

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH APRIL 2013 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. Apologies for Absence: A. Bennett, D. James, M. Reeves, CSO Allchurch. These apologies were accepted and approved.

Attending: H. Turvey (Chair), C. Dawson, K. Fincher, Mrs. D. Hewison, Mrs. C. McGovern, P. Richmond, Cllr. R. Adams (County & District Councillor), Mrs T. Collins, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

No applications have been received following the vacancy notice in the Parish Council newsletter.

3. Declarations of Interest

a) Cllr. Turvey reminded members of requirements as outlined in the agenda.

b) and c) None. Previous dispensations granted were noted.

d) None.

4. Minutes of the Parish Council Meeting Held on 28th March 2013

Approved as proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all.

5. 2013/84 Reports

a) Cllr. R.C. Adams (District & County Councillor)

Cllr. Adams arrived at 8.45pm after agenda item 9a. No formal report was provided but comments were made on individual agenda items as detailed within the minutes for each item.

b) Planning

(i) Cllr. Richmond summarised the following current applications:

Approvals

**Satsuma, 20 St. James Close,
Littleworth. Ref: W/12/02489**

Outline application for replacement dwelling. Parish supports subject to neighbours' views.

**1 Black & White Cottage,
Church Lane. Ref: W/13/00317**

3 bay garage and log store room. Parish supports in principle but with concerns expressed regarding size/proportions.

Awaiting Decision

**Wits End Stables,
Broomhall. Ref: W/13/00301**

Two storey side extension to provide reception/treatment room and office and dressing room/en-suite above. Parish supports subject to neighbours' views and working hours.

**Squirrels Leap, Woodbury Lane
Ref: W/13/00482**

Outline application for erection of 1 no. dwelling. Parish does not support as outside the development boundary.

**Newlands Farm, Church Lane
Ref: W/13/00506**

Replacement windows. Parish supports subject to approval for Grade II listed status.

Internal Consultation

**Railway Goods Yard, Woodbury
Lane. Ref: W/12/02430**

Conversion, extensions and alterations to facilitate a rural workers dwelling in conjunction with adjacent reclamation yard.

**The Hollies, Brockhill Lane
Ref: W/13/00710**

Replacement sun lounge/garden store.

Following a discussion regarding development boundaries and organic growth of the Parish, it was agreed for Cllrs Richmond, Turvey and Fincher to meet with Wychavon planners to discuss the situation. It was noted that development boundaries have been designed to identify areas which may be considered for potential future development, with planning policies in place to provide guidance regarding exceptions for development outside these boundaries. Concerns were expressed regarding support for proposed developments outside the development boundaries due to the precedent that could be set. The positives of small organic growth, such as single developments, were also noted.

The representations made during the public question time in respect of the Railway Goods Yard planning application were considered. As this proposal is outside the development boundary, it was agreed that Wychavon DC will need to consider whether the rural workers guidance criteria would be met and provide an exemption to planning policy.

A Neighbourhood Plan may assist with planning matters and this will be discussed at the meeting with Wychavon planners. Also see agenda items 7 and 8.

c) Allotments

Cllr. Mrs McGovern advised that all matters are in hand. Prospective tenants are being contacted to allocate vacant plots. A meeting is being arranged with tenants to discuss the fencing proposal details. Rats have been reported in neighbouring gardens, with feedback that these may be connected to chickens/feed on the allotments. It was noted that this is a rural site and the tenancy agreement allows for tenants to have a reasonable number of hens, this is not felt to be exceeded.

d) Playing Fields

The Clerk advised that the adult team is now playing again with improved weather and pitch conditions. The annual RoSPA play inspection report has been received which reveals no high risk items, with the area being assessed overall as medium risk. The Clerk will summarise the findings and recommendations and will forward these to councillors for review and consideration at the May Parish Council meeting. The handyman has been requested to review the swing connectors for wear and to replace as necessary.

e) Public Rights of Way

Cllr. Turvey advised that a meeting is being arranged to discuss improvement of the public rights of way with Merton College as the new owners of Woodhall Farm, Norton. Merton College has advised that the land has been acquired as a long term investment, as agricultural land, with existing farm buildings being refurbished. However, they have indicated that if there is a future requirement for development land in the area from the local authority, they would explore the possibility of their land meeting any such requirement.

f) Finance

(i) The current account balance was £7,660.63 on 10th April with the deposit account balance at £71,645.82 on 2nd April. To date there is no S.137 spend for the 2013/14 financial year.

