

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 23RD OCTOBER 2014 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions although one member of the public attended to observe proceedings.

- 1. Apologies for Absence:** A. Bennett, D. James, Mrs. D. Hewison, Mrs. C. McGovern, P. Richmond, Mrs S. Way-Vautier, Miss A. Poole, Cllr. Adams, PCSO Steven Tinkler. These apologies were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, K. Fincher, M. Reeves, Mrs. J. Greenway (Clerk/Responsible Finance Officer).
- 2. Changes to Membership**
None
- 3. Declarations of Interest**
 - a) Cllr. Turvey reminded members of requirements.
 - b) and c) Existing dispensations were noted.
 - d) None.
- 4. Minutes of the Parish Council Meeting held on 25th September 2014**
Approved as proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.
- 5. 2014/215 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend. The Clerk will ask Cllr. Adams if any update is available for the Woodbury Lane/Molten Metal Products planning application and seek assistance with the weight limit signage at the entrance to Talavera Road from the new roundabout.
 - b) Finance**
 - (i) The current account balance was £7,173.87 on 7th October with the deposit account balance at £74,470.81 on 2nd October. S.137 spend to date for the 2014/15 financial year is £1,000 (donation to Church tower restoration).
 - (ii) The monthly accounts and bank reconciliation to 30th September have now been received and the Clerk will circulate for review.
 - c) West Mercia Police**
In the absence of PCSO Steve Tinkler, the Clerk provided an update on recent crimes in the Parish. A report was received of cars parked on the verge at the end of Hatfield Lane by the war Memorial which is restricting visibility from Hatfield Lane. The Clerk will ask the Police to investigate.
- 6. 2014/216 Current Planning Applications**
Cllr. Turvey summarised the following current applications.
Approvals

5 High Park Cottage, Pershore Rd. Ref: W/14/01835	Proposed single storey rear extension, window to side elevation and new pitched dormer to front elevation.
Unit at Norton Business Park, Church Lane. Ref: W/14/01591	Change of use from D2 to office use. Parish supports with condition for increased parking provision.

Refusals

Pattan Bungalow, Wadborough Rd. Ref: MHDC 14/00887	Erection of 4 bedroom dwelling. Comment regarding the need for mains sewerage connection.
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Broomhall Grange, Norton Road, Ref: Broomhall Malvern Hills DC 13/00710/OUT Outline application for residential development (illustrative scheme of 37 dwelling units), with all matters reserved except for access. Parish does not support. Refused by Malvern Hills DC Planning. Appeal dismissed by the Planning Inspectorate.

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. MHDC Ref: W/13/00656/OUT Welbeck Land Outline planning application, including approval of access appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: W/13/01617 St. Modwen Developments Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Broomhall Way Worcester City Ref: P13A0617 St. Modwen Developments Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

Land at Woodbury Lane, Norton Ref: W/14/00719 Hybrid application for full permission for the erection of an industrial building and associated infrastructure, parking, access, SuDS and landscaping to accommodate the relocation of Molten Metal Products. Parish does not support.

Woodhall, Pershore Road Ref: W/14/01515 Alterations and conversion of existing buildings to form 4 dwellings.

Norton Fields Farm, Stoulton Ref: W/14/01569 Single wind turbine of up to 86.5m in height with ancillary development and access track. Parish does not support.

Crookbarrow Way, Whittington Ref: WCC/14/000034/REG3 New bridleway footbridge to pan the newly dualled southern link road. Parish supports.

Wadborough Farm Park, Stoulton. Ref: W/14/00859 (Drakes Broughton) Retrospective application for the retention of existing agricultural buildings, extensions, associated yards & improved slurry/effluent handling systems. Parish does not support the slurry/effluent handling system.

Internal Consultation - None

Other - None

7. 2014/217 Development of the old Regiment HQ Site

Cllr. Fincher advised that 10 of 11 units are occupied, with all having a military connection. A shared ownership property remains vacant and this will follow the same criteria for allocation. The Clerk will enquire about the date for the naming ceremony. Cllr. Fincher will write a newsletter article explaining the naming of this development as St. Helena Court and forward to Cllr. Mrs McGovern by 11th November. It was agreed to remove this item from future agendas.

