

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 30TH NOVEMBER 2017 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** Mrs D. Kelly, Miss C. Ryan-Dodd and H. Turvey (late arrival). These apologies and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chair), C. Dawson, M. Hughes, D. Lucas, M. Reeves, P. Richmond, Mrs R. Ritter, H. Turvey, Cllr. R. Adams (District and County Councillor) and Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**

It was agreed to co-opt Mr. D. Lucas as a member of the Parish Council. Proposed Cllr. Hughes, seconded Cllr. Dawson and agreed by all. The offer of co-optation was accepted, and the acceptance of office was signed by Cllr. Lucas who joined the meeting. A copy of the Code of Conduct has been provided to Cllr. Lucas and a register of interest form has been completed which will be submitted to Wychavon District Council. **Action: Clerk**

Appointment of Mrs D. Kelly and Miss C. Ryan-Dodd was deferred until the January 2018 Parish Council meeting when acceptance of offices can be signed. Proposed Cllr. Hughes, seconded Cllr. Dawson and agreed by all.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) None.
 - c) None.
 - d) Dispensation requests granted:
 - i. To Cllr. Lucas, up to the next ordinary election (2019), to enable participation in any discussion or vote on any matter concerning the setting of the council's budget and annual precept. Proposed Cllr. Hughes, seconded Cllr. Dawson and agreed by all.
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 19th October 2017 were approved. Proposed Cllr. Richmond, seconded Cllr. Hughes and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting, with completed actions removed. **Action: Clerk**
- 5. 2017/229 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**

Cllr. Adams provided an update on matters including reporting of Highways matters, priorities for Worcs CC, the Local Transport Plan 4, Local Enterprise Partnership work and a Parish Ward Walk with Cllr. Adams and representatives from Wychavon DC (anticipated during January 2018).
Cllr. Turvey arrived at 7.40pm.
Southern Link Road (A4440) crossing points and the scheduling of bridge installations were discussed. It was agreed to await a response to the letter sent to Worcs CC and to raise further queries if needed. Superfast Broadband access was discussed, with areas experiencing difficulties in receiving this highlighted (e.g. properties close to NJK First School). Cllr. Adams agreed to investigate with the Superfast Worcestershire Team. **Action: Cllr. Adams**

An update will be sought on upgrade of the cabinet at the junction of Hatfield Lane and Church Lane serving postcodes WR5 2PR/2PS. **Action: Cllr. Turvey**
 - b) **Finance**

(i) Balances: current account £4,502.27 (16 November), deposit account £89,393.43 (1 November). These include £7,514.41 New Homes Bonus (relating to the coffee shop/community hub) and £25,130 Severn Trent Water land sale proceeds (allocated to resurfacing the Parish Hall car park). Balances

including outstanding items of payment were also reported. 2017/18 S.137 expenditure is currently nil.
(ii) There were no questions regarding the monthly accounts and bank reconciliation to 31st October.

c) West Mercia Police

A report on recorded crimes/incidents was received, with the Police confirming additional patrols in view of the increased number of crimes and anti-social behaviour reported. Cllr. Adams will seek news on installation of CCTV cameras in the vicinity of the Pershore bound Crookbarrow Road bus shelter to assist with vandalism problems. **Action: Cllr. Adams**

d) St. James the Great Church, Norton

Rev'd Mark Badger was not in attendance.

6. 2017/230 2018/19 Budget and Precept

a) The precept request needs to be submitted to Wychavon DC by 2nd February and the Council Tax support grant from Wychavon will remain unchanged. Draft Council Tax base figures should be available during the first week in January. The Government continues to challenge Parish Councils to demonstrate constraint when setting precepts and any revised Government proposals should be available in advance of the 2nd February. It was agreed for the Clerk, Cllr. Turvey and Cllr. Fincher to draft budget and precept figures, for circulation in advance of the January 2018 Parish Council meeting when the budget and precept will be considered and agreed. **Action: Clerk, Cllr. Turvey, Cllr. Fincher**

b) It was agreed to accept the quote from Day-2-Day Gardening Services for mowing of the small grass verges at Norton for the 2018 growing season at a cost of £305. Proposed Cllr. Hughes, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

c) Ideas for expenditure suggested for 2018/19 (e.g. projects, events support) should be provided to the Clerk by 15th December. **Action: Parish Councillors**

7. 2017/231 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

Cooksholme Farm, Wadborough Rd Littleworth. Ref W/17/00972/FUL (plus additional information)

Conversion of 3 agricultural buildings to residential dwellings, erection of 4 new dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings. Parish Council supports with comments/conditions.

