

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH APRIL 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** D. Lucas, H. Turvey, M. Reeves. R. Adams (District and County Councillor) – late arrival. These apologies, and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D Kelly, M. Pollard, P. Richmond, J. Waizeneker.
2. **Changes to Membership**
None.
3. **Declarations of Interest**
The new standard Declaration of Interests Form from Wychavon DC was noted for completion and return to the Clerk prior to/on 23 May 2019. **Action: All Members**
 - a) Reminder and requirements noted.
 - b) c) d) None
4. **Minutes**
 - a) The minutes of the meeting held on 28 March 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. The minutes of the meeting held on 4 April 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Arrow, seconded Cllr Richmond.
 - b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**
5. **2019/127 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Report received (after agenda item 16) which included an update on planning matters and arrangement of a meeting with the Wychavon DC Head of Housing and Communities. Cllr Adams was congratulated on re-election as District Councillor following an uncontested election.
 - b) **Finance**
 - (i) Balances: current account £7,868.30 (4 April), deposit account £22,436.94 (1 April). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure is £212.40.
 - (ii) Monthly accounts and bank reconciliation are not available due to preparation of year end accounts.
 - (iii) An update was received on the 2018/19 financial year end and annual audit process. Draft year end accounts will be circulated to members. **Action: Clerk**
 - c) **West Mercia Police**
Report noted.
 - d) **St. James the Great Church, Norton**
No further report.
6. **2019/128 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**
An update was received, with training provided to new Council members. Details of Cllr Lucas' new Parish Council email address will be sought for future email correspondence. **Action: Clerk**
GDPR will be included as a 'Reports' item on future meeting agendas, with efforts to be made to assist the Clerk to enable more rapid progress with the GDPR action plan. **Action: Clerk/all members**
7. **2019/129 Annual Parish Meeting (APM) – 1 May**
Arrangements for the APM were discussed and confirmed.
8. **2019/130 Planning**
 - a) Current Planning Applications - the following applications were noted.
Approvals
Rockilla, Hatfield Bank Notification for prior approval for a fodder and machinery store.
W/19/00673/AGR

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. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.

Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Worcester City Ref: P13A061 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.

Broomhall Way, (Southern Link Road A4440), Worcester Worcs CC 19/000001/ REG3

Proposed new footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton existing Roundabout to provide a direct link between the housing and amenities at St Peters and a new development south of Broomhall Way (Part of Worcester South Urban Extension). Parish supports with comments.

1 Hatfield Cottages, Mornington, Hatfield Lane W/19/00440/HP

Proposed detached double garage and extension to existing garden room. Parish supports subject to neighbours' views.

1 Hatfield Cottages, Mornington, Hatfield Lane. W/19/00443/HP

Proposed first floor side extension. Parish supports subject to neighbours' views.

Internal Consultation - None

Other - None

b) An update was received following discussions with Wychavon Planning regarding compliance with planning conditions for application W/17/01934/FUL (land at Woodbury Lane, Norton). Wychavon Planning will investigate compliance matters relating to highway signage and landscaping. It was agreed that no comments would be submitted for the Worcs CC consultation on Planning 'Enforcement Plan' and Publication of Pre-Application Guidance.

9. 2019/131 Reports of Anti-Social Behaviour

A report of fire risk concerns was noted and will be advised to the local Police.

Action: Clerk

10. 2019/132 Parish Hall Car Park Resurfacing

A second day time incident involving a vehicle and a car park bollard was considered, although this hasn't been reported by the driver of the vehicle involved. Reflective tape has been applied to each bollard to increase visibility and the situation will continue to be monitored. The risk assessment relating to weed spraying of areas of the car park was considered and agreed, subject to discussions with the groundsman to include the nature of the chemicals used, equipment requirements and training. Costs of up to £100 were agreed to provide equipment, signage and training. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all.

Action: Cllr Pollard/Clerk

A copy of the updated car park risk assessment will be provided to the Hall Trustees and Norton Pre-school.

Action: Clerk

11. 2019/133 Parish Hall Recreation Facilities and Outside Space

Quotes for surveys of trees on Parish Council owned land were considered. It was noted that all quotes received are from members of the Arboricultural Association. It was agreed to instruct Jim Unwin to carry out an inventory and inspection at a cost of £890 plus VAT. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.