8. 2014/218 South Worcestershire Development Plan (SWDP)

Cllrs. Fincher and Turvey advised that following the SWDP briefing session, a meeting was held with representatives from Wychavon DC, MHDC and Worcs CC Highways/Planning to discuss SWDP/SWUE highway issues including restricted access to Norton Road and the exit from the proposed SWUE development to the end of Crookbarrow Road as detailed in the Welbeck plans. It was agreed that potentially, if acceptable traffic calming measures can be identified that comply with the SWDP, this may assist in alleviating concerns relating to the proposed exit from the new SWUE development onto Crookbarrow Road. Traffic flow data has been received from Worcs CC and it is understood that Welbeck is producing a supplementary transport plan. The Parish public meeting on 6th October had a good attendance and the presentation appeared well received.

9. 2014/219 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that the developers have provided an update on the outstanding matters including replacement of the bus shelter and general reinstatement work. It was agreed to press for the island and verges to be turfed as the seed previously laid has failed to adequately germinate and the areas are full of weeds. Adoption of the island by Worcs CC Highways will not take place for at least 12 months and after this time the Parish Council could apply to adopt the island and arrange for sponsorship. It appears that the developer has agreed to provide and install one bus shelter although they wish to transfer the land that the shelters would sit on to the Parish Council and for the Parish Council to pay the legal fees in this connection. It was agreed to ask the developers for a quote for the legal costs for the Parish Council to consider and to request, as an alternative, that the developers give permission for the Parish Council to site the bus shelters on their land if the Council takes full responsibility for the shelters. This may help to progress matters more quickly. It was agreed that a meeting with the developers may help to progress matters. The Clerk will progress and seek quotes for installation of concrete bases for the bus shelters.

10. 2014/220 Worcester Parkway Station

Cllr. Turvey reported on the consultation event held at the Parish Hall which supported concerns already highlighted by the Parish Council e.g. parking along Woodbury Lane and an increased volume of traffic through the Parish. Whilst there will be a bridge over the platforms, this will include ticket barriers. Although a separate pedestrian/cycle bridge is detailed within the proposals this is not a definite addition at this stage. A balancing pond will be installed next to the site. It appears that the station may now be developed in a single stage as it is understood that Cross Country services have agreed to stop at the proposed new station. It was agreed that the Parkway Station plans should be 'future proofed' as far as possible and include provision for electrifying the line and dual tracking. It was agreed for Cllr. Turvey to respond to the consultation highlighting the Council's observations, without supporting or objecting to the proposals.

11. 2014/221 Consultation: Designation of Neighbourhood Area Drakes Broughton Parish Council

The Neighbourhood Area proposed was noted as the same as the existing Parish boundary to which there were no objections.

12. 2014/222 Norton Pre-school

The Clerk advised that a response is awaited from Pre-school and this will be followed up.

13. 2014/223 EnviroSort

No further news to report.

14. 2014/224 Severn Trent Water (STW) Sewerage Scheme

Cllr. Fincher reported on a meeting with representatives of STW/Dalcour Maclaren, NMC Nomenca and the Council's land agent to discuss the outstanding remedial work including installation of the new tarmac path, re-siting of the information board, concreting up to the SPS fencing and hedge reinstatement. The outstanding work was agreed and our land agent will produce a plan detailing the coordinates/location of the new tarmac path, the line of the new

Coppice Cottage fence and the SPS which has not been built in accordance with the original plan. The aim is for outstanding work to be completed by 18th December. STW has agreed to update WCC Planning with an 'as built' plan of the pumping station site.

Also see agenda item 15 Parish Hall/Coppice Cottage boundary.

The Clerk is chasing the Parish Council solicitor for an update regarding the contract of sale and to progress the land registration matters.

15. 2014/225 Parish Hall/Coppice Cottage Boundary

Following the meeting referred to under agenda item 14, Cllr. Fincher and the Parish Council land agent met with the owners of Coppice Cottage regarding the line of the new boundary fence. This was agreed as approved at the September Parish Council meeting and will be reflected in the plan that will be produced by the land agent. Following a discussion concerning the boundary line and a possible encroachment into the Parish Hall land, it was highlighted that the old plans make it very difficult to locate precise points on the ground to the degree of accuracy necessary, but enquiries indicate that the existing fence wasn't installed on the boundary, but at a point of convenience due to uncertainty about the exact line of the Public Right of Way and also an old oak tree. The Council was satisfied that the proposed line of the boundary fence reflects what was originally intended and the owners of Coppice Cottage would be enclosing the land originally purchased. The agreed line of the new fence is believed to be clear of the definitive line of the Public Right of Way and will ensure 2 metres clearance from the new tarmac path to be installed by STW/ NMC. Once the new path and fence are installed a new site boundary plan will be prepared by the Council's land surveyor for land registration purposes.

