

**MINUTES OF THE EXTRA ORDINARY PARISH COUNCIL**  
**MEETING OF KEMPSEY PARISH COUNCIL**  
**HELD ON MONDAY 23<sup>rd</sup> MARCH 2015**  
**AT 7.30 PM. AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr Michael (Chairman), Cllr Geens, Cllr Bevan, Cllr Bowley, Cllr Waller, Cllr Bannister, Cllr Blackwell, Cllr Gerrard, Cllr Patrick, Cllr Campbell, Cllr Smith

**IN ATTENDANCE:** - District Councillor Harrison, District Councillor Rea, plus 6 members of the public.

1. Apologies: Councillor Hay – work commitments – accepted  
Councillor Stevens – Resignation  
County Councillor Sutton –  
Clerk - illness
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) – Claire Campbell – Accentika payment
  3. Other Disclosable Interests (ODI)
3. To Consider Written Requests from Councillors’ for the Council to Grant a Dispensation (S33 of The Localism Act 2011): None

Cllr Michael informed the Council that Cllr Stevens had tendered his resignation with immediate effect.

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| The meeting was adjourned for Public Question Time, notes of which are appended to these minutes |
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4. Minutes: The minutes of The Parish Council meeting of Monday 9<sup>th</sup> March 2015 having been previously circulated were not signed as a true and correct record, there were some areas that needed amending

**Action**

Queries regarding minutes – Cllr Bowley queried Item 5 from previous agenda. As stated all correspondence should be disseminated (especially agendas and draft minutes to enable them to be kept up to date with Council affairs) to all members of the Parish Council. Clarification from Cllr Michael is needed to ensure this happens.

Confidential items often appear on the agenda, these will only be discussed during confidential session.

Cllr Bowley asked for clarification regarding PACT insurance for litter pickers. He didn’t feel that the insurance policy the Parish Council has (Came & Co) covers this. Mr. Terry Ward PACT Chairman assured Cllr Bowley that the PACT Team is covered and litter picking is covered as an activity only. Mr. Ward carried out a risk assessment which was submitted to Came and Co.

Clerk

Cllr Bowley recommended any official risk assessment should specify that not only must children be accompanied but that they must be under adult control at all times.

Cllr Geens informed the Council that negotiations had taken place regarding the Hair Gallery Lease. The Parish Council is happy to continue with them as tenants. The renegotiation of the lease was decided at the previous Parish Council meeting – item 3.1

5. 1. Letter from Mr. Stead regarding the increase in the Parish precept. Response was given to Mr. Stead during Public Question Time. Overall budgets will be provided for Mr. Stead when the Clerk

returns.

2. Letter from Sally Everest and Andrew Butterfield re M5 road works. This was for information only regarding the closure of e M5 South. Work will continue through March 2015.

3. Cllr Bowley referred to two other letters which will be deferred to the next Parish Council meeting. One from CALC – Cllr Michael is still in discussion with Richard Levett, and the other from Cllr Rea to a parishioner. Cllr Bowley stated irrespective of any advice being sought the Council has the right to see all incoming correspondence. Only then can it decide if any debate should be in confidential session.

6. Reports from representatives: To receive an update

1. Neighbourhood Watch – No Crime Alert Information.  
High Green, Severn Stoke – Theft
2. County Councillor – Cllr Sutton was absent from the meeting. Cllr Harrison gave some information which was noted.
3. District Councillor – The report was noted
4. Neighbourhood Development Plan Update – The report was noted.

7. Report Update including Proposals from Committees:

1. Recreation Committee: Cllr Campbell  
Fees for registration of playing fields – fees would be somewhere in the region of £400-£800.  
Paper work for this needs to be sorted out and discussed. Deferred to April meeting.

Cllr Bowley suggested that the registration for both the Playing fields and The Community Centre be completed at the same time. This will be addressed when the Clerk returns.

