

**MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL HELD  
ON MONDAY, 12th MARCH 2012 AT 7.30 p.m.  
AT KEMPSEY COMMUNITY CENTRE**

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

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

**IN ATTENDANCE:** - County Councillor Mr. R Bullock (arrived 8.30pm) and 5 Parishioners

**1. Apologies for absence:** - Mr. Bannister (work) Mr. Austin (personal) Mr. Blackwell (illness) - 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 item 7.5 (3) and Mr. Bowley also declared an interest being a member of Kerswell Green Graziers Association. Mr. Harrison declared an interest in the payment to HTE Solutions Ltd. Mr. Stevens declared an interest in respect of planning application item 14.

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

**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 (enclosed)

- Minutes of the Parish Council Meeting of 13<sup>th</sup> February 2012

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 requested a copy of Commons Byelaws. Clerk confirmed this had not been overlooked and she would supply.

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

**7.1 Police Report – Crime Statistics**

Mr. Harrison expressed his disappointment that no crime statistics were available, given the vast increases in break-ins in the area. Clerk to express disappointment to the police in respect of this.

**7.2 County Councillor Report: Mr. Bullock**

Mr. Bullock reported that the deer signage was being looked into. He confirmed the small bridge in Brookend Lane had been inspected and no problems could be identified, despite complaints from parishioners. He requested that this be examined thoroughly again.

Mr. Stevens addressed a query concerning acquiring a vehicle activated speed sign. He advised a new sign would cost in the region of £2600.00. Mr. Bullock confirmed £1k funding may be available from County Council towards the purchase of this sign subject to an application.

Mr. Harrison apologized for not providing a map indicating the section of the road surface of the A38 that required inspection. He would attend to this immediately.

Mr. Harrison also advised of a protruding man hole cover that required inspection located in Post Office Lane. He thanked Mr. Bullock on behalf of PACT for £350 grant which had been used to purchase some litter pick signage and high visibility jackets.

Mr. Michael highlighted problems concerning blocked sewers in Old Road North outside The Firs Nursing Home and also A38/Napleton Lane. Mr. Bullock confirmed these were being addressed.

- 7.3 District Councillor's Reports: Report from Mr. Rea and Mr. Harrison  
 Mr. Rea confirmed Mr. Bocoock Chief Executive Officer from Malvern Hills District Council will be visiting the Ward on Wednesday 14<sup>th</sup> March 2012 and if anyone had any questions to contact him.  
 Mr. Harrison confirmed Kempsey Parish Council had been successful in securing a grant of £20k to assist in producing a Neighbourhood Plan, of which guidelines are to be confirmed by Malvern Hills District Council.  
 He also advised that the flood defenses were in place although the pumps were yet to be installed. He is due to attend a meeting on 20<sup>th</sup> March 2012 in respect of the SWDP results.  
 Mr. Harrison also reported PACT (Police and Communities together) had carried out another successful litter pick on 11<sup>th</sup> March 2012 with a further one being organized on the 27<sup>th</sup> March 2012. A big thank you was expressed to all the volunteers.
- 7.4 **Environment Committee:** To Discuss
1. Speeding in Kempsey – Update following representation by West Mercia Safer Roads Partnership (M. Legg/M. Stevens)  
 The Safer Roads Partnership recently conducted a survey to ascertain speeding problems within the village. They agreed to target the area to the north of the village within their Community Programme. This will commence at the end of March 2012.
  2. Consider the purchase of a VAS speed sign for Kempsey. The Parish Council is seeking to purchase a Vehicle Activated Sign with the assistance of some grant monies available from County Councillor Mr. Bullock. Details were requested about the sign including whether the price quoted included installation and whether it was able to record data.
  3. Proposal to carry funds over from FY 2011/2012 budget for the Rocky capital project.  
 Mr. Stevens made a proposal to carry £1k funds over from the financial year 2011/12 to 2012/13 budget for the completion of the bridge improvements within the Rocky.  
 Mr. Harrison expressed his wishes in that he would like to see a total of £3k carried over from one financial year to the next. This however was decided against.  
 Mr. Bowley seconded the proposal Mr. Stevens made. All members were in agreement to accept apart from Mr. Harrison who felt inadequate monies would be available to complete this project.
  4. Update on Rocky Improvement Project – A public event is arranged for Monday 18<sup>th</sup> June 2012 in respect of the Rocky improvements. Invitations will be issued.
  5. Litter bin repairs: Proposal to accept a quotation for work to repair three litter bins (K. Blackwell) A proposal was made to accept the quotation to repair three litter bins (adjacent to the shop, Kings Hill bus shelter and the Crown car park) at a cost of £82.50. This was seconded by Mr. Harrison and unanimously agreed to accept. The contractor appointed to carry out these works was Mr. Trevor Geens.
  6. Committee recommendation for grit bins in Kempsey Parish – This item had been previously discussed. The Parish Council had agreed not to provide grit bins. There would be cost implications in respect of supplying and storage issues and they did not want to favour any particular location/area over another. They had not received any requests to purchase a grit bin either.  
 Mrs. Campbell enquired about the Fish Pass Scheme. She was advised by Mr. Stevens works were now complete.
- 7.5 **Commons and Hams Committee:** To Discuss
1. Control of tenders/quotations and contracts - A formal approach needs to be adopted. Mr Bowley had presented some ideas for tenders and quotations to refer to and aid further discussion. This item will be addressed at a future meeting.
  2. Kerswell Green grass cutting - A proposal was made by Mr Legg to accept the offer from Mr Allaway to cut the common free of charge up to four times a year (adhering to any restrictions to be stated in the specification). This was seconded by Mr Stevens and voted for unanimously to accept.
  3. Commons residents letter - referral to our solicitors  
 Mr Bowley requested a professional opinion should be obtained concerning the letter recently issued to all Commons Residents (sent recorded delivery) to ensure it is legally correct and

