from the Case Officer for KPC’s planning application, a response was received from the newly appointed Highways Development & Control Manager on 31 December. Parts of the response are unclear, but the indication is that WCCH are disposed to grant a no objection to Phase 1 of the PFL project, subject to conditions. However, WCCH’s understanding of what constitutes Phase 1 was not stated and no comment was made on the draft planning conditions proposed in KPC’s letter of 16 October. The Officer also advised that a Transport Assessment would be required by Highways prior to approval for any ‘Phase 2’ development.

At a meeting with the MHDC Planning Case Officer on 6 January, ways to obtain clarification from WCCH on the outstanding issues were discussed, including clarity on the details of the conditions that WCCH wishes to be attached to the grant of planning permission. One key issue appears to be the provision in the planning application of an area of grass to the south of the building to be used as ‘overflow’ parking. Whilst KPC has explained to WCCH that we expect this to be used infrequently, nevertheless we had gone further and removed the car bay and car parking labelling from the site plans. At the meeting it was decided to go even further and to remove the entire area of concern from the planning application. Calfordseaden effected this change to the plans the next day and they are now posted at the MHDC Planning website. The Case Officer continues to seek from WCCH the conditions they wish to apply to the planning application.

The Case Officer also enquired about the status of the outstanding response to the other Statutory Consultees. This is given below.

Exolum.

Changes to the draft Construction Operation and Management Plan (COMP) remain to be completed, but more importantly, Exolum’s request to prevent unauthorised traffic over their oil pipeline where it is crossed by the access path to the pump track /skate park has been extended to adjust the site plan to prevent all access to the playing fields or recreation area by unauthorised vehicles whilst providing for access by emergency vehicles. It is envisaged that this can be achieved by changes to the landscaping plan.

Biodiversity Net Gain (BNG)

The MHDC Natural Heritage & Biodiversity Officer has pointed out that a Habitat Management and Monitoring Plan (HMMP) will be required to set out the BNG management, monitoring and reporting commitments. The HMMP can be secured through a ‘prior to commencement’ condition.

Whilst KPC will be responsible for planting, management, maintenance, monitoring and submitting reports to the LPA, the LPA has a statutory duty to monitor and report on BNG delivery. LPAs are legally entitled to levy a BNG monitoring fee to cover the council’s costs to monitor ongoing compliance with the approved Biodiversity Gain Plan and associated HMMP to ensure that Biodiversity Gains secured through planning permission are delivered and maintained over the 30-yr period. The monitoring fee will need to be secured through a legal agreement, either a S106 or a unilateral undertaking.

Any changes to the site plan, including those discussed above, are likely to affect the BNG calculation, the plan and the HMMP.

Other consultee comments.

Four other consultees (South Worcestershire Land Drainage Partnership, WCC Lead Local Authority – Flooding, Sport England, and the Fire Service) have requested further information in addition to that in the planning application. These are in the process of being supplied, substantially by our architects.

Pump track.

The Infrastructure Committee met on 15 December and spent most of the 3-hour 10 min session discussing pump track issues. Draft minutes of the meeting were sent to the Committee on 30 December. The main points arising from the meeting were:

- a timetable was agreed for publishing a tender for the design and construction of a pump track in an extended space at the location identified in the planning application. The timetable also takes into account the process for achieving a start to the project before 31 March 2026.
- a tender publication date of 5 January 2026 was agreed
- the size of the pump is not to be specified; this will be left to bidders to propose.
- the stated value of the tender is to be £100k including the pump track, ancillaries and an access track.
- the tender will describe a two-phase construction plan with the first phase commencing prior to 31 March 2026.
- an Evaluation Panel of three councillors and two 'project partners' together with the Deputy Clerk was established to evaluate bids from the tender and make recommendations to Full Council.
- a start was made in reviewing draft tender documents but was not completed by the end of the meeting. It was agreed that the Evaluation Panel would finalise the tender.

The Evaluation Panel met by Zoom on the 18 December evening and progressed the tender documents. With contributions over the following days and with much help from the Parish Office over the Christmas holidays, the tender documents were completed for final review by the F&GP Committee on 5 January before being published on Contracts Finder the same day. The site plan published in the tender is attached.

On 6 January KPC also met with MHDC's Community Infrastructure & Development Manager who also oversees the Legacy Grant Scheme. An important outcome of the meeting was that KPC has been given a discretionary extension of the latest possible start date for the pump track project of two months. This means that the deadline for 'spades in the ground', which was 31 March this year, has been extended to 31 May.

The LGS will also bring forward the signing of the Funding Agreement for the grant but will not provide any funds to KPC until planning approval for the construction of the pump track at the PFL site has been secured. LGS has also accepted the two-phase approach to the pump track construction embodied in the tender, recognising that whilst a two-phase scheme is not ideal, it is acceptable.

