

# KEMERTON PARISH COUNCIL

Clerk: Carol Chambers, 24 Old Meadows, Whittington Worcester, WR5 1TF, [kemertonpc@hotmail.co.uk](mailto:kemertonpc@hotmail.co.uk)

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Minutes of Kemerton Parish Council Meeting held at the Victoria Hall on Tuesday 14<sup>th</sup> May 2024 at 7.00pm

**Those Present:** Cllr Lisa Croft (Chairman),  
Cllr Clive Carver (Vice Chairman)  
Cllr Adrian Darby  
Cllr Andy Howel,  
Cllr Christina Kulukundis

**Parish Clerk** Carol Chambers

## 1 Appointment of Chairman.

It was moved, seconded and **RESOLVED** that the Chairman for 2024-2025 be Cllr Lisa Croft. Councillor Croft duly accepted the nomination and signed the Declaration of Office.

## 2 Apologies for Absence.

Apologies for absence were submitted by Councillor O Alexander and Councillor J Wenham

## 3. Declaration Of Interests

There were no declaration of interest, those present confirmed they had signed their dispensation form.

## 4. Minutes of the Previous Meeting held 5th March 2024

The Clerk had submitted the draft minutes of the meeting held on the 5th March 2024.

It was moved, seconded and **RESOLVED** that the minutes of the meeting held on 5th March 2024, be adopted as a true record.

**Minutes of the Annual Parish Meeting held on 21st March 2022.** It was moved, seconded and **RESOLVED** that the minutes of the meeting held on 21st March 2022, be adopted as a true record.

## 5. Review Kemerton Parish Council Policies

The following policies had previously been emailed by the Clerk to all Councillors.

a) **Financial Regulations.** The council approved the Clerks strikethroughs and also made the following amendments.

1.14/2nd bullet point the amount was reduced to £300.00.

4.1 Majority over £300.00, 2nd & 3rd bullet point were strikethrough.

5.5 C £1000.00

5.8 Grants 'in excess' strikethrough and amount changed to £500.00

Page 16 h £3000.00 changed to £750.00

It was moved, seconded and **RESOVLED** to adopt the Financial Regulations including the amendments.

- b) **Standing Orders.** It was moved, seconded and **RESOVLED** to adopt the Standing Orders.
- c) **Risk Assessment.** It was moved, seconded and **RESOVLED** to adopt the Risk Assessment with the addition of amendment of 'archive room in Village Hall be locked'
- d) **Code of Conduct.** It was moved, seconded and **RESOVLED** to adopt the Code of Conduct.
- e) **Asset List.** It was moved, seconded and **RESOVLED** to adopt the Asset List.

#### 6. **Election of Vice Chairman.**

It was moved, seconded and **RESOLVED** that the Vice Chairman for 2024-2025 be Cllr Clive Carver. Cllr Carver accepted the nomination.

#### 7. **Allocation and Confirmation of Roles within the Council**

The Clerk had listed the Councillors against the relevant group who were appointed in the previous year. It was moved, seconded and **RESOLVED** that the revised list be adopted for 2024/2025 with the addition of a new Planning & Development group.

- |   |                              |
|---|------------------------------|
| a) Finance Officer.                               | Cllr Alexander               |
| b) Bredon Hill Conservation Group Representative. | Cllr Kulukundis              |
| c) Victoria Hall Representative.                  | Cllr Wenham                  |
| d) Area CALC Representative.                      | Cllr Carver                  |
| e) Grass Cutting Representative.                  | All Councillors              |
| f) Risk Assessment                                | Cllr Howell                  |
| f) Planning and Development.                      | Cllr Croft & Cllr Kulukundis |

#### 8. **Annual Return and Governance for 2023-2024**

- a. Annual Internal Audit Report (pg4).
- a. Annual Governance Statement (section 1 pg5)
- c. Accounting Statement (section 2 pg6)
- d. Certificate of Exemption (pg3)

It was moved, seconded and **RESOLVED** the above statements were approved and signed at the meeting by the Chairman and the Clerk.

#### e. **Appointment of Internal Auditor**

It was moved, seconded and **RESOLVED** to appoint Ruth Mullett CiLCA, BA (Hons) Community Governance as Kemerton Parish Councils internal auditor.

#### 9. **Invoices to be paid.**

The following invoices were previously emailed to all Councillors and original copies were available at the meeting. It was moved, seconded and **RESOLVED** that the following invoices be paid. It was noted that the Clerk would contact Hiscox Insurance for a revised quote before being paid.

- a) Calc Subscription £ 291.02 Including VAT
- b) Victoria Hall £48.00 Including VAT
- c) Insurance Hiscox Renewal £963.73

- e) Kemerton Village News Parish Magazine Grant Request - the Grant application was signed and approved the amount of £50.00.

