

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH APRIL AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** M. Reeves, P. Richmond, P. Stefanovic. These apologies were accepted and approved.

Attending: Mrs. C. McGovern (Chair), A. Bennett, K. Fincher, Mrs. D. Hewison, D. Lucas, J. Sparling, H. Turvey, Cllr. Rob Adams (County and District Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer). It was agreed for Cllr. Mrs McGovern to Chair the meeting as Cllr. Turvey may not be able to attend the full meeting.

2. Changes to Membership

a) Mr. Stefanovic was unable to attend the meeting to accept the position of co-opted member.

b) It was agreed to invite Cllr. Reeves to become a co-opted member of the Parish Council for specific projects e.g. flood alleviation work and the play area at Brockhill. Following the uncontested election, there is one vacancy for a Parish Councillor. The Parish Council will co-opt to fill this vacancy.

3. Declarations of Interest

The Clerk expressed an interest in agenda items 12 and 13 (Parish Council PAYE Registration and Parish Clerk Contract).

4. Minutes of the Parish Council Meetings Held on 31st March 2011

It was proposed by Cllr. Lucas, seconded by Cllr. Sparling **and all were in agreement** that the minutes of the 31st March be approved.

5. 2011/92 Reports

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

Cllr. Adams advised that a further consultation is underway regarding bus services and it was agreed for Cllr. Adams to pass Cllr. Sparling's details to Wadborough Parish Council for liaison regarding the issues affecting the 382 service. The Clerk advised that consultation information and response forms have been circulated to Parish Councillors. In view of the award of the Freedom of Wychavon, Cllr. Adams asked the Parish Council if it would give thought to the Mercian Regiment marching through the Parish after it finishes its next campaign.

b) Planning

(i) As Cllr. Reeves is stepping down as a Parish Councillor after the election, it was agreed that Cllr. Sparling will replace Cllr. Reeves on the group of councillors that reviews planning applications. The Clerk will contact Wychavon DC to seek a new date for the cancelled training in early autumn.

(ii) The Clerk summarised the current applications:

Approvals

Hatfield Farm Bungalow, Hatfield Bank. Ref: W/10/00299 Certificate of Lawful Use Existing for use of property as dwelling house without compliance of agricultural occupancy condition. Parish supports.

25 Talavera Road, Norton Ref: W/10/00527 Retrospective application for summer house in back garden. Parish supports.

Boulterley Cottage, Brookfield, Broomhall. Ref: W/10/00527 Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage. Parish supports.

4 Mandalay Drive, Norton Ref: W/11/00540 Single storey rear extension. Parish supports.

Refusals - None

Awaiting Decision

**Woodside, Hatfield Lane
Norton. Ref: W/11/00181**

Demolition of bungalow and erection of 4 no. dwellings.
AMENDMENT: Amended topographical survey, location plan, proposed block plan to accurately show site boundary. Water Management Statement. AMENDMENT: Amended siting, design and layout of plots 3 & 4. Erection of boundary fence to northern site boundary to close existing vehicular access. Parish does not support.

**Norton Hall Nursing Home,
Woodbury Park. Ref: W/11/00441**

Extension to nursing home (amendment to planning approval W/07/00182). Parish supports subject to conditions.

Internal Consultation

**Three Bob Yard, Woodbury
Lane. Ref: W/11/00610**

Erection of 2 woodwork and joinery workshop buildings.

Other - None

- (iii) A response is awaited from Wychavon DC regarding the later SMH planning approval condition relating to application 08/02902 which appears to restrict transporter movements.
- (iv) Cllr. Lucas advised that there has been no progress in arranging a first meeting of the Morganite Crucible Business Park Liaison Group but this will be picked up as soon as possible.
- (v) Also see agenda items 7, 9 and 10.