(ii) Monthly accounts are not available due to preparation of the year end accounts.

(iii) The Clerk advised that the draft year end accounts have been received and will be submitted, along with other required documentation, for internal audit. The accounts, internal audit report and Annual Return will be presented to the May Parish Council meeting for review and approval.

g) West Mercia Police

CSO Allchurch was unable to attend, but provided a summary of crimes in the Parish since 1st March which was reported by the Clerk.

h) Parish Plan

No further news to report.

i) EnviroSort

A report of glass on the road has been advised to Cllr. Adams.

6. 2013/85 Annual Risk Assessment and Review of Fixed Asset Register

Following a request at the March Parish Council meeting, the Clerk updated the Parish Council with feedback from Zurich Insurance regarding personal accident cover, public liability and employers liability insurance and examples of instances when these may become payable. It was agreed that public and employers liability insurance levels were adequate at £12m and £10m respectively, as was the personal accident capital benefit of £20,000. An increase in the personal accident cover weekly benefit from £50 per week to £200 per week, with an increase in premium of £44.41, was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all, with the exception of one abstention.

7. 2013/86 South Worcestershire Development Plan (SWDP)

Cllr. Fincher and Cllr. Turvey provided an update from the working group which continues to liaise with Wychavon DC/SWDP Team and Welbeck Land to discuss and try to influence the development plans. In summary, discussions continue and main areas of debate include houses proposed to the north of Broomhall Cottages (which are not included in the Policy Plan), houses to the south of the Garden Centre (being adjacent to the road rather than set back on the site), the proposed access road from the main SWDP development area onto Broomhall and the proposed traveller site.

Kempsey Parish Council has recently met with Welbeck Land and it appears that the land at the back of Broomhall Cottages may become allotments. The Policy requires access to be restricted onto Norton Road and details of how the Welbeck proposals will comply has been requested. It is hoped that Worcs CC Highways will assist in ensuring compliance. The position of the housing to the south of the Garden Centre may be limited by existing watercourses. The situation is being reviewed to identify a solution but this may be after Welbeck has submitted a planning application. Wychavon has fulfilled its traveller site requirements and is therefore resisting any further sites within its boundary. Both Malvern Hills and Worcester City have yet to fulfil their requirements.

A meeting is being arranged with the Wychavon planners and Cllr. Adams to discuss these issues and to request that Wychavon DC enforces the Policy that it has endorsed, to assist in ensuring that the proposals submitted by Welbeck comply with the Policy. It was agreed for the working group to continue to progress matters along the lines discussed on behalf of the Parish Council.

Cllr. Fincher advised that a joint meeting was held on 13th March with representatives from Kempsey and St. Peters Parish Councils regarding the Community Trust proposals. In Cllr. James' absence, Cllr. Fincher also provided an update regarding 'Community Assets' and registration with Wychavon DC. It was agreed for the Community Asset application relating to the cricket club (Worcester Norton Sports Club) land to be submitted to Wychavon DC. It was anticipated that this could be discussed with Worcester Norton Sports Club at the next Community Groups meeting, currently scheduled for 8/9 May.

8. 2013/87 Land adjacent to St. Peters Garden Centre

Cllr. Richmond provided an update following a meeting with Worcs CC Highways and Cllr. Adams. In summary, Worcs CC is identifying remedial work required by the developers to bring the outstanding areas due for adoption up to standard. Complications have arisen relating to ownership of a parcel of land connected with the new roundabout and pedestrian crossing which the developers are aiming to resolve. There appears a breach of a planning condition relating to the residential development which states that the roundabout and crossing should be approved and constructed prior to first occupation. Cllr. Adams is following this up with Wychavon DC to explore what action can be taken. The Clerk will circulate a meeting summary to Parish Councillors for information. It was agreed for an update on this situation to be provided as part of the Annual Parish Meeting. The Clerk will arrange. If progress with adoption matters is not

forthcoming, consideration will be given to enlisting the support of Peter Luff MP.

