



Minutes of Kemerton Parish Council Meeting held at the Victoria Hall on Tuesday 2<sup>nd</sup> September 2025

**Those Present:**

Cllr Lisa Croft (Chairman)  
Cllr Adrian Darby  
Cllr Clive Carver  
Cllr Emma Edwards  
Cllr Oliver Alexander  
Cllr Adrian Hardman (County Councillor)

**Parish Clerk** Carol Chambers

**1 Apologies for absence**

Apologies for absence were received from Cllrs Christina Kulukundis and Jo Wenham.

**2. Declaration of Interests**

None.

**3. Minutes of the Previous Meeting**

The Clerk had circulated with the agenda the draft minutes of the meeting held on the 1<sup>st</sup> July 2025. It was moved, seconded and **RESOLVED** the minutes of the 1<sup>st</sup> July be adopted as a true record.

**4. New Co-opted Member Declaration of Office**

Cllr Emma Edwards signed the Declaration of Office. The Chairman and Councillors welcomed her onto Kemerton Parish Council.

**4a Councillor Adrian Hardman Worcestershire County Councillor**

The Chairman welcomed Councillor Hardman to the meeting. Cllr Hardman updated the Council on the Local Government Re-organisation and explained that Worcestershire might opt for a single unitary authority, rather than a North South unitary, he also explained that Redditch and Bromsgrove were under the Birmingham Planning Authority and that Worcestershire could be under that area. He also updated the Council on local planning issues that may become active in the future. He added he was pleased with the newly laid paths in Kemerton and would lobby for the new paths to be extended. He also confirmed that he was unaware that Kemertons Conservation Area Appraisal had be put on hold. The Chairman thanked Cllr Hardman for his update.

**5. FINANCIAL REPORT - *Original papers were available at the meeting***

**a) Receipts & Payments for July 2025**

Total receipts £208.00 - Total Payments £494.25 + Clerks Salary

**Receipts & Payments for August 2025**

Total receipts £208.01 – Total Payments £733.20 + Clerks Salary

**5a1) Payments over £100.00**

July. 2025	Transaction Type	Transaction Description		
24/07/2025	SO	MRS CAROL CHAMBER		325.28
21/07/2025	SO	M FAREY		243.00
14/07/2025	DD	ICO ZB703939		47.00
04/07/2025	FPO	RUTH MULLETT KEMERTON AUDIT		200.00

26/08/2025	SO	MRS CAROL CHAMBER		325.28
20/08/2025	SO	M FAREY		243.00
06/08/2025	DD	PUBLIC WORKS LOANS KEMERTON		440.95
<b>Treasurers Account Bank Reconciliation as at 26th August 2025 as per Bank Statement</b>				<b>#REF!</b>

**b) Bank Reconciliation as at 26<sup>th</sup> August 2025.**

**Treasurers Account** as at 26<sup>th</sup> August 2025 as per Bank Statement **£5,572.58**

**Savings Account** as at 26<sup>th</sup> August as per Bank Statement **£5,586.05**

**c) Budget Review update to 26<sup>th</sup> August 2025**

Budget 2025-2026	Actual to Date
Receipts 15,844	10,069.54
Payments 15,844	6,684.19

**6. Clerks Update**

**a) Garages in Baylis Road-** Rooftop Housing Group had not given further update on the Council’s interest in licensing a garage on the Bayliss Road site. *The Clerk reported no further update.*

**b) Village Footpath Signage-**The Clerk reported that she had contacted Della Morris, Team Support Officer at Cotswolds National Landscape, who had emailed to confirm that she would forward the Clerks email onto the Trails and Access Lead who would get in contact. *The Clerk reported no further update.*

**c) Lengthmans Retirement-**The Clerk tabled at the meeting a copy of the written notification of the retirement of Mark Farley as Kemertons Lengthsman, he advised that he would be retiring in April 2026. It was noted that the neighbouring village Lengthsman may be interested in taking over Kemertons duties. It was moved seconded and **RESOLVED** for the Clerk to make further enquires.

