

# MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL

HELD ON MONDAY, 2<sup>nd</sup> APRIL 2012 AT 7.30 p.m.

AT KEMPSEY COMMUNITY CENTRE

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

Mrs. P Gerrard, Mrs. C Campbell, Mr. D. Harrison, Mr. M Stevens, Mr. A Hay, Mr. M Legg, Mr. M Bannister & Mr. A Rea

**IN ATTENDANCE:** - County Councillor Mr. R Bullock and 8 Parishioners

1. **Apologies for absence:** - Mr. R Austin (personal), Mr. K. Blackwell (illness), Mr. R Bowley (holiday) & Mrs. A. Hart (personal) all 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. Mr. A Hay declared a personal interest in item 14 (2) as his grandchildren use the facility.
3. **Register of interests:** – Members were reminded to update their Register. Mr. Hay and Mr. Stevens have both completed update forms.
4. **Open Forum:** - It was proposed by Mr. Michael, seconded by Mr. Harrison and resolved that Standing Orders are adjourned for the Open Forum. At the end of the Open Forum the Chairman reconvened Standing Orders
5. **Minutes:** - To consider the adoption of the following minutes
  - Minutes of the Parish Council Meeting of 12<sup>th</sup> March 2012Having been previously circulated, these minutes were signed as a true and correct record by the Chairman.
6. **Previous Minutes:** Any recommendations and/or items for update. None.
7. **Reports from representatives:** To receive an update
  - 7.1 **Police Report** – Crime figures for March 2012 were as follows:-
    - 0x Anti-Social Behaviour
    - 1x Assault
    - 2x Non-injury Road Traffic Collisions
    - 2x Burglary other - shed break-ins
    - 0x Criminal Damage
    - 3x Theft
    - 0x Bogus CallersClerk to request progress reports of any outcomes/investigations.
  - 7.2 **County Councillor Report:** Mr. Bullock reported that engineers had revisited the bridge located at Brookend Lane. Remedial works were due to be carried out to repair cracks and replace missing coping stones.  
A £500 grant to purchase a reconditioned Vehicle Activated speed sign had been approved.  
Warning signs about “wild deer” have also been installed on the road to Pershore in the High Green / Croome area for the benefit of motorists using this popular route.  
Mr. Legg requested a site inspection with Mr. Bullock concerning the replacement of three concrete posts and handrails at Kerswell Green Common (opposite Green Barn) which had been identified due to the removal of brambles. He highlighted this was the responsibility of County Council and needed replacing to prevent people falling into the ditch
  - 7.3 **District Councillor’s Reports:** Report from Mr. Rea and Mr. Harrison

Mr. Rea reported that both he, and Mr. Harrison, had met with Mr. Bocock Chief Executive Officer from Malvern Hills District Council and a tour of Kempsey had been conducted.

Mr. Rea urged parishioners to have a look at the recently completed flood defenses.

Mr. Harrison had nothing further to report.

#### 7.4 Environment Committee:

1. Proposal for Kempsey Parish Council to acquire a Vehicle Activated Sign. A letter had been sent to County Council to reserve funds for the Parish Council to proceed to purchase the Vehicle Activated Speed Sign. Mr. Stevens requested permission to proceed with this project. He made a proposal to acquire a reconditioned sign at a cost of £500 opposed to purchasing a new one for £2600. This was seconded by Mr. Hay with all members voting unanimously to accept these proposals. Mr. Bannister questioned what guarantee would be included with the reconditioned speed sign, in the event of it becoming faulty. Mr. Stevens confirmed unfortunately there were no guarantees as the sign would be reconditioned. The sign would be deployed at various speed hotspots in the parish in the coming months determined by Worcestershire County Council.
2. Update on Fish Pass – Mr. Stevens confirmed this project had now been completed. The Environment Agency had been contacted concerning some minor outstanding issues. Mr. Michael advised debris needed collecting. Mr. Stevens confirmed this issue would be addressed under the ongoing Rocky Improvement Project.
3. To seek permission to advertise the Rocky Open Evening in the Parish Magazine & notice boards. Mr. Stevens requested permission to hold an Open Evening on Monday 18<sup>th</sup> June 2012 at the Community Centre at 7.30pm to discuss improvements to the Rocky and also to advertise in the May and June magazines. This was granted.
4. Mr. Stevens advised the oak tree kindly donated by Mr. Bowley had now been replanted.