Action: Clerk/Assistant Clerk

Play area gate closer replacement was reviewed. Cllr Arrow agreed to liaise with Cllr Lucas and the groundsman to clarify and confirm requirements.

Action: Cllr Arrow

Mower maintenance needs were considered with agreement to purchase a spare blade at a cost of up to £50 plus VAT. Blade sharpening was agreed as needed. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all. Mower/strimmer maintenance plans will also be explored.

Action: Clerk

12. 2019/134 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

An update was received regarding the potential for relocation of Norton Croquet Club to the grounds of Norton Parish Hall and eligibility for the project to receive NHB/S106 funding. It was noted that the Club would not require exclusive access and the area used could remain as public open space. It was agreed to explore costs and site/ground suitability, to discuss funding opportunities with the Wychavon Community Development Manager and to seek support for the proposal for NHB funding from Cllr Adams. The potential of this proposal will be considered further once additional information is available, with the need for a public consultation to support any funding application noted.

Action: Cllr Pollard

13. 2019/135 Parish Council Website

An update on progress was received.

14. 2019/136 Norton Pre-school

No further news.

15. 2019/137 Worcester Parkway Station

Due to the purdah period, proposals for the Norton element of the Parkway Active Travel Corridor will not be available until after the local elections on 2 May 2019.

16. 2019/138 Southern Link Road (SLR) Improvement Works and Crossing Points

No further news.

Cllr Adams arrived at 9.35pm.

17. 2019/139 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update from Worcs CC regarding finishing off of the area following removal to the hedge at the entrance to Salamanca Drive was considered. If Worcs CC is unable to tarmac this area, it was agreed for the area to be turfed (with proper ground preparation) and for the Parish Council appointed contractor to be requested to add this to the small grass verge mowing schedule. Enquires will be pursued for costs to be reclaimed from Worcs CC, potentially under the Lengthsman Scheme.

Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.

Action: Clerk

18. 2019/140 Neighbourhood Plan

Terms of reference will be drafted by the Neighbourhood Plan Group for consideration at the May Annual Parish Council meeting.

Action: Cllr Arrow

19. 2019/141 Employment Matters

It was agreed for the Clerk not to leave the meeting.

a) Carry forward of 43.5 'banked' hours for the Clerk into 2019/20 and carry forward of 11.75 hours holiday into 2019/20 was agreed. Proposed Cllr Waizeneker, seconded Cllr Kelly and agreed by all.

b) Payment for unused annual 2018/19 holiday entitlement for the Groundsman and Litter Picker of 28.8 hours and 9 hours respectively was agreed. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all.

Action: Clerk

It was agreed to review procedures for carry forward/payment in lieu of holiday at the May Annual Parish Council meeting. Details of employee holiday entitlements will be circulated to members.

Action: Clerk

20. 2019/142 Allotments

Cllr Kelly and the Assistant Clerk are meeting on 26 April to review the allotments risk assessment, to monitor allotments and to progress general allotment matters. Cllr Kelly will report back to the May Annual Parish Council meeting. **Action: Cllr. Kelly/Assistant Clerk**

21. 2019/143 Public Rights of Way (PRoW)

The first cut of the PRoWs will be arranged for mid-May. **Action: Clerk**

22. 2019/144 Bus Services

A bus services update was received, with proposals for rescheduling the weekday 13:50 service to 12:50 agreed. Members will consider taking over responsibility for bus services matters, including attendance of the Vale Passenger Transport Group meetings. **Action: All members**

23. 2019/145 Parish Hall

An update was received on Hall bathroom refurbishment works, with work due to start on 29 April. Upon completion of the works it was agreed for 2 members from Cllr Arrow, Cllr Pollard and Cllr Waizeneker to inspect the work for satisfactory completion in its entirety (with the Hall Trustees also inspecting this work in its entirety) and to email Parish Council members and the Clerk to confirm satisfactory inspection, to allow for release of the Parish Council invoice payment. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all. **Action: Cllr. Arrow, Cllr. Pollard, Cllr Waizeneker**
Leaks in the coffee shop kitchen roof appear resolved and a grant application form will be submitted to the Parish Council with the invoice for the skylight work once received. The Trustees are progressing with provision of picnic benches on the edge of the playing field by the Hall entrance area. A meeting is being arrange with Wychavon DC to explore the Community Legacy Grant and opportunities for funding of Hall projects e.g. major roof works.