**d) External Audit Update 2024-2025**

The Clerk tabled an email from PKF Littlejohn LLP external auditor to confirm that they had received and logged the notification of exempt status for the year ended 31 March 2025 submitted to them from Kemerton Parish Council. They confirmed that by notification Kemerton Parish Council had claimed exemption, there would be no review to be performed and consequently no auditor certificate and report, or any other closure documentation would be issued to Kemerton Parish Council for the reported year.

**e) Clerks Salary**

The Clerk advised the Council that The National Joint Council for Local Government Services (NJC) had reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. Backpay from 1<sup>st</sup> April 2025 of 0.59 pence per hour would be made in September 2025.

**f) Conservation Area Review** - The Clerk advised that Rosemary Burton, Conservation Officer, Heritage Services, Wychavon and Malvern Hills District Councils would not be in the office until 9<sup>th</sup> September 2025 and was advised to contact the team [Heritage1@wychavon.gov.uk](mailto:Heritage1@wychavon.gov.uk). The Clerk emailed Heritage1 as advised, she circulated with the agenda a copy of the email from Rebecca Lee Hart Head of Urban Design, Ecology and Conservation. The department had experienced significant long-term resourcing issues in the team and are unable to deliver their statutory requirements, therefore they have temporarily paused both non-essential work and work that does not have a statutory deadline until resourcing levels and workload stabilised. Conservation Area Appraisals does not have a specific statutory deadline, therefore the work on Conservation Area Appraisal had been paused. It was moved, seconded and **RESOLVED** that the Council write to Rebecca Lee Hart Head of Urban Design, Ecology and Conservation at Wychavon to express their disappointment in another delay to Kemertons Conservation Area Appraisal.

**7. Website and Emails**

The Clerk had circulated with the agenda 3 quotes from the Government approved list, the quotes included the cost of hosting the domain, emails and Website. She reminded Members that 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. She also advised that Worcestershire County Council would withdraw the 'MyParish' website platform in September 2026. As the platform's technical limitations are not in compliance with current regulations. It was moved, seconded and **RESOLVED** to appoint Parish Online to create Kemerton parish Councils .gov website and emails.

**8. PLANNING APPLICATIONS**

Application Number: W/25/01662/HED  
Location Address: Boundary Cottage High Street Kemerton Tewkesbury GL20 7JD  
Proposal: Removal of 4.6 metres of hedgerow  
Application Type: Hedgerow Notification  
<https://bit.ly/4n2dTMa>

It was moved, seconded and **RESOLVED** that the Council had no objection.

Application Number W/25/01778/HP  
Location Address The Bungalow Northwood Castle Hill Kemerton Tewkesbury GL20 7JN

Proposal Refurbishment and extension of the annex building known as The Bungalow for the provision of annexe accommodation for family members  
Application Type Householder Planning  
<https://bit.ly/4lHy6Wf>

It was moved, seconded and **RESOLVED** that the Council had no objection.

Application Number W/25/01646/HP  
Location Address Primrose Bank Hill Road Kemerton Tewkesbury GL20 7JN  
Proposal Proposed replacement of existing windows, doors and conservatory  
Application Type Householder Planning  
<https://bit.ly/3UPig5i>

It was moved, seconded and **RESOLVED** that the Council had no objection.

#### 9. Date of Next Meeting

Following discussion, it was moved, seconded and **RESOLVED** that the next meeting would be held on **Monday 3<sup>rd</sup> NOVEMBER** AT 7.00PM at the Victoria Hall. Not as previously Advertised, and thereafter the following meetings would be held on **Monday 5<sup>th</sup> January 2026** and **Monday 2<sup>nd</sup> March 2026**.

#### 10. Items for the next agenda

Methodist Church Cemetery  
Grass Cutting

There being no further business the meeting closed at 8.25pm

Chairman of Kemerton Parish Council

Cllr L Croft