

KEMERTON PARISH COUNCIL

Clerk: Carol Chambers, 24 Old Meadows, Whittington Worcester, WR5 1TF, kemertonpc@hotmail.co.uk

Minutes of Kemerton Parish Council Meeting held at the Victoria Hall on Tuesday 2nd July 2024 at 7.00pm

Those Present: Cllr Lisa Croft (Chairman),
Cllr Clive Carver (Vice Chairman)
Cllr Jo Wenham
Cllr Christina Kulukundis

Parish Clerk Carol Chambers

Invited Speaker Contractor, Mr Richard Jones

1 Chairmans Address

Councillor Lisa Croft welcomed everyone to the meeting.

2 Apologies for Absence.

Apologies for absence were submitted by Cllr O Alexander, Cllr Adrian Darby and Cllr Andy Howel.

3. Declaration Of Interests

There were no declaration of interest.

4. Minutes of the previous meeting

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

5 Grass Cutting Contract 2025/2026

The Council had invited Mr Richard Jones to the meeting. He was awarded the contract for grass cutting in Kemerton for 2024/2025. Mr Jones addressed the Council which he explained some of the issues that he had experienced, such as cars parked too close to the vicinity of the area to be mowed. Also, he added that individual request from some parishioners to mow or not mow some areas was not in his contract which caused conflict. Following suggestions from Mr Jones and from the Council, it was moved, seconded and **RESOLVED** that Cllr Kulukundis and Mr Jones would meet to discuss how the contract can be restructured to maximise the grass cutting for 2025/2026. It was also **RESOVLED** that the Clerk contact Roof Top Housing for their contribution to mowing of their land. Members thanked Mr Jones for all his hard work which was very much appreciated.

6. Review Kemerton Parish councils' policies

- a. The Clerk had circulated with the agenda a copy of The Data Protection Act 2018. The Act sets out eight data protection principles which were key to achieve compliance with the legislation. It was moved, seconded and **RESOLVED** that the Kemerton Data Protection Policy be adopted.
- b. The Clerk informed the Council that she had registered with the Information Commissioner's Office (ICO) and would incur additional cost of £40 per annum or £35 per annum if paid by Direct Debit she also advised that the Council need to appoint a Data Protection Officer. It was moved, seconded and **RESOLVED** to pay by £35 by direct debit and **RESOLVED** that the Data Protection Officer be Carol Chambers (Clerk).

7. Finance Report

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

- c) Budget v Actual-An update on expenditure to date.
- a) May **2024** Total Receipts £150.01, Total Payments £1220.82
June **2024** Total Receipts £150.01, Total Payments £1478.67
- b) Bank Reconciliation for May & June 2024
May **2024** Treasurers Account Balance as at 31st May £5,860.01
June **2024** Treasurers Account Balance as at 26th June £4,531.35
Savings Account Balance as at 26th June £3,542.46.

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

d) Moving Forward to 2025/2026 Budget

The Clerk had circulated with the agenda a report which focused on next year's 2025/2026 budget. The report suggested that the Council survey and encourage their parishioners to identify requirements for the village to benefit the community. She advised that the only limit to any project would be the cost, which may be offset by a grant. Managing cost and expectations of idea(s)/projects early would be the key to financial planning for 2025/2026.

It was moved, seconded and **RESOLVED** that the council would focus on potential projects for 2025/2026.

8. Planning Applications

The Clerk had circulated with the agenda a report which advised Members of Planning Applications submitted to Wychavon District Council.

Application Number	W/24/00804/HP
Location Address	The Warren Hill Road Kemerton, GL20 7JE
Proposal	Rear single storey extension and minor alterations
Application Type	Householder Planning

To ratify Kemerton Parish Councils resolution: It was moved, seconded and **RESOLVED** to recommend this application be approved. Wychavon District Council had subsequently approved this application. There were no new planning applications at the time of printing.

9. Vas Sign

The Clerk had circulated with the agenda a report which updated Members with regards to the VAS Speed Sign. She advised that Kemerton's VAS speed sign had been broken for some time. The Lengthsman, Mark Farey had been able to borrow a speed sign from Bredon Parish Council, also he had spoken to the speed sign engineers, they advised that the sign would have to be delivered to Norfolk at a cost of £27.50 + VAT, plus an Inspection fee of £45.00 and quote for the cost of repairs and return delivery. It was highlighted the importance of a speed sign that registered the speed and the quantity of cars coming into and out of the village. This information would help in the village defence against any additional housing in and around the village. It was moved, seconded and **RESOLVED** that the Clerk contact Bredon Parish Council to request who supplied their new speed signs and the cost.

10. Cleaning Benches and Notice Board

At the meeting held on 14th May 2024 the Council asked if the Lengthsman would clean the notice board and benches. The Clerk had met with Mark who had quoted £30.00 per month to clean the notice board and the bench next to it, also the bench on the path towards the village hall. It was moved, seconded and **RESOLVED** to approve the quote of £30.00 for cleaning the notice board and benches twice a year. The Council also approved that the initial first clean be a deep clean. initial 1st clean.

