

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH APRIL 2017 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** M. Hughes, P. Richmond, Mrs R. Ritter, Cllr. R. Adams (District and County Councillor), Rev'd Mark Badger. These apologies and the reasons for them, were accepted and approved.

Attending: H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, J. Sparling, M. Reeves, Mrs. J. Greenway (Clerk & Responsible Finance Officer).

It was noted that the last Parish Council meeting attended by, or with apologies accepted from, Cllr. Mrs Way-Vautier was that of 20th October 2016. Under s.85 of the Local Government Act 1972, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority. It was therefore agreed that Mrs Way-Vautier has ceased to be a member of the Council. Mrs Way-Vautier will be notified and Wychavon DC contacted to advise of the vacancy that has arisen. **Action: Clerk**

2. Declarations of Interest

- a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.
- b) None
- c) None.
- d) None.

3. Minutes

a) Minutes of the Parish Council Meeting held on 30th March 2017 were approved. Proposed Cllr. Sparling, seconded Cllr. Fincher and agreed by all.

b) The minutes action summary was reviewed. This will be updated following the meeting, with a 'RAG' rating added and completed actions removed. **Action: Clerk**

4. 2017/76 Reports

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

Cllr. Adams was not in attendance to provide a report.

b) Finance

(i) Balances - current account £9,225.26 (20th April), deposit account £51,729.65 (3rd April), including £7,514.41 New Homes Bonus funds. The first 50% of the 2017/18 precept and grant of £22,771 is due to be received and is not included in the balances quoted. S.137 expenditure for 2017/18 is nil.

(ii) The monthly accounts and bank reconciliation to 31st March will be circulated. **Action: Clerk**
It was highlighted that the monthly accounts are prepared on a receipts and payments basis, with the year end accounts on an income and expenditure basis, and therefore the year end accounts will show a more accurate year end position. A deficit position was forecast for the year end income and expenditure accounts, due to items of expenditure agreed for funding from reserves.

(iii) The Clerk provided an update on progress regarding production of the annual accounts, internal audit, external audit and completion of the Annual Return, which continue to be a short term priority.

Action: Clerk

c) West Mercia Police

A report was circulated prior to the meeting.

d) St. James the Great Church, Norton

A report from Rev'd Mark Badger was provided to the meeting.

5. 2017/77 Planning

a) Current Planning Applications

The following applications were noted.

Refusals - None

Approvals

Recreation Hall, Wadborough Road, Littleworth. Ref: W/16/03003/PN

Improvements and alterations to village hall to replace windows to the main halls, reposition the front entrance. Extend front canopy roof, resurface the stoned car park area with free draining tarmac. Parish Council supports. AMENDMENT: To include change of use of small hall to a coffee shop. Parish Council supports.

Land at Broomhall Way Worcester City Ref: P14L0266

Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application. AMENDMENT: Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.

Other - None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. Malvern Hills DC 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. Malvern Hills DC 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 and the 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

Internal Consultation

Cooksholme Farm, Wadborough Road Littleworth. Ref W/17/00795/FUL

General purpose agricultural building for storage of feed and equipment.

Appeals

Planning appeal ref: APP/J1860/W/16/3165260:

Land adj. Pattann Bungalow, Abbotswood, Littleworth MHDC Ref: 16/00008/FUL

1 no. 4 bed house (Parish Council did not support the original application which was refused by Malvern Hills DC). Objection comments submitted to the Planning Inspector.

The pending decisions relating to the other SWDP linked applications were briefly discussed, with the

delay understood to be in part due to negotiations regarding the s106 agreements, which are being considered as part of the planning process.

6. 2017/78 Norton Pre-school

The situation regarding the lease was considered along with correspondence received from Pre-school. A working group comprising Cllr. Turvey, Cllr. Fincher and the Clerk was agreed and for a meeting to be sought between the working group and Pre-school to discuss the lease situation, utility supplies and re-location of the Pre-school container elsewhere on the Parish Hall site (following receipt of planning permission). Preference for Pre-school to become as Community Interest Company (CIC), rather than a private limited company, was agreed. In terms of any future lease agreement, the preferences of Pre-school were noted, but it was agreed that the terms of the existing lease should be reviewed and that any new agreement may not necessarily be on the same terms. Costs for a new valuation will be obtained for agreement by Pre-school.

