

**MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL HELD  
ON MONDAY, 12TH DECEMBER 2011 AT 7.30 p.m.  
AT KEMPSEY COMMUNITY CENTRE**

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

Mrs. P Gerrard, Mrs. A Hart, Mrs. C Campbell, Mr. K Blackwell, Mr. M Bannister, Mr. R. Bowley  
Mr. M Stevens, Mr. R Austin (arrived at 7.45pm), Mr. A Hay, Mr. M Legg & Mr. A Rea

**IN ATTENDANCE:** - District Councillor Mr. R Bullock and 1 Parishioner

**1. Apologies for absence:** - Mr. Harrison (holiday) - accepted

**2. Declaration of interests:-**

Mr. Bowley declared an interest being a member of Kerswell Green Graziers Association  
Mr. Rea declared an interest in respect of a payment to Mr. W Owen who he was related to.

**3. Register of interests:** – Members were reminded to update their Register  
Mr. Stevens advised he had joined as a new member of the Calc Area Committee

**4. Open Forum:** - No open forum discussion took place

**5. Minutes:** - To consider the adoption of the following minutes (enclosed)

- Minutes of the Extra Ordinary Meeting of 24<sup>th</sup> October 2011
- Minutes of the Parish Council of 14<sup>th</sup> November 2011

Having 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 – Mr. Bowley commented on the Northern Area Development Control Committee in which he made representation on behalf of the Parish Council to discuss planning application No: 11/00269/HOU 14 Squires Walk, Kempsey WR5 3JB which was granted approval.

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

7.1 Police Report – No report available

Mrs. Campbell to report the vandalism to the sign and post near the play equipment to the police.

7.2 County Councillor's Report: Mr. Bullock advised the officers were looking into the issues concerning school parking with a possible solution being that the bus enters into the school grounds. Mrs. Hart addressed a problem concerning the fallen crab apples in Ellsdon being particularly hazardous under foot. Mr. Bullock suggested the Lengthsman could attend to these with the use of the new lopping tool, which the Parish Council intends to purchase.

Mr. Bowley addressed a query concerning the supply of a grit bin for Kerswell Green. Mr. Bullock confirmed the Parish Council would have to purchase any additional ones required. Mr. Bowley then highlighted that there was a grit bin located at the Community Centre and requested if this could be relocated to Kerswell Green. The Clerk was concerned the grit bin should remain insitu for the purpose of the Community Centre. The Chairman advised the brick store would be adequate for storing salt/grit. After further discussion, in which the Mrs. Hart highlighted the local residents in Post Office Lane could also be worthy of the use of the spare bin, Mr. Michael agreed to allow Mr. Bowley to relocate the community centre grit bin to Kerswell Green, with consideration to purchase any additional grit bins via the Environment Committee.

Mr. Stevens asked Mr. Bullock when the grit bins would be replenished with particular reference to a list that the Lengthsman had provided, which gave an indication on grit bin location and the amount of grit inside each one. Mr. Bullock advised these would be replenished on a regular basis.

Mr. Blackwell addressed a query from Mrs. Emerick (3 The Oaks) concerning surface rainwater from Napleton Lane flooding the end of her drive. Mr. Bullock to investigate and report back.

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

- SWDP Workshops - A series of workshops run by MHDC based on an agenda defined by District Councillors has come to an end.
- SWDP Consultation/Developer Consultation Press Release – MHDC has released a press statement with regard to confusion that has been caused by developers running their own consultations at the same time as the SWDP consultation.
- MHDC Christmas Parking - Free Xmas Parking in short stay car parks the week before Christmas
- MHDC Logo - New contemporary look designed in house
- Olympic Torch – It has been confirmed that the Olympic Torch will be passing through Malvern Town & Malvern Wells on Friday 25<sup>th</sup> May 2012 during its journey through the United Kingdom
- Non- Emergency Police Number 101
- Last Parish Council Meeting 2011 – Merry Christmas and A Happy New Year

#### 7.4 Environment Committee: To Discuss

1. Dog Fouling Leaflets – To seek permission from the council to distribute leaflets to raise awareness of the issue of Dog Fouling. A proposal was made by Mr. Stevens to allow distribution of this leaflet. This was seconded by Mr. Legg and voted for unanimously. It was agreed to print the leaflets in house. The leaflet was to be amended to include MHDC contact details. Mr. Stevens to seek volunteers to help distribute leaflets to the whole of the village.

Mr. Rea reiterated there was clearly a problem with dog fouling and a fine should be imposed as the law was being broken. This in turn would raise awareness.