16. 2014/226 Employment Matters

The Clerk circulated applications received for consideration. These were discussed and it was agreed for Cllr. Turvey and Cllr. Fincher to interview applicants along with the Clerk. The Clerk will arrange.

17. 2014/227 Parish Hall Recreation Facilities

Cllr. Turvey, Cllr. Dawson and the Clerk provided an update following a meeting with Eibe. The requests made at the September Parish Council meeting have been incorporated and the revised quote and plan were reviewed. It was noted that a drainage pipe to the soakaway was laid in the vicinity of the edge of the existing play area and that this needs to be considered as part of the project. The Clerk will raise this with Eibe, with costs incurred as an extra to the project if necessary. S106 funding of £10,000 has been allocated for playing field drainage and it may be possible to draw upon this to fund this work. The Clerk will also seek quotes from local contractors to remove the existing large fir trees between the tennis courts and the play area in advance the start of the project. To minimise the impact upon the Parish Hall car park, Eibe will be asked to locate their works compound on the existing basket ball court and if possible to avoid the pantomime dates. Installation is anticipated to take between 2 to 3 weeks with a potential start date in January 2015. Invoicing and phase payments will be discussed further with Eibe. The Eibe quote of £135,988.45 net of VAT was accepted as proposed by Cllr. Dawson, seconded by Cllr. Fincher and agreed by all under s. 19 of the Local Government (Miscellaneous Provisions) Act 1976. Funding will be by £35,000 New Homes Bonus, £75,000 s106 funding and £25,988.45 Parish Council reserves. Other sources of funding are being investigated amounting to c. £5,000 and if secured, this will reduce the funding from Parish Council reserves. The Clerk was authorised to sign off the order based upon the quote received.

18. 2014/228 Parish Hall Car Park/Grounds/Outside Space

Cllr. Dawson provided an update regarding the flag pole planning application. The application has been drafted and will be submitted with the £97.50 fee as proposed by Cllr. Dawson, seconded by Cllr. Fincher and agreed by all. The Clerk will sign off and submit a copy of the Parish Council logo and fixing drawing with the application.

A pot hole was reported at the entrance to the car park. The Clerk will arrange for this to be filled with a cost agreed up to £150 as proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.

19. 2014/229 Parish Hall

As landlord representative and Parish Hall Trustee, Cllr. Fincher provided an update summarised as follows. A fire risk assessment has been completed with items for completion in hand. Storage in the main store room is an issue, with extra space required. The 2 recently vacated Parish Council garages were suggested and the trustees will explore this suggestion. A complaint has been received following a trip in the car but it appears that the hirer had not switched the external lights on. This has prompted a review of the external lighting which has highlighted areas that could be better lit. Whilst the car park is a Parish Council responsibility, it was agreed for the Trustees to investigate and arrange for repair/installation of extra lighting, as a health & safety matter, up to a cost of £300 to the Parish Council. Costs in excess of this will be referred back to the Parish Council. Proposed by Cllrs Fincher and Dawson as Parish Council representatives and agreed by all as an urgent matter.

Mr & Mrs Sparling have resigned as Trustees which leaves 3 Trustees and the Hall Manager. The situation remains quorate and functioning however this situation may change at the May 2015 Parish Hall AGM if no additional Trustees can be identified. If this situation arises, there is the possibility that the lease & trust deed will be relinquished to the Parish Council. It was suggested that the Council should begin to consider this possibility and how it could manage/run the Hall. It was agreed that the best scenario would be for the Parish Hall Charity to continue to have responsibility for running the Hall and efforts are being made to attract new Trustees. Projects to maintain/improve the Hall are being progressed including roofing/cladding work, new front door/CCTV/keyless entry, fire inspection actions and a new kitchen (if surplus finds allow following completion of the roof/cladding work). A suggestion was made for the Hall Manager to be directly employed by the Parish Council and the Clerk will explore the implications of this for consideration. Cllr. Dawson is arranging audit of the Parish Hall books/accounts with the Parish Council internal auditor. The norton-juxta-kempsey.co.uk domain name subscription is due to expire and it was agreed for the Clerk to purchase this up to a cost of £45.

20. 2014/230 Allotments

In the absence of Cllr. Mrs McGovern, the Clerk advised that there are a number of plots to be re-allocated and it was agreed for the groundsman to assist with allotment matters once appointed. The Clerk will arrange for annual billing as soon as possible. In response to the enquiry received from Mrs Jaynes, it was agreed to make further enquiries about maintenance of the plot and to make a decision about plot allocations once the overall waiting list/vacant plots situation has been reviewed. It was agreed that plots should be worked in line with the tenancy agreement.

