

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH JANUARY 2018 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** C. Dawson, Miss C. Ryan-Dodd, Mrs R. Ritter, P. Richmond (late arrival) and Cllr. R Adams (District and County Councillor) (late arrival). These apologies and the reasons for them, were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, M. Hughes, Mrs D. Kelly, D. Lucas, M. Reeves, P. Richmond, Cllr. R. Adams (District and County Councillor) and Mrs. J. Greenway (Clerk and Responsible Finance Officer).

2. Changes to Membership

Mrs D. Kelly accepted the offer of appointment as a co-opted Parish Councillor, and the acceptance of office was signed by Cllr. Mrs Kelly who joined the meeting. A copy of the Code of Conduct has been provided to Cllr. Mrs Kelly and a register of interest form has been completed which will be submitted to Wychavon District Council with notification of the appointment. The Parish Council website membership section will be updated.

Action: Clerk

Appointment of Miss C. Ryan-Dodd as a co-opted member was deferred until the February 2018 Parish Council meeting when an acceptance of office can be signed.

3. Declarations of Interest

a) Reminder and requirements noted.

b) None.

c) None.

d) Dispensation requests granted:

- i. To Cllr. Mrs Kelly, 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. Lucas, seconded Cllr. Hughes and agreed by all.

4. Minutes

a) Minutes of the Parish Council Meeting held on 30th November 2017 were approved. Proposed Cllr. Lucas, 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

Cllr. Fincher, as Chairman of the Hall Trustees, will update the Parish Hall Plan. **Action: Cllr. Fincher**

5. 2018/1 Reports

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

Cllr. Adams commented on items during the meeting, as detailed within each minute item, rather than providing a report.

b) Finance

(i) Balances: current account £3,372.51 (9 January), deposit account £85,495.42 (2 January). 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). 2017/18 S.137 expenditure is currently £50.

(ii) The monthly accounts and bank reconciliation to 31st December will be circulated once received from the accountants.

Action: Clerk

c) West Mercia Police

A report on recorded crimes/incidents was received.

d) St. James the Great Church, Norton

Rev'd Mark Badger was not in attendance.

6. 2018/2 2018/19 Budget and Precept

a) The draft budget figures circulated in advance of the meeting were considered. It was noted that Parish Councils will not be included in Government referendum principles in respect of 'excessive' precept increases relating to the 2018/19 budget. The increased budget reflects costs relating to maintenance of the War Memorial, resurfacing of the Parish Hall car park and purchase of a new Parish Council mower.

It was proposed by Cllr. Fincher, seconded by Cllr. Hughes and agreed by all (with the exception of one abstention) to submit a budget requirement of £51,927 to Wychavon DC (£50,660 precept and £1,267 Grant), which equates to a £6.68 (14.5%) per annum increase for Band D Council Tax. The Clerk will submit no later than 2 February. Action: Clerk

b) Purchase of a new mower at the start of the new financial year, as discussed and as included in the 2018/19 budget, was proposed by Cllr. Hughes, seconded by Cllr. Fincher and agreed by all. It was agreed not to service the existing mower (provided this is still in working order) and to use the cost saving towards the new mower. Proposed Cllr. Fincher, seconded Cllr. Hughes. Action: Clerk

c) The Council's Reserve Levels Policy was reviewed and re-adopted on an unchanged basis. The Policy will be reviewed following approval of the 31st March 2018 year end accounts. Proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all. The Clerk will update the Reserves Policy. Action: Clerk

7. 2018/3 Annual Appointment of Internal Auditor

Existing internal audit procedures were considered and confirmed as satisfactory. Appointment of Iain Selkirk, as independent Internal Auditor for 2017/18, at a cost of £100, was agreed by all. Proposed Cllr. Hughes, seconded Cllr. Lucas and agreed by all. The Clerk will explore costs for internal audit by the Worcs CALC approved internal auditor for consideration for future years. Action: Clerk

Cllr. Richmond arrived at 8.25pm.