#### 2. FY11/12 Budget – Key Objectives (for information)

Mr. Stevens commented on the Rocky Improvement Project. A significant investment was to be made and he is seeking support and help by involving parishioners.

#### 3. Replacement for Sycamore tree removed from the Rocky (for information)

Mr. Bowley has kindly offered to provide an Oak Tree to replace the Sycamore. This will be transplanted in the spring.

#### 7.5 Commons and Hams Committee: To Discuss

#### 1. Resolution to approve contract for corral improvements on Ashmoor Common

Four quotes were received to identical specifications and conditions. Mr. Bowley made a proposal to accept the lowest quotation subject to Natural England funding 60% of the costs. This was seconded by Mr. Rea with all members voting unanimously. The contractor appointed to carry out these works was Mr. Allard. Mr. Hay questioned if this work requires additional funding or was it from existing budget. It was established additional funding was needed. Mrs. Campbell asked why this money was not budgeted for in the first instance. Mr. Michael confirmed we must encourage and meet the requirements of graziers to keep their livestock on there. Mr. Bowley advised there is no deadline as such to apply for funding and that Natural England are awaiting our proposals.

Ashmoor Common has been topped and scrub cleared being a vast improvement.

Authorisation was given by Mr. Michael to spend £125.00 on scrub clearance to Normoor Common to enable works to be completed. The contractor appointed to carry out these works was Mr. R Barnes.

Severn Trent Water Ltd is carrying out works to laying of new foul sewer at Kerswell Green. The pipe is blocked somewhere between the headwall adjacent to the cesspit outlet and the main road culvert. We believe this is the responsibility of Severn Trent who will rectify the problem.

Mrs. Campbell asked when topping works due are to be carried out at Kempsey Common. She was advised this would be budgeted for in 2012/13.

## 7.6 Recreation Committee: To Discuss

1. Pendulum Swing – This has been replaced and £727.00 has been reclaimed via the insurance. The offender has £25.00 left to pay in respect of damages. Unfortunately the contractor disposed of the old pendulum swing when it was hoped this could be retained as a spare.
2. Cricket Nets – Advice was sought from MHDC regarding planning permission for permanent cricket nets at the playing field. It was established if they are 12m long no planning permission is required but if they are 16m long planning permission is required due to the cubic area. Mrs. Campbell to advise cricket club of the situation.
3. Gullies in car park – Authorisation was granted for the gullies to be cleaned. It was anticipated it would take up to three hours for these works to be completed at a cost of £55.00 per hour.
4. Pedestrian entrance on Napleton Lane – This has now been reinstated.
5. Hedging – The contractors have now reinstated the gap in the hedge.
6. Playground sign – Mrs. Campbell reported that the play ground sign has been removed and is damaged. She advised she had received a quotation for £40.00 to have this repaired. Mr. Blackwell offered to repair and fix into position saving these costs.
7. Tennis Club Lease – Mrs. Campbell obtained some prices in respect of drawing up a new lease between the Parish Council and the Tennis Club. Stallard March & Edwards Solicitors advised a new lease would cost in the region of £750- to £1000 and comparably Harrison Clark Solicitors costs would be £750-£900. Mr. Michael advised legal advice was a necessity and also suggested that the Tennis Club makes a contribution towards the legal fees. The Parish Council to seek advice concerning the term of the new lease. Mrs. Campbell, Mr. Legg and Mr. Stokes met with Mr. Dillingham to resolve the issue concerning the hedge

## 7.7 Community Centre Committee: To Discuss

1. Kitchen Wall cupboards for approval – A proposal was made by Mr. Hay to purchase and install kitchen wall cupboards. This was seconded by Mr. Austin with 8 members voting for and 3 voting against and 1 member abstaining. Therefore via a majority of votes this motion was carried.
2. Fridge and Microwave – Mr. Hay made a proposal to purchase a suitable fridge and microwave to the value of £250.00. Mrs. Campbell asked Mr. Hay have we built this into a business plan. He advised no, this was to improve facilities of hiring out the Community Centre. The proposal was seconded by Mr. Stevens with 8 members voting for and 4 against. Based on this vote the motion was carried.
3. Bollards/Parking – A proposal was made by Mr. Hay to purchase two sample bollards for a total of £65.00 on a sale/return basis. This was seconded by Mr. Rea with all members voting in favour to accept apart from Mr. Blackwell who abstained from voting.

At the discretion of the Chairman, authorization was granted to discuss the following two additional agenda items as a matter of emergency.