#### 7.5 Commons and Hams Committee:

- a. Updates on Normoor & Kerswell Green Commons (Mr. Legg)  
Mr. Legg thanked Mr. Gove and Mr. Goodway for their help in clearance works on Normoor Common. He advised that Fountains (E-on tree maintenance company) were due to proceed with the agreed tree works tomorrow.  
He also advised that three culverts had been inspected on Kerswell Green Common. One being the responsibility of the Parish Council being in a good state of repair with repairs due to be carried out to the other two. Words of thanks were expressed to Mr. Clarke and Mr. Goodway for help clearing the overgrown brambles on Kerswell Green Common.
- b. Kempsey Common – Worcestershire County Council has confirmed to offer the supply and installation of a bypass self-closing pedestrian gate adjacent to the locked field gate to facilitate the use of public footpath 637.

#### 7.6 Recreation Committee:

1. Kempsey Lawn Tennis Club lease
  - a. Approve the terms of the lease. A proposal was made by Mrs. Campbell to accept the terms of the lease subject to two amendments namely; that the words “or at other times to be agreed by both parties at any time” be inserted at the end of 3.8(b) (i) and 3.8(b) (ii). This proposal was seconded by Mr. Harrison and voted for unanimously to accept.
  - b. Agreement on contribution put forward by Kempsey Lawn Tennis Club towards the legal costs of the lease. Mrs. Campbell made a proposal that the contribution of £200 suggested by Kempsey Lawn Tennis Club towards the legal costs of the lease be accepted. This was seconded by Mr. Legg and voted for unanimously to accept these proposals.
  - c. Nomination of a representative to Kempsey Lawn Tennis Club. A suggestion of a liaison officer was discussed. It was felt there were already good communication links through the Sports Association and that a less formal position was the best way forward. It was agreed that the liaison person should be the Recreation Committee Chairman.
2. Carry forward items to next financial year. Following some debate as to whether monies should or should not be carried over from one financial year to another the following proposals were made:-
  - a. Carry forward unspent monies for fencing – Mrs. Campbell made a proposal to carry over £475 of unspent monies in respect of fencing from 2011/12 to 2012/13. This was seconded by Mr. Harrison and carried by a vote of 6 to 3.
  - b. Carry forward unspent monies for new play equipment – Mrs. Campbell made a proposal to carry over £2234 of unspent monies for new play equipment from 2011/12 to 2012/13. This was seconded by Mrs. Gerrard and voted for by 6 votes to 3.
  - c. Carry over the painting of the skylights and ceilings at the Pavilion – This request was noted.

- d. Carry over purchase of the Limes – Mrs. Campbell advised the next stage was to complete an omission statement. This will be placed as a May agenda item for further discussion. Legal costs will be £1000. £500 to be paid via contingency monies from the 2011/12 budget and £500 set in 2012/13 budget.

Mr. Rea to seek clarification and advise if monies can merely be carried over from one financial year to the next or if they should be earmarked for a specific purpose.

## 7.7 Community Centre Committee:

1. Transfer of unspent monies from Community Centre Committee Budget Financial Year 2011/12 to 2012/13 to allow for the following:
  - a. Purchase of signage for flower tubs – Withdrawn as purchased in 2011/12
  - b. Purchase of plates and a fire blanket for the kitchen – Withdrawn as purchased in 2011/12
  - c. Painting of the Parish Office – Withdrawn as carried out 2011/12
  - d. Carry over funds of £2K for purchase Office Computer System. Full discussions and quotes to be discussed at this meeting. This is the responsibility of the Finance and General Purposes Committee. To be discussed at agenda item 10.
  - e. Upgrade desks and other equipment required in the Parish Office – To be discussed at agenda item 10.
  - f. Earmark £1500 energy efficiency grant awarded specifically for energy improvements to the Community Centre. This has already been earmarked for specific purpose in 2012/13 budget.
  - g. Maintenance budget to include fire alarm and building survey – Need to identify and prioritize recommendations in the first instance.
2. Building Survey Report – Please note the Surveyor had agreed to post directly to you. (For your information only at this stage). A Working Party is to be formed to discuss this report together with the “Fire Risk Assessment” report. Councillor Hay agreed to be Chairman.

## 7.8 Chairman’s Report

A reminder that the Annual Parish Meeting will be held at 7.15pm on Tuesday 1<sup>st</sup> May 2012 at the Community Centre with refreshments available from 6.45 pm till 7.15pm. A guest speaker from the Worcestershire Archive & Archeology Service will present a talk on the results of the archeology dig at Kempsey that preceded the construction of the flood defenses on the Church Meadows which should be of great interest.

Mr. Michael confirmed there is still a desire to obtain a Post Office for Kempsey and he is pursuing this matter following the Governments pledged £1.34 billion towards retaining the current network of rural Post Offices. An update will be provided at the next meeting.

