

**MINUTES OF THE MEETING OF KEMPSEY PARISH COUNCIL HELD ON  
MONDAY 12<sup>th</sup> APRIL, 2010 AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

**Present** :- Mr. T. Ward, in the Chair

Mr. N. Brookes; Mrs. C. Campbell; Mrs. P. Gerrard; Mrs. A. Hart;  
Mr. D. Harrison; Mrs. J. Jones; Mr. M. Legg and Mrs. H. Willcox.

**Also present** :- Mr. R. Bullock, County Councillor; Mr. M. Biddle and Mrs. M. Walters,  
District Councillors.

**Apologies for absence** were received from Ms. M. Baker, Mr. K. Blackwell, Mrs. K. Biddle and Mr. J. Michael. The Chairman pointed out that Mr. Blackwell had had an urgent eye operation in hospital and, consequently, was not well enough to be present. The Parish Council accepted this apology.

**6821 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, possibly prejudicial interest in respect of the Commons and Hams Committee Report at Agenda Item 13. He also declared the same interests in respect of items of correspondence relating to a request for a roadway across Kempsey Common to the caravan site at Agenda Item 10(a), information about the new ownership of The Farmers Arms Caravan Site at Agenda Item 10(b), an access licence at Stonehall Common shown at Agenda Item 10(f), two letters about pond and drainage implications at Stonehall Common shown at Agenda Item 10 (c) and two accounts for payment to his son made under delegated powers listed at Agenda Item 19.

The Chairman, Mr. Ward declared a personal interest in respect of Agenda Item 19 relating to an account for payment in respect of his half-yearly Chairman's Allowance.

**6822 OPEN FORUM**

It was proposed by Mrs. Jones, seconded by Mrs. Gerrard and resolved that Standing Orders be suspended for the Open Forum. Notes from this part of the meeting are annexed to the Signed Minutes. At the end of the Open Forum the Chairman re-imposed Standing Orders.

**6823 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Parish Council held on Monday, 8th March, 2010 had been previously circulated to the members. On the proposal of Mrs. Hart, seconded by Mrs. Jones the Minutes were confirmed by the Parish Council and signed by the Chairman.

**6824 NOTES FROM THE RECREATION WORKING PARTY**

The members agreed that the notes from the Recreation Working Party were an accurate record of the meeting and were signed by the Chairman as such.

**6825 PREVIOUS MINUTES – RECOMMENDATIONS AND UP-DATES**

**(a) Parish Council**

There were none.

**(b) Recreation Working Party**

The first recommendation was that the third tennis court should be made available for public use at the times listed below and that these times should be incorporated into the Tennis Club lease :-

Mondays 9.00 a.m. to 4.00 p.m. to allow for Junior Coaching from 4.00 p.m.

Tuesdays – 1.00 p.m. to 6.00 p.m. to allow for Social Tennis from 6.30 p.m.

Wednesdays - 9.00 a.m. to 6.00 p.m.

Thursdays – 4.00 p.m. to 9.30 p.m. to include use by the Youth Club

Fridays – 9.00 a.m. to 6.00 p.m. to allow for Social Tennis

Saturdays – 6.00 p.m. to 9.00 p.m. to avoid clashing with Junior Coaching

Sundays – 2.00 p.m. to 8.00 p.m.. It was noted that this may clash with matches and that Kempsey Lawn Tennis Club would reserve the right to use the third court.

The above recommendation was proposed by Mrs. Campbell, seconded by Mrs. Gerrard and was carried.

The second recommendation was that netball and basketball markings should be installed by the Tennis Club on the third court. This recommendation was proposed by Mrs. Campbell, seconded by Mr. Brookes and was carried.

The third recommendation was that the Youth Club's request for the provision of football markings on the third court should not be supported. This recommendation was proposed by Mrs. Campbell, seconded by Mrs. Jones and was carried.

The fourth recommendation was that the section of chain link fencing on the boundary should be replaced as soon as possible on the line of the previous fencing. This recommendation was proposed by Mrs. Campbell and seconded by Mrs. Gerrard. As an amendment it was proposed by Mr. Brookes and seconded by Mr. Legg that this matter should be deferred to the May Parish Council Meeting in order that costings could be obtained for replacement chain link fencing. On putting the amendment to the vote, 6 members voted in favour of the amendment and two voted against so the Chairman declared the amendment carried.

#### **6826 COUNTY COUNCIL REPORT ON LOCAL ISSUES**

Mr. Bullock reported that patching works had been done on various roads. His attention was drawn to roads where there were still potholes and various other highway problems including fallen highway furniture. Mr. Bullock then reported that Mr. Mike Taylor had been appointed as the new School Governor and that there would be a meeting the following morning to look at the Southern Link traffic flow prior to this matter being discussed by the County Council the following week.