2. Commons & Hams Committee: Cllr Bowley

1. Cllr Bowley and Cllr Smith have viewed half a dozen Red Devons with a view to purchase them for Ashmoor Common. They will arrive during the first week of April at a cost of £3800-£3900. Technically we need an agreement from the Clerk to purchase the cattle. In the Clerks absence, it was agreed that the cattle could be purchased. Failure to do so would mean that the cost could increase at a later date. It was felt that having cattle on the Common was a very worthwhile exercise.  
This was approved.
2. Steven Coole has been responsible for mowing Normoor and Stonehall Common. He is prepared to continue with this. Cllr Bowley requested a letter from the Parish office to confirm this and so a formal record is kept.
3. Minutes from Commons and hams have been approved. Residents of Stonehall Common continue to be keen to help with the management of the Common. They are an active group. They would like to get together with Cllr Waller to discuss a contribution from the parish Council to assist with the upkeep of the Common. It was agreed by Councillor Waller and the Stonehall Residents they would meet to devise and recommend a management plan to the Council.
4. Horses on the Common – This still remains a problem. Appropriate action needs to be taken to deal with this. It was suggested that this should not be managed by a Commons Council because it takes away a lot of control from the parish Council and could prove to be expensive. It was recommended that there be an informal meeting several times each year with all those who have stock on the common and several members of the Parish Council. It will be an informal opportunity for members of the public to have their say.
5. Access across the Common when Commercial interests are involved – we have received a response from 1 party, we are still waiting for the other response, this will be discussed at a later date.
6. Cllr Smith highlighted the problems on the Lower Ham. A gate has been broken at Pixham Ferry Lane; a chain was cut and a vehicle driven across the Common. £3000 worth of cabling has been stolen. Fences have been broken and repairs are needed. A fence is lying on its side. Cllr Blackwell has spoken to The Church Lands trust Chairman who agreed to put it right. There was some discussion as to whose responsibility it is to repair the gate. Mr. Quibbell insists he is the owner. He should be responsible for fixing the lock. Cllr Bowley

Clerk

Clerk

commented that we should not get involved with any discussions with landowners.

7. Cllr Michael stated that the register of grazing rights has expired. Letters have gone out to everyone who is leasing grazing rights. We have received three responses, still awaiting the rest.

Cllr Bowley requested that Commons & Hams Committee should be copied in on any correspondence re Commons and Hams. A list of the agreements to be sent to C & H

3. Community Centre: Cllr Geens

1. Negotiations have taken place with the Hair gallery. They would like to remain as tenants for the foreseeable future. This will be discussed at the Community Centre meeting on Thursday 26<sup>th</sup> March and discussed at the April Parish Council meeting.  
Cllr Bowley highlighted that the complete lease agreement is required to be tabled at the next meeting for formal approval by the Council before any authorization be given to sign it.

4. Environment Committee: Cllr Stevens Resigned.

1. A letter was sent to Cllr Stevens last week regarding the Lengthsman contract. WCC have once again given us £2554.88 for the services of the Lengthsman. The annual agreement needs discussing and signing ASAP.  
Cllr Waller suggested that the contract needs completing by 31.03.15. The contract has been circulated to councilors. Someone needs to give some attention to the Lengthsman contract.  
Proposal to renew the services of the Lengthsman contract and complete the relevant documentation. Motion carried. Environment Committee to organise contract.
2. It was suggested that Cllr Stevens should call a meeting to appoint a new chairman for the Environment Committee – dates need to be agreed.
3. There is a tree at the Rocky which is threatening the Power lines. Western Power has agreed to fell the tree and remove it. Cllr Bowley has received a quote (£100) from a tree Surgeon to cut up the tree for logs for the parishioners. After discussion it was agreed that Western Power and their contractor will complete all this work for free and also remove the logs to prevent any logs being thrown into the Rocky. This should be completed in the spring.

