

**MINUTES OF THE MEETING OF KEMPSEY PARISH  
COUNCIL HELD ON MONDAY, 10TH OCTOBER 2011 AT  
7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

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

Mrs. P Gerard, Mrs. A Hart, Mrs. C Campbell, Mr. Harrison, Mr. Rea, Mr. K Blackwell,  
Mr. M Bannister, Mr. R. Bowley, Mr. A Hay, Mr. M. Legg, Mr. M Stevens & Mr. R Austin

**IN ATTENDANCE:** - County Councillor Mr. B. Bullock and District Councillors Mr. D Harrison  
& Mr. A. Rea and 16 Parishioners

**1. Apologies for absence:** - None

**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 Mr. Bowley also declared an interest being a member of Kerswell Green Graziers Association. Mr. Bowley also declared a personal interest with agenda item 7.7 (3) Kitchenette area and associated works.

**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 be adjourned for the Open Forum. At the end of the Open Forum the Chairman reconvened Standing Orders.

**5. Minutes:** - The Minutes of the meetings listed below had been previously circulated to all members. On the proposal of Mr. Michael, seconded by Mr. Harrison Minutes were then confirmed by the Parish Council and signed by the Chairman as a true and correct record.

- Minutes of the Planning Committee Meeting of 5<sup>th</sup> September 2011
- Minutes of the Environment Committee Meeting of 8<sup>th</sup> September 2011  
A location was added to item 5. (Alleyway between A38 and Rookery Road)
- Minutes of an Extra Ordinary Meeting of 19<sup>th</sup> September 2011  
Amendments: - Mr. Austin gave his apologies, the date at item 4. Should read 12<sup>th</sup> September 2011 and the word legal be removed from item 4 in the first and second sentence?
- Minutes of the Community Centre Committee of 20<sup>th</sup> September 2011
- Minutes of F & G P Meeting of 26<sup>th</sup> September 2011

**6. Previous Minutes – Recommendations and Updates:** - Mr. Harrison highlighted that the SWDP event scheduled for Monday 17<sup>th</sup> October 2011 had not been publicized on the website and felt the need for a household leaflet drop to be of vital importance.

Mr. Michael advised that he had arranged a consultant to assess the office computer equipment

and internet requirements as per recent F & GP Committee Meeting.

Mr. Hay indicated that the photocopier should be an agenda item on the next F & GP Committee Agenda and not fall in the remit of the Community Centre.

Mr. Legg highlighted that some Parish Council furniture needed removing from his garage.

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

### **7.1 Police Report:** PC Sarah Ransome-Williams submitted the following report:-

After receiving several complaints of off road motorbikes riding at the Ham at weekends, this seems to have settled down and I haven't received any further reports to date.

The next generation of children seem to raising their heads in the village. We have had a spate of Anti- Social behaviour and criminal damage to property by a small group of youths aged between 6 and 10, whereby conkers and stones have been thrown. Due to their ages, being under the age of criminal responsibility, apart from one individual, it has been difficult to deal with them. However they have all been identified and I have subsequently dealt with them via there Anti- Social Behaviour Unit and all have written letters of apology.

Finally there have been a spate of shed breaks in surrounding villages, whereby garden machinery have been stolen. I am hoping that it will not spread as far as Kempsey. The information has been disseminated out via Paul Leopold and I am not sure whether that has linked up with Kempsey Neighbourhood Watch, but I am still awaiting a list of emails to make the process a little quicker. Garden tools should be property marked and security measures taken to help prevent offences. Should any residents require a visit from me for advice then I am more than happy to attend to offer advice.

### **7.2 County Councillor's Report:** Mr. Bullock reported on the red road markings and gave assurance this work would be carried out this week.

Mr. Austin addressed a query directly to Mr. Bullock requesting if the hedgerow located at Brookend Lane could be cut following complaints raised by parishioners. Mr. Bullock advised this could be attended to by the Lengthsman.