#### **6827 DISTRICT COUNCIL REPORT**

Mrs. Walters reported that there was no further information available about twice weekly emptying of the litter bins. Ruth Bergin, the District Council Officer responsible for the new re-cycling arrangements had offered to talk to the Parish Council about these new arrangements. The Parish Council suggested that she should attend the PACT Meeting the following week.

Mr. Biddle reported that he had made a request for the planning application in respect of land to the rear of 5 Florence Close to go to full Planning Committee with the Committee making a site visit beforehand.

#### **6828 CORRESPONDENCE**

All correspondence, both for report and for information had been made available for inspection by Parish Council Members between 7.00 p.m. and 7.30 p.m.

##### **(a) Mrs. J. Jarvis – Roadway across Kempsey Common to caravan site**

Mr. Harrison had previously declared an interest in this matter and left the room. The Parish Council agreed that an access roadway to the caravan site was an issue between the caravan site owner, as the landlord, and Mrs. Jarvis as his tenant. As such, the site owner should be making the application to the Parish Council as, if it were deemed appropriate to grant permission for a roadway, it would need to be done at his expense.

##### **(b) MHDC – Farmers Arms Caravan Site – Amendment to Previous Site Licence**

Mr. Harrison had previously declared an interest in this matter and left the room. It was

noted that the amended licence which had been issued by Malvern Hills District Council in respect of The Farmers Arms Caravan Site showed there were now three licence holders for this site. As such, it would now be necessary for a Member's existing Register of Interest to be amended in line with this new information.

**(d) Parish Lengthsman Scheme – Funding for 2010/2011**

The Parish Council resolved to remain as members of the Parish Lengthsman Scheme and agreed to sign up for the 2010/2011 financial year.

**(e) Upton Skate Park Association – Request for donation**

The Parish Council agreed that the proposed skate park at Upton would be likely to benefit Kempsey children. As such, a grant of £50 was proposed by Mr. Brookes, seconded by Mrs. Willcox and carried. However, it was agreed that it would firstly be necessary to ascertain that this grant was being made to a non-profit making voluntary organisation and that they should be asked to provide the Parish Council with a copy of their last statement of accounts and a copy of their constitution. This was necessary in order that the grant could be made under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

**(f) MHDC – Stonehall Common – Access Licence**

Mr. Harrison had previously declared an interest in this matter and left the room. The Parish Council agreed to sign the Access Licence.

**(i) Mr. S. Bott – Night time traffic on A.38**

The Parish Council noted that the Chairman had already replied to Mr. Bott's email.

**(j) Allianz Insurance plc. – Recovery of excess payment from third party insurers**

The Parish Council noted that the £100 excess had been paid by the third party insurers.

**(k) Clement Keys – Notice of Audit for year ending 31<sup>st</sup> March, 2010**

The Parish Council noted that the audit date had been set for Monday, 28<sup>th</sup> June, 2010.

**(l) CALC – Request for help with ownership of The Limes Play Area**

The Clerk was asked to advise CALC that the Recreation Working Party (the new play equipment group) was working on behalf of the Parish Council and there was a direct link with them. The proposed new play area at The Limes was fully supported by the Parish Council who had formally resolved to be responsible for administering any grant funding which was received in respect of the new play equipment.

**(m) Kempsey Camera Club – Request for storage space at Community Centre**

The Clerk was asked to advise the Camera Club that there was no storage space available for their equipment at The Community Centre.

**6829 ENVIRONMENT COMMITTEE**

In the absence of the Committee Chairman, there was nothing to report. The Clerk reported that Mrs. Blackwell had cleaned the graffiti in the bus shelter at The Crown Area

**6830 PLANNING REPORT**

**(a) Comments made to Malvern Hills District Council under delegated Powers**

MH 175/10 – Draycott Lodge, Main Road – Extension of time limit to commence development on application MH 1001/07 – No objections.

MH 197/10 – The Walter de Cantelupe Inn, 34 Main Road – Extension of time limit to commence development on approved application MH 1648/06 – Object. The issues raised in the Parish Council's previous objections still stood. Distances given of the proposed development from the closest dwellings were inaccurate and needed to be checked and either confirmed or corrected.

MH 093/10 – Land at the rear of 5 Florence Close (amended plans) – reiterate all previous comments. Pointed out discrepancies in the Halcrow Technical Notes.

**6831 COMMONS AND HAMS COMMITTEE REPORT**

Mr. Harrison had previously declared an interest in this report and left the room. The Committee Chairman's report was read by Mr. Legg - Three quotations had been obtained

for the new fencing work at Ashmoor Common and a meeting with Natural England Officers would select the contractor to undertake this work. A revised specification had been prepared for the ditching works at Normoor Common and estimates were being sought in time for the May Meeting. A schedule of works was being drawn up for repairs to culverts and ditch clearance works at Kerswell Green. The wet weather had meant that the gorse topping works on Kempsey Common had not been carried out and this would be deferred until the end of the bird-nesting season. As previously reported, an incident on Kempsey Common involving horses and a member of the public had resulted in an inspection being made of The Commons Register. This had shown that a number of people were turning out horses or ponies who had no right to do so and claims that they were using other people's turnout had proved to be fallacious. Letters were being sent to all people who appeared to be grazing animals illegally requesting that they removed their animals from the common or provided the Parish Council with written evidence that the equine turnout which they were using was legal.