24. 2019/146 The Norton Worcestershire Regiment Group (NWRG)

No further news.

25. 2019/147 Worcester Norton Sports Club (WNSC)

No further news.

26. 2019/148 Parish Council Owned Lands

No further news.

27. 2019/149 Superfast Broadband

An update from the Superfast Worcestershire Team was noted and information relating to pockets of poor Superfast service within the Parish will be forwarded to Cllr Waizeneker for review. **Action: Clerk**

28. 2019/150 Parish Council Newsletter

It was agreed to extend the deadline for reports to 8 May, to allow for matters raised at the Annual Parish Meeting on 1 May to be included as needed.

29. 2019/151 Parish Council Elections

Candidates were reminded to return their expenses forms to Wychavon DC by 30 May.

30. 2019/152 Finance

a) It was proposed by Cllr. Waizeneker, seconded by Cllr. Kelly **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation: None

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Capital Expenditure	Hall toilet refurbishment works	9,600.00

Grounds Maintenance	Churchyard mowing (s137 expenditure)	212.40
Staff Costs	April 2019 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions	2,229.53
Administration	Winner of spring newsletter number puzzle	10.00
	Runner up spring newsletter number puzzle	5.00
	Annual payroll operation costs	129.60
	Annual Worcestershire CALC membership	1,087.68
	TOTAL	13,274.21
	GRAND TOTAL	13,274.21

31. 2019/153 Correspondence for Information

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

32. 2019/154 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

33. 2019/155 Items for Update to Local M.P.

None.

34. 2019/156 Councillors' Reports and Items for Future Agenda

An 'Environmental Matters' item will be included on the May Annual Parish Council Meeting agenda to consider environmental/sustainability matters within the Parish. **Action: Clerk**

35. 2019/157 Date of Next Meetings

Annual Parish Meeting – 1 May 2019
Annual Parish Council Meeting – 23 May 2019

The meeting closed at 10.50pm

Correspondence Received for 25th April 2019 Parish Council Meeting

Sender	Subject
CALC	Updates on various matters and training sessions, including Local Council EXPO 21 June, Grave Shoring, Community Led Housing Latest News, Is Your Community Struggling with Broadband?, The South Worcestershire Development Plan and Neighbourhood Plans, Community Led Housing Latest News, Elections, External Audit, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Community First	E-bulletins
CPRE	Campaigns Updates, celebrating 70 years of our National Parks, Countryside Voice magazine spring 2019
Resident	Anti-social behaviour/fire risk in coppice area between Norton Road and Brockhill Lane
NALC	Newsletters, Chief Exec's bulletins
Open Spaces Society	Newsletter
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Newsletters
Superfast Worcestershire	<ul style="list-style-type: none"> • Broadband voucher scheme • Free Data & Systems Security Programme for SMEs
West Mercia Police	<ul style="list-style-type: none"> • New member of the Pershore Rural team - PC 3509 Daren Riley • Annual report for parish
Worcs CC	Consultation on Worcestershire County Council's Planning "Enforcement Plan" Document, Publication of Pre-Application Guidance Document, and Updating Planning Consultation Database (responses by 31 May 2019)
Worcs CC Highways	Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Evesham Anti-Litter Group activities • Wychavon Youth Bus offers Easter activities
Wychavon DC	<ul style="list-style-type: none"> • Reducing waste and recycling this Easter • Cohousing scheme a first for Wychavon • Cohousing event 29 April • Candidate's expenses forms – return by 30 May • Gaps in superfast broadband provision • Annual Parish and Town Council event 13 June 5.45pm
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 25 April • Minutes for Planning Meeting 4 April <u>Approval Notices:</u> <ul style="list-style-type: none"> • W/19/00673/AGR – Rockilla, Hatfield Bank: Notification for prior approval for a fodder and machinery store