5. Commons and Recreation Committee: Cllr Cooke

Kempsey Tennis Club have been successful in securing funding for resurfacing works and to improve lighting.

The Cricket Club has agreed to the storage containers being moved and have requested a site meeting. Cllr Cooke to progress this meeting.

The Football Club have asked if we have an alternate contractor to cut and seed the pitch. This is to be reviewed.

6. Planning Committee: Cllr Gardener - Report of Planning Committee meeting 05Jan26

Applications considered and commented on:

Application M/25/00667/S106

Application under Section 106A to delete clauses of the legal agreement dated 10 December 2004 associated with planning permission 04/00977/FUL and to add a clause to this agreement to restrict the type of boundary treatment surrounding the curtilage of the curtilage listed coach house at Kerswell Green Farm, Kerswell Green.

The S106 clauses affect the occupation of the Coach House, a building within the grounds of the Listed Farmhouse and prevent its separate sale and creation of a curtilage. This was because the planning permission in effect created a separate dwelling in the countryside and to ensure that the farmhouse, in very poor condition, was not abandoned. The applicants claimed that they had lived separately in the Coach House for 20 years and that lifting the restrictions would allow the farmhouse to be sold to someone who could afford to repair it.

We had seen application before and we reaffirmed our previous comments which supported discharging the clauses in principle to help enable restoration of the associated listed farmhouse.

Action

The fence clause is new. However, it was not entirely clear what type of fence was being proposed and we also felt that a fence would visually subdivide the grounds and setting of the listed farmhouse. Accordingly, we resolved to seek clarification of the fence specification and recommended that any boundary treatment should be subject to approval rather than limited to a specific fence type.

Application M/25/01662/LB and Associated M/25/01663/HP

Proposed restoration and extension of a garage to create a separate annex for the occupant's parent at the Manor House 32 Old Road North, Kempsey.

The site is outside the Village Development Boundary and in policy terms the proposal is for a new dwelling in the open countryside. We were aware of strong similarities between this and other countryside annex proposals which had been refused or where strong restrictions had been applied, including the Kerswell Green Coach House above.

Even so, we had no objection to this conversion, subject to it remaining subsidiary to and not separately saleable from the main dwelling. We also suggested that external facing materials should be more appropriate to the location within the setting and curtilage of the listed Manor House and the Kempsey Conservation Area.

Application M/25/02039/CCO

Discharge of numerous conditions of planning permission M/24/01266/FUL (for the Kempsey EcoPark) at Draycott Villa Nurseries, 23 Main Road, Kempsey.

The application principally resubmits Discharge of Condition details previously approved under the original planning permission for this development. Further approval of such details is now required to meet the terms of a revised, but new, planning permission. Other than noting an issue over the specification for a native species hedgerow along the southern boundary, we had no further comment to make.

Application M/25/02021/TPOA

Undertake tree works at Beech House, Old Road North, Kempsey

The works concern the eponymous large Common Beech tree which in fact is located alongside Main Road. Covered by a Tree Preservation Order, its shape is already affected by passing large vehicles. The works would raise the affected branches higher and shorten others back from the house. We had No Objection.

Application No: M/25/01924/CCO

Discharge of conditions relating to a Construction Environmental Management Plan, foul water and surface water drainage and archaeology concerning planning permission M/24/01095/FUL at Upper Broomhall Farm, Taylors Lane, Broomhall

Permission M/24/01095/FUL is for a new dwelling on a paddock within the grounds of Upper Broomhall Farm, the main farm buildings of which have been converted to dwellings. A Public Right of Way runs alongside the application site and the Listed farmhouse and its medieval moat. The route of the drainage, requiring excavation, is proposed to follow the PROW to a roadside ditch.

With that in mind we commented that:

- a) *Although the archaeological investigation reported no significant finds, the trial trenches did not include the drainage routes along the PROW.*
- b) *The drainage routes are on land outside the planning permission site. The land ownership/consent and any heritage impact should be clarified; and*
- c) *The public access of the PROW, including closure/management must be limited and temporary and first agreed with the Highway Authority/PROW team.*

Updates on applications:Application M/22/00714/FUL

Full planning application for demolition of the existing buildings and the erection of 48 affordable homes on land at Broomhall, Bath Road, Broomhall

The update concerned comments from MHDC Housing and Landscape Officers.

The Housing officer is seeking a 70% social rent / 30% affordable ownership tenure split rather than the 50:50 split proposed as well as a wider mix of dwelling sizes to include bungalows. This would more closely match the assessed housing need. On that, we registered that we require to be consulted further particularly if the house types change.

While we support the Landscape Officer's views, we were disappointed that the need to reinforce the southern boundary of the site onto Broomhall Lane had not been recognised. This is required by policy SWDP 45/1, as we had previously pointed out.