Cooksholme Farm, Wadborough Rd Littleworth. Ref W/17/01582/LB

It is proposed to convert 3 traditional agricultural buildings in to residential dwellings at Cooksholme Farm. The proposed works include demolition of a garage which adjoins Barn 3 and demolition of a Dutch barn. Listed Building Consent.

Refusals

Bevere Lodge, Church Lane, Norton. Ref: W/17/01308/OUT

Outline application with all matters reserved for a new build 3 bedroomed, 2 storey dwelling, to include partial demolition of Bevere lodge to facilitate plot width. Re-submission of 17/00235/OUT. Parish does not support.

Bevere Lodge, Church Lane, Norton. Ref: W/17/01308/OUT (amendment)

Outline application with all matters reserved for new build single storey bungalow, to include partial demolition of Bevere lodge to facilitate plot width. Resubmission of W/17/00235/OUT. Parish supports subject to neighbours' views being fully considered.

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 adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up

**and the A4440 Broomhall Way
Worcester City Ref: P13A0617
St. Modwen Developments**

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/17/01934/FUL**

Erection of industrial building and associated infrastructure, car parking, access and landscaping. Parish does not support.

**Hadfeld Orchard, Hatfield Lane,
Norton. Ref: W/17/02191/HP**

Two storey rear extension, first floor side extension over kitchen & single storey extension to link main house with existing garage. Parish supports subject to conditions and neighbours' views being fully considered.

Internal Consultation
**3 Ramilies Drive, Norton
Ref: W/17/02299/HP**

Two storey rear extension & garage conversion to provide larger bedrooms, family kitchen, dining & study

Other – None

Appeals – None

It is understood that application W/17/01934/FUL will be considered at the Wychavon Planning Committee meeting on 14th December. It was agreed for Cllr. Turvey to speak on behalf of the Parish Council at this meeting to reiterate the Council's objections to this application. **Action: Cllr. Turvey**

The planning application process for applications with 'GD' suffixes (i.e. prior approval applications) was considered. Parish Councils are not required to be consulted on such applications, but can make comment if they wish to. It was agreed to seek further clarification from Wychavon Planning regarding the nature of such applications, as without notification of these, the Parish Council may not be aware of their existence and so may lose the opportunity to submit comments. **Action: Clerk**

8. 2017/232 New Homes Bonus (NHB) Funding

Ideas for projects for funding by NHB continue to be sought for consideration. St Peter's Garden Centre has advised that it doesn't have any land available for development of youth facilities.

9. 2017/233 Parish Hall

Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) provided a report including an update on the coffee shop, a successful Halloween and fireworks event (which broke even), future plans (linked to the outside space), events for 2018 and the community carol concert on 11th December. Feedback relating to the Halloween and fireworks event was noted and will be considered as part of the planning for the 2018 event. Consideration is being given to utilisation of the remaining New Homes Bonus (NHB) Funding of £7,514.41 and a request will be made to the Council in due course. The Trustees will prepare a report for the Council regarding utilisation of the NHB, in line with the requirements of the Council's Grant Awarding Policy. **Action: Cllr. Fincher**

The Hall's annual accounts are being added to the Charity Commission website and a copy will be submitted to the Parish Council in accordance with the terms of the lease. **Action: Cllr. Fincher**

10. 2017/234 Parish Hall Recreation Facilities and Outside Space

Ideas for the Trim Trail were considered along with project funding, feedback from Wychavon DC, the target audience and further community consultation. It was agreed to review the proposals following completion of the playing field drainage, to better assess the effective use of the area to maximise community benefit. Cllr. Dawson was thanked for all his work relating to this project. Proposed Cllr. Turvey, seconded Cllr. Lucas and agreed by all.

An update was received regarding the playing field drainage proposals following review by Wychavon DC. It was agreed for Mr Reeves to discuss the proposals further with Wychavon DC and for pipe jetting to be carried out if required, at the start of the process, to assess the blockage. If agreement can be made with Wychavon DC in line with the Parish Council's recommendations and provided the s106 funding continues to be available, it was agreed to fund initial investigations up to a cost of £1,000 if needed (from Parish Council funds) to progress the project. Proposed Cllr. Hughes, seconded Cllr. Lucas and agreed by all.

Action: Mr Reeves

The accident reporting process will be considered at the January 2018 meeting.

Action: Clerk

11. 2017/235 Norton Pre-school

a) The existing lease was discussed following review. It was agreed for the Parish Council's solicitor to review the proposals and to draw up a new draft lease. Confirmation of the previously quoted legal costs will be sought, with these to be reimbursed by Pre-school as previously agreed. Proposed Cllr. Mrs Ritter, seconded Cllr. Lucas and agreed by all.