Planning: Cllrs were reminded to view the MHDC website:

5. Planning Committee: Cllr Patrick

1. Plans for Lafarge Tarmac and Norton Parkway have been displayed at a Public exhibition held at The Community Centre on 21<sup>st</sup> March. This was attended by 4 members of the public. Comments will be submitted to WCC this week.  
The main issues are that the lanes will be used as rat runs to get to the station.  
Cllr bannister commented that the plans have been available for a long time, displayed at various locations. People may have seen the plans elsewhere hence the poor turnout at Kempsey.  
Cllr Waller asked whether the justification for the lights at Junction 7 included access to the new station.  
Cllr Rea responded by stating that at a recent meeting re Parkway Station, any upgrades to Junction 7 will need to consider Norton Parkway Station.
2. Cllr Geens spoke about the 100+ houses being proposed at the Ketch Car Boot Field and the access at the narrow carriageway so close to the island. A letter of objection to this proposed access had been written and a notice was approved to send this to Worcester City Council. (see Appendix)

6. F & GP Committee: Cllr Michael – deferred.

1. Right to record at meetings – deferred

Environment  
Committee

Cllr Patrick

Cllr Geens

Action

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| <ol style="list-style-type: none"> <li>2. Pay utility bills via direct debit – deferred</li> <li>3. Obtain clarification in writing as to who has the right to remain at meetings when conducted in confidential session – deferred.<br/>Recommendations: <ol style="list-style-type: none"> <li>1. Proposal to amend Financial Regulations for clarity/transparency for budget/precept purposes – deferred.</li> <li>2. Proposal to consider amending changes to Planning Standing orders – This is slightly ambiguous. – deferred</li> <li>3. Proposal to amend standing orders to increase Planning Committee members from five to seven members – deferred until new council take up office.</li> <li>4. Proposal to amend Standing Orders to state all staff should leave the room when they are the subject of discussion – deferred</li> </ol> </li> <li>5. Proposal to add new clause to Financial Regulations to permit non-emergency expenditure up to £100 to be pre-authorised by clerk who will maintain a record of request – deferred.</li> <li>6. Proposal to set up a working party to look at suitable investments/reinvestments to maximize returns on savings – This needs to be completed before April meeting. The money cannot be moved before April 5<sup>th</sup> 2015. Cllr Waller, Cllr Bowley, Cllr Smith</li> </ol>   | <p>Cllr Michael<br/>Cllr Waller,<br/>Cllr Smith,<br/>Cllr Bowley</p> |
| <p>will form a working party to consider all investments. Current portfolio information to be sent to above councilors.</p> <ol style="list-style-type: none"> <li>7. Proposal to outsource printing and folding of the annual newsletter and Emergency plan Aide memoir, before considering a distribution – approved.<br/>It was agreed that distribution of the newsletter and Emergency Plan would be carried out by volunteers.<br/>Cllr Michael will investigate printing companies and get some quotes.</li> <li>8. Proposal to allow Confidential Minutes to be written to provide a brief statement for minute purposes and to keep a separate file for confidential reports to be cross referenced back to the minute book only – deferred.</li> <li>9. Proposal to provide black ink only to councilors – motion carried.<br/>Cllr Bannister will claim for his ink pro-rata.</li> <li>10. Proposal that the Vice Chairman’s role is to include the responsibility of website content and to carry out a monthly audit of website to keep it up to date. Approval.<br/>Motion carried.</li> <li>11. Proposal that the Parish Office remains open to the public between the hours of 10am-2pm, subject to the Clerks presence. Motion carried.</li> <li>12. Proposal that electronic distribution of all documents ,particularly agendas and draft minutes, will be issued to all councilors on email in order for them to be kept up to date and those that are not on the list will liaise with the Parish office directly - deferred</li> </ol> | <p>Cllr Michael</p>  |
| <ol style="list-style-type: none"> <li>7. Staffing Committee: Cllr Bowley suggested that we can recover the money paid to the Clerk when she is absent – through our insurance company. The Chairman undertook to provide full details at the next meeting.</li> <li>8. Chairman’s Report :-</li> </ol>  | <p>Cllr Michael</p>  |
| <ol style="list-style-type: none"> <li>1. Annual newsletter – Cllr Michael asked for reports from all committees as to what has been achieved throughout the year so that parishioners can see what has been done in Kempsey.</li> <li>2. Cllr Bowley commented that any items which are deferred from one meeting to another should go onto the agenda for the next meeting. Sometimes information gets lost and does not appear on the next agenda.</li> <li>3. A report is needed from The Youth Centre, Cllr Michael to liaise with Katreena Barnes.</li> </ol>  | <p>Cllr Blackwell</p>  |
| <ol style="list-style-type: none"> <li>9. Finance: <ol style="list-style-type: none"> <li>1. Payments were approved as per schedule of payments list distributed.</li> </ol> </li> </ol>   |  |