Mrs. Gerrard requested if something could be done to address a recent incident concerning an elderly parishioner and a discourteous bus driver (bus no. 362), who failed to stop at the bus stop. Mr. Bullock will approach the bus company to complain.

### **7.3 District Councillor's Reports:** Mr. Rea submitted his report in the Open Forum session and had nothing further to report. Mr. Harrison reported on complaints received concerning bonfires in Old Road North (referred to Malvern Hills District Council) and problems concerning drainage on the Main Road had been referred to County Councillor Mr. Bullock.

### **7.4 Environment Committee:** The following were discussed:

1. Update on work at the Rocky (pollarding and removal of dead sycamore tree)  
Planning permission has now been received. Mrs. Campbell highlighted that the area appeared to be untidy. Mr. Bannister advised works were not yet complete.
2. Update on bus shelter improvement: Works to commence on 25<sup>th</sup> October 2011 to repaint all bus shelters.
3. Update on graffiti removal: The Duckworth Trust have removed the graffiti from the bus shelters. Mr. Blackwell had approached one resident who lived on A38 to Rookery Road to make enquires as to why he was not happy in having the graffiti removed from his wall. It was confirmed the wall could be damaged in the process of doing so. As this looks a particular eye sore Mr. Harrison asked to make further enquiries regarding graffiti removal.

4. Fish Pass Scheme Update - Review/discuss design drawings from Environment Agency
  - Seek permission to allow the Environment Agency to complete proposed works for the Fish Pass Scheme.

An update was presented in the Open Forum from Mr. Felton. The next stage in the process is for the Parish Council to agree and grant permission to the contract. A proposal was made by Mr. Stevens to send out a letter to the Environment Agency permitting them to undertake the work subject to receiving a suitable contract. This was seconded by Mr. Hay with all members voting in agreement to accept apart from Mr. Bowley who abstained from voting.

7.5 **Commons and Hams:** The following items were discussed:

1. Purchase grazing rights lists from WCC re: Commons and Hams: Mr. Bowley made a proposal to purchase a full register of common rights holders at a maximum cost of £180 (6 x £30) to hold on Parish Council records. This was seconded by Mr. Legg with all members voting to agree to accept apart from Mrs. Campbell who voted against and Mr. Harrison who abstained from voting (due to him holding common rights). Mr. Bowley concluded that he would make every effort to maintain an up to date register on an annual basis.
2. Approve ditching contract for Normoor Common: Four quotations were received. A proposal was made by Mr. Bowley to accept the quotation for £550. This was seconded by Mr. Legg with all members voting unanimously to accept. The contractor appointed to carry out this work was Mr. Barnes.
3. Approve scrub clearance contract on Ashmoor Common: Three quotations were received. A proposal was made by Mr Bowley to accept the cheaper quotation of £1450 as per specification. This was seconded by Mr Legg and voted unanimously. The contractor appointed to carry out this work was Mr Barnes.

7.6 **Recreation Committee:** Update report - Mrs. Campbell reported that the springs to the faulty pieces of play equipment (motorcycles) had both been replaced. She also confirmed that three joints to the pavilion guttering had been repaired as a matter of urgency. It was hoped in the near future to refresh the damaged parts of the play equipment with a new lick of paint!

7.7 **Community Centre:**

1. Consultant Report – To propose rejection of the late report
  - Mr. Hay highlighted the importance that to date the consultant report had still not been received. He stressed the importance of this public document. Mr. Michael added that there were legality aspects to consider before rejecting it. Mr. Michael proposed that a formal letter be issued and (sent recorded delivery) given an absolute deadline of 31<sup>st</sup> October to submit a full up to date report to be reviewed and revalidated at the consultants own expense otherwise the Parish Council would declare the contract nil and void, because the report would be out of date, and no fees would be made. This was seconded by Mr. Blackwell with all members in agreement to accept this proposal apart from Mr. Rea who abstained from voting.
2. To seek approval for emergency repairs to centre roof. This item to be deferred as still awaiting consultant's report. Mr. Harrison highlighted the fact that a local builder had already carried out a roof assessment.
3. To approve quotes for Kitchenette Area and associated work: Several quotes were obtained. It was felt the best approach to this project was to purchase the assembled units from one supplier and have them installed by a separate contractor/s. A proposal was made by Mr. Harrison to spend a maximum of £811 to purchase the kitchen units.