#### **6832 RECREATION COMMITTEE REPORT**

Mrs. Campbell, the Committee Co-Chairman reported that only one quotation had been received in respect of the repairs to the Sports Pavilion velux windows and roof tiles. The Clerk was asked to obtain a second quotation. She was waiting for copies of the title deeds for The Limes Play Area to be delivered and hoped that draft plans for the proposed play equipment would be with her by the end of the week. At Mrs. Campbell's suggestion it was agreed to make a site inspection of the chain link fencing at the Playing Field.

#### **6833 COMMUNITY CENTRE COMMITTEE**

The Committee Chairman reported that work had not yet started on the roof repairs which should have been carried out whilst the Nursery was closed for Easter. Two identical estimates in the sum of £200 had been received for urgent repair works to a door and wall inside the Nursery. A delegated decision had been taken to ask SJA Building Services to carry out this work whilst they were doing other work on behalf of the Nursery during the Easter holiday. The Parish Council ratified this delegated decision. The Committee Chairman then reported that there were problems in the upstairs office in the Nursery where a hole had appeared in a floor board and there were large gaps between the boards. It would not be possible to gauge the extent of the problems until the carpets had been taken up. The heating in the Parish Office was not working and it had been discovered that the incorrectly placed heating thermostat in Room 1 was causing the Office heating to cut out. An estimate in the sum of £90.00 plus VAT submitted by DPS Electrical Services to move the heating thermostat from Room 1 into the rear corridor had been accepted under a delegated decision. The Parish Council ratified this delegated decision.

#### **6834 PARISH COUNCIL CHAIRMAN'S MONTHLY UPDATE**

The Parish Council Chairman reported that the Post Office cabin would be delivered the following week to Seabourne Leisure where some work would need to be carried out and that he had initiated the ordering process with the Post Office for the items which were needed. He had also initiated the process for the applicant to be approved. At this point Mr. Harrison left the room whilst the Chairman referred to electrical estimates which had been received to connect an electrical supply from the Nursery to the new Post Office cabin. Estimates had been received from DPS Electrical Services in the sum of £460, from Arcs and Sparks in the sum of £1,100 and from Mr. Mark Harrison in the sum of £2,000. The Chairman proposed that the lowest estimate in the sum of £460 which had been submitted by DPS Electrical Services should be accepted. This was seconded by Mrs. Jones and carried.

#### **6835 RECEIPTS & PAYMENTS/RECONCILIATION OF BALANCES TO 31/3/10**

The receipts and payments/bank reconciliation to 31st March, 2010 had been previously circulated to the Parish Council Members. Copies of these documents are attached to the

Signed Minutes.

**6836 INTERNAL AUDIT PROCEDURES – ADEQUACY AND EFFECTIVENESS**

The Clerk's report on the existing internal audit procedures had been previously circulated to the members. The Parish Council confirmed that they were happy with the existing internal audit arrangements which they felt were adequate and effective but agreed to discuss how risk assessments in respect of their land and property should be dealt with at the next meeting.

**6837 CONFIRMATION OF ACTION**

Mr. Harrison had previously declared an interest in respect of the two accounts payable to his son, Mr. Mark Harrison. The Chairman, Mr. Ward had previously declared an interest in respect of an account payable to himself. On the proposal of Mrs. Jones, seconded by Mrs. Hart the Parish Council ratified the payment of the following urgent accounts which had been made under delegated powers :-

Staff salaries for March as shown on the list circulated to the Parish Council Members and annexed to the Signed Minutes

Mr. T. Ward – Chairman's allowance for half year - £50.00

Mrs. S. Cordell – Community Centre Cleaning – £185.00

Kempsey Sports Association – Annual grant - £1,500

Mr. R. Stokes – Internal Auditor's fees - £200.00

D. Walters –Emergency glazing at Community Centre -£56.00

Mark Harrison–Emergency electrical repairs-Community Centre-£35.25 (inc.£5.25 VAT)

Mark Harrison–Emergency electrical repairs -Community Centre-£35.25 (inc.£5.25 VAT)

MHDC – Parish Council Election - £1,096.37

**6838 ACCOUNTS FOR PAYMENT**

On the proposal of Mrs. Hart, seconded by Mrs. Jones the Parish Council resolved to authorise payment of the following accounts :-

Mrs. A.P. Halford - Petty cash for March - £19.16

CALC – Annual subscription/NALC affiliation fee - £699.07 (inc. £83.60 VAT)

R.S. Clarke – Grass cutting at Play Area - £11.00

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.02 p.m.**

Signed at the next ensuing meeting of  
Kempsey Parish Council

Chairman of such next ensuing meeting