

**MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL HELD ON  
MONDAY,8th JUNE, 2009 AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

**Present** :- Mr. T. Ward, in the Chair

Ms. M. Baker; Mrs. K. Biddle; Mr. N. Brookes; Mr. K. Blackwell; Mrs. C. Campbell;  
Mrs. P. Gerrard; Mrs. A. Hart; Mr. D. Harrison; Mrs. J. Jones; Mr. M. Legg and  
Mrs. H. Willcox.

**Also in Attendance** :- Mr. R. Bullock, County Councillor and Mrs. M. Walters and Mr. M. Biddle, District Councillors.

**Apologies for absence** were received from Mr. J. Michael.

**6614 NEW PARISH COUNCIL MEMBER**

Following the Parish Council election which had been held the previous week, the Chairman welcomed Mrs. Helen Willcox to her first meeting. The Clerk confirmed that Mrs. Willcox had signed her Declaration of Acceptance of Office and had completed the Register of Interests form.

**6615 DECLARATION OF INTERESTS**

As someone holding registered grazing rights, Mr. Harrison, declared a personal, possibly prejudicial interest in respect of the Commons and Hams Committee Report at Agenda Item 17 and a personal interest in respect of planning application MH 610/09 – Clerkenleap Garage, Bath Road.

As a resident of Church Street, Mrs. Campbell declared a prejudicial interest in respect of Agenda Item 20 – a request from FLAG for a letter of support to the Environment Agency.

**6616 OPEN FORUM**

It was proposed by Mrs. Jones, seconded by Mrs. Hart and resolved that Standing Orders be suspended for the Open Forum. Notes from this part of the meeting are annexed to the signed minutes. At the conclusion of the Open Forum, the Chairman re-imposed Standing Orders.

**6617 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Annual Meeting of the Parish Council held on Monday, 11th May, 2009, having been previously circulated to the members, were confirmed and signed by the Chairman.

**6618 MINUTES OF THE POLICY COMMITTEE**

The Minutes of the Policy Committee held on Monday, 11<sup>th</sup> May, 2009 having been previously circulated to the members, were confirmed and signed by the Chairman.

**6619 MINUTES OF THE ENVIRONMENT COMMITTEE WORKING PARTY**

The Minutes of the Environment Committee Working Party held on Tuesday, 26<sup>th</sup> May, 2009 having been previously circulated to the members, were confirmed and signed by the Chairman.

**6620 MINUTES OF THE RECREATION COMMITTEE WORKING PARTY**

The Minutes of the Recreation Committee Working Party held on Friday, 29<sup>th</sup> May, 2009 having been previously circulated to the members, were confirmed and signed by the Chairman.

**6621 MINUTES OF THE STAFF COMMITTEE**

The Minutes of the Staff Committee held on Friday, 29<sup>th</sup> May, 2009 having been previously circulated to the members, were confirmed and signed by the Chairman.

**6622 PREVIOUS MINUTES – RECOMMENDATIONS AND UP-DATES**

**Parish Council**

There were none.

**Environment Committee Working Party**

The first recommendation that the 4 new litter bins should be installed by the Oak tree adjacent to The Walter de Canteloupe Inn, at Napleton Lane by the Playing Field entrance, on

the Main Road by the alleyway to Rookery Road and on the grass adjacent to The Crown Area bus shelter was carried.

On the proposal of Ms Baker, seconded by Mrs. Jones the recommendation that the existing bus shelter at Pixham Ferry Lane should not be replaced but should be refurbished was carried.

The third recommendation that there was no need for any remedial works to the notice board at Kerswell Green, or the area around it was also carried.

#### **Recreation Committee Working Party**

The first recommendation that estimates were obtained from Wickstead Leisure to a) repair the tiling and 2) replace the tiling with wet pour under the swings, the A and B climber, the spring motor bike and the spring horse was carried.

The second recommendation that estimates be obtained from Wickstead Leisure to a) replace the cradle seat in its entirety and b) raise the seat height to a maximum of 350 mm. and tighten the connecting bolts on the flat swing was carried.

The third recommendation that estimates be obtained for a sign for the playground to be attached on the two gates was also carried.

The fourth recommendation that weekly visual inspections and quarterly operational inspections be carried out and that the paperwork from each inspection was kept in the parish Office was also carried.

The Parish Council noted that an unauthorized access had been made onto the Playing Field from an adjoining property and that a compost bin had been sited adjacent to the boundary fence. In the first instance, the Clerk was asked to write to the householder concerned pointing out that the compost bin must be removed onto their own land and that the unauthorized access must be permanently closed off. The Parish Council agreed to take whatever action was necessary in order to resolve this matter.

The Parish Council noted that the area adjacent to the boundary hedge with Elgar Drive needed to be tidied up. It was suggested that the Lengthsman could be used in a private capacity for this purpose.

#### **Staff Committee**

These minutes were discussed in Confidential Session at the conclusion of this meeting.