This was seconded by Mr. Bannister and voted for unanimously. Two quotes had been received in respect of fitting the units as per specification provided. One quote consisted of one contractor completing all the work as per specification and the other consisted of a total of five contractors in total completing the works. A proposal was made by Mr. Michael to accept the quotation from one person to provide all the work at a cost of £1680. This was seconded by Mr. Stevens with all members voting in agreement to accept these proposals, apart from Mr. Harrison and Mr. Bowley who abstained from voting. The contractor appointed to carry out this work was Mr. S. Davis. Members were thanked for all their hard work and efforts in helping to organize a New Kitchenette Area

4. Community Centre Entrance widen splay to seek approval of quotes. Mr. Blackwell confirmed three quotations had been received, only two meeting specification requirements. Mr. Blackwell proposed that £210 be spent in widening the access splay. This was seconded by Mr. Hay with all members in agreement to accept apart from Mr. Austin who abstained from voting. Mr. W Owen was the contractor appointed to carry out this work. (At this point Mr. Rea. declared a personal interest as he has a relation called Mr. Owen but did not know if this was the same gentleman)
5. Installation of Bollards at the rear of the building on car park – To consider - Subject To receipt of some examples this item will be deferred.
6. Replacement Post Box. To seek approval for the purchase of a new post box and relocate. A proposal was made to spend £46 on an A4 steel post box plus keys and relocate to the front of the building for ease of accessibility. This was seconded by Mr. Harrison with all members in unanimous agreement to accept.
7. To discuss and seek approval to employ a Centre Caretaker. It was decided to advertise for a Community Centre caretaker to open/close the building for various user groups and clubs and to be responsible for keeping the interior tidy. A job specification is to be devised. (this will be discussed further under the remit of the Staffing Committee).

7.8 **Chairman's Report:** Mr. Michael reported on the following:-

1. SWDP Update & Village Survey – A draft response is to be submitted at the extra ordinary meeting on 24<sup>th</sup> October 2011.
2. Broadband Survey – Business and residents' surveys have now been submitted online.
3. Snow Contractors – One local contactor Mr. Worthington has expressed an interest.

**8. Finance**

- 8.1 To authorize payment of accounts as per schedule (attached) - Agreed for payment. In addition the following were also agreed for payment:-  
New Farm Grounds Maintenance – Grass Cutting - £196.88 (chq no. 3145)  
Wicksteed Leisure Ltd – Replace/install play equipment - £844.80 (chq no.3146)  
K Blackwell – Mileage - £12.60 (chq no. 3147)  
R Cutler – Replenish Flood Supplies - £51.61 (chq. No. 3148)  
M Stevens – SWDP Advertising Costs - £50.00 (chq. No.3149)
- 8.2 To ratify payments authorized under delegated powers including Staff Salaries (attached) – Agreed for payment
- 8.3 Bank Reconciliation Statement Balance – For Information.
- 8.4 Budget Update to 31<sup>st</sup> August 2011- For Information
- 8.5 To review and update bank signatories: 1. Resolution to amend signatories: It was agreed authorized signatories were to be Mr. Harrison, Mrs. Hart, Mrs. Gerrard, and Mrs. Campbell, Mr. Michael, Mr. Bowley and Mr. Blackwell on both Lloyds and HSBC bank accounts. A proposal was made by Mr. Harrison to amend the present signatories to the

new signatories only. This was seconded by Mr. Hay with all members in unanimous agreement. To accept Resolution two signatories are required – any two people stated above have authority to sign cheques. A proposal was made by Mr. Harrison to accept any two authorized signatories, seconded by Mr. Hay and unanimously carried.

