

## To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend the next Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 28<sup>th</sup> January 2016** at Norton Parish Hall, Littleworth.

**Public Question Time:** From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.45pm. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

### Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Signing of Outstanding Undertakings and Declarations of Office**
- 3. Changes to membership**
- 4. Declarations of Interest**
  - a. Register of Interests: Re-elected Councillors are reminded of the need to update their register of interests and newly co-opted Councillors are required to complete and return the Register of Interests Form to the Monitoring Officer within 28 days of their co-option.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for granting of a dispensation (S33 Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 5. To consider areas of focus and agree allocation of areas of responsibility to Councillors**

To consider any changes and a CALC representative.
- 6. Minutes:** To consider adoption of minutes of Parish Council meeting held on 26<sup>th</sup> November 2015
- 7. Progress reports for information** **7.55pm**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Finance (Responsible Finance Officer)
    - i. Balances and s137 expenditure
    - ii. Monthly accounts/bank reconciliation to 31<sup>st</sup> December 2015
  - c. West Mercia Police and PACT (PCSO Pardoe/PCSO Tinkler/PC Acaster/Cllr. Sparling)

To receive information relating to the SmartWater initiative.
  - d. St. James the Great Church, Norton (Rev. Don Sloggett)
- 8. 2016/17 Budget and Precept** (Cllr. Fincher/Responsible Finance Officer) **8.05pm**
  - a. To consider the draft budget and agree precept request for 2016/17
  - b. To consider whether to opt out of proposal for external audit provision by a sector led body to procure audit services for smaller councils and to manage these audit contracts
- 9. S106, New Homes Bonus and other Funding Opportunities** (Cllr. Fincher/Clerk) **8.15pm**
  - a. To consider funding opportunities and projects for funding.
  - b. To consider response to Government consultation relating to NHB
- 10. Appointment of Internal Auditor** (Clerk) **8.20pm**

To consider and agree Internal Auditor appointment for year ending 31<sup>st</sup> March 2016
- 11. Annual Insurance Renewal** (Clerk) **8.25pm**
  - a. To review cover and agree renewal of policy.
  - b. To review risk assessment procedures.
- 12. Current Planning Applications** (Cllr. Richmond/Cllr. Fincher) **8.30pm**

Report of current applications.
- 13. Wychavon DC Planning Enforcement Service Review** (Cllr. Fincher/Clerk) **8.35pm**
  - a. To consider response to Wychavon consultation request (response by 5<sup>th</sup> February)
  - b. To consider update regarding SMH access/exit route
- 14. South Worcs Development Plan and Associated Matters** (Cllr. Fincher) **8.40pm**

To consider any update and actions.
- 15. Development on Land adjacent to St. Peters Garden Centre** (Cllr. Fincher/Clerk) **8.45pm**

To consider update including adoption matters, future verge ownership/maintenance responsibilities, outstanding reinstatement/remedial work, reimbursement of 2015 mowing costs and actions.