Action: Clerk, Cllr. Turvey, Cllr. Fincher

The utility arrangements (for electricity and water supply) were considered and it was agreed that at the meeting with Pre-school, a proposal will be made for the utility standing charge(s) to be shared between the Parish Hall and Pre-school and for an administration fee of £10 per quarter to be levied by the Parish Hall relating to the quarterly meter reading/billing process. A 'relationship process' document relating to the utility supplies will be drafted for consideration.

Action: Cllr. Fincher

Proposed Cllr Fincher, seconded by Cllr. Sparling and agreed by all.

7. 2017/79 Severn Trent Water Land Sale

An update was received regarding the land sale/transfer document, including removal of the 50 year limit on the pre-emption right. The revised agreement received on 18th April and previously circulated to Councillors, was agreed by all. Upon receipt of the finalised version of this document, it was agreed for this to be signed on behalf of the Parish Council by Cllr. Turvey (as Chairman) and Cllr. Fincher (as Vice-Chairman), witnessed by the Clerk. The Clerk will advise the Parish Council solicitors. Proposed Cllr. Sparling, seconded Cllr. Dawson and agreed by all.

Action: Clerk

8. 2017/80 Parish Hall Recreation Facilities and Outside Space

A decision regarding the £5,000 Wychavon Community Grant application for the Trim Trail (submitted by the Parish Hall) is expected during w/c 1st May. The £5,000 s106 funding application for the Trim Trail has been submitted to Wychavon DC and news is awaited. Cllr. Brooker has completed a s106 application for the playing field drainage proposals, for submission by the Clerk.

Action: Clerk

Following receipt of planning permission, the new location for the Pre-school container, and associated costs, will be discussed at the meeting being arranged with Pre-school (as detailed under agenda item 6). Clarification will be sought regarding conditions included in the original Pre-school container planning permission regarding fencing.

Action: Clerk

The quote for the additional pedestrian field access point continues to be chased. A report was received relating to dogs being allowed off leads in the Parish Hall grounds and the situation was considered. It was agreed to reinforce the message in the Parish Council newsletter, reminding dog walkers that all dogs must be kept on leads at all times in the Parish Hall grounds. An update will be provided to the resident that submitted the report.

Action: Clerk

9. 2017/81 Parish Hall

A report was received and discussed, summarised as follows. The Hall is lacking in Trustees and volunteers and the Hall AGM will be an important event to attract more Trustees and volunteers to assist in running the Hall and community events/activities. The provisional date for the Hall AGM is 21 June, although consideration is being given to bringing this date forward. The Lease and Trust Deed dated 5th May 1978 was noted as the Charity governing document, but this appears in need of review to better reflect the situation almost 40 years on. Resignation of the Hall Manager and Hall cleaner was noted, along with Trustees reduced in number to three. The remaining Trustees are seeking to manage the situation pending the Hall AGM, when it is hoped that additional Trustees will be appointed to manage the Hall. Accounts will be produced for the year ended 31st March 2017. Details of the Parish Council's

accountants will be forwarded to Cllr. Dawson (as Parish Hall Trustee) along with the Community First Village Hall Advisor's details, to assist with a review of financial/accounting information and for assistance/guidance relating to Hall matters. An overview of Hall booking levels, Hall finances and Hall operating procedures was discussed, along with the situation regarding employee and trustee resignations. If, following the Hall AGM, insufficient Trustees have been elected, an alternative scenario may be for consideration to be given to the lease being surrendered to the Parish Council and for the Parish Council to run the Hall. The coffee shop part of the Hall continues to be a positive addition to the Hall and to bring in additional revenue. Cllr. Brooker, as a Hall Trustee, is taking an active lead in operation of the coffee shop whilst this is developing and then the future operating structure will be reviewed by the Trustees.

The Annual Parish Meeting will be held in coffee shop room on 3rd May, with one complimentary drink to be offered to each attendee at the end of the meeting. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. Complimentary drinks vouchers will be produced for the meeting. **Action: Clerk**

Cllr. Brooker gave his apologies and left the meeting.