4. Sanitary Bins – A need was identified to install two sanitary bins at the Community Centre. One to be installed in the ladies toilet and the other in the disabled toilet. The Parish Council agreed to enter into a five year contract with Cathedral Hygiene at a cost of £2.50 per bin per week.
5. Fire Risk Assessment – As a need of necessity it was identified a fire risk assessment should be carried out to the Community Centre. A quote for £250.00 had been received from a reputable company that already service the fire extinguishers. The Parish Council agreed to proceed on this basis.

## 7.8 Chairman's Report – Mr. Michael advised Welbeck Strategic Land Development were holding a meeting on Wednesday 14<sup>th</sup> December 2011 7 – 9pm at St. Peters Baptist Church

## 8. Finance

- 8.1 To authorize payment of accounts as per schedule – Payment was authorized. In addition the following were also authorized:

DETAILS		AMOUNT	CHEQUE
		(£)	NUMBER
Mr K Blackwell	Sign & Lock	19.62	3205
Mr R Barnes	Works Normoor Common	660.00	3206
Mr K Blackwell	Expenses	9.60	3207

- 8.2 To ratify payments authorized under delegated powers including Staff Salaries – Authorised
- 8.3 Bank Reconciliation Statement Balance – For Information.
- 8.4 Resolution to immediately revise existing banking arrangements to ensure no one banking group holds in excess of £80,000 of Parish Funds.  
Adequate measures need to be put into place to protect public money and maximize interest.  
Further information is to be obtained and discussed as an agenda item at the F&GP Committee meeting to be held on 4th January 2012

9. **Planning Report:** - As indicated on the Agenda

10. **Request from St. Mary’s Church to consider a contribution towards the cost of the magazine and upkeep of Church yard.** A proposal was made by Mr. Michael to donate £350 towards the cost of the magazine and £250 towards the upkeep of the church yard. This was seconded by Mr. Hay with all members voting in favour to accept apart from Mr. Bowley and Mr. Austin who abstained from voting.

11. **To consider a £300 contribution towards the cost of CPRE (Campaign to Protect Rural England) Hedgerow Survey.** A proposal was made by Mr. Michael to contribute £300 towards the cost of the survey. This was seconded by Mr. Stevens with all members voting in favour to accept apart from Mr. Rea who abstained from voting.

12. **To Organize Working Parties to:**

1. Review Financial Regulations (as minuted at November PC Meeting) Clerk to seek volunteers.
2. Review Hub – Upload information - training, guidance and organize information. Mrs. Campbell to take forward.

13. **Resolution to approve the Standing Order amendments (re: motions requiring written notice, those not requiring it and parties responsible for confirmation of meeting minutes) as discussed at the November PC Meeting**

Mr. Michael highlighted it was an onerous task to hold over various committee draft minutes to their next available meeting for approval. Mr. Bowley made a proposal that this was the correct procedure to follow. This was seconded by Mr. Rea and voted for unanimously.  
A request was made for Standing Orders to be publicized on The Hub.

14. **Amendments to standing order** – Official representations to outside bodies/meetings.

A proposal was made by Mr. Bowley to incorporate the following clause into standing orders  
“Where timing constraints prevent formal authorization by the full Council for a Councillor to represent

The Council at a meeting of an outside body the Chairman, and in his absence, The Vice Chairman shall have the delegated authority to do so”

This was seconded by Mr. Rea and voted for unanimously by all members.

15. **Correspondence for Information:** All items of correspondence were available for inspection for Parish Council Members between 7.00p.m and 7.30p.m

**CORRESPONDENCE**  
**KEMPSEY PARISH COUNCIL – 12<sup>th</sup> DECEMBER 2011**

1. Village Halls Energy Efficiency Application – For Information
2. Letter from Dalcour Maclaren – Laying of New Foul Sewer at Kerswell Green – For Information
3. Email from MHDC Re Cricket Nets – Mrs Campbell to advise the Cricket Club
4. SARA – Severn Area Rescue Association – Press Release – For Information
5. Worcestershire Rural Outreach Project Update – For Information
6. WCC Addendum to Worcestershire Waste Core Strategy – For Information
7. Solicitors letter re: Kempsey Lawn Tennis Club – Fees – Clerk/Mrs Campbell to arrange
8. South Worcester Newsletter – For Information
9. SWDP Response made by Kempsey Parish Council- For Information

16. **Date of next meeting:** Monday 9<sup>th</sup> January 2012 at 7.30pm at Kempsey Community Centre.

17. **In Confidential Session:** Resolution to exclude the public and press

1. To discuss recruiting a caretaker

Meeting Closed 10.25pm  
Sharon Baxter  
Clerk