8. 2018/4 Annual Insurance Renewal

a) The Zurich Insurance renewal proposal was reviewed and cover agreed as adequate. The Clerk will arrange for renewal of the policy on a 3 year long term agreement, as proposed by Cllr. Fincher, seconded by Cllr. Hughes and agreed by all at a 2018 renewal cost of £2,664.87 including Insurance Premium Tax. Action: Clerk

Although responsibility for the Parish War Memorial is unclear, an estimated replacement value for the War Memorial will be sought following its refurbishment/maintenance, and an insurance quote will then be obtained for consideration. Action: Clerk

b) Risk management procedures will continue to be reviewed and formalised on an ongoing basis.

Cllr. Adams arrived at 8.35pm.

9. 2018/5 Data Protection Regulation Changes – General Data Protection Regulation (GDPR)

The Clerk summarised GDPR changes and implications, which come into force on 25 May 2018 and will have a resourcing impact. Worcs CALC is understood to be planning training sessions and support is also being provided by NALC and the Society of Local Council Clerks, as well as other external agencies. It was agreed to progress with the GDPR changes as requirements for Parish Councils become clearer and training becomes available. It was agreed for Cllr. Adams to enquire whether Wychavon DC would run a seminar and provide support to Parish Councils. Action: Cllr. Adams

10. 2018/6 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

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.

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

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

Refusals - 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 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.

**5 Vimiera Close, Norton
Ref: W/17/02452/HP**

Increase in roof height, rear dormer window, single storey rear and side extensions. Parish supports subject to neighbour's views.

Internal Consultation - None

Other – None

Appeals

Bever 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 Bever lodge to facilitate plot width. Re-submission of 17/00235/OUT. Parish does not support.

Bever 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 Bever lodge to facilitate plot width. Resubmission of W/17/00235/OUT. Parish supports subject to neighbours' views being fully considered.

Cllr. Richmond declared an interest in the Bever Lodge application, in view of its proximity to his home, and took no part in discussions. It was agreed that an additional response would not be submitted to the Bever Lodge appeal, as the Parish Council had previously supported the amended application subject to neighbours' views being fully considered.

11. 2018/7 Parish Hall

Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) provided a report including the 31st March 2017 year end accounts, New Homes Bonus (NHB) coffee shop expenditure to date and proposed expenditure for the remaining c. £7,500 NHB. Feedback received from a member of the public regarding the Hall year end accounts, and accompanying reports on the Charities Commission website, was considered and it was agreed by all that any concerns should be directed to the Hall Trustees, rather than to the Parish Council, as the Council is a separate entity to the Parish Hall charity and is not the

charity's governing body. A copy of the Hall annual accounts (and notes to the independent checker) have been provided to the Parish Council in accordance with the terms of the lease.

The NHB expenditure report was considered and noted, with copy invoices to be provided to support the payments detailed within the report. **Action: Cllr. Fincher**

Utilisation of the remaining NHB funding and release of the remaining funding of £7,514.41 was agreed towards the purposes detailed within the report (£1,738.09 final furnishing items, fridge/freezer and food prep tables, £2,850 gas re-work and installation of ventilation system, and £3,450 final plumbing and electrical work and dishwasher purchase). Invoices will be provided once the work has been completed but are not required in advance of release of the remaining funding to the Parish Hall. Proposed Cllr. Richmond, seconded Cllr. Hughes. Cllr. Fincher abstained from voting. Cllr. Lucas did not support release of funds without invoice production. Proposal carried with 4 of 6 votes in favour.

12. 2018/8 Parish Hall Recreation Facilities and Outside Space

Purchase of a grit bin for the Parish hall outside space, including a first fill of salt/grit, at a cost of up to £300 was agreed by all. Proposed Cllr. Turvey, seconded Cllr. Hughes. **Action: Clerk**

A snow shovel has been purchased for the groundsman to undertake snow clearance and gritting at the Parish Hall site, where safe and possible to do so. It was agreed as unrealistic to grit the whole car park, with efforts to be focused on the car park entrance, parking area at the front of the Hall, access to Pre-school and pedestrian access to the Hall entrances.