enforceable.

Mr Michael confirmed this letter was intended to act as a reminder to residents to adhere to the terms of the by-laws in force. He felt it was unnecessary for the Parish Council to incur any additional expense on solicitor's fees. This letter is to be circulated to all councillors to gauge opinion.

4. Letter to Quail Hollow re concrete blocks on KG Common – Clerk to issue a letter to the occupier requesting the removal of the concrete blocks causing an obstruction.

5. Teal Turf - letter of appreciation re new stile on Ashmoor. Clerk to issue to Teal Turf.

6. Repair/replacement of Kerswell Green culvert – An investigation is to be carried out and a specification devised with the assistance of Mr Hughes.

7. Clarification of Kempsey Common unfenced boundary with Croome Estate – Mr Bowley attended a meeting with a representative from Croome Estate and the unfenced boundaries were identified. Clerk to issue a letter of appreciation in clarifying the position.

8. Response to Eversheds LLP re decommissioning CL74 – Mr Bowley confirmed this land is owned by the Secretary of State. It was established the Parish Council were happy to decommission as this was an oversight when the M5 motorway was widened and merely a formality. Mr Bowley made this proposal, seconded by Mr Harrison and unanimously agreed to accept. Clerk to issue a formal response.

Clerk confirmed Natural England had reimbursed monies in respect of the recent works to the corral at Ashmoor Common..

Extra expenditure of £150.00 had been incurred for additional tree works to the oak tree located at Kerswell Green.

Mr Legg made a proposal to instruct Fountains (who carry out vegetation management on behalf of EON) to attend to some tree felling works free of charge. This was seconded by Mr Harrison and voted for unanimously to accept.

#### 7.6 **Recreation Committee:** To Discuss

1. Emergency lighting for Pavilion – In process of obtaining quotations.

2. Painting of play equipment and buddy shelter – Check what paint is required.

3. Installing a piece of gym equipment at playing field- To consider suitability

4. Fencing on southern boundary at playing field – To establish ownership and how should be cut.

5. Tennis Club Lease – Ongoing, queries need addressing and clarification.

All the above items are to be addressed at the next Recreation Committee meeting on Monday 19<sup>th</sup> March 2012

Mr. Harrison advised the water taps had now been replaced at the Pavilion and an urgent problem concerning the isolators for the showers had been replaced at a cost of £144.00. The Sports Association had replaced a broken door handle.

#### 7.7 **Community Centre Committee:** To Discuss

1. Bollards/Parking to discuss and seek approval of recommendations made at the recent Committee meeting. Mr. Hay confirmed the sample parking blocks were rejected as it was felt they were not high and robust enough.

2. Fire Safety Risk Assessment – To seek approval of recommendations made at recent Committee meeting. The cost of this assessment came in under budget at a cost of £200 as oppose to the previously agreed £250. Recommendations had been looked at and it was decided to either rectify in house or to obtain professional help.

The Building has been inspected by the surveyor and the report is in the process of being compiled. A £1500 grant in respect of energy efficiency has been awarded to use in the future for energy improvements specifically for the Community Centre, thanks to the help and efforts from Mr. Harrison. Mr. Harrison to proceed to purchase items to equip the kitchen. Mr. Harrison highlighted a problem in the ladies toilets with "drying of hands." Preference was to use the toilet rolls as an alternative to the hand drier. To alleviate this problem Mr. Hay made a proposal to purchase a paper towel dispenser and refills at a cost of £31.00 plus VAT to install in the ladies toilet. This was seconded by Mr. Harrison and voted for unanimously to accept. Mr. Harrison confirmed the remainder of the picture frames/flower tubs will be insitu by the next Parish Council meeting.