## 8. Finance

- 8.1 To authorize payment of accounts as per schedule. A proposal was made by Mr. Michael, seconded by Mrs. Gerrard and unanimously agreed to authorize these payments including the following :-

### ADDITIONAL CHEQUES

**02.04.12**

**Payable to**

**AMOUNT  
(£)**

<b>Payable to</b>		<b>AMOUNT (£)</b>
Trevor F. Geens	Repairs to litter bins	82.50
	Grass Cutting Playing	
R.S Clarke	Fields	16.50
	Grass Cutting	
R.S Clarke	Community Centre	16.50
ASL Group Ltd	Copier Meterage	28.02
City Signs	Barrell Signs	62.40
	Reimbursement	
K Blackwell	Kitchen items	3.00
NALC	LCR Subscription	48.00
New Farm Grounds	Grass Cutting Plovers	
Maintenance	Rise	69.60
Abi White	Painting Parish Office	345.00
	Reimbursement Fire	
Mr D Harrison	Blanket	9.99
	Reimbursement	
Mr D Harrison	Kitchen items	94.67

Mr. Michael thanked Mr. Harrison for his hard work in installing the flower tubs to the front of the Community Centre. Mr. Harrison advised that there had been a £15.00 overspend to the original budget of £225 for this project. He

expressed his appreciation to St.Peters Garden Centre and Hartlands Nursery who had kindly donated plants for this project.

- 8.2 To ratify payments authorized under delegated powers including Staff Salaries. A proposal was made by Mr. Michael, seconded by Mr. Harrison and unanimously agreed to authorize payments.
  - 8.3 Bank Reconciliation Statement Balance – For Information.
  - 8.4 Update on Financial Regulations Review -Mr. Stevens reported that a further working party meeting is to be held before the draft financial regulations are presented for approval.
9. **Planning:** No planning applications for discussion.
10. **Upgrade of Office Computer System** – Due to the current office computer system no longer fit for purpose quotes were obtained to determine a replacement. Four quotations were received. Mr. Rea made a proposal to accept the quote to purchase the system direct from the manufacturer at a cost of £1568.11 plus VAT. This was seconded by Mr. Hay with all members voting unanimously to accept. Mr. Rea confirmed this was a Dell product. Mr. Harrison highlighted that none of the quotations received included a printer. Mr. Rea confirmed the Working Party would reconvene to determine the printer options once the new computer system was installed and working.
11. **Proposal for Kempsey Parish Council to sign the Worcestershire Agreement** (Mr. Stevens) – This item is carried over for discussion at the next Parish Council meeting with some advice from the Clerk.
12. **Correspondence for Information:** All items of correspondence were available for inspection by Parish Council Members between 7.00p.m and 7.30p.m
13. **Date of next meeting:** Annual Parish Meeting Tuesday 1<sup>st</sup> May 2012 (refreshments at 6.45pm for 7.15pm start at Kempsey Community Centre).  
Next Parish Council Meeting Monday 14<sup>th</sup> May 2012 at 7.30pm at Kempsey Community Centre.
14. **Confidential Item.**
1. Staff Salaries
  2. Proposals from Magic Moments Nursery re: Outdoor Area

**CORRESPONDENCE**  
**KEMPSEY PARISH COUNCIL – 2<sup>nd</sup> April 2012**

1. Sunday Bus Request – The Clerk had obtained further information regarding this pilot scheme. Mr. Harrison made a proposal to pledge up to a maximum of £200 to support this project. This was seconded by Mr. Stevens and voted unanimously to accept.
2. Changes in Planning Landscape – Guide and support with Neighbourhood Plan – For Information
3. Notification CPRE – in respect of Annual Membership – For Information
4. MHDC – Tree Preservation Order No 495 (2012) – Holly House, Napleton Lane, Kempsey – For Information
5. Letter from Tennis Club – New Lease Sitting Area at Tennis Club – Discussed agenda item 7.6 (1)
6. WCC - Acknowledge by Mr. Bullock regarding problems on A38 – Acknowledgement
7. Advice from Solicitors Re: Land Registry – For Information
8. Request for Earthwork survey on Kempsey Common by a Post Graduate student from University of Worcester.No damage would be caused to Kempsey Common – Mr. Harrison made a proposal that the survey be conducted on the proviso a copy of the findings is presented to the Parish Council. This was seconded by Mrs. Campbell with all members voting unanimously to accept these proposals.
9. WCC – Consultation on Worcestershire County Council’s approach to Localism. This topic to be discussed at the Parish Conference to be held on Wednesday 25<sup>th</sup> April 7.00pm to 9.15pm in the Council Chamber. Please advise the Clerk if you wish to attend.

Meeting went into Confidential Session at 9.30pm and closed at 11.10pm  
Sharon Baxter  
Clerk