Application 21/02274/FUL

Erection of 79 dwellings on land at (former) Astons Coaches, Bath Road, Broomhall

Details of tree protection have been submitted to meet the requirements of a planning condition. We had no further comment to make.

Enforcement mattersEnforcement Ref: M/ENF/25/0314

We had referred for investigation tree clearance and the forming of a hardstanding on land by the sharp bend near Douglas Castle Farm, Post Office Lane, Kempsey. It was reported that the investigation is underway and that an officer site visit is scheduled following which an update is anticipated.

The new Worcestershire County Council Streetscape Design Guide 2025

A report had previously been circulated setting out the objectives of the updated guide and the main variations from the previous version. We agreed to have regard to it when commenting on future applications, recognising it is guidance rather than statutory policy and may be varied where justified.

Questions/Comments

Cllr Waller asked if there were any thoughts in renewing the Kempsey Neighbourhood Plan?

Cllr Gardener confirmed yes, we should, it would give better strength to Kempsey Neighbourhood Plan to have the SWDPr adopted. A revised Housing Needs Assessment would also be required and the cost to renew the plan would lie with the Parish Council.

11. Chairman's Report: Cllr Waller

- Kempsey Times - Deadline for submissions is Friday 16 January 2026 - To place an advert to recruit a new Lengthsman.
- Communication initiatives - To place updates on Parish Council initiatives and projects, including a summary of Committee chair reports onto the Parish Council website and then sign post to social media.
- Safer Neighbourhood Team - To invite along to the February Parish Council meeting.

12. Policing priorities Jan - March 2026 - The following three policing priorities for the upcoming quarter were agreed:

- Anti-social behaviour at the Rocky
- Illegal parking on pavements throughout the village, especially at the doctor's surgery, on Post Office Lane during school pick-up/drop-off, Church Street and Christina Close at the pinch point.
- Dangerous and illegal parking at the shop during opening hours and anti-social behaviour including shoplifting

Meeting Closed at 9.54 PM

Signed Chairman..... Date

Standing Orders were adjourned.

PUBLIC QUESTION TIME

Positive comments for submitting the pump track tender and moving the project along were expressed. A parishioner referenced agenda item 8.a with concerns that these representatives may not have the technical expertise and knowledge concerning the design of a pump track. The Chairman offered reassurance that the representatives listed in agenda item 8.a were to help to conduct site visits and answer questions and that a separate Evaluation Panel had been set up which did consist of members with specialist expertise to help evaluate the quotes. from a very comprehensive, precise and robust tender.

Cllr Plummer expressed recognition to the Deputy Clerk for her efforts with the tenders over the last 4-6 few weeks together with her efforts with the café project.

County Councillor Martin Allen

Good evening.

CHANGES AT COUNTY HALL

The leader of WCC, Cllr Jo Monk has removed Cllr Taylor from the cabinet. He was until a few months ago the deputy leader and then headed the Local Government Reorganisation team. Cllr Wharton is now the deputy leader.

BRIEFING AND BUDGET

In December I attended an all members briefing on the budget and the state of the County Councils finances.

The legal deadline for WCC to vote through a budget is the 11th of March, or 1st of April if the Secretary of State becomes involved.

Currently, WCC have applied to the Secretary for permission to raise council tax by 10%. Any increase over 5% required the Secretaries permission.

An extra 5% increase, so raising the tax to 10% would bring in £18m year on year, while an extra 2 ½% would bring in £9m year on year.

One of the proposals is to cut the lengthsman budget to all Town and Parish Councils by 50%.

Nothing is certain now.

Just for interest I thought you would like to know that last year Highways carried out 30K safety related fixes.

HIGHWAYS RESPONSE TO COMMUNITY CENTRE

I am pleased that following my chasing you have had a response from Highways.

CLLR KARL PERKS HEAD OF WCC HIGHWAYS COMING TO KEMPSEY

I am pleased that Cllr Perks is coming to Kempsey at 1400 on Thursday 29th of January 2026 to meet KPC and residents.

Comments

At the end of the Parish Council meeting some discussion took place with the consensus from councillors to support the principle of a crossing, with the details of where the crossing might go and what other road use changes would be necessary to secure Highway's support to be identified and considered. For discussion at the next Parish Council meeting.

ALBION TREE GRASS SEEDING REQUEST

Thank you for agreeing to seed area around the Albion Tree, I was very pleased to be able to get Highways to Kerb around the tree. Once grassed over the area will look smart.

Cllr Allen confirmed the village shop was closed today. He had made enquiries for the reason why, but this was not disclosed to him. He emphasised the importance of this amenity.

Warmest regards

Martin Allen.

District Councillor David Harrison

Confirmed MHDC is proposing no increase to council tax over the next three years. He referenced the South Worcestershire Development Plan Review Main Modifications consultations running from 1/26 to 17/2/26 inclusive, requesting any comments from KPC. He referenced an incident/accident on the A38 footway near 115 Main Road.