During the meeting with Highways, a request was made for the Parish Council to highlight the existence of service strips to Brockhill residents and the need for these to be retained as turf. It was agreed to include a notice in the next Parish Council newsletter. The Clerk will arrange.

9. 2013/88 Flooding Issues

a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – Cllr. Richmond provided an update following a meeting with Worcs CC Highways officers. Revised draft plans have been received, although these are subject to discussions with land owners. Worcs CC is keen to progress the scheme and has suggested completion during the 2013 school summer holidays. Whilst parallel working with Seven Trent has been considered, Worcs CC officers believe the scheme will be completed more quickly by undertaking the work prior to the STW scheme. A 10 day full road closure is anticipated and Highways officers are liaising with passenger transport regarding the bus service impact. The Clerk will circulate a meeting summary to Parish Councillors for information.

It was noted that the drain grid opposite school by the bus stop is blocked. The Clerk will ask the Lengthsman to clear.

Cllr. Adams arrived at 8.45pm.

b) Severn Trent Water (STW) Wadborough Road sewerage scheme – Cllr. Fincher and Cllr. Turvey advised that representatives of the Parish Council have met with representatives of STW and our land agent, to discuss the project and the revised proposal made by STW for consideration by the Parish Council. In summary, an offer of £25,000 has been made for the land purchase, but STW will no longer tarmac an area of the Hall car park as part of the proposal, mainly due to their concerns about the planning implications of this. The Parish Council could liaise with the STW contractor to obtain a quote for car park tarmacking as a separate project, with the aim for this to be undertaken whilst the contractors are on site. Wychavon DC Planning has advised that based on the information it has received, the Parish Council would not need planning permission to tarmac the existing car park. The Parish Council will need to consider the area required for re-surfacing.

Revised plans were considered, with delegation given to the working group (Cllr. Turvey, Cllr. Fincher and Cllr. Mrs McGovern) to agree the final plan based on these discussions (the ‘green’ plan identifying the pumping station location 4m from the trees and the ‘red’ plan showing the location and design of the access road/turning head). The access road will run from the existing tarmac rather than from the entrance to the car park, unless this tarmac fails during the construction period and needs to be re-laid. This will hopefully remove the need for a temporary access to the site, although this option will be retained in the planning application in case of need. Any damaged trees will be replaced. The Parish Council land agent is continuing to advise the Parish Council in its negotiations with STW and supports the current proposal.

STW is preparing a planning application for submission to Worcs CC. This may be determined under delegated authority but may need to go to the Planning Committee (which may not be until the September meeting). The scheme will require a full road closure for approx. 3 months. A partial closure is not possible due to the depth of the excavations, pipe layout and the nature of the road. Cllr. Adams will arrange a meeting between Parish Council representatives and the Worcs CC Passenger Transport Team to discuss how the 382 bus service and the school services can be managed. Pedestrian access along Wadborough Road will continue throughout the work. There may be periods when residents do not have vehicular access to their properties for a short period (3/4 days) as the trench work passes their homes, the Parish Hall/neighbouring driveways have been suggested as temporary alternatives. It was noted that users of the Hall will need to be advised to approach the Hall using a different route during the period of road works. There are no plans for the Hall to be closed during the 6 month project.

The proposals as outlined were proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all. The working group will continue to liaise with STW representatives. The Clerk will arrange for the necessary notices to be placed in the local press regarding disposal of land.

Mrs Collins left the meeting following discussion of agenda item 9.

10. 2013/89 Kempsey Neighbourhood Area Designation Consultation

It was agreed not to submit a comment for this consultation.

11. 2013/90 Employment Matters

No outstanding issues.