21. 2014/231 Public Rights of Way (PRoW)

Cllr. Turvey advised that there is nothing to report.

22. 2014/232 Worcester Norton Sports Club (WNSC)

No further news was reported other than it is understood that the Croquet Club is continuing to play at its existing site through the autumn/winter.

23. 2014/233 Croquet Club

It is believed that the Croquet Club is exploring the feasibility of potential new sites.

24. 2014/234 Highways Matters

a) New village name signs: The Clerk advised that the estimated costs include installation and that the WCC contribution level is based on a % of costs. Cllr. Turvey will discuss with Cllr. Adams before any orders are placed. The Clerk will chase for a response about the possibility and cost of

addition of a section to read 'Former home of the Worcestershire Regiment' and highlighted that this idea is also being explored by the WW1 project group.

b) Norton Road ditch maintenance: The Clerk advised that after many months of chasing/discussions with various parties, the ditch along Norton Road, adjacent to the entrance to Yew Tree Court has been dug out. The positive assistance from Wychavon DC in obtaining the co-operation of Welbeck to undertake this work was noted.

25. 2014/235 World War I Centenary

The Clerk provided an update on s106 funding for production of the proposed history of the Barracks/road names booklet being drafted by Mr. Lucas as part of the WW1 project group. Use of part the arts contribution from the s106 agreement for the houses by the garden centre has been agreed for this publication by Wychavon DC, with the Parish Council acting as a grant distributing body. The suggested process is for the project group to continue to progress with this activity and for the Parish Council to draw down the s106 funding for payment to the project group when it has the booklet invoice for payment. The Clerk will liaise with Mr Hodgkins, leader of the WW1 steering group about other activities planned and other sources of funding. It was agreed, in principle, for the Parish Council to act as a grant distributing body for other strands of the WW1 project and for other sources of funding subject to the details being reviewed (to ensure the Council has the power to fund) and agreed by the Council.

26. 2014/236 Dog Fouling Problems

The problem of dog fouling was discussed along with banning dogs from the Parish Hall grounds and enforcement issues. It was agreed as not practical to ban dogs from the Parish Hall grounds and that this may just move the problem to elsewhere in the Parish rather than solve it. If evidence can be collected to identify the owners and dogs involved then it may be possible to seek assistance from the Wychavon Dog Warden. The Clerk will investigate the situation relating to byelaws but again policing will need to be considered. Notices continue to be placed in the Parish Council newsletter regarding dog fouling and keeping dogs on leads at the Parish Hall. Dog bins are provided along Wadborough Road and at the Parish Hall.

27. 2014/237 Wychavon DC Street Trading Consultation

After discussion it was agreed for Cllr. Turvey to submit a no objections response.

28. 2014/238 Winter Newsletter

The deadline for articles for the winter edition of the newsletter was noted as 11th November.

29. 2014/239 Remembrance Sunday – 9th November 10.15am

It was agreed for Cllr. Turvey to give the reading and Cllr. Fincher to lay the wreath.

30. 2014/240 Finance

a) It was proposed by Cllr. Fincher, seconded by Cllr. Dawson **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 £
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 30/9/2014 plus VAT	464.40
New Farm Grounds Maintenance	Playing field mowing September - 2 cuts at £63.50 and one perimeter cut at £15 plus VAT	170.40
DCK Beavers Ltd	VAT advice (£100 plus VAT)	120.00
Richards Sandy Partnership Ltd	First 50% of annual accountancy fee to produce monthly and year end accounts (£410 plus VAT)	492.00
Shear Perfection Ltd	To remove broken tree branches at Parish Hall following	

	wind damage and clear debris from site (£110 plus VAT)	132.00
Open Spaces Society	Renewal of annual subscription	45.00
H. Turvey	Expenses reimbursement	19.16
P. Skeys	Lengthsman duties June, July, August and September	598.50
S. Skeys	Second cut of public rights of way (£350) plus weed spraying around Parish Hall grounds (£45)	395.00
R. Pullen	Sept/Oct 2014 – play area maintenance work/inspections (4 hours), mileage and pay in lieu of holiday (Gross)	33.89
Mrs J. Greenway	Honorarium October 2014 plus mileage of £12.02 (Gross)	1,056.52
Mrs L. Bilboe	Winner of autumn newsletter number puzzle	10.00
Miss H. Lawley	Runner up autumn newsletter number puzzle	5.00
Wychavon DC	Fee for Parish Hall flag pole planning application	97.50
Mrs J. Greenway	Expenses October	55.52
	TOTAL	3,694.89
	GRAND TOTAL	3,694.89

b) Outline proposals for the Parish Council to sponsor the medals for the 2015 Community Games event (inter-school athletics medals and general medals) and the 2015 Parish Fun Run were considered. Sponsorship was proposed by Cllr. Fincher, seconded by Cllr. Turvey and agreed by all at a cost of up to £700, on the basis that the Parish Council wishes to support these events which benefit a large proportion of the Parish. The Clerk will liaise with Norton Community Trust to arrange.