c) Allotments

Cllr. Mrs. McGovern advised that vacant plots are being allocated. It was noted that there are 2 sheds on one of the vacant plots which are a little dilapidated. The Clerk will obtain a quote to remove the sheds and any debris, liaising with Cllr. Turvey and Cllr. Mrs McGovern to agree costs. Following a request from a tenant, installation of a 6' x 4' timber shed was agreed, provided that there is no concrete base and it is maintained in good condition. Cllr. Mrs McGovern advised that work will start soon to clear additional plots.

d) Playing Fields

(i) The Clerk advised that the annual RoSPA play area inspection has been received and assesses the play area at medium risk overall. There are no high risk items reported. The Clerk will circulate a summary of findings to Parish Councillors for consideration. The Clerk advised that vandalism and graffiti have been experienced at the play area with the rocking camel being broken. The Clerk will make enquiries regarding repair.

During the meeting it was noted that litter had been left following the football game and the Clerk will contact the team to ask for rubbish to be put in the bins or taken away.

e) Public Rights of Way

Cllr. Turvey advised that the ditch crossing to access footpath NJ540 (in the vicinity of the pumping station at the end of St. James Close) may be the responsibility of Worcs CC rather than the land owner and this is being investigated. A broken stile has been reported at the entrance to a footpath by the motorway bridge on Hatfield Bank. This stile was due to be replaced with a kissing gate under the Parish Improvement Plan (PIP) but this was stolen before the land owner had installed it. Cllr. Turvey is investigating the possibility of obtaining another gate from Worcs CC and failing this obtaining repair or replacement of the stile.

Cllr. Mrs. Hewison advised that the canopy needs lifting on a tree on the grass verge with the

benches towards the top of Wadborough Road, as this is making walking on the path difficult. The Clerk will contact the Lengthsman to attend to. It was also noted that some of the hedges along Crookbarrow Road are starting to encroach on the pavements again. It was agreed for the Clerk to send a reminder to residents.

f) Finance

(i) The current account balance was £6,965.27 on 14th April with the deposit account balance at £32,796.16 on 3rd April, plus Treasury Stock of c. £15k.

(ii) The Clerk advised that year end accounts are being prepared with the draft reporting a small surplus. A couple of points are being clarified with the accountants and then the accounts and supporting papers will be submitted for internal audit. The accounts, internal audit report and Annual Return should be available for approval at the May Parish Council meeting.

g) Parish Hall Management Committee (PHMC)

(i) The Receipts and Expenditure Report to 28th February was noted. Excluding capital items there appears to be a surplus position, but concern was expressed about the forecast position for the forthcoming year in view of further capital requirements and the loss of Pre-school booking income.

(ii) The minutes from the PHMC meeting of 4th April were noted along with an amendment to the financial report section.

(iii) Also see agenda item 15.

h) West Mercia Police

CSO Allchurch advised that following the Annual Parish Meeting he has investigated the query raised regarding parking in the wrong direction in Church Lane but as this is a 30mph zone, there is no offence. Parking in St. James Close will continue to be monitored and residents were asked to report any issues at the time if possible. One vehicle crime and two burglaries non-dwelling have been reported (late night vandalism at Norton Sports Club). Reports have been received of youths on the roof at the Parish Hall and also graffiti on the play area and Pre-school building. Vandalism of play equipment and the recycling bins fire were also highlighted to the Police. CSO Allchurch advised that evening patrols will be made of the Parish Hall and grounds. Vandalism of the bus shelter in Wadborough Road was noted and continued speeding. CSO Allchurch will arrange further speed checks along Wadborough Road, Littleworth. The 'access only' sign at the service road at High Park was confirmed as meaning no vehicles or motor cycles allowed except for access.

i) Parish Plan

Cllr. Turvey advised that the Plan is being finalised and positive feedback on the draft has been received from Wychavon DC. Once finalised it is hoped that the Parish Council will adopt the Parish Plan at the June meeting following which it will be submitted to Wychavon DC.

j) EnviroSort

Cllr. Lucas advised that general complaints continue regarding litter and EnviroSort is seeking to improve the situation. The issue of the 'dropping noise' with Woodbury Park residents appears to have been resolved. At the last Liaison Group meeting, the subject of the new sign that has appeared underneath the 'No Left Turn' sign on the exit road, which indicates that this sign only relates to EnviroSort HGVs, was raised. EnviroSort are clarifying whether the access road is included within the perimeter of the site and therefore bound by the planning condition for all vehicles to turn right (which it is believed it is). Cllr. Lucas will follow up with EnviroSort.