The following invoices were tabled at the meeting. It was moved, seconded and **RESOLVED** that the following invoices be paid.

- f) Ruth Mullett internal auditor £200.00
- g) Carol Chambers expenses for March to 14th May 2024 £100.80

#### 10. Financial Report

The Clerk had circulated with the agenda the following reports. Original Bank Statements were available at the meeting.

- a) Budget Review v Actual
- b) **March 2024** Total Receipts £2,203.40, Total Payments £5,740.74  
**April 2024** Total Receipts £5,260.78, Total Payments £531.00
- c) Bank Reconciliation for March & April 2024  
**March 2024** Treasurers Account Balance £2,201.04.  
**April 2024** Treasurers Account Balance £6,930.82.  
**Savings Account** Balance as at 30th April £3,534.65.

It was moved, seconded and **RESOLVED** that the finance reports were approved and noted.

#### 11. Planning Applications and Decisions

There were no planning applications for Kemerton at the time of printing.

#### 12. Kemerton Parish Council - Email

This agenda item was deferred due to time constraints but would be discussed at the next meeting to be held on 2nd July 2024

#### 13. Kemerton Parish Council - Emblem

This agenda item was deferred due to time constraints but would be discussed at the next meeting to be held on 2nd July 2024

#### 14. Items for Future Agenda and Councillor Reports.

Minute No's 12 & 13 deferred to be put forward at the next meeting.

#### 15. Date Of Next Meeting will be held on 2nd July 2024

There being no further business the meeting closed at 8.25pm

Cllr Lisa Croft

Chairman

**KEMERTON PARISH COUNCIL**

**RECEIPTS & PAYMENTS**

**1.0 PURPOSE OF REPORT**

1.1 To advise Members of the Receipts and Payments in March & April 2024

**2.0 BANK STATEMENTS**

2.1 Please note *The following March 2024 payments were confidential to the Parish Council and not published in the agenda or minutes:*

Clerks Salary paid by Standing Order

**2.2 Receipts March 2024**

12 Mar 24	WORCESTERSHIRE CC SU05048 000684051	BGC	150.00
19 Mar 24	WORCESTERSHIRE CC SU05048 000685941	BGC	291.00
27 Mar 24	HMRC VTR XSV126000103580	BGC	1,762.40

**2.3 Payments March 2024**

01 Mar 24	WORCESTERSHIRE COU	SO	56.78
06 Mar 24	RICHARD JOHN JONES 300000001309736481	FPO	4,800.00
06 Mar 24	M FAREY 400000001311126994 DRAIN RODS 309187 10	FPO	39.05
06 Mar 24	THE VICTORIA HALL 300000001309737808 HALL	FPO	12.00
06 Mar 24	JACQUELINE SHIELDS 500000001306411261	FPO	33.57
20 Mar 24	M FAREY	SO	225.00
26 Mar 24	WORCESTERSHIRE COU 400000001322430622 J	FPO	56.78

*The following March 2024 payments were confidential to the Parish Council and not published in the agenda or minutes: Clerks Salary paid by Standing Order*

## 2.4 Receipts April 2024

02 Apr 24	WORCESTERSHIRE CC SU05048 000690097	BGC	150.00
09 Apr 24	WCC PENSIONS SU05048 000692761 Refund	BGC	56.78
29 Apr 24	WYCHAVON DC GEN WYCHAVON DC	BGC	5,054.00

## 2.5 Payments April 2024

22 Apr 24	M FAREY	SO	225.00
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*The following April 2024 payments were confidential to the Parish Council and not published in the agenda or minutes: Clerks Salary paid by Standing Order*

**Bank  
Reconciliation  
March. 2024  
Treasurers  
Account**

	<b>Receipts</b>	<b>Payments</b>
<b>Treasurers Account Balance as at 1st March</b>	<b>5,738.38</b>	
Less Payments		5,740.74
Add Receipts	2,203.40	
<b>Sub Totals</b>	<b>7,941.78</b>	<b>5,740.74</b>
Balance as per Bank Statement as at 31st March 2024	<b>2,201.04</b>	

**Bank  
Reconciliation  
April. 2024  
Treasurers  
Account**

	<b>Receipts</b>	<b>Payments</b>
<b>Treasurers Account Balance as at 1st April</b>	2,201.04	
Less Payments		531.00
Add Receipts	5,260.78	
<b>Totals</b>	<b>7,461.82</b>	<b>531.00</b>
Balance as per Bank Statement as at 31st April 2024	<b>6,930.82</b>	

<b>Savings Account Account Balance as at 1st March 2024</b>	3,527.11
Gross Interest Rate 1.30%	
Add Interest Received      March. 2024	3.65
Add Interest Received      April. 2024	3.89
<b>Totals</b>	
Balance as per Bank Statement Printed 2 May	<b>3,534.65</b>