Accident reporting procedures were considered. It was agreed to continue to report accidents in the Hall grounds in the Hall accident book and that such accidents are the responsibility of the Parish Council, unless they occur during a Hall Trustees organised event, when the Trustees would take responsibility. A letter explaining responsibilities will be held with the Hall accident book. **Action: Clerk**

Bike racks will be installed after, or as part of, the Hall car park resurfacing project. Quotes for a rack for 4 bikes will be obtained for consideration. A disclaimer sign will also be displayed regarding any damage that may occur to bikes whilst left in the racks. **Action: Cllr. Turvey**

13. 2018/9 Norton Pre-school

The draft lease is due from the Parish Council's solicitor in early February and a decision has been chased regarding the discharge condition application for the location of the new Pre-school container.

14. 2018/10 Worcester Parkway Station

An update was received regarding proposals for traffic calming measures, primarily along Church Lane and Woodbury Lane, with a further Stakeholder's meeting on 5th February. It was agreed important for traffic calming measures and the 'Parkway travel corridor' to be in place before the station is opened.

15. 2018/11 Southern Link Road (SLR) Improvement Works and Crossing Points

The traffic lights at the crossing are working well, although concerns remain about the crossing on the Whittington to Norton side of the A4440, which has a pedestrian 'refuge' point rather than being traffic light controlled. There is no firm date for installation of the pedestrian bridges and this is being pressed for as soon as possible. Worcs CC has provided assurances that the current crossing arrangements will remain in place until bridge(s) installation.

16. 2018/12 Adoption/Maintenance of Development by Garden Centre

Responsibility for maintenance of open spaces has passed to a landscape maintenance company under a Wychavon approved maintenance plan. Concerns will now be forwarded to the maintenance company and the Landscape Maintenance Plan will be re-circulated to members. **Action: Clerk**

It was suggested that the maintenance company should install a sign at the Talavera Road play area, providing details of who to contact in the event of an accident or maintenance issue.

A summary of the speed survey data was discussed, and a request will be made for details of maximum speeds recorded and the number of vehicles exceeding the speed limit. **Action: Clerk**

Upon receipt of this information, consideration will be given to requesting barriers on the road side edge of the pavements outside the play area gate, and at the end of the path adjacent to Nivelles Grove, to reduce the risk of children running out into the road by the play area.

17. 2018/13 Neighbourhood Plans

A report was received including the finalising of a Parish questionnaire for circulation with the spring Parish Council newsletter and public engagement events/consultations.

18. 2018/14 Employment Matters

The Clerk left the meeting at 9.55pm.

a) Upon return to the meeting, the Clerk was advised that a one point salary scale increase had been agreed to SCP31. The Clerk will progress with Wychavon DC payroll. **Action: Clerk**

b) It was agreed in principle for the groundsman to be paid on an average hours basis, if so wished, provided that this does not increase overall costs, and with timesheets provided to support hours worked and to allow for average hours to be monitored against timesheet hours. **Action: Clerk**

19. 2018/15 Allotments

Allotment matters are in hand, bills have been issued and the bonfire situation appears improved.

20. 2018/16 Public Rights of Way (PRoW)

Following contact from Kempsey Parish Council, further information will be sought to support Land Registry registration of the NJK Parish Council owned land that includes PRoW 580(B). **Action: Clerk**
Specific PRoW maintenance issues reported will be followed up. **Action: Cllr. Turvey**

Public notices relating to changes to the PRoWs in the proximity of the Parkway Station were noted.

Following resignation of the Grounds Contractor, it was agreed for Shear Perfection Ltd to be instructed to carry out the annual PRoW maintenance, at the same cost as for 2017, subject to the Parish Council continuing to receive the Worcs CC P3 grant. **Action: Clerk**

21. 2018/17 Parish Council Newsletter

Items for the spring newsletter are required by the Clerk by 1st February.