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| <b>16. Worcester Parkway Station</b> (Cllr. Fincher)   | <b>8.50pm</b>  |
| To consider any update and actions   |                |
| <b>17. Severn Trent Sewerage Scheme and Associated Matters</b> (Working Group/Clerk)   | <b>8.55pm</b>  |
| To consider update including contract wording and land registration.   |                |
| <b>18. Employment Matters</b> (Cllr. Fincher/Clerk)  | <b>9.00pm</b>  |
| a. To consider employment of an Assistant Clerk.   |                |
| b. Pensions auto-enrolment - to consider update, provider for Parish Council pension scheme, the basis of contributions and method of payment.   |                |
| <b>19. Parish Council IT Provision</b> (Cllr. Fincher/Clerk)   | <b>9.10pm</b>  |
| To consider update on RAID hard drive.   |                |
| <b>20. Parish Hall Recreation Facilities Project</b> (Cllr. Dawson/Clerk)  | <b>9.15pm</b>  |
| To consider update on Semele equipment nets and toddler swing seats.   |                |
| <b>21. Parish Hall Car Park/Playing Fields/Outside Space</b> (Working Group/Clerk)   | <b>9.20pm</b>  |
| To consider maintenance work to Parish Hall grounds, Pre-school container location and quotes received.  |                |
| <b>22. Parish Hall</b> (Cllr. Fincher/Cllr. Dawson)  | <b>9.30pm</b>  |
| To consider report from landlord representatives.  |                |
| <b>23. Norton Pre-school</b> (Cllr. Fincher/Clerk)   | <b>9.40pm</b>  |
| a. To consider update regarding possible change in constitution/ownership, implications, actions and future rent levels.   |                |
| b. To consider request for Pre-school to undertake improvements to the area used by Forest School.   |                |
| <b>24. Allotments</b> (Cllr. Brooker/Clerk)  | <b>9.45pm</b>  |
| To consider update on billing, reallocation of plots, measuring of plots, combination locks for gates, scale of charges, installation of mains water to 'garage side' of the allotments, cost and specification for new path on cleared/split plot, tidiness of plots. |                |
| <b>25. Public Rights of Way</b> (Cllr. Fincher/Clerk)  | <b>9.55pm</b>  |
| To consider proposals for footpath extinguishment relating to the Parkway Station proposal (response required by 14 <sup>th</sup> February)  |                |
| <b>26. 382 Bus Service</b> (Clerk)   | <b>10.05pm</b> |
| To consider resident feedback, outcome of meeting with WCC and future service provision.   |                |
| <b>27. Dog Waste Bins and Litter Bins</b> (Clerk)  | <b>10.15pm</b> |
| To receive update on dog waste bins and consider purchase of new litter bins (including 2 around Norton cricket ground).   |                |
| <b>28. Worcester Norton Sports Club</b> (Cllr. Fincher)  | <b>10.20pm</b> |
| To consider any update relating to WNSC redevelopment plans and associated matters.  |                |
| <b>29. Highways Matters</b> (Cllr. Fincher/Clerk)  | <b>10.25pm</b> |
| To consider update/resident feedback regarding:  |                |
| a. School parking and request for assistance in managing and additional yellow lines   |                |
| b. Poor visibility along Church Lane when cars are parked and request for hedge cutting to improve visibility  |                |
| <b>30. Drainage Matters</b> (Clerk)  | <b>10.35pm</b> |
| a. To consider work to watercourse adjacent to St. Peter's Garden Centre and Sobroan Close   |                |
| b. To receive an update regarding Woodbury Lane drainage work  |                |
| <b>31. Worcs Local Flood Risk Management Strategy Consultation</b> (Cllr. Fincher/Clerk)   | <b>10.40pm</b> |
| To consider response to Worcs CC consultation (response due by 29 <sup>th</sup> February)  |                |
| <b>32. Tree Maintenance</b> (Cllr. Fincher/Clerk)  | <b>10.45pm</b> |
| To consider management/maintenance of trees on Parish Council owned land and on private land where it may affect the public.   |                |
| <b>33. Refurbishment of the War Memorial</b> (Cllr. Fincher/Clerk)   | <b>10.50pm</b> |
| To consider quotes received for refurbishment work.  |                |
| <b>34. Notice Boards</b> (Cllr. Sparling/Clerk)  | <b>10.55pm</b> |
| To consider quotes and specification for new Crookbarrow Road notice board.  |                |
| <b>35. World War I Centenary</b> (Cllr. Mrs Way-Vautier/Clerk)   | <b>11.00pm</b> |
| To consider update on activities, proposals for information boards and any required actions.   |                |
| <b>36. Parish Council Newsletter – Spring edition items required by 1<sup>st</sup> February</b> (Clerk)  | <b>11.05pm</b> |
| To consider advert charging and pre-payment for advertisers that are regular late payers.  |                |
| <b>37. Photograph Archive</b> (Cllr. Sparling/Clerk)   | <b>11.10pm</b> |
| To consider update regarding digital archive and storage of slides at the County archive.  |                |
| <b>38. Badges and Identity Cards for Parish Councillors</b> (Cllr. Hughes/Clerk)   | <b>11.15pm</b> |
| To consider update on badges and provision of ID cards for Parish Councillors.   |                |