#### **6622 COUNTY COUNCIL REPORT ON LOCAL ISSUES**

The Chairman congratulated Mr. Bullock on his re-election as a County Councillor. Mr. Bullock reported that at his request, County Council Officers had looked into the problem of sewage leaking onto the footpath from the shop to Windmill Lane. He agreed to follow up complaints about poor visibility as a result of tall grass on the corner of Meadow Close, the footpath off Brookend Lane being ploughed up, water running down Napleton Lane into The Oaks and the widening out of the footpath adjacent to the A.38 between Kempsey and Worcester.

#### **6623 DISTRICT COUNCIL REPORT**

Mrs. Walters had nothing to report.

Mr. Biddle referred to the latest proposals in respect of Tree Preservation Orders in which Parish Councils would now become involved. He reported that the flood studies carried out by BWB on behalf of the District Council, in which reference was made to flooding at Baynhall and Kerswell Green, were now available on the internet and that there would be an enhanced bus service to Upton after September, 2009. He suggested that the ownership of the green in St. Mary's Close may have originally been vested in the former Upton Rural District Council.

#### **6624 CORRESPONDENCE**

All correspondence, both for report and for information had been made available for inspection by Parish Council Members between 7.00 p.m. and 7.30 p.m.

(a) WCC – Lengthsman Scheme – Safety at Street Works and Road Works

The Parish Council agreed that this document should be read by the Environment Committee

Chairman before being handed to the Lengthsman by the Clerk.

(b) MHDC – View From The Hills – Spring Edition

The District Councillors agreed to ascertain why Kempsey residents who lived in the rural areas did not receive a copy of this document.

**6625 ENVIRONMENT COMMITTEE**

The Committee Chairman reported that estimates for the installation of the new litter would be obtained in time for the next meeting.

**6626 PLANNING REPORT**

(a) Comments made to Malvern Hills District Council under Delegated Powers

MH 463/09 - Windmill Hill House, Main Road – Erection of garage and car ports (Full) – No objections

MH 614/09 – 19 Broomhall Cottages – Dropped off kerb (Full) – No objections

MH 612/09 – 24 Lyfs Lane – Canopy over garage and front porch (Full) – No objections

MH 610/09 – Clerkenleap Garage, Bath Road – Two storey extension providing offices and ancillary accommodation for garage site (Full) – No objections. Mr. Harrison had previously declared an interest in this matter. In view of the time limit for the Parish Council's response, these comments had already been sent to the District Council.

MH 635/09 – St. Peter's Peugeot, Bath Road, Broomhall – 2 internally illuminated fascias with pushed through moulded letters, 1 double sided internally illuminated totem pole of rolled aluminium and folded aluminium panels, 1 single non illuminated welcome sign (Adv.) – Object to this retrospective application where the signs were already up and illuminated. The application was for the same signs in the same position that were refused on application MH 06/1011. To be consistent this application should also be refused for the same reasons. If planning permission was granted, there must be a condition attached that the lighting was switched off when the building was closed to the public. In view of the time limit for the Parish Council's response, these comments had already been sent to the District Council.

**6627 COMMONS AND HAMS COMMITTEE REPORT**

Mr. Harrison had previously declared an interest in this matter and left the room. In the absence of the Committee Chairman, the Parish Council Chairman reported that indicative prices had been obtained for gates and various types of poles and posts for the grass area in front of The Gurkha Knight. A meeting of the Commons and Hams Committee would now be held at which local landowners would be consulted and their views considered.

**6628 RECREATION COMMITTEE REPORT**

Mrs. Campbell, the co-Chairman had nothing to report other than reminding those present that the next meeting of the Parish Plan Working Party would be on Thursday, 11<sup>th</sup> June.

**6629 COMMUNITY CENTRE COMMITTEE REPORT**

The Committee Chairman reported that the boilers had been serviced and that the Engineer had given written notice that because there was no fixed ladder to the loft area, it would not be permitted for anyone to carry out any further services. As a result, estimates would be needed for the supply and installation of a loft ladder. The new floor tiles in the Foyer had again had to be re-glued and a new lock had needed to be fitted on the rear door as emergency work.

**6630 FLAG – REQUEST FOR LETTER OF SUPPORT TO ENVIRONMENT AGENCY**

Mrs. Campbell had previously declared an interest in this matter and left the room. The Parish Council agreed that a letter of support for the Kempsey Flood Alleviation Scheme should be sent to the Environment Agency. It was noted that the Parish Council had already sent a similar letter in December of 2008 fully supporting the Scheme.

**6631 CHAIRMAN'S MONTHLY UPDATE**

The Chairman explained that this would be a new monthly item which would give him the opportunity to report on the matters which he felt that the Parish Council Members should know about. He reported on the recent Executive Committee Meeting he had attended at Malvern in company with the Clerk at which the District Council had discussed grant aid for the Kempsey Flood Alleviation Scheme. He had also received a copy of a District Council

land drainage report which he passed to Mr. Legg as it contained reference to flooding in Kerswell Green.

**6632 GRASS CUTTING IN KEMPSEY**

This matter had been deferred from the previous meeting as a result of complaints about the poor standard of grass cutting in all areas of the village. The Chairman pointed out that whilst this was not a Parish Council matter, it was a recurring problem which needed attention. After a short discussion Mr. Biddle and Mrs. Walters agreed to arrange a meeting with District Council Officers to discuss the matter. .