10. 2017/82 Worcester Parkway Station

A report was received following the last stakeholder's meeting, with further regular meetings scheduled for the remainder of 2017. A meeting has been held with Worcs CC to discuss pedestrian/cycle access to the Parkway Station and traffic calming measures, including the results of the Parish questionnaire. Following an overview of the Worcs CC report produced following this meeting, members were supportive of the proposals within the document. The Clerk will circulate a copy of the Worcs CC report to members and Worcs CC will be advised that the Parish Council supports the proposals in principle. **Action: Clerk**

Cllrs Fincher and Turvey will prepare a Parkway Station update report for presentation at the Annual Parish Meeting. **Action: Cllrs Fincher and Turvey**

11. 2017/83 Southern Link Road (SLR) Improvement Works and Crossing Points

The Parish Council and Cllr. Adams are pressing for an update from Worcs CC regarding the review of the temporary crossing point by the Norton roundabout and when a solution will be put in place. An update has been requested before the Annual Parish Meeting on 3rd May.

12. 2017/84 Adoption/Maintenance of Development by Garden Centre

Wychavon has chased the developers for a date for completion of the pathway around the balancing pond, but no response has yet been forthcoming. Feedback was received regarding some works done e.g. around the balancing pond and in the play area, and issues highlighted will be followed up with Wychavon, along with a date for completion of the works. **Action: Clerk**

13. 2017/85 Neighbourhood Plans

A report was received following the last steering group meeting. There are 5 core members of the group and responsibilities within this have been allocated. Mr Lucas has provided a Neighbourhood Plan report for the newsletter and the Annual Parish Meeting.

14. 2017/86 Employment Matters

a) Groundsman's concerns were noted relating to the nature of ground being mowed. Cllr. Sparling will meet with the Groundsman to discuss concerns for report back to the Council. **Action: Cllr. Sparling**
It was noted that the expenses and mileage for the Groundsman/Litter Picker for the April payroll had not been input by Wychavon to the payroll system. It was agreed to pay the expenses and mileage that were due to be paid in the April payroll, so that the Groundsman/Litter Picker is not out of pocket, and to correct the payroll system for the May payment. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

b) The Clerk left the meeting for discussion of agenda item 14b. It was agreed for the Clerk to carry

forward 66.5 extra hours worked into 2017/18 as ‘banked hours’ and to carry forward 16.75 hours holiday from 2016/17 to 2017/18. Proposed Cllr. Sparling, seconded by Cllr. Dawson and agreed by all. The Clerk returned to the meeting.

c) It was agreed to pay the Groundsman and Litter Picker for unused annual holiday entitlement of 20.8 hours and 6.5 hours respectively. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. The Clerk will arrange. **Action: Clerk**

15. 2017/87 Annual Parish Meeting – 3rd May 2017

The format of the meeting was discussed, with confirmation of attendees and reports to be provided. Refreshments will be provided as agreed under agenda item 9. The Clerk is finalising the Information Pack for circulation at the meeting.

16. 2017/88 Parish Council Newsletter

Content is required by the Clerk by 1st May.

17. 2017/89 Allotments

An update was received from Cllr. Sparling including meeting with the Assistant Clerk, preparation of a new allotment plan, removal of a rotten tree, actions to improve and tidy the allotments and provision of a hose connector for the tap for the new water supply.

18. 2017/90 Public Rights of Way (PRoW)

Cllr. Turvey provided an update on PRoW matters, including maintenance work planned/requested/undertaken. It was agreed to instruct Mr Gill to undertake the first ‘cut’ of the PRoWs at a cost of £300 plus VAT. Proposed Cllr. Fincher, seconded Cllr. Sparling and agreed by all. **Action: Clerk**

19. 2017/91 Bus Services

A report was received in the absence of Cllr. Hughes. A meeting has been requested with First to discuss the 382 service, including potential options to improve both the service and the sustainability of this, e.g. re-routing of services. Resurrection of a Saturday service will also be explored. Cllrs Sparling and Turvey offered to attend a meeting with First. **Action: Cllr. Hughes**

20. 2017/92 Worcester Norton Sports Club (WNSC)

An update was received from WNSC reporting completion of internal processes to devolve powers back to each section, development of site building plans, arrangement of a pre-planning meeting with Wychavon DC and discussion of proposals with Sports England. A formal consultation process will be held with residents etc. in due course.

21. 2017/93 Highways and Drainage Matters

Outstanding actions from the March meeting will be progressed as soon as possible. **Action: Clerk**
Advise the Lengthsman that the vehicle activated speed sign battery may need charging. **Action: Clerk**
Cllr. Adams has met with Mr Smith (Smiths Livery Yard) and other residents of Church Lane to discuss speeding and parked cars, with matters being followed up by Cllr. Adams with Worcs CC Highways.
Mr Reeves will liaise with Cllr. Adams regarding drainage matters. **Action: Mr Reeves**

22. 2017/94 Parish Council Owned Lands

Cllr. Sparling is reviewing archive information following handover of this subject from Cllr. Brooker.