6. 2011/93 Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation

It was agreed that the working group to review these documents and to provide recommendations regarding any proposed changes to the Parish Council will comprise Cllr. Turvey, Cllr. Fincher, Cllr. Bennett and the Clerk. The Clerk will email the documents for review and arrange a first

meeting to discuss.

7. 2011/94 South Worcestershire Development Plan (SWDP)

Cllr. Turvey advised that there is no further news. Release of the housing numbers is awaited and the next consultation is likely in September.

8. 2011/95 Flooding Issues

(a) The Clerk advised that following the Wychavon survey, a site meeting has been arranged for 4th May to consider the survey and work proposals with Cllr. Reeves, the Wychavon DC Officer and the land owner. Following this it is hoped that the land owner will provide a quote for the Parish Council to consider.

(b) The Clerk advised that no further news on the Wadborough Road Worcs CC drainage proposal or the Severn Trent work has been forthcoming. Cllr. Adams will seek an update from Worcs CC and advise the Clerk.

9. 2011/96 Norton Pre-school Proposals

It was noted that the relocated youth shelter needs to be moved as this may impede the public right of way. From a cost perspective it will be less costly to move the shelter than to apply for the public right of way to be diverted. The Clerk advised that the play area inspection highlighted maintenance needs for the youth shelter and will liaise with Cllr. Lucas to progress. Cllr. Lucas will liaise with Pre-school regarding relocation. The Clerk advised that there has been no news regarding the water meter installation and this will be chased.

10. 2011/97 Land adjacent to St. Peters Garden Centre

Cllr. Turvey reported on a productive meeting with the developers which included play area discussions and a revised overall site plan which was displayed. A request has been made for the adopted road to be extended to the pumping station to avoid potential future problems with access via a private road. The nature of the 4 flats in the affordable housing is being reviewed to consider 2 first floor and 2 ground level flats rather than all being above garages. This appears supported by Wychavon DC.

Two options have been proposed for the play area layout and plans will be available for comment at the developers' public meeting on 10th May. Provision of equipment for older children/teenagers has been suggested to help prevent damage of equipment aimed at younger children.

A pedestrian crossing will be installed along Crookbarrow Road and the exact location of this will be clarified. It has been requested that this is installed at the same time as the new roundabout is developed. Concerns continue regarding adoption of the grass verges along Crookbarrow Road and it is likely that this will need to be reviewed with Worcs CC and the developers as the new roundabout will be in a different position and therefore impacting upon some of the verges. The developers have been asked to press for all of the green areas to be adopted rather than perhaps just 1 metre around the edge.

Final planning approval is likely in September following which the roundabout will be developed.

It was agreed for Cllr. Turvey to seek clarification regarding access for dogs to the play area and whether the bus shelter is affected.

As part of the s.106 agreement, funds will be available to improve the sports facilities at the Parish Hall, including converting the tennis courts to a multi-play facility. Cllr. Turvey, Cllr. Richmond and Cllr. Reeves are liaising with Wychavon DC to progress. A cycling contribution will also be made, potentially towards the bridge over the southern link road.

The Clerk advised that the developers have agreed the Norton grass verge reimbursement costs and

a cheque for c. £10k is awaited.

Cllr. Adams thanked Cllr. Turvey and the Parish Council for the manner in which it has engaged with the developers and Wychavon DC which has been positive and has resulted in the Parish Council successfully influencing the development plans.

11. 2011/98 Worcs CC Waste Core Strategy: Publication Document Consultation

It was agreed for Cllr. Fincher to circulate a draft response for approval prior to the 4th May submission.