Action: Clerk

b) Removal and disposal of the fencing around the existing Pre-school container was considered. It was agreed that if Pre-school wishes to use Freecycle for this purpose, then whoever wishes to recycle the fencing would need to remove it. It is understood that there may be potential for the fencing to be recycled by the Hall Trustees (for use elsewhere on the Parish Hall site), and if this is the case, it was agreed for the Parish Council Groundsman to remove the fencing. The offer to the Trustees will be clarified with Pre-school.

Action: Cllr. Fincher

Wychavon Planning will be contacted to seek a timescale for a decision regarding the discharge condition application for re-location of the container.

Action: Clerk

12. 2017/236 Worcester Parkway Station

An update was received, with a further Stakeholder's meeting being held on 11th December. It is understood that Worcs CC is continuing to work with consultants to progress work regarding traffic calming measures, primarily along Church Lane and Woodbury Lane.

13. 2017/237 Southern Link Road (SLR) Improvement Works and Crossing Points

As discussed under agenda item 5a. Feedback from the local community was also considered, with most points included in the letter sent to Worcs CC.

14. 2017/238 Adoption/Maintenance of Development by Garden Centre

The developer's Landscape Maintenance Plan has been approved by Wychavon DC and some maintenance work has been undertaken. However, there are items that remain outstanding and these will be highlighted to Wychavon DC for attention.

Action: Clerk

It was suggested that this area forms part of the proposed Ward Walk in January 2018.

15. 2017/239 Neighbourhood Plans

The Neighbourhood Plan is progressing with the next meeting on 6th December.

16. 2017/240 Employment Matters

Agreed to defer to the January 2018 meeting due to meeting time constraints.

17. 2017/241 Allotments

Allotment matters are in hand and the 2017 bills will be issued shortly.

18. 2017/242 Field Tenancies

The existing field tenancies were considered along with guidance from the Parish Council's land agent. It was agreed to write to the existing tenants to request agreement for the fields to be used on occasion, throughout the year, to provide overflow parking for Hall events. Proposed Cllr. Turvey, seconded Cllr. Lucas and agreed by all.

Action: Clerk

19. 2017/243 Public Rights of Way (PRoW)

Outstanding items continue to be chased.

20. 2017/244 Bus Services and Bus Shelter Vandalism

CCTV signs will be installed in the vicinity of the Crookbarrow Road bus shelters as a vandalism deterrent and new seats planks and roof tiles are being obtained at a cost of up to £100. The cost of the vandalism will be highlighted in the next Parish Council newsletter. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all. **Action: Clerk**

The improved bus services are now running, with passenger numbers for the first 4 weeks encouraging. New timetables are being produced which will be easier to understand and supplies of these will be available from the Hall coffee shop and St Peter's Garden Centre. Extra stops are being considered by the Worcs CC Road Safety Team. It was noted that there are no longer 'on demand' stops. The Parish Council will publicise the new stop points once these have been agreed. **Action: Clerk**

Gritting of the new bus routes is being reviewed by First Midland Red and Worcs CC. Cllr. Hughes was thanked for all his efforts relating to the improved bus services.

21. 2017/245 Parking in Littleworth at School Times

A report was received following the meeting with School and the Police. The Wychavon DC Enforcement Team has undertaken visits to assist with managing the parking situation and feedback will be sought from school on any impact from these visits. **Action: Cllr. Mrs Ritter**

Consideration was given to signage outside school to highlight parking issues and to notify local residents when events are being held which may increase parking. It was agreed in principle to fund such signage for the benefit of the local community. School will be requested to provide further details of the signage that is required and to provide costs for consideration and approval on an urgent decision basis. Proposed Cllr. Lucas, seconded by Cllr. Hughes and agreed by all. **Action: Cllr. Mrs Ritter**

22. 2017/246 The Norton Worcestershire Regiment Group (NWRG)

A grant funding application regarding the sentry statue project is awaited. The Parkway project group has indicated that it would be willing to provide a donation of £10,000 towards this project and this has been communicated the NWRG.

23. 2017/247 Worcester Norton Sports Club (WNSC)

An update from the Chairman of WNSC was received and it was agreed for Cllr. Lucas and either Cllr. Turvey or Cllr. Fincher to attend the meeting with WNSC, to receive further information relating to the Club's plans. **Action: Cllr. Lucas, Cllr. Turvey and Cllr. Fincher**

24. 2017/248 Highways and Drainage Matters

Agreed to defer to the January 2018 meeting due to meeting time constraints.

