



Minutes of Kemerton Parish Council Meeting held at the Victoria Hall on Monday 3rd November 2025

Those Present: Cllr Christina Kulukundis
Cllr Clive Carver (Vice Chairman)
Cllr Emma Edwards
Cllr Adrian Hardman (County Councillor)

Parish Clerk Carol Chambers

1 Cllr Carver took the Chair.

1a Apologies for absence

Apologies for absence were received from Cllr Lisa Croft (Chairman), Cllr Adrian Darby, Cllr Oliver Alexander and Jo Wenham.

2. Declaration of Interests

None.

3. County Councillor Report

The Chairman welcomed Cllr Hardman to the meeting. Cllr Hardman updated the Council on the proposed 2 Unitary Councils, he added that Under the bid, Redditch, Wyre Forest and Bromsgrove would come together to form a North Worcestershire Council, while Worcester, Malvern and Wychavon would come under a South Worcestershire Authority. He also reported that he would request that the newly laid footpath on the High Street be extended. He also discussed the Applegarth application and would request an update on the CEMP report. The Chairman thanked Cllr Hardman for his report.

4. Minutes of the Previous Meeting

The Clerk had circulated with the agenda the draft minutes of the meeting held on the 2nd September 2025. It was moved, seconded and **RESOLVED** the minutes of the 2nd September 2025 be adopted as a true record.

5. Clerks Report - Update

a) **New website and emails.** The Clerk had instructed Parish Online to create Kemerton Parish Councils new website and Councilors emails with the .gov extension. She reported that the new website and Councilor's emails had been created.

b) **Garages Baylis Road:** Simon Jarvis of Rooftop Housing Group had responded to the Council's interest in licensing a garage on the Bayliss Road site. His colleague reported that they do not have any that are at a lettable standard. They are currently doing a repairs and maintenance survey and will update the Council once they have further information.

c) **Village Footpath Signage:** It was agreed that the Council, with the support of Cllr Hardman investigate the renewal of new footpath signage which are in urgent need of replacement.

d) **Lengthman's Retirement:** The Clerk reported that Mark Farey the Lengthsman for Kemerton reported that he would retire as Kemerton's Lengthsman with immediate effect. On the 1st October 2025 Cllr Kulukundis and The Clerk held a meeting with David Gray who is a Lengthsman for Bredon. David was very keen to take over Marks duties as Lengthsman for Kemerton. It was agreed that David be employed under Worcestershire County Council's Lengthsman scheme. He would start from 1st October 2025 under the same arrangements as the previous Lengthsman, which included the cleaning of the Bus Shelter. The total payable of £243.00 per month would be paid by standing order. It was also agreed that David would clean the Notice Board and 2 Benches twice a year as previously agreed by the Council at £90.00 per annum.

e) **Conservation Area Review** It was moved and **RESOLVED** that the Chairman Cllr Croft write to Vic Allison WDC Chief Executive, to express the Council's disappointment in the response from Rebecca Lee Hart Head of Urban Design, Ecology and Conservation. The Clerk reported that the team was finding it impossible to deliver against statutory requirements – i.e. making decisions on Listed Building Consent applications and supporting decisions on Planning Applications within government targets. i.e. within 8 weeks, 12 weeks etc. As a result, they had temporarily paused both non-essential work and work that does not have a statutory deadline until resourcing levels and workload stabilised. Work relating to the production or updating of Conservation Area Appraisals carries no specific statutory deadline, so is a category of work they have paused. Rebecca Lee Hart would not be able to resume work on Kemerton until early next year at the soonest. No further update.

f) The Clerk also reported that WCC Highways has confirmed they would fill the Grit Bin in Castle Hill Road.

6. Financial Report - Original papers were available at the meeting

a) Receipts September 2025

Transaction Date	Transaction Type	Transaction Description	Amount
29/09/2025	BGC	WDC - Presept	5,553.00
15/09/2025	BGC	WDC – CIL Grant	7,049.11

Payments September 2025 to note the following payments approved between meetings.