22. 2018/18 Bus Services

An update on the new 50's services was received, with passenger numbers believed to be satisfactory so far, and simplified timetables being produced. First Midland Red (FMR) is considering a later weekday bus (6/7pm) from Worcester, along with Friday/Saturday night buses from the City. The Parish Hall car park may be requested as a turning point if the services terminate in Littleworth. Discussions with FMR continue and an update will be included in the Parish Council newsletter. It was agreed as important for the Council to be included in discussions relating to bus service provision to the new Parkway station.

23. 2018/19 Parking in Littleworth at School Times

NJK CE First School has advised that it continues to receive reports of parking problems in St James Close and that it is considering what signage would be helpful to improve the situation, with details to be provided to the Parish Council in due course.

24. 2018/20 Worcester Norton Sports Club (WNSC)

An update was received following a meeting with the WNSC Chairman. A date for Parish Council members to visit the shooting club will be sought. **Action: Clerk**

25. 2018/21 Highways, Verges and Drainage Matters

It was agreed by all for Worcs CC Highways to be asked to install road side signs warning of pedestrians along Hatfield Bank. An update will be sent to the resident reporting safety concerns. **Action: Clerk**

Other highways matters highlighted at the November Parish Council meeting were deferred to the February Parish Council meeting.

26. 2018/22 Annual Parish Meeting (APM) Venue

It was agreed to hold the APM in the Parish Hall coffee shop, with this closed and not serving drinks for the duration of the meeting. Audio equipment was suggested to improve sound quality during the meeting.

27. 2018/23 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 (£71.50) plus one perimeter cut (£17) November plus VAT	106.20
The Poppy Appeal	Remembrance Sunday poppy wreath (s.137 expenditure)	50.00
The Society of Local Council Clerks	Annual subscription	147.00
P. Skeys	Lengthsman duties November 2017	189.00
Shear Perfection Ltd	Clearance of broken branches at Parish Hall £75 plus VAT	90.00
Mrs J. Greenway	Clerk Honorarium December 2017 - Gross including expenses paid via payroll	1,215.19
D. Fletcher	Groundsman and litter picking work December payroll (Gross incl. materials purchased and mileage)	489.66
Miss K. Watkinson	Assistant Clerk Honorarium December payroll (Gross including expenses paid via payroll)	177.47
NEST	Employer pension contributions December payroll	7.18
HMRC	Quarterly payment of PAYE Tax and NI contributions	559.44
	TOTAL	3,031.14

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium January 2018 - Gross including expenses paid via payroll	1,215.19
NEST	Employer pension contributions January payroll	7.18
D. Fletcher	Groundsman and litter picking work January payroll (Gross incl. materials purchased and mileage)	407.10
Miss K. Watkinson	Assistant Clerk Honorarium January payroll (Gross including expenses paid via payroll)	205.46
	TOTAL	1,834.93
	GRAND TOTAL	4,866.07

28. 2018/24 Correspondence for Information

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

29. 2018/25 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

30. 2018/26 Items for Update to Local M.P.

Nigel Huddleston MP will be invited to a future meeting of the Parish Council where the agenda is anticipated to be shorter to allow time for discussions.

Action: Clerk

31. 2018/27 Councillors' Reports and Items for Future Agenda

None.

32. 2018/28 Date of Next Meeting - 15th February.

The meeting closed at 10.55pm.