Cllr Dawson and Hughes gave their apologies and left the meeting at 10.30pm. The meeting remained quorate with 5 Parish Councillors in attendance.

25. 2017/249 Annual Parish Meeting Venue

Agreed to defer to the January 2018 meeting due to meeting time constraints.

26. 2017/250 'Battles Over'

It was proposed for activities to commemorate the 100th anniversary of the ending of WW1 to be considered as part of the Community Groups meeting. The Assistant Clerk will add to the agenda for the next Community Groups meeting. **Action: Clerk**

Cllr. Lucas and Cllr. Turvey will aim to attend a Worcs CC/Regiment meeting on 7th December which is aimed at co-ordinating local activities. **Action: Cllr. Lucas and Cllr. Turvey**

27. 2017/251 War Memorial Insurance

Agreed to defer to the January 2018 meeting due to meeting time constraints.

28. 2017/252 SWDP Consultation on Revised Statements of Community Involvement

Agreed not to submit a response.

29. 2017/253 Velo Birmingham

Agreed not to submit a response at this stage.

30. 2017/254 Finance

a) It was proposed by Cllr. Richmond, 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 x 2 (£143) plus one perimeter cut (£17) October plus VAT	192.00
The Richards Sandy Partnership Ltd	First half of annual accountancy fee for year ending 30 March 2018 £450 plus VAT (cost agreed at 29 June 2017 PC meeting)	540.00
Woodcraft UK	Crookbarrow Road noticeboard £1,689.80 plus VAT (cost agreed at 30 March 2017 Parish Council meeting)	2,027.76
Yarnold Welding Services Ltd	Fabrication & fitting of gate & gate posts/rails on the Parish Hall field £400 plus VAT (cost agreed at 25 May 2017 PC meeting)	480.00
P. Skeys	Lengthsman duties September and October 2017	315.00
Riddings Midland Ltd	Installation of Crookbarrow Road noticeboard £390 plus VAT (cost agreed at 26 January 2017 PC meeting)	468.00
Shear Perfection Ltd	Mowing churchyard 26/10/2017 (£88.50) and hedge cutting (£350) plus VAT	526.20
	TOTAL	4,548.96

Accounts for Payment:

Creditor	Detail	Amount £
SME Solicitors	Land Registry fee to revise value detailed within the Parish Hall Land Registry records	95.00
Mrs J. Greenway	Clerk Honorarium November 2017 - Gross including expenses paid via payroll	1,215.19
NEST	Employer pension contributions November payroll	7.18
D. Fletcher	Groundsman and litter picking work November payroll (Gross incl. materials purchased and mileage)	528.71
Miss K. Watkinson	Assistant Clerk Honorarium November payroll (Gross including expenses paid via payroll)	221.83
Mrs J. Greenway	Expenses November (excluding those paid via payroll)	74.37
Day-2-Day Gardening Services	Mowing of small pavement verges at Brockhill, Norton	295.00
Duplikate	Winter newsletter (net of advertising) plus bus services flier	380.00
	TOTAL	2,817.28
	GRAND TOTAL	7,366.24

b) Donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed and noted as s137 expenditure. Proposed Cllr. Richmond, seconded Cllr. Fincher and agreed by all. **Action: Clerk**

c) Renewal of the annual Society of Local Council Clerks subscription at a cost of £147 was agreed.

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

Action: Clerk

d) The Broadwas Sports Association funding application was considered. It was agreed not to award a grant, as funds have not been included in the Council's budget for this purpose and the benefit to Parishioners was considered to be very limited in view of the Croquet Club that is located within our Parish. Proposed Cllr. Turvey, seconded Cllr. Fincher and agreed by all.

Action: Clerk

31. 2017/255 Correspondence for Information

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

32. 2017/256 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

33. 2017/257 Items for Update to Local M.P.

A response to the Boundary Commission for England Review of Parliamentary Constituencies will be submitted to the consultation and to Nigel Huddleston MP, objecting to the Norton & Whittington Ward being included within the Worcester parliamentary constituency.

Action: Cllr. Turvey

34. 2017/258 Councillors' Reports and Items for Future Agenda

None.

35. 2017/259 Date of Next Meeting and 2018 Meetings

25th January, 15th February, 29th March, 26th April, 24th May (Annual Meeting), 28th June, 19th July, 27th September, 18th October and 29th November.

Annual Parish Meeting: 3rd May.

The meeting closed at 10.45pm.