Transaction Date	Transaction Type	Transaction Description	Amount
24/09/2025	SO	MRS CAROL CHAMBER	376.20
22/09/2025	SO	M FAREY	243.00
19/09/2025	PAY	Bank Service Charge	4.25

b) Receipts for October 2025

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Amount
14/10/2025	BGC	WORCESTERSHIRE CC SU05048		216.00

Payments for October 2025 to note the following payments approved between meetings.

Transaction Date	Transaction Type	Transaction Description	Amount
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24/10/2025	SO	DAVID GRAY	243.00
24/10/2025	SO	MRS CAROL CHAMBER	333.90
20/10/2025	PAY	SERVICE CHARGES REF : 466549314	4.25
16/10/2025	FPO	LOCAL AUTHORITY Website & Emails	312.00
16/10/2025	FPO	WYCHAVON DISTRICT Dog/Rubbish Bin	116.84
16/10/2025	FPO	WYCHAVON DISTRICT Dog/Rubbish Bin	116.84

- c) **Bank Reconciliation as at 29th October 2025. - Original papers were available at the meeting Treasurers Account** as at 29th October 2025 as per Bank Statement **£16,640.41**
Savings Account as at 29th October 2025 as per Bank Statement **£5,591.90**

- d) Budget Review to date update to 29th October 2025

Budget 2025-2026 (current year)		Actual to Date
Receipts	15,552	22,887.65
Payments	15,844	8,546.93

7 Draft Budget 2026-2027 Notes

Payments

The Clerk had circulated with the agenda a Draft Budget report for 2026-2027. The initial report was drafted as a guide to encourage the Council to identify the requirements for the village to benefit the community. Managing cost and expectations of idea(s)/projects early would be the key to financial planning for 2026/2027. She advised that the budget would be finalised in January 2026.

- a) The Clerks report recommended that the Reserves be increased by £100.00, the Contingency budget to remain as the current year.
- b) She advised that there would be an additional annual cost for the Website and emails.
- c) The Clerk also advised the Council of the forth coming elections and recommended an increase on the current year's budget to £500.00 in the draft budget. In 2025-2026 (current Year) the Clerk budgeted £300.00 towards the elections to be held in 2026-2027. The total for budget for the election would be £800.00.
- f) Clerks current salary is scale point 25 and includes payments to HMRC & NI. A revision of the scale would be ratified at the meeting to be held in January 2026.

Receipts

- a) Estimated income from WCC £1,750.00 + Rooftop Grant £490.00 =Total £2,240.
- b) Community Infrastructure Levey (CIL) receipts. The Clerk advised that the Council had received £7,049.11 on 15/09/2025, she also reminded them that an additional receipt of £689.64 was received on 21/09/2023. The Clerk highlighted in her report that the CIL monies must be in line with the regulations, monies received must be used to support development by funding: The provision, improvement, replacement, operation, or maintenance of infrastructure and that all CIL grants must be spent within 5 years of receipt.

Following discussion, it was agreed to use the CIL monies for the following actions:
 New Vehicle activation Sign (VAS).

It was also agreed that the Council (as item 4c), with the support of Cllr Hardman investigate the renewal of new footpath signage which were in urgent need of replacement and, repainting the phone box (which the PC owns). These actions would be ratified at the meeting to be held on 12th January 2026.

8. Cemetery/Grave Yard Hill Road

Following an enquiry with regards to Hill Road Cemetery the Clerk circulated a report with the agenda. The comprehensive report outlined the pros and cons of the Council becoming a burial authority. The report explained that it is not a Council 'Duty' therefore the Council does not have to take over the Cemetery. If the Council took on Hill Road graveyard then all the maintenance and upkeep charges would be the Councils responsibility and cost.

The report also explained the process of acquiring land for a new cemetery would require planning permission, and the timeline depends on site-specific factors and assessments. A key consideration would be the environmental impact, which would involve a year-long monitoring period before the first burial and a subsequent three-year monitoring period after the first burial. The overall process is complex and time-consuming due to planning, environmental, and land-related regulations. Following discussion, the Council referred to the current Hill Road cemetery it was moved, seconded, and **RESOLVED** that the Council would not take over Hill Road Cemetery as there was a limited amount of burial space left. The Council also moved, seconded and **RESOLVED** not to become a burial authority therefore not to purchase land for a burial ground.