2. Bank reconciliation – not completed
3. Recommendations to carry forward any committee recommendations for monies from 2014/15 to 2015/16 for ongoing projects –
  - 3.1 Cllr Blackwell requested that monies be carried forward regarding remedial works to The Rocky footpaths. He is sourcing quotes for getting the work completed.  
The Environment Agency is resetting the flood levels and this will have an impact on the work. We may not need as much work on this site as once thought. Environment Committee would like to carry over some money to next year. Motion carried.
  - 3.2 Cllr Geens reported that the work which is being carried out in the Nursery over Easter will not be completed until the first week in April – the money has already been authorised, so it will automatically be carried over to next year's budget. There is £975 still available in the budget which will be carried over. Fire Safety review – this has also been agreed, so £60 will be carried over to pay for this service.  
Proposal to carry over £1035 from Community Centre budget 2014/15 to 2015/16.  
Motion carried.
  - 3.3 Cllr Campbell requested to carry over money which has already been agreed for play equipment.  
This contract has already been started, so it can go forward.

Under The Public Bodies (Admission to Meeting(s)) Act 1960 The Council resolved to exclude the public and press from agenda item 10 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Meeting entered into confidential session 9.28pm

10. Resolved to sign off the The Clerical Assistants probationary period due to satisfactory performance.

Next Parish Council Meeting 13th April 2015 7.30pm Community Centre

The Annual Parish Meeting will take place on Monday 11<sup>th</sup> May 2015 at 7.30pm at the Community Centre. Suggestions for a guest speaker to be emailed to The Clerk.

Meeting Closed 9.55pm

Helen Emerick  
Clerical Assistant

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*Standing Orders were adjourned for Public Question Time*

## **PUBLIC QUESTION TIME**

**David Steed 18 Brookend Lane**

**Mr Steed commented on the increase in the Parish Council rates i.e. 11% increase this year and 7% increase last year. This shows a 143% rise in the Parish Council rates over the past 10 years.**

The parish office has also received a letter from Mr Steed, outlining the above information and his concerns.

**Cllr Michael responded –**

Over several years the Parish Council has restricted an increase in the precept because of the recession. We have now started to spend more money to improve the Community centre for our tenants (brickwork, electrics, fire alarm system). Expenditure on Commons and Hams has been reduced by purchasing cattle to cut down on costs and we have made a profit from this. The Parish Council gave a donation to the Churchyard to extend the graveyard. Election costs need to be considered too.

Many improvements have been made to the Rocky to help enhance the environment. Some of this money came from a grant.

In the absence of the RFO, it is impossible to give exact figures.

**Joy Clee – Brookend Lane**

**Printing and delivery of annual newsletter.**

Mrs Clee has a list of people who have volunteered to deliver the Parish Plan and the annual newsletter. This would be more favourable than a commercial company who tend to miss out the outlying areas of the parish. There would be no costs involved in this exercise.