**6633 RECEIPTS AND PAYMENTS/RECONCILIATION OF BALANCES TO 30/4/09**

The receipts and payments/bank reconciliation to 30<sup>th</sup> April, 2009 had been previously circulated to the members. Copies of these documents are attached to the Signed Minutes.

**6634 CONFIRMATION OF ACTION**

The Parish Council ratified payment of the following urgent accounts which had been made under delegated powers :-

M. Gunnell – Community Centre Repairs - £305.00

Mrs. S. Cordell – Cleaning – 20/4/09 to 11/5/09 - £150.00

A.R. Sneddon & Sons Ltd. – Community Centre Roofing Repairs - £455.40 (inc. £59.40 VAT)

New Farm Grounds Maintenance-Grass Mowing - £171.15 (inc. £22.32 VAT)

Staff salaries for May as on the list circulated to Members and annexed to the Signed Minutes

**6635 ACCOUNTS FOR PAYMENT**

The Parish Council resolved to authorise payment of the following accounts :-

Mrs. A.P. Halford - Petty Cash for May - £38.35

British Gas – Community Centre - £1,979.41 (nc. £258.18 VAT)

NALC – Return of Quality Parish Portfolio - £9.17 (inc. £1.20 VAT)

**6636 CONFIDENTIAL SESSION**

The Parish Council resolved that in view of the confidential nature of the business about to be transacted that the public and Press should be asked to withdraw from the meeting.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.25 p.m.**

Signed at the next ensuing meeting of  
Kempsey Parish Council

Chairman of such next ensuing meeting

## **IN CONFIDENTIAL SESSION**

### **6637 THE HAIR GALLERY (KEMPSEY) LTD.**

The Chairman reported on the letter which had been received from Messrs. March and Edwards about the new lease. It was noted that Mr. Simpson would be expected to act as guarantor of the company's liabilities and that the new lease would be on exactly the same terms as before but showing the new annual rent.

### **6638 STAFF COMMITTEE**

The Chairman reported that the Staff Committee had looked at the hours currently being worked by the Clerk and her two Assistants which totaled 31 hours per week (21 hours for the Clerk and 10 hours split between the two Assistants). In total this equated to less than one full time employee working a normal 37 hours per week.

Many factors had contributed to the necessity for the Clerk to work 49 hours of un-paid overtime in an 8 week period and this had made the Staff Committee consider the overall work load in the Parish Office. As a result, it was being suggested that :-

- a) In the current financial year, a mechanism should be established for paying overtime of up to 10 hours per month, payable at the discretion of the Chairman.
- b) In the Budget for 2010 /2011, funds should be built in for remunerating the Clerk at the level of 37 hours per week together with an allowance for recruitment and ancillary costs.
- c) On a trial period up to Christmas, consideration should be given to closing the Office to the public on Tuesday and Thursday mornings of each week when the Clerk did not have any assistance.
- d) Councillors should be reminded that visiting the Office before 11.00 a.m. should be avoided in all normal circumstances. They should also understand that it was necessary to adopt strict priorities of work.

After a short discussion the Parish Council agreed that each of the above suggestions should be implemented.

It was noted that the current Quality Parish status ended in March, 2010. The Parish Council agreed to seek clarification of the potential benefits of being a Quality Parish before committing the Clerk to the substantial programme of work necessary to re-new the qualification.

**PARISH COUNCIL MEETING – MONDAY, 8<sup>TH</sup> JUNE, 2009**

**DEMOCRATIC HALF HOUR**

**SEVERAL RESIDENTS OF ST. MARY'S CLOSE** – Spoke against the proposal to install play equipment on the green in St. Mary's Close and complained that they had not been given sufficient time by the Parish Council in which to make their written objections to this meeting.

**The Chairman** pointed out that possible sites for a play trail were being looked into by the Parish Plan Working Party. They were the group who had prepared and circulated the questionnaire, and this was not a Parish Council matter

**PARISH COUNCIL MEMBER MR. NEVILLE BROOKES** complained that he knew nothing about this suggestion. The Chairman re-iterated that this was because it was not a Parish Council matter.

**PARISH COUNCIL MEMBER MR. DAVID HARRISON** – Pointed out that he had read through the correspondence for tonight's meeting but had not been shown the letters from St. Mary's Close residents.

**The Chairman** pointed out that the letters had been received too late to be included on the Agenda for this meeting but would be included as correspondence for the July Parish Council Meeting.

**PARISH COUNCIL MEMBER MRS. CLAIRE CAMPBELL** explained that the questionnaires had been sent out to seek initial reaction to the Working Party proposals.

**WPC RANSOME-WILLIAMS** – reported that there had been two incidents of anti-social behavior and that the missing flower pots had been found and returned to their owners. Residents of St. Mary's Close complained about the lack of enforcement of the double yellow lines by the shop.

**MR. BILL BENSTEAD OF 15 ST. MARY'S CLOSE** – Asked for the Parish Council to give permission for residents to mow the grass on the island in the Close.

**The Chairman** explained that the Parish Council could not do so as they did not own this area.