12. 2013/91 Parish Clerk Contract

It was proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all for Cllr. Turvey to sign off the agreed Parish Clerk contract on behalf of the Parish Council. Payment of the 112.25 extra hours worked from April 2012 to March 2013 and carry forward of 20 'banked' hours, was proposed by Cllr. Mrs Hewison, seconded by Cllr. Mrs McGovern and agreed by all. The Clerk will advise Wychavon payroll.

13. 2013/92 Parish Hall Recreation Facilities

The Clerk reported that Eibe has been advised that subject to securing funding, completion of a tendering process and planning approval, that the Parish Council would like to progress the project further through them. Eibe are working on revised drawings and costs. The Clerk will discuss the situation further with the advisor from The Play Inspection Company to identify what assistance can be provided to progress the project more quickly and at what cost. The project will be highlighted at the Annual Parish Meeting to seek feedback and support.

14. 2013/93 Parish Hall Car Park/Grounds/Outside Space

It was agreed for the Clerk to seek quotes for planting of the patio tubs plus recommendations and quotes for maintenance of the patio benches. A suggestion was made for Pre-school to plant the tubs (with plants provided by the Parish Council) and the Clerk will make enquiries.

15. 2013/94 Parish Hall

- a) Nothing further to report with no Trustees meeting since the last Parish Council meeting.
- b) Connection to the proposed new mains sewerage scheme is being considered. Following a site meeting between the Clerk, Mrs Harris (Chair of the Hall Trustees) and a recommended contractor, an estimate of costs has been received. This includes connection from the Hall, to the lateral connection to the new mains sewer at the property boundary and a 'spur' to the Pre-school building. In response to questions, the Clerk will clarify whether a 100 mm pipe is sufficient in terms of capacity, whether Pre-school needs to connect to mains water with its own meter from the mains (rather than using a metered supply from the Hall connection) and whether if the existing septic tank failed the Parish Hall would be required to connect to the new mains sewerage. The Clerk will obtain additional cost estimates for Pre-school to separately connect to the new mains sewer and also the mains water supply, plus a breakdown of the existing cost estimate to identify the Pre-school element. Based on past water usage, the Clerk will request a cost comparison from the Hall Trustees to predict future mains sewerage costs compared to the septic tank costs. The Clerk will liaise with the Hall Trustees, Pre-school and STW and will request an extension to the date for acceptance of the STW connection offer (currently required by mid-May).

16. 2013/95 Maintenance Work

- a) The Clerk advised that following enquiries Shear Perfection has been instructed to undertake the bus shelter roof repair work at a cost of £190. This was confirmed.
- b) Grass verge outside The Retreat – The Clerk will seek recommendations and quotes for reinstatement of the path and maintenance to the area including pruning/re-planting.

c) General Parish maintenance – It was noted that Mr Pullen (Parish Handyman) is currently undertaking reduced work and the mowing/strimming work is being completed by Mr McGovern (Parish Handyman).

17. 2013/96 Dog Waste Bins

No further news is available. The Clerk will follow up and establish the regularity of collections to empty the bins.

18. 2013/97 Grass Bank Salamanca Drive

The Clerk reported upon legal advice received concerning the implications of the land covenants. It was agreed for the Clerk to request additional information from the Parish Council solicitor and for the situation to be then considered further.

19. 2013/98 Highways Matters

a) Orchard Grove – Highways has advised that it will investigate the possibility of installation of junction road markings within Orchard Grove. As parking spaces are currently available, removal of the grassed area and replacement with hard standing to create further spaces would not be assessed as a high priority scheme in view of budget constraints. If external funding was available, the proposals could be considered further. Cllr. Mrs McGovern will update the enquirer and advise that if the residents or the Housing Association are able to provide funding, then Highways may reconsider this request.

b) Wadborough Road white lines – Highways are investigating as these markings should have been reinstated after the resurfacing work.

c) Church Lane – Draft plans for the proposed traffic regulation order were considered and positively received. The Clerk will request no on road parking to improve visibility and road safety. Parking in the visibility splay of the driveway opposite the livery yard will also be highlighted for a solution.