<u>Correspondence Received for 30th November 2017 Parish Council Meeting</u>	
Sender	Subject
Broadwas Sports Assoc'n	Donation request
CALC	Updates on various matters and training sessions, including CALC AGM and slides, invisible defibrillators, NALC Legal Topic Notes (relating to the General Data Protection Regulation (GDPR), Caring News 2017, reducing harm from alcohol, War Memorial insurance, business plans for local councils, invitation to CALC Wychavon Area Meeting 7 th December, Predetermination, PCC Newsletter, NALC Transparency drop-in at Kidderminster, Be Winter Ready Day, external audit, CALC AGM 15 th November, Clerk's Gathering (Transparency Code), Neighbourhood Plan Funding, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Community First	E-bulletin
CPRE	<ul style="list-style-type: none"> • Campaigns updates – wrong homes in wrong places, stop the release of green belt land for housing, areas of outstanding natural beauty being developed for housing • Countryside Voice magazine Winter 2017
First Midland Bus	Stakeholder survey
Glasdon	Product brochure
Helping Hands Environmental	Product information and local representative
Highways England	Oldbury Viaduct M5 project and traffic management/ road closure information
Howells Patent Glazing Ltd	Roof glazing solutions
Local Council Public Advisory Service	Document pack to assist with compliance with the new General Data Regulations Regime that will come in to force in May 2018. Cost £30.
Mr Robinson	Wonderful Worcestershire Leisure Ride or Ramble, an alternative to Velo Birmingham
Mrs Bowman	Verge cutting
NEST	User satisfaction survey
Open Spaces Society	Lost commons the rescue begins, Open Space magazine autumn 2017, news updates
Pershore High School	Invitation to carol service 13 th December, 7pm, Pershore Abbey
Police & Crime Commissioner	News and updates
Rural Highways Worcestershire	Highways and transport services for Parish Councils, rural communities and businesses in Worcestershire (Roy Fullee – Ex-WCC Highways)
Rural Services Network	Rural opportunities bulletins, Rural Vulnerability Service, Rural News Digest
Soc. Local Council Clerks	The Clerk magazine November 2017
St Peter's Parish Council	Newslink magazine November 2017
St Richard's Hospice	Lights of Love campaign
SWDP Team	Consultation on Revised Statements of Community Involvement (closing date 11 th December)
Worcs Assoc'n Carers	Caring News Winter 2017
Worcs CC	<ul style="list-style-type: none"> • Lengthsman Scheme and reimbursement process • SLR A4440 closure 25/26 November • Orders for grit bins and grit • Weekly roadworks schedule
Wychavon DC	<ul style="list-style-type: none"> • Discover your inner artist – free art classes • Trick or Treat/No Trick or Treat posters • Website down time 26th October • Community Recognition Awards 2017/2018 • Highways Newsletter October 2017 • Funding for smokefree signage for play areas • Parish Precepts and Council Tax 2018/19 (budget requirements to be submitted by 2nd February 2018)

	<ul style="list-style-type: none"> • Inspection of Blue Badges being used in Wychavon car parks • Success in the 2017 Loo of the Year Awards • Warning over Council Tax cold calling - companies urging residents to pay out significant sums of money to challenge their Council Tax banding, when it can be done online for free. • App for booking building inspections with South Worcestershire Building Control • How to fund your new business events 14,15,16 November • Fines for breaching an alcohol ban in Evesham's Workman Gardens • Free parking in various car parks for Christmas events – Pershore, Evesham and Droitwich Sat 25 November free in all car parks (short-stay and long-stay) after 2pm. Broadway Sat 9 December. • Fines for fly tipping • Play areas are winners in new investments relating to developer contributions in rural projects • The W Factor returns – open auditions 16/18/23 January 2018 • 'Visualize' visual arts competition for 11-18 year olds. Deadline 5th December, theme of 'Express YourSELF' • Wychavon Wellbeing Week success
Wychavon DC Planning	<ul style="list-style-type: none"> • Minutes for Planning Committee meeting 19 October 2017 • Agenda and minutes for Planning Committee meeting 16 November 2017 • Enforcement matters relating to maintenance of open spaces within the development adjacent to St Peter's Garden Centre <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> • W/17/00792/FUL – Cooksholme Farm, 3 Wadborough Road, Littleworth: Conversion of 3 agricultural buildings to residential dwellings, erection of 4 new dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings. • W/17/01582/LB – Cooksholme Farm, 3 Wadborough Road, Littleworth: It is proposed to convert three traditional agricultural buildings into residential dwellings at Cooksholme Farm. The proposed works include demolition of a garage which adjoins Barn 3 and demolition of a Dutch barn. Listed Building Consent.
Zurich Insurance	Local Community Advisory Service and Risk Management Seminars 2018