7.8 **Chairman's Report** – A remainder that the April Parish Council meeting will be held on Monday 2<sup>nd</sup> April 2012 as the normal date would have fallen on Easter Monday.

The Annual Parish Meeting will be held on Tuesday 1<sup>st</sup> May 2012 at the Community Centre with refreshments available from 6.45pm till 7.15pm when the meeting will commence.

Mr. Michael confirmed he had attended the Fishing for Funding Event recently held at Sixways to obtain information on trying to secure grants from both the Heritage and Big Lottery Fund which he felt could be advantageous to the Parish Council.

He also advised that the Parish Council is revisiting the possibility of setting up a Post Office in the village as the Post Office have recently relaunched a £1.34 billion branch network investment and support programme.

The milestone at Baynhall has now had a replica plaque attached bearing the legend Worcester 5 miles, Tewkesbury 10 miles. Expression of thanks were passed to Mr. Legg for managing this project.

## 8. Finance

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

**12.03.12**

**Payable to**

**AMOUNT**

**(£)**

Stuart Woods	Supply/Fit Taps at Pavilion	131.00
Mr Harrison (Booker)	Kitchen Items	123.20
Mr Harrison (Avalanche Group)	High Vis Jackets	180.00
Mr Harrison (City Signs)	Signage for PACT	172.80
Mr K Blackwell	Mileage Expenses	14.40
Jewson Limited	Slabs for flower tubs	80.45
NP Denley	Works Oak Tree Normoor Common	150.00
NP Denley	Common	250.00
NP Denley	Works at Normoor Common	650.00
Worcester City Council	Gulley Cleaning Plovers Rise	144.00
HTE Solutions Ltd	Electrical Works at Pavillion	144.00

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 Terms with Internal Auditor – In Mr. Bowley's opinion more obligation should be placed on the internal auditor to offer guidance (i.e. Investments) as opposed to merely reconciling accounts.

## 9. The Worcestershire Agreement – To Discuss (Mr. Harrison)

This document is to be circulated to all councillors for comment and to establish whether Kempsey Parish Council wishes to sign.

## 10. Registration of all Parish Council land (Mr Bowley)

Mr Bowley advised none of the land owned by the Parish Council is registered with the Land Registry. He felt we should pursue this to alleviate any future problems. Mr Bowley made a proposal to accept all land should be registered. This was seconded by Mr Harrison with all members voting unanimously to accept.

11. **Committee appointments for next Parish Year** (Mr Bowley)  
Clerk is to circulate an Expression of Interest Form to each Councillor (before May Parish Council Meeting) to ascertain their preferences for which committees they would like to join from May 2012.
12. **Neighbourhood Planning / Localism Bill** (Mr Bowley)  
Changes in legislation are due to be made as a result of the Localism Act and all Councillors will require training on the New Code of Conduct (with CALC guidance)
13. **Annual Parish Magazine** – Mr Michael requested each Committee Chairman to supply a brief synopsis by 31<sup>st</sup> March 2012 of highlights of their own Committee to be published in the Annual Newsletter.
14. **Planning:** To Discuss the following:-  
Prior to the discussion of this planning application Mr Stevens left the room  
Planning Application No: 12/00255/HOU  
Proposal: Conservatory  
Location: 13 The Limes, Kempsey, WR5 3LG  
Comments: No objections. However there was some confusion concerning the location as historically this had been referred to as 1 Brookend Lane.  
  
A discussion took place amongst councillors concerning section 106 monies and whether an application has to be made from the onset of a building development or whether this is automatically granted. Mr. Rea to seek clarification concerning the request for section 106 monies.
15. **Correspondence for Information:** All items of correspondence indicated below were available for inspection by Parish Council Members between 7.00p.m and 7.30p.m
16. **Date of next meeting:** Monday 2nd April 2012 at 7.30pm at Kempsey Community Centre.  
Please note early date due to Bank Holiday on Monday 9<sup>th</sup> April 2012
17. **Confidential Item:**
  1. Community Centre Rent Reviews
  2. Update on Utility Bills
  3. Bank Update/Request
  4. Staff related matters

**CORRESPONDENCE**  
**KEMPSEY PARISH COUNCIL – 12<sup>th</sup> March 2012**

1. Free Training to Bridge the Skills Gap – Seeking people to train.
2. Sunday Bus – Request for Financial Assistance – Further clarification is to be sought.
3. Neighbourhood Planning seminar Austin Court, Birmingham City Centre  
10am – 4.30pm 26<sup>th</sup> March 2012 – For Information
4. Letter from New Farm Grounds Maintenance – Grass Cutting Contract – For Information
5. Request Grass Cutting – Kerswell Green – This has been addressed.

Meeting Closed at 9.15pm  
Sharon Baxter  
Clerk