20. 2013/99 Parish Council Newsletter

a) Consideration was given to the 3 proposals received. After discussions it was agreed for Duplikate to continue to produce the Parish Council newsletter. In future, production will be based on digital printing, improved paper quality and with provision of an electronic version. The Clerk will advise Duplikate and enquire about further ideas to develop the content. The Clerk will approach St. Peters Garden Centre for a seasonal article.

b) It was agreed by all not to include the articles reviewed.

21. 2013/100 Parish Council Logo

The revised logo was reviewed. The Clerk will request a minor revision and provision of 2 logos; one with and one without the words Parish Council.

22. 2013/101 Community Events

a) Norton Fun Run 14th July – Funding of the medals for the Fun Run was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all up to a total cost of £300 (including the medals and trophies previously agreed for the Norton Community Games event). The Clerk will advise the organisers.

b) Norton Community Games 9th June – No further requests for financial support in view of request for funding of the Fun Run medals.

23. 2013/102 Annual Parish Meeting – 22nd May 2013

The Clerk advised that invitations have been sent out, road side signs have been ordered and the information pack is being completed. The Clerk will issue the agenda shortly.

24. 2013/103 Finance

a) It was proposed by Cllr. Mrs Hewison, seconded by Cllr. Mrs McGovern **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation: None

Accounts for Payment:

Creditor	Detail	Amount £
Playsafety Ltd	Annual RoSPA play area inspection	99.60
R. Pullen	March/April 2013 – play area inspections and maintenance work (4hrs), petrol, mileage and pay in lieu of holiday (Gross)	40.51
M. Abbott	Litter picking March 2013 – 13.5 hours plus mileage. Plus Parish Hall shed removal as an extra job (Gross)	140.77
Mrs J. Greenway	Honorarium April 2013 (gross)	1,000.91
Mrs J. Greenway	Expenses April 2013 (£110.50 less £4.77 mileage to be paid via payroll)	105.73
B. Roberts	Winner of the Spring newsletter number puzzle	10.00
M. Ellison	Runner up of the Spring newsletter number puzzle	5.00
	TOTAL	1,402.52
	GRAND TOTAL	1,402.52

b) Renewal of the CALC/NALC membership at a cost of £591.12 plus VAT was proposed by Cllr. Mrs McGovern, seconded by Cllr. Fincher and agreed by all.

c) Renewal of the NALC Local Council Review subscription at a cost of £16 was proposed by Cllr. Mrs McGovern, seconded by Cllr. Fincher and agreed by all.

d) Renewal of the Community First silver membership at a cost of £20 was proposed by Cllr. Mrs McGovern, seconded by Cllr. Fincher and agreed by all.

25. 2013/104 Correspondence for Information

See Appendix 1 for a list of correspondence received. No items were requested.

26. 2013/105 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

27. 2013/106 Items for Update to Local M.P.

Nothing to report at this time. The Clerk summarised Peter Luff's positive response to concerns highlighted relating to precept setting/budgeting, precept capping/local referendums and Central Government subsidies/Local Authority funding.

28. 2013/107 Councillors' Reports and Items for Future Agenda

Content and maintenance/replacement of Parish Council notice boards will be added to the agenda for consideration at the May Parish Council meeting.

29. 2013/108 Dates of Next Meetings:

Annual Parish Meeting – Wednesday 22nd May 2013

Annual Parish Council Meeting – Thursday 30th May 2013

The meeting closed at 10.15pm.