9. **Planning Report:** The following planning application listed below was discussed:-  
Planning Application No: 11/01089/ADV  
Proposal: 5 Fascia signs, flag signs and free standing totem  
Location: St Peters Peugeot, Bath Road, Broomhall, WR5 3HR  
Comments: No objections but with concerns regarding three freestanding billboards indicated in the drawings which could impair visibility.
10. **Standing Orders amendments** as per Clause 10 (a) – Rescission of Previous Resolutions  
To conform with planning under the LGA 1972 a proposal was made by Mr. Bowley to accept Amended clause 15. This was seconded by Mr. Rea and majority carried. Mr. Harrison, Mrs. Hart and Mr. Blackwell abstained from voting.  
Additional amendments were made to standing orders in respect of Clause 8 Minutes and Clause 29 Communication. The Clerk highlighted to the Chairman that a more realistic Timeframe would be 10 working days. A compromise was reached and a proposal made by Mr. Michael that both clauses 8 & 29 state 7 working days. This was seconded by Mr. Stevens with all members in agreement apart from Mrs. Hart, Mrs. Campbell, Mrs. Gerard and Mr. Blackwell who voted against.
11. **To formerly appoint Mr. R Austin onto Committees** Newly co-opted member Mr. Austin expressed an interest and was formerly appointed to the Commons & Hams Committee and the Planning Committee. Mr. Hay resigned from the Commons & Hams Committee due to commitments from the Community Centre Committee.
12. **To discuss process of emails into kempseyhub.co.uk (Mrs. Campbell)**  
Mrs. Campbell made a proposal that any queries generated via the Hub (website) are forwarded to the Parish Office for response or dissemination. This was seconded by Mrs. Gerrard and voted unanimously. A further proposal was made by Mrs. Campbell to treat these queries as items of correspondence for agenda purposes. This was seconded by Mrs. Gerrard and voted for unanimously.
13. **To set up a Working Party to discuss kempseyhub.co.uk** – Mrs. Campbell offered to train and offer guidance to members in organizing the Hub, via a working party.
14. **To consider a donation towards St Mary’s Church bells** – A proposal was made on a recommendation from the F&GP Committee to offer a donation of £1000 to St Mary’s Church Bell Appeal by Mr. Michael. This was seconded by Mr. Blackwell and majority carried (except from Mr. Bowley who voted against and Mr. Austin who abstained from voting).
15. **Correspondence for Information:** All items of correspondence indicated on the Appendix below was available for inspection by Parish Council Members between 7.00p.m and 7.30p.m.
16. **In Confidential Session:** Resolution to exclude the public and press
  1. Tenant related matter for payment of utility bills
  2. Allotments update

**CORRESPONDENCE**  
**KEMPSEY PARISH COUNCIL – 10<sup>th</sup> OCTOBER 2011**

1. Newsletter of Worcestershire Telecare – For information
2. SWDP Village & Town Consultation Roadshow – For Information
3. Letter from MHDC marketing/advertising of the Elgar Room used for civil ceremonies – For Information.
4. Festival Housing Strategic Plan Progress Report 2011- For Information
5. Worcester Volunteer Centre – Community Transport- For Information
6. Boundary Commission for England – 2013 Review of Parliamentary constituencies
7. WCC – Waste Core Strategy Consultation 3<sup>rd</sup> October to 5.30pm 15<sup>th</sup> November 2011.  
**(Response Form for Completion)**
8. Letter – New Lease – Sitting Area at Tennis Courts and other matters.**(Contact Solicitors)**

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.08p.m.**

Mrs. S Baxter  
Clerk  
15<sup>th</sup> October 2011