31. 2014/241 Correspondence for Information

See Appendix 1 for a list of correspondence received.

32. 2014/242 Clerk's Report on Urgent Decisions since the Last Meeting

Following heavy winds, damaged/fallen branches needed to be removed from a tree at the front of the Parish Hall at a cost of £45 plus VAT. This was agreed.

33. 2014/243 Items for Update to Local M.P.

Nothing at this time.

34. 2014/244 Councillors' Reports and Items for Future Agenda

- Wychavon Diamond Jubilee Community Recognition Award nominations (closing date 7th January 2015). The Clerk will circulate award details for information.

35. 2014/245 Date of Next Meeting - Thursday 27th November 2014

The meeting closed at 9.55pm.

Correspondence Received for 23rd October 2014 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training, including new model Financial Regulations, Governance & Accountability, Brush up your Council training, CALC AGM, WCC Corporate Planning Strategy, 2015 elections, 11 th WCC Parish Conference (29 th Oct), Police Commissioner e-newsletter, Fields in Trust awards, Chaddesley Corbett Neighbourhood Plan, Queens' Award for Voluntary Service, Economic value of Worcestershire's Parish and Town Councils, future of external audit, Precept capping, pensions, Worcs CPRE, road casualties 2013, funding, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Community First	Invitation to AGM on 10 th November, 4.30pm, Top Barn Farm
CPRE	Re-launch of Wychavon CPRE Group
Kompan	Play area provision
MHDC Planning	Planning Inspectorate dismissal of appeal relating to 13/00710/OUT (outline planning permission for 37 houses at Broomhall Grange, Norton Road, Broomhall)
Mr & Mrs Arrow	Request for information from public meeting
Mr & Mrs Poole	Request for information from public meeting
Mr Deptford	Defibrillator and cabinet supplies
Mr Goode	Costs for medals for 2015 Community Games event
Mr Watson	Horses using Public Right of Way (not a bridleway) at the end of St. James Close
Mrs Barker	Tradesman enquiry following newsletter article
Mrs W. Blocksidge	Dog fouling and dogs off leads at the Parish Hall
Norton Community Trust	2014/15 event dates
Parish Hall Trustees	Appointment of new Hall Manager, general matters, update on Fire safety audit, Health & safety compliance and agenda for Trustees meeting 14 th October
Peter Luff MP	Parkway Station and Molten Metal Products development plans
Rural Services Network	News Digests, Opportunities Bulletin, Vulnerability Service (to Parish Councillors)
St. Peter's Parish Council	October newsletter
SWDP Team	Consultation on proposed modifications to the submitted SWDP 2006-2030 (comments by 14 November)
Whittington PC	Copy of comments submitted to the Parkway consultation
Worcs CC	Parkway Station exhibition events and consultation leaflet
Worcs CC	<ul style="list-style-type: none"> • Village name sign costs • Lengthsman Traffic Management Registration card following training session • Woodbury Lane closure – expected 17th November for one day • Parkway Station consultation events • SWUE traffic flow data
Wychavon DC	<ul style="list-style-type: none"> • Verge adoptions at Norton • Consultation: Street Trading • Chairman's Christmas Fayre 2014 • Allocation of Regiment HQ housing (all to date with an Armed Forces and Worcestershire connection) • 2015 Events diary entries • Nominations for WDC Diamond Jubilee Community Recognition Award
Wychavon DC Planning	<ul style="list-style-type: none"> • Consultation: Designation of Neighbourhood Area by Drakes Broughton PC • Commenting on applications coded 'GPD' • Completion of outstanding work relating to Crookbarrow Rd development • Planning Committee agenda and papers for meeting 9th October (incl. 5 year land supply progress report) • SWDP – Parish & Town Council briefing session presentation <u>Approval Notices:</u> <ul style="list-style-type: none"> • W/14/01835: 5 High Park Cottage, High Park: single storey rear extension, window to side elevation, pitched roof to existing dormer window on front elevation) • W/14/01591: Unit at Norton Business Park (Change of use D2 to office use)