Cllr. Sparling left the meeting at 10.30pm. The meeting remained quorate with 3 Parish Councillors remaining in attendance.

23. 2017/95 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (£71.50) plus one perimeter cut (£17) March plus VAT	106.20
Shear Perfection Ltd	One cut of St. James churchyard 4/4/2017 (£88.50 per cut plus VAT)	106.20
	TOTAL	212.40

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium April 2017 - Gross including expenses paid via payroll	1,214.70
NEST	Employer pension contributions April payroll	7.22
D. Fletcher	Groundsman and litter picking work March/April 2017 (Gross incl. materials purchased and mileage)	422.85
Miss K. Watkinson	Assistant Clerk Honorarium March/April 2017 (Gross including expenses paid via payroll)	175.13
Mrs J. Greenway	Expenses April 2017	12.35
B. Roberts	Winner of Parish Council newsletter number puzzle	10.00
Miss G. Neu	Runner up of Parish Council newsletter number puzzle	5.00
Shear Perfection Ltd	One cut of St. James churchyard 14/4/2017 (£88.50 per cut plus VAT)	106.20
	TOTAL	1,953.45
	GRAND TOTAL	2,165.85

b) Renewal of the CALC annual subscription at a cost of £953.84 (incl. VAT) was agreed. Proposed Cllr. Fincher, seconded by Cllr. Dawson and agreed by all. **Action: Clerk**

24. 2017/96 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

25. 2017/97 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

26. 2017/98 Items for Update to Local M.P.

Nothing to report at the current time.

27. 2017/99 Councillors' Reports and Items for Future Agenda

Introduction of a monthly 'surgery' attended by Cllr. Turvey and Cllr. Adams will be considered at the May Parish Council meeting.

28. 2017/100 Date of Next Meeting

Annual Parish Meeting: Wednesday 3rd May

Annual Parish Council meeting: Thursday 25th May.

The meeting closed at 10.40pm.

<u>Correspondence Received for 27th April 2017 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including the General Election, CALC area meetings, external audit, audit matters, Velo Birmingham, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
CPRE	Campaigns Updates and Countryside Voice magazine Spring 2017
Grant Thornton UK LLP	Amendment to Annual Return supporting templates
HAGs SMP	Product brochures and offers
Norris & Fisher Insurance Brokers Ltd	Local council insurance provision
Open Spaces Society	Groups of walkers/ramblers for a potential television series
Rural Services Network	Rural opportunities bulletins, funding opportunities
St Peter's Parish Council	April newsletter
Taylor Woodrow/Balfour Beatty	M5 newsletter March 2017, M5 j4a to 6 closures
Wicksteed Playgrounds	Product brochures and offers
Worcs Assoc'n of Carers	Caring News newsletter spring 2017
Worcs CC	<ul style="list-style-type: none"> • Roadworks reports • Review of Southern Link Road temporary crossing points • Stakeholder meetings re improving mobile connectivity in the county
Wychavon DC	<ul style="list-style-type: none"> • Survey of Parish defibrillators • £50,000 boost to Get Wychavon Active • Posters aim to reduce dog attacks • Bite back against loan sharks • Wychavon inspired poem wows council • Business roadshows
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning Committee meeting 6 April 2017 <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/16/03003/PN: Improvements and alterations to village hall to replace windows to the main halls, reposition the front entrance. Extend front canopy roof, resurface the stoned car park area with free draining tarmac. Change of use of small hall to a coffee shop.
Wychavon Parishes Action Group	Wychavon Planning Committee rejection of an application for a large industrial scale chicken farm development on the greenfield site adjacent to Froghall Bungalow, Upton Snodsbury.

Public Question Time Discussions

At the request of a member of the public, who was unable to attend the public question time session, their report regarding the Parish Hall was read out by the Clerk. In summary, this highlighted the following matters:

- A lack of Trustees in place (currently only 3)
- Concerns regarding compliance with the governing document (lease and trust deed dated 5 May 1978)
- Resignation of the Hall Manager and the Hall cleaner
- Concerns regarding operational and finance matters
- The importance of the Hall AGM in attracting an increased number of Trustees to manage the Hall

Comments will be considered during the Parish Council meeting under agenda item 9.