



Minutes of Kemerton Annual Council Meeting held at the Victoria Hall on Tuesday 13th May 2025

Those Present: Cllr Adrian Darby
Cllr Christina Kulukundis
Cllr Clive Carver (Chairman this meeting)
Cllr Adrian Hardman (County Councillor)
Parish Clerk Carol Chambers

1. Appointment/ Election of Chairman.

Vice Chairman, Cllr Carver took the Chair, it was moved seconded and **RESOLVED** that Cllr Carver be Chairman for this meeting. It was noted that Councillor Croft had officially stated in writing that she would agree, if nominated to be Chairman for the next municipal year. It was moved, seconded and **RESOLVED** that Cllr Croft be nominated and seconded to be Chairman for 2025-2026 and would take the Chair at the meeting to be held on 1st July 2025.

The Declaration/Acceptance of Office would be signed at the meeting to be held on 1st July 2025

2. Apologies For Absence.

Apologies for absence were submitted by, Cllr O Alexander, Cllr L Croft and Cllr Jo Wenham

3. Declaration Of Interests

None

4. Minutes of the Previous Meetings

a) The Clerk had circulated with the agenda the draft minutes of the Annual Council meeting held on the 14th May 2024. It was moved, seconded and **RESOLVED** that the minutes of the Annual Council meeting held on 14th May 2024 be adopted as a true record.

b) The Clerk had circulated with the agenda the draft minutes of the meeting held on the 4th March 2025. It was moved, seconded and **RESOLVED** that the minutes of the meeting held on 4th March 2025 be adopted as a true record.

5. Financial Reports - *Original papers were available at the meeting*

a) Receipts & Payments for March 2025

March 2025 total receipts £471.25 Total Payments £ 5,242.15 + Clerks Salary

Receipts & Payments for April 2025

April 2025 total receipts £ 7,025.06 – Total Payments £307.25 + Clerks Salary

b) Bank Reconciliation Year End March 2025.

c) **Treasurers Account** as at Year End as per Bank Statement as at 28th March 2025 was **£2,100.30**

d) **Savings Account** as at Year End as per Bank Statement as at 10th March 2025 **£3,570.39**

e) **Total Cash** in Both Bank Accounts as at Year Ending 31st March 2025 **£5,670.69**

It was moved, seconded and **RESOLVED** to transfer £2,000 from the Treasures Account into the Savings Account.

f) **BANK RECONCILIATION APRIL 2025**

Treasurers Account as at 30th April 2025 **£8,492.83**

Savings Account Balance as at 30th April 2025 **£3,573.32**

g) **List of Direct Debits**

Recipient	Frequency
ICO	ANNUALLY
PUBLIC WORKS LOANS	HALF_YEARLY

h) **List of Standing Orders**

Recipient	Reference	Frequency
M FAREYLENGTHSMAN		MONTHLY
MRS CAROL CHAMBERS		MONTHLY

6. Kemerton Parish Council Policies

The Clerk had previously emailed all Councillors copies of all of Kemerton Parish Councils Policies. The Policies were last reviewed in May 2024. All paper copies of the Policies were available at the meeting.

- a) **Financial Regulations.** It was moved, seconded and **RESOVLED** to adopt the Financial Regulations
- b) **Standing Orders.** It was moved, seconded and **RESOVLED** to adopt the Standing Orders.
- c) **Risk Assessment.** It was moved, seconded and **RESOLVED** to adopt the Risk Assessment.
- d) **Code of Conduct.** It was moved, seconded and **RESOLVED** to adopt the Code of Conduct.
- e) **Asset List.** It was moved, seconded and **RESOLVED** to adopt the Asset List.
- f) **Data Protection Policy & The Information Commissioners Office. (ICO)**

It was moved, seconded and **RESOVLED** to adopt the Data Protection Policy.

Renewal of Direct Debit. It was moved, seconded and **RESOLVED** to confirm (ICO) Renewal of Direct Debit.

7. Election Of Vice Chairman.

It was moved, seconded and **RESOLVED** that Cllr C Carver be elected as Vice Chairman for the municipal year 2025-2026

8. Allocation and Confirmation of Roles within the Council

The Clerk had circulated with the agenda the names of Councillors who were appointed to their relevant groups in 2024/2025. It was moved, seconded and **RESOLVED** that the following Councillors be appointed to the relevant group for 2025-2026 as per the list below.

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|---|------------------------------|
| 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 | All Councillors |
| g. Planning and Development. | Cllr Croft & Cllr Kulukundis |

9. Annual Return and Governance for 2024-2025

The Clerk has circulated with the agenda the following reports were circulated with the agenda

- a. Internal Auditor Report 2024/2025. The Council noted that all points had been satisfied.
- b. Internal Audit Form 2 (page 4) Signed by the Internal Auditor. Signed by Internal Auditor and Noted.
- c. Annual Governance Statement (page 5) 2024/2025. Approved. Signed by Chairman and Clerk.

