

**MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL  
HELD ON MONDAY, 13TH JUNE 2011 AT 7.30 p.m. AT KEMPSEY  
COMMUNITY CENTRE**

**PRESENT:** - Mr. J Michael (Chair)

Mr. D Harrison, Mrs. P Gerard, Mrs. A Hart, Mrs. C Campbell, Mr. A Rea  
Mr. M Bannister, Mr. M Stevens, Mr. R Bowley, Mr. A Hay & Mr. K Blackwell

**IN ATTENDANCE:** - County Councillor Mr. B. Bullock and District Councillors Mr. D. Harrison & Mr. A Rea.

**1. Apologies for absence:** - Mr. M. Legg (accepted)

**2. Declaration of interests:-**

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 7.5 and Mr. Bowley also declared an interest being a member of Kerswell Green Graziers Association.

**3. Register of interests:** – Members were reminded to update their Register

**4. Open Forum:-**

It was proposed by Mr. Harrison, seconded by Mrs. Gerrard and resolved that Standing Orders be adjourned for the Open Forum. At the end of the Open Forum the Chairman reconvened Standing Orders.

**5. Minutes:-**

The Minutes of the Parish Council meeting of 13<sup>th</sup> June 2011 had been previously circulated to all members. On the proposal of Mr. Harrison, seconded by Mrs. Gerrard the Minutes were then confirmed by the Parish Council and signed by the Chairman as a true and correct record.

**6. Previous Minutes – Recommendations and Updates:** - None

**7. Reports from representatives:** To receive an update:-

7.1 Police Report: The Police had identified a suspect for the burglary to the Community Centre.

7.2 County Councillor's Report: Tree branches were due to be cut by the Crown Inn on 6<sup>th</sup> June. They imposed no immediate danger but Mr. Bullock will chase.

Mr. Bullock highlighted he was unaware a PACT meeting had recently taken place.

7.3 District Councillor's Reports: Mr. Rea reported on:-

- Bus Service Cuts
- Fly tipping
- Shared Services
- Next Household Waste Bag Delivery
- House Fire

**(Please refer to report attached for further details).**

District Councillor Mr. Harrison reported on:-

- Planning Training for Parish Council Members
- Houses for South Worcestershire – South Worcestershire Development Group
- Scrap Metal
- Jubilee Celebrations
- The Olympic Torch

**(Please refer to report attached for further details).**

- 7.4 Environment Committee: Mr. Blackwell resigned as Committee Chairman. Locations to install the new litter bins will be identified and marked on a map. Unable to reach a conclusion regarding emptying the litter bin located outside the shop. A quote has been received in respect of guttering repairs to the bus shelter on the Main Road. Improvements works to the Rocky are required. Awaiting notification from Worcester Wildlife before clearance works can proceed in the Rocky due to concerns with birds nesting. Vegetation needs strimming and the Himalayan Balsam need to be eradicated. The contractor has now installed the bar to the hand rail located outside the Lych-gate. Thank you to Mr. Blackwell for replacing the bus time table back in situ.
- 7.5 Commons and Hams: Mr. Michael reported in the absence of Mr. Legg Ashmoor Common for topping and thistle clearance. It was proposed to accept the more competitive quote for £1700 + VAT with the proviso that if a second cut is required this will cost £850 + VAT. This was seconded by Mrs. Hart with all in favour to accept. Quote for cutting back the trees and shrubs on the road close to the bend at The Nash pond. Visibility at the bend is presently impaired. It was proposed to accept the quotation for £170 to include clearance of residual brash. This was seconded by Mrs. Gerrard with all in favour to accept. Signage Works at Kempsey Common to supply and fit a sign close to the access way on Kempsey Common to prevent unauthorised parking. Two quotes were received. It was proposed to accept the lowest quote for £70 from Image ID. This was seconded by Mrs. Campbell with all members in agreement.
- 7.6 Recreation Committee: Quotations were sought for fencing works at Kempsey Playing Field. It was proposed to accept the quotation for £332 from Wild Contracts, this was seconded with all members in agreement to accept. Mrs. Campbell advised that EU Leader were holding an event at Upton Parish Hall on 16<sup>th</sup> July 2011 to demonstrate EU Leader Projects and asked if the Parish Council could participate? This was agreed. Mrs. Campbell advised that the drain cover had been replaced. She also advised that she as to attend a meeting concerning tree topping at the Playing Field. All five offenders concerning the damage to the pendulum swing had been approached by the Police with only one child actually admitting the offence. The Parish Council will strive to obtain £150 back from the offender by means of a Community Resolution (being the excess on the insurance policy) together with an apology and consideration in involvement in some community service work.
- 7.7 Community Centre: The Office Computer Equipment needs to be assessed and a network system is required for both computers to work in conjunction with each other in order for the Parish Office to operate efficiently. It was proposed by Mr. Harrison to seek expertise in order to establish the requirements and a specification devised. This was seconded by Mr. Rea with all members in agreement.
- 7.8 Update on Standing Orders: Mr. Bowley together with a Working Party are reviewing

Standing Orders following NALC recommendations. It is anticipated a draft set will be available for comment at the Parish Council Meeting in July with a view to approve in August 2011.