9. Public Notice – Road Closure Worcestershire County Council

Road Traffic Regulation Act 1984 - (U46024 Castle Hill, Kemerton) (Temporary Closure) Order 2025

Proposed Order: to close that part of U46024 Castle Hill from its junction with U46026 Wing Ln to its junction with U46025 Hill Rd. **Reason:** Replacement pole by BT.

Alternative route: U46024 Castle Hill (part), U46026 Wing Ln, U46025 Hill Rd, U46024 Castle Hill (part) and vice versa.

Maximum duration: 18 Months. Anticipated duration: **1 day** Commencing: **1 December 2025**

10. Glow Worm report by Sally King

The numbers are really low this year. I'm not sure whether this is due to the mild winter, dry summer or cutting back verges when the glow-worms were still active.

19/6, 10:30 pm, warm, no wind. Total 3.
2 on verge outside Merecombe. 1 by Sundial.

20/6, 10:40pm, warm, no wind. Total 6.
1 by Sundial. 5 on verge outside Merecombe.

30/6, 10:15pm hot. Total 1.
1 by Merecombe.

1/7, 10:30pm, hot. Total 7.
1 opposite The Stables. 1 by Rock Cottage.
1 opposite Rock Cottage. 1 on corner by gate between Brockwood and Merecombe.
1 by Merecombe entrance. 1 on verge by Merecombe.
1 between Merecombe and Bell's Castle (same side as Merecombe).

6/7, 10:20pm, warm. Total 5.
1 by Rock Cottage. 2 by gate on corner between Brockwood and Merecombe.
1 opposite Merecombe. 1 opposite Priory Cottage.

9/7, 10:15pm, full moon. Total 3.
2 by Rock Cottage. 1 opposite Rock Cottage.

11/7, 10:25pm, hot, humid. Total 5.
1 opposite Rock Cottage. 1 by Rock Cottage.
1 by Priory Garden Cottage. 1 opposite Brockwood.
1 on verge by Merecombe.

12/7, 10:25pm, hot, humid. Total 7.
2 opposite Rock Cottage. 2 by Rock Cottage. 1 opposite Brockwood. 2 by Priory Garden Cottage.

13/7, 10.30pm, warm. Total 6.
3 by Rock Cottage. 1 by Priory Garden Cottage.
1 opposite Brockwood. 1 on verge by Merecombe.

16/7, 10.15pm, warm. Total 2.
1 by Rock Cottage. 1 by Priory Garden Cottage.

17/7, 10:30pm, warm. Total 6.
2 by Rock Cottage. 1 by Priory Garden Cottage.
1 opposite Brockwood. 1 on verge by Merecombe.
1 in hedge between Merecombe and Bell's Castle (on Bell's Castle side).

19/7, 10:30pm, warm. Total 3.
1 by Rock Cottage. 1 opposite Brockwood.
1 by Priory Garden Cottage.

1/8, 10:30pm, warm. Total 1. 1 opposite Rock Cottage.

3/8, 10:15, warm. Total 1. 1 opposite Rock Cottage.

6/8. The Report noted that the verge on the corner opposite Brockwood had been cut back very hard, right to the hedge. Against the hedge is where glow-worms had been seen. None were seen here after verge cut. Not sure why it was cut right back to the hedge as this didn't seem necessary.

10/8, 9:45pm, warm. Total 1. 1 opposite Rock Cottage.
The verge on both sides from Northwood towards Rock Cottage cut back (but not by Rock Cottage).

13/8, 9:30, warm. Total 0.
The Council thanked Sally for her report on the Glow Worms in Kemerton as Sally's volunteer work was essential for the local environment. The report concluded that overall, the numbers were down on the previous year. The Council agreed that they would work closely with her to ensure that the grass cutting does not effect the Glow Worms cycle.

11 Date of next meeting. It was moved, seconded and resolved that the next Council meeting would be moved to Monday 12th January 2026.

Cllr Clive Carver

Vice Chairman

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