**Cllr Michael responded –**

We are very appreciative of this offer and thanks Mrs Clee for collating the information.

Outlying areas of the parish will be covered to. There are 13 volunteers at the moment with the likelihood of more offering to help, this has been completed in conjunction with Terry Ward and PACT

We will put a request into the latest Parish Magazine for volunteers and a list can be sent to the Clerk.

*Standing Orders were reimposed*

## County Councillor – R Sutton

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Monday 23rd March 2015

1. In Cllr Suttons absence, Cllr Harrison reported that progress had been made regarding the VAS sign at the North of the Village. It has been agreed with Gerry Brienza WCC, that the sign will be installed on a lamp post permanently, so it can be seen by southbound traffic.

Cllr Michael and Cllr Geens have been investigating suitable positions for the sign. Two sites are proving to be suitable.

One is 89m from the 30mph sign. Technically it should be positioned 100m away from it, but the lamp post may be moved because of the Lioncourt Development.

There is also another suitable lamp post, but this is obscured by bushes. The residents need to be contacted to ask if the bushes can be cut back so the VAS sign can be seen if it is positioned on this lamp post.

Cllr Geens has been trying to contact Gerry Brienza (Cllr Harrison to provide contact number) to establish which lamp post is in the most suitable position.

2. Cllr Harrison informed the Council that from Sunday 26<sup>th</sup> April 2015, the Ketch roundabout would be closed for 6 nights from 8pm to 6.30am.

## District Councillor – D Harrison.

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1. Cllr Harrison reported that there is to be a meeting this week with residents from Clifton and Highways regarding the M5 closures. The residents are very disheartened.



Their main concern is that even though the M5 diversion will be completed on 27<sup>th</sup> March, no thought has been given to the closure of the M50 on April 1<sup>st</sup> for 4 weeks. More traffic will be using the A38 again.

2. Cllr Harrison reported that there are plans in place to put traffic lights at junction 7 of the M5 and upgrade the junction.
3. Cllr Harrison stressed the importance of the state of the A38 after all of the heavy traffic using the road. It will require resurfacing, ideally with a quiet tarmac which is being used on the M5. Many of the pot holes need filling in too.

### **Comments/Questions**

Cllr Waller queried whether there is a published rationale for lights at junction 7 M5?

Cllr Harrison responded by saying that this has been decided by highways because the volume of traffic at the junction is exceeding its capacity. To make it more effective for traffic to get through, lights would help.

The plans for this are available on the County Council website.

Comments were made regarding the Circus at the ketch roundabout and how dangerous this proved to be. This is a huge Health and Safety Issue.

Cllr Patrick asked whether Cllr Harrison would ask Highways about the resurfacing of the A38. He explained that The Parish Council need to write to our County Councillor to request this.

Cllr Rea reported that an extra ordinary meeting had taken place at MHDC to appoint a deputy for the District Council and a Senior Planner. They have taken responsibility for a strategic role – shared planning service.

## Chairman of Neighbourhood Development Plan (NDP) Mr M Biddle.

In Cllr Biddle's absence, Cllr Smith reported that the 4<sup>th</sup> draft of the NDP had been received today, 23<sup>rd</sup> March and there is a working party meeting scheduled for 24<sup>th</sup> March 2015. The Working Party

will go through the document to add any comments and it will be returned to Kirkwells by Friday 27<sup>th</sup> March.

## District Councillor – A Rea.

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1. Cllr Rea has received an email, informing him that the M5 South bound diversion will finish on Friday 27<sup>th</sup> March 2015. Cllr Rea has spoken with Highways regarding the closures. They explained that when they work on motorways, they usually only close two lanes. In this recent case, all lanes have been closed causing a huge amount of traffic to be diverted through Kempsey.

A contra flow was discussed, but highways responded by saying that this was not cost effective. The A38 is a good quality road and it is the shortest possible route for motorists.

The work was advertised in the Public Notices in the Worcester News.