11. kemerton Parish Council - Email

The Clerk reminded Members that at the meeting held on 14th May she reported that Kemerton Parish Councils free Microsoft email had reached 94% capacity and would need to be upgraded before the maximum capacity of 100% was reached. The Clerk had been able to change permissions on the current kemertonpc@hotmail.co.uk, therefore the Council were able to upgrade the existing email. An upgrade for Microsoft 365 Basic would cost £19.99 per year or £1.99 per month. The report also highlighted a possible alternative email address. The report explained that a .gov.uk extension would be beneficial and would give the council a trusted branding, increased security which would meet many policy and legal obligations. Members who use personal equipment or email addresses for the work could be submitted for scrutiny if the Council received a freedom of information or data request. To have a .gov.uk email account that is only used for government business would make it easier to respond to any FOI requests. The report also quoted the JOINT PRACTITIONERS' ADVISORY GROUP PRACTITIONERS' GUIDE 2024 CHANGES to Page 12, Paragraph 1.26 amended to state: Extract '*Email management - every authority should have an email account that belongs to the council and to which the council has access*'.

a Initial cost quoted; Business Premium (Office 365 – Word – Excel – Outlook etc)
£123.60 / year / per user + installation

b Business Basic (Exchange Mailbox only) £58.80 / year / per user + Installation.

It was moved, seconded and **RESOLVED** that the current free email address would continue to be used, and upgraded when the capacity has reached near 100%. It was also moved, seconded and **RESOLVED** that the Council would revisit the .gov email.

12. Kemerton Parish Council - Emblem

At the meeting held on 14th May the Clerk had highlighted the possibility of an emblem as Kemerton Parish Council currently do not use an emblem for use on its official correspondence. She advised that established Councils use an emblem, which gave them an individual identity. It was moved, seconded and **RESOLVED** that the Council would commission Mr Tom Martin who had previously quoted £150.00 to design an emblem for Kemerton Parish Council.

13. Items for Future Agenda and Councillor Reports.

Update on Parishioners survey on future Projects

Update on Budget requirements for 2025/206

14. Date Of Next Meeting will be held on 3rd September 2024

There being no further business the meeting was closed at 8.30pm

Cllr Lisa Croft

Chairman

KEMERTON PARISH COUNCIL

MEETING: KEMERTON PARISH COUNCIL

DATE: 2nd JULY 2024

SUBJECT: RECEIPTS & PAYMENTS

REPORT BY: TOWN CLERK

1.0 PURPOSE OF REPORT

1.1 To advise Members of the Receipts and Payments in May & June 2024

2.0 BANK STATEMENTS

2.1 Please note; *The following May 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 May 2024

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
29/05/2024	BGC	WORCESTERSHIRE CC SU05048		150.01

2.3 Payments May 2024

Transaction Date	Transaction Type	Transaction Description	Debit Amount
29/05/2024	BGC	WORCESTERSHIRE CC	
20/05/2024	SO	M FAREY	225.00
20/05/2024	FPO	WORCESTERSHIRE CAL	291.02
20/05/2024	FPO	MRS CAROL CHAMBERS	100.80
20/05/2024	FPO	KEMERTON VILLAGE MAG	50.00
20/05/2024	FPO	THE VICTORIA HALL	48.00
20/05/2024	FPO	RUTH MULLETT	200.00

The invoices paid in May were tabled at the meeting held on 14th May 2024

2.4 Receipts June 2024

Transaction Date	Transaction Type	Transaction Description	Credit Amount
11/06/2024	BGC	WORCESTERSHIRE CC SU05048 lengthman	150.01

2.5 Payments June 2024

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

Transaction Date	Transaction Type	Transaction Description	Debit Amount
20/06/2024	SO	M FAREY	225
18/06/2024	FPO	WYCHAVON DISTRICT Inv CLP0358314	112.87
18/06/2024	FPO	WYCHAVON DISTRICT Inv CLP0358331	112.87
07/06/2024	FPO	ZURICH TOWN & PARISH INVOICE 534151377 2	721.93

Original invoices were available at the meeting

Agenda Item 7b

Bank Reconciliation

May. 2024

Treasurers Account

	Receipts	Payments
Treasurers Account Balance as at 1st May 2024	6,930.82	
Less Payments		1,220.82
Add Receipts	150.01	
	7,080.83	1,220.82
Balance as at 31st May 2024	5,860.01	

Invoices Paid in May

Original Bank Statements will be available at the meeting

Bank Reconciliation

June. 2024

Treasurers Account

	Receipts	Payments
Treasurers Account Balance as at 1st June 2024	5,860.01	
Less Payments		1,478.67
Add Receipts	150.01	
	6,010.02	1,478.67
Balance as at 26th June 2024	4,531.35	

Savings Account Balance as at 26th June 2024

3,542.46

Original Bank Statements will be available at the meeting