- 7.9 Chairman's Report: Mr. Michael reported on
1. Training Event Wednesday 1<sup>st</sup> June 2011 at St. Peter's Baptist Church
  2. Represented Parish Council at the funerals of two retired councillors, Rachel Evans & Eric Burnham who served the community well for many years service. He referred to a thank you letter received from Mr. Burnham's widow thanking us for our thoughts.
  3. Resignation of Councillor Ms M. Baker, thanking her for her contribution and advised that her vacancy is due to be advertised. The resignation of Ms. Baker also impacted on representatives now required on the Church Lands Trust, PACT and for the elderly/disabled. Mrs. Gerrard volunteered her services to replace Ms Baker on the Church Lands Trust and Mrs. Hart agreed to become involved in PACT. It also impacted on the Community Centre Committee in that a vacancy would now be available on this committee. Mr. Hay expressed an interest in joining. It was proposed to accept him to join the Community Centre Committee with all members in agreement.
  4. Break in at the Community Centre
  5. Letter to Harriet Baldwin re- update on the Post Office
  6. Sustainable Community Act – Preview of major developments
  7. Communication via Parish Office and Councillors – A pigeon hole system has been introduced to try to reduce postage costs. Urgent items however will continue to be delivered.
  8. Planning Training Event organised by Malvern Hills District Council on 30<sup>th</sup> June 2011

**8. To Discuss Kempsey Parish Plan: (Please refer to letter attached).**

Enquiries are to be made to see if any funding opportunities are available for the preparation of Neighbourhood Plans.

- 9. Parish Projects/Action Plans Framework:** Documentation prepared by Mr. Rea was distributed to all Councillors to read and digest before further discussion/implementation can take place.

**10. Finance**

- 10.1 To authorize payment of accounts as per schedule (attached) - Agreed for payment. In addition the following were also agreed for payment:-

DETAILS		AMOUNT (£)	CHEQUE NUMBER
S Cordell	Cleaning Contract	120.00	3052
Aon Ltd	Additional Insurance Cover	382.02	3053
R W Martin	Replace Manhole Cover	100.00	3054
Mr M Bannister	Reimbursement of Postage	1.12	3055
HTE Solutions Ltd	Emergency Lighting Testing	90.00	3056
HTE Solutions Ltd	Testing of Community Centre	660.00	3057
HTE Solutions Ltd	PAT Testing	64.80	3058
Mrs S Baxter	Expenses	30.74	3059
Mr K Blackwell	Expenses	14.40	3060

- 10.2 To ratify payments authorized under delegated powers including Staff Salaries (attached) – Agreed for payment
  - 10.3 Bank Reconciliation Statement Balance – For Information.
  - 10.4 Payment of Councillors' Expenses – On Monday 13<sup>th</sup> June 2011 The Parish Council resolved that it would pay Travel Expenses to Parish Councillors for approved duties of business. It was agreed to pay a flat rate of 30p per mile with an additional 2p per mile applicable for any passengers transported. Notices to be displayed on notice boards.
11. **Planning Report:** Planning Application Comments and Notification of Decisions:-  
As notified on the Agenda
  12. **Correspondence for Information:** All items of correspondence were shown on the Appendix and were available for inspection by Parish Council Members between 7.00 p.m. and 7.30 p.m. In addition the following was included
    1. Consultation on Landscape Character Assessment Supplementary Guidance  
Comments to be received by 5pm July 22<sup>nd</sup> 2011
  13. **In Confidential Session:** Resolution to exclude the public and press. To discuss
    1. To Discuss Staff Matters

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.20 p.m.**

Mrs. S Baxter  
Clerk  
15<sup>th</sup> June 2011

## 11. IN CONFIDENTIAL SESSION: To Discuss Staff Matters

1. Office Computer – Discussed at item 7.7 (1) Office Computer Equipment  
All members in favour to proceed.
2. Increase in Assistant Clerk's Hourly Rate – Clerk made a request to increase the assistant clerk's hourly rate from £7.30 to £7.657 in line with national pay scales. This was proposed by Mrs. Hart, seconded by Mrs. Gerrard with all members in agreement to accept.
3. Increase in Assistant Clerk's Contractual Hours – Due to increase in workloads a request was made to increase the assistant clerk's hours from 10 to 15 hours per week to be worked as an extension of the current arrangements. This was proposed by Mrs. Hart, seconded by Mrs. Gerrard with all members in agreement to accept.
4. Change of Hours for the Clerk – Due to increase and demands of the work load a request was made for the clerk to increase her hours from 27 to 37 per week. This was proposed by Mr. Michael, and seconded by Mr. Hay with all members in agreement subject to a contractual change regarding notice periods to be amended from 1 to 3 months on both parties. It was also discussed that the Clerk takes two hours study time per week from the 37 indicated to devote to CILCA training with a view to obtaining a qualification which in term would benefit the Parish Council should they wish to apply for Quality Parish Status.

Confidential Session Ended 9.38pm