- d. Accounting Statement Section 2 (page 6) 2024/2025. Approved. Signed by Chairman and Clerk.
- e. Notice of Public Rights Notice 2024-2025. Noted, signed and placed on the Public Notice Board. It was moved, seconded and **RESOLVED** the above Annual Return and Governance statements were approved and signed at the meeting by the Chairman and the Clerk.
- f. Certificate of Exemption (page 3) 2024-2025. It was moved, seconded and **RESOLVED** that the Council submit the Certificate of Exemption (page 3) to the external auditor.

10. Clerks Report

a) Garage Doors in Baylis Road. The Clerk reported that Tim Round from Rooftop Housing had emailed with regards to the garage doors in Baylis road. He advised that all the housing associations existing garage sites, including those in Baylis Road would be taken over by a new prospective management company who would be expected to pick up the ongoing maintenance of the site and added that some improvement works should be identified for the site over the months ahead, which would include redecoration/replacement of the garage doors.

b) Notice Board. The Clerk reported that a Parishioner had enquired if the council would consider installing a hinged Perspex cover fitted on the outside notice board, which would stop the flyers and notices from being blown away and would protect the contents of the board from rainfall. Following discussion, it was moved, seconded and **RESOLVED** that to apply Perspex on the public side of the notice board would be an unnecessary cost. The Council would encourage those who placed the flyers on the notice board should remove them from the notice board once the event is over and/or become unreadable.

c) Conservation Area Review. Cllrs kulukundis and Cllr Darby confirmed they are to assist Rosemary Burton at Wychavon DC they are to arrange a date to meet up to discuss the Conservation Area Review.

d) New Unitary Council. The Clerk had circulated with the agenda a letter from Chris Wayman, Worcestershire CALC Executive Officer which advised that in 3 years' time, there would be no District, City, Borough or County Councils. There would be a new Unitary Council running the functions above the Town and Parish Councils. The letter outlined the support that Membership of Worcestershire CALC would offer to ensure the Council feel fully supported through the changes ahead with evolving responsibilities, changing regulations, and increasing expectations placed upon local councils. The Council noted the support of Worcestershire CALC to keep the Council up to date with the forthcoming changes.

11. Councils Email Update. The Clerk had circulated with the agenda an email from Christopher Wayman Worcestershire CALC Executive Officer. He has advised that the new practitioners guide had been published, which explained that there would be a new assertion on the AGAR for the next financial year (2025/26) i.e., the financial year we have just begun. To conform to the Digital and Data Compliance one of the requirements for this would be that "Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcp parishcouncil.gov.uk or clerk@abcp parishcouncil.org.uk" The Clerk had listed the guidelines to help with obtaining a .GOV email & website, and an approved registrar list. Following discussion, it was moved, seconded and **RESOLVED** that the Clerk obtain 3 quotes from the Government approved list, to include cost of hosting domain, emails and Website.

12. Planning Applications and Decisions

To advise Members of Planning Applications submitted to Wychavon District Council in between meetings

- a)** Application Number: W/25/00445/HP
Location Address: Hill House Hill Road Kemerton Tewkesbury GL20 7JJ
Proposal: Erection of carport
<https://bit.ly/4bFCO3s>

It was moved, seconded and **RESOLVED** that the Council had no objection to this planning application.

The Clerk confirmed that she had phoned WDC and emailed the Case Officer, Tom Gregory. The Councils decision could not be entered onto the web site, therefore the Clerk had emailed the Councils decision to Tom Gregory, the Case Officer.

- b) Application Number: W/25/00846/HP
Applicant: Mr Ryan Mee
Location Address: Freestones Kemerton Road Kemerton Tewkesbury GL20 7JB
Proposal: Construction of rear outbuilding and pergola to replace existing structures
<https://bit.ly/4delWld>

It was moved, seconded and **RESOLVED** that the Council had no objection to this planning application.

- c) Application Number W/25/00940/HP
Location Address The Bungalow Northwood Castle Hill Kemerton Tewkesbury GL20 7JN
Applicant Mr & Mrs Locke
Proposal Refurbishment and extension of existing annexe building
Application Type Householder Planning
Consultation End 13/06/2025
<https://bit.ly/4j6cyBB>

It was moved, seconded and **RESOLVED** that the Council had no objection to this planning application.

13. New Unitary Council. Councillor Hardman had presented the Council with a presentation booklet that outlined Worcestershire's reorganisation. The Chairman invited Cllr Hardman to speak on the future of the Local Government Reorganisation in Worcestershire. He advised that in 3 years' time, there would be no District, City, Borough or County Councils. There would be a new Unitary Council running the functions above the Town and Parish Councils, he added that Unitary Councils to achieve efficiencies would mean the Councils population would be 500,000 or more and that Worcestershire shares its boundary with the County borders of West Midlands, Redditch Borough Council also Gloucestershire, Warwickshire, Staffordshire, and Herefordshire. He added it would be difficult to surmise on what could be the outcome for Kemerton. Following further discussion, the Chairman thanked Councillor Hardman for his report.

14. Items for Future Agenda and Councillor Reports.

Clerk to report on action taken on .gov email

15. Date Of Next Meeting will be held on 1st July 2025

There being no further business the meeting closed at 8.25pm

Chairman of the meeting

Cllr C Carver