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| <b>39. Superfast Worcestershire Broadband Programme</b> (Clerk)   | <b>11.20pm</b> |
| To consider update.   |                |
| <b>40. Wychavon DC Draft Sex Establishment Policy Consultation</b> (Clerk)  | <b>11.25pm</b> |
| To consider response to Wychavon DC consultation (response due by 19 <sup>th</sup> February)  |                |
| <b>41. WW1 Commemorative Medals</b> (Clerk)   | <b>11.30pm</b> |
| To receive update on receipt and arrange presentation events  |                |
| <b>42. Finance</b> (Chairman)   | <b>11.35pm</b> |
| a. To consider payments to be made/confirmed as on list attached.   |                |
| b. To consider costs for flags for the Parish Hall flag pole.   |                |
| c. To consider a donation to NJK CE First School to assist with swimming transport costs.   |                |
| <b>43. Correspondence for Information</b> (Chairman/Clerk)  | <b>11.40pm</b> |
| The attached appendix of items will be available for inspection at the meeting.   |                |
| <b>44. Clerk's report on Urgent Decisions since the last meeting</b> (Clerk)  | <b>11.45pm</b> |
| <b>45. Items for update to local M.P.</b> (Chairman)  | <b>11.50pm</b> |
| To consider any items for communication.  |                |
| <b>46. Councillors' reports and items for future agenda</b> (Chairman)  | <b>11.55pm</b> |
| Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u> |                |
| <b>47. Date of next meeting</b>   |                |
| 25 <sup>th</sup> February 2016  |                |

Signed

*Jane Greenway*

Mrs Jane Greenway

Clerk to Norton-juxta-Kempsey Parish Council

22<sup>nd</sup> January 2016

## PLANNING APPLICATIONS – January 2016

### Approvals

- The Skillings, Church Lane, Norton** Retrospective planning application to reconstruct single storey domestic annex. Parish supports.  
**Ref: W/15/02644**
- The Old Vicarage, Hatfield Lane** Change of use of land and the associated installation of a 6x2 (4kwp) ground mounted solar panels array for domestic purposes to be sited in the field adjacent to The Old Vicarage. Parish supports.  
**Ref: W/15/01925**
- The Conifers, 14 St. James Close, Littleworth.** Proposed domestic extension to front elevation, lengthen garage to the side of dwelling and widen garage at rear. Parish supports.  
**Ref: W/15/02526**

### Refusals

- Granary Barn House, Hatfield Lane** First floor side extension, resubmission of w/14/2603. Parish does not support.  
**Ref: W/15/02655**

### Awaiting Decision

- Land to the south of the City of Worcester, Bath Road. Malvern Hills DC** 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.  
**Ref: W/13/00656/OUT Welbeck Land**
- Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs.** 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.  
**Malvern Hills DC Ref: W/13/01617 St. Modwen Developments**
- Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green and the A4440 Broomhall Way Worcester City** 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.  
**Ref: P13A0617 St. Modwen Developments**
- Middle Battenhall Farm Worcester City** Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure  
**Ref: P13B0632 Miller Homes**
- Land at Broomhall Way Worcester City** Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.  
**Ref: P14L0266**
- Land at Broomhall Way Worcester City** Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.  
**Ref: P14L0266 (amended application)**
- Land at Broomhall Way Worcester City** Use of land for car boot sales to be held on more than 14 days per year. Parish submitted comments re parking and limitation on dates.  
**Ref: P15L0319**
- Land at Woodbury Lane, Norton** Resubmission of planning application W/14/00719/PN – proposed erection of an industrial building and associated infrastructure, parking, access, SuDs and landscaping to accommodate relocation of Molten Metal Products. Parish does not support.  
**Ref: W/15/02133/PN**

**Winnells Farm, Church Lane,  
Norton. Ref: W/15/02627/PP**

New build detached annexe accommodation. Parish does not support.

**Grange Farm, Hatfield Lane,  
Ref: W/15/03022/PP**

Two storey side extension. Parish has no objections.

Internal Consultation

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

1 no. 4 bed house.

Other

Appeal re Tree Preservation Order application decision:

**19 Salamanca Drive, Norton  
TPOA/15/040**

Removal of tree from TPO protected tree from grass verge adjacent to property.