<u>Correspondence Received for 25th April 2013 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training, including new CALC website, members survey, Council Tax Benefit Subsidy, funding opportunities, newsletter printing supplier, events, Parish/Town Councils and economic development, energy/resource surveys, 9 th Parish Conference, training events, rural broadband solutions, Wychavon Area Meeting minutes and invitation to Area Meeting on 5 th June (forwarded to Parish Councillors for information). Annual subscription renewal and service survey. Tendering process information.
Community First	E-bulletin April (forwarded to Parish Hall for info)
CPRE	Field Work and Countryside Voice magazines Spring 2013, new transport toolkit 9to improve travel choices in your local community)
Cyan	Bench product information
Droitwich Spa & Rural Council for Voluntary Service	Current vacancies, workshops, training and general events info
Fields in Trust	E magazine
Glasdon	Product information
Go Shelters	Product information
Marie Curie	Request for inclusion of article in newsletter
NALC	Council Tax Benefits and the impact upon Parish and Town Councils, Local Council Review subscription renewal, Local Council Review online
Norton Parish Hall	Letter of thanks for the contribution towards the new flooring in the Freeman Windsor room
Norton Parish Hall	Weekly booking schedule
Open Spaces Society	Spring newsletter
Peter Luff MP	Woodhall Farm acquisition and future use, Parish Council precepts/capping/local referendums/funding from Central Government and Local Authorities
RoSPA	Annual play area inspection report
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
SME Solicitors	Legal advice regarding the parcel of land adjacent to Salamanca Drive
Soc. Local Council Clerks	News bulletin
The British Library	Provision of a copy of the Parish Council Newsletter
Upton Snodsbury PC	Working with charitable bodies to manage/maintain the village park.
West Mercia Police	Crime alerts, Young Citizen Award nominations, change of date of mobile Police Station at Parish Hall car park to 4 th May at 5pm (forwarded to Parish Councillors for information)
Western Power Distribution	Newsletter for Parish Councils - power cuts and improving the electricity network
Worcs CC	Sunday and Bank Holiday bus service – start date planned 19 th May.
Worcs CC Highways	Road works information (forwarded to Parish Councillors for information)
Wychavon DC	Bow Brook watercourse/Redditch housing proposals – unlikely to be any impact upon our parish
Wychavon DC	Copy correspondence following complaint about advertising signage at the junction of B4084/Woodbury Lane. The signs are on WCC highway land and therefore WDC would not take action. WCC Highways are not concerned by the signs.
Wychavon DC	Invitation to Chairman’s Charity dinner (forwarded to Parish Councillors)
Wychavon DC Planning	Planning permission requirements for tarmacking the Parish Hall car park

Public Question Time Discussions

Three members of the public attended to discuss the planning application relating to the Railway Goods Yard (planning ref: W/12/02430) for conversion, extensions and alterations to facilitate a rural workers dwelling in conjunction with adjacent reclamation yard.

The applicants and their planning consultant highlighted the following points for consideration:

- Security on the site has become an issue with thefts being experienced including theft of a lorry.
- To improve security, re-use of an existing building is being proposed for the owners to live in.
- Whilst this site is outside the development boundary, an exception to planning policy is being requested as the dwelling will be occupied by a rural worker linked to the business.
- As part of the proposals the yard will reduce in size and the element of 'open countryside' will increase.
- The site would not be ideal as a residential dwelling for occupiers that are not linked to the site in view of its proximity to the railway line.
- The business has operated from this site, within the same family, for 46 years.

These points were noted for consideration during the Parish Council meeting. The following points were highlighted:

- The Parish Council will comment upon the application but Wychavon DC will decide the application.
- Applications to remove agricultural ties can be made at a future time and this has been experienced at other sites.

A further member of the public attended to discuss the use and condition of the Parish Council notice boards with the following points highlighted to the Council:

- If the Parish Council considers that the notice boards continue to provide a useful method of communication to residents, then consider refurbishment/replacement as some are in a poor state of repair.
- The notice boards can run in tandem with the Parish Council web site.
- Re-consider whether use is for Parish Council items only as there appears a lot of unauthorised posting.
- Consider locking the notice boards, if these are for Parish Council use only, which would provide space for a better display of Parish Council items.
- Items displayed could include SWDP matters/plans.

These points were noted and an item will be added to the May Parish Council meeting for consideration. It was highlighted that the Crookbarrow Road notice board is due to be replaced following donations from Taylor Wimpey and Persimmon Homes, the builders of the new development along Crookbarrow Road.

Members of the public were thanked for attending and were welcomed to stay for the Parish Council meeting.