<u>Correspondence Received for 25th January 2018 Parish Council Meeting</u>	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including CALC 2018/19 subscription rates, Data Protection changes (GDPR), PACT, Superfast Worcestershire, CiLCA success, 2017/18 Annual Return, Police & Crime Commissioner newsletter, Police budget and Council Tax consultation, pensions, external auditor update, community funding opportunity, Worcs Association of Carers, training sessions January and February 2018, Christmas, the importance of training, Healthwatch Worcestershire public meetings, WCC Spring Conference 6 March 2018, WCC budget consultation meeting, Tryangle Awards 2018, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors) • Executive Officer's report (to Parish Councillors)
Clerks & Councils Direct	Magazine January 2018
Community First	E-bulletins
CPRE	Fieldwork magazine Winter 2017, campaign updates
DM Payroll Services Ltd	General Data Protection Regulation (GDPR) changes and services offered to achieve compliance
Helping Hands Environmental	Product information
Highways England	M5 J6 improvement works and public events 14 & 18 December
HMRC	Changes to VAT reclaim process
Mr Gill	Resignation as Parish Grounds Contractor
Mr Hill	Availability of minutes on 'new' website
Mr Hodgkins	Worcs Archive & Archaeology - Events Guide 2018 incl. Parish history
Mr P. Brooker	<ul style="list-style-type: none"> • Parish Hall matters including year-end financial report on Charities Commission website, external lights and treatment of external cladding • Copy correspondence sent to the Parish Hall regarding queries relating to the year-end financial report on Charities Commission website
Mr Vincent	Allotment rent query
Mr Watson	Community IT training sessions
Mrs D. Skeys	Allotment rent query
Mrs Guest	Maintenance of trees on large grass verge at entrance to Gazala Drive
Mrs Martin	Trees on large grass verge at the entrance to Gazala Drive
Ms Morag	Disturbance by vehicle reversing beepers in Littleworth
NALC	Local Council Review magazine Winter 2017
Open Spaces Society	News updates
Police & Crime Commissioner	News and updates
Rospa Play Safety	Annual playground safety inspections
Rural Services Network	Rural opportunities bulletins, Rural Vulnerability Service, Rural News Digest and Bulletins, Rural Housing Spotlight
Soc. Local Council Clerks	News bulletin and The Clerk magazine January 2018
West Mercia Police	Crime report
Western Power Distribution	Invitation to annual stakeholders' workshops
Worcs CC	<ul style="list-style-type: none"> • 2018 Parkway Station stakeholder meeting dates • Snow Guidance for Parish & Town Councils • Spring Parish Conference 6th March - Market Place from 5pm - Council Chamber, County Hall • Invoicing for 2017/18 P3 Grant • Lengthsman clearing snow and ice, grit bin replenishing • Invitation to budget consultation meeting 24 January 2018

	<ul style="list-style-type: none"> • Temporary pedestrian crossing by Norton roundabout • Enterprise and Learning Bus • Salt orders and grit bin locations • Public Health Newsletter - Dec 2017 • Worcestershire Pollinators Conference 2018 for communities and parishes, Tuesday 27th March 2018, at Worcestershire Wildlife Trust • Lengthsman training • Roadworks reports • Publication of Worcestershire Minerals and Waste Annual Monitoring Report 2015 • Rail Crossing Extinguishment - Footpath NJ-545 (part) formerly Footpath 21
Wychavon DC	<ul style="list-style-type: none"> • The W Factor auditions • Evesham litter pick 20 January 2018 • Meet Your Council – Norton and Whittington 23 January 2018 • Resurfacing popular car parks in Evesham and Droitwich by Wychavon • Community Recognition Awards 2017, deadline for nominations 2 Feb 2018 • Health news • Christmas and New Year waste collections • Bin collections during period of snow • Life chances to be discussed at special summit • Annual police trophy award • Wychavon among the best areas in the UK • Toilet named one of the top loos in the UK - St Andrew's Precinct in Droitwich • Wychavon annual businesses meeting and free breakfast 24 January, 7.30 – 9.30am at the Civic Centre, Pershore, providing support for local businesses, apprenticeships, business rates and the councils budget/priorities related to businesses for the coming financial year.
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning Committee meeting 14 December 2017 • Agenda and minutes for Planning Committee meeting 11 January 2018 • Consultation response procedures and unique response links <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/17/02191/HP: Hadfeld Orchard, Hatfield Lane - Two storey rear extension, first floor side extension over kitchen and single storey extension to link main house with existing garage • W/17/01934/FUL – Land at Woodbury Lane: Erection of industrial building and associated infrastructure, car parking, access and landscaping
Zurich Municipal Insurance	A quick guide to winter health and safety