12. 2011/99 PAYE Registration of the Parish Council

Prior to leaving the meeting, the Clerk advised that after reviewing the minutes from the last Parish Council it appears that there is some misunderstanding regarding the model contract. The Clerk advised that the model CALC/Society of Local Council Clerks contract provided was intended as a discussion document, to be considered and tailored to our Parish Council as appropriate, if agreed by all parties. In terms of back dating of any NIC payments, this is something that HMRC may request following PAYE registration.

The Clerk left the meeting at 9.05pm for discussions to be held regarding agenda items 12 and 13, returning at 9.20pm.

Upon return the Clerk was advised that Cllr. Fincher will produce minutes of the discussions held which included approval of the start of employment date as 1st March 2005 and future honorariums to be paid on the basis of 15 hours per week. It was agreed for the Clerk to complete the employee and employer sections of the P46 and to submit this to Wychavon DC. The minutes are attached as Appendix 2.

13. 2011/100 Parish Clerk Contract

See comments above under agenda item 12.

14. 2011/101 Parish Hall Recreation Facilities

It was agreed that development of these facilities is linked to the s.106 agreement relating to the Crookbarrow Road development. The facilities and funding will be reviewed with Wychavon DC as part of the ongoing discussions (also see agenda item 10, minute ref 2011/97 above). The possibility of funds being available under the new homes bonus relating to Council Tax payments was raised and more details of the scheme are awaited. The Clerk will agenda this item for review in September when the s.106 details and timescales should be clearer.

15. 2011/102 Parish Hall

Cllr. Lucas referred to his summary previously circulated and provided background to the work undertaken to clarify the details of the Lease and Trust Deed. This has included review by CALC and also a barrister via NALC at no cost to the Parish Council due to CALC membership. The recommendation received is that the document should be replaced as whilst signed in good faith, it is now considered unworkable and unfit for purpose.

The situation has been discussed with Jon Fulcher as Hall Manager who is supportive of the recommendations. There appears to be confusion at present, with some of those named as trustees with the Charity Commission, not being aware that they are named as trustees and what the implications of this are.

The recommendation is that at the Parish Hall AGM all trustees resign (which should happen annually) and seek re-election if they wish and are eligible. It was proposed that at this meeting, a holding group of 6 trustees is elected to assist with revising the Trust Deed and Lease and to investigate issues that have arisen, along with the benefits of running as a charity. The aim is to produce a report regarding the best way forward within 6 months of the Parish Hall AGM. Cllr.

Lucas will clarify whether there are any restrictions regarding who can be appointed as a trustee of the proposed holding group.

It was proposed to proceed along these lines by Cllr. Fincher, seconded by Cllr. Mrs Hewison and all were in agreement.

Concern was expressed about the ability of the Hall to fund future capital work on an ageing property. Jon Fulcher will report to a future Parish Council meeting once the situation becomes clearer and a system has evolved.

Cllr. Lucas, Cllr. Sparling and Cllr. Mrs McGovern were thanked for their work.

16. 2011/103 Old Barracks HQ

Cllr. Fincher advised that following the spending review Defence Estates may wish to sell the site commercially. Cllr. Fincher continues to liaise and has asked to be invited to discussions regarding disposal. Cllr. Bennett highlighted the Royal British Legion link and will liaise with Cllr. Fincher.

Cllr. Turvey gave apologies and left at 9.50pm.

17. 2011/104 Worcs CC Subsidised Travel Services Review

See discussions under agenda item 5a, minute ref. 2011/92. Cllr. Sparling advised that following changes to bus passes, the bus that was previously the most popular has been replaced by the service an hour later, arriving in Worcester at approx. 10.30am. Cllr. Sparling has advised this to the transport team. The Clerk will re-submit the previous Parish Council response to this second consultation to ensure this is noted.

18. 2011/105 Traffic Calming Measures in Littleworth

The Clerk advised that the 20mph zone has been approved, with installation over the coming months (no specific date is yet available). Highways Depts will liaise regarding marking of the correct yellow lines at the same time as installing the 20 mph zone. Highways are also considering the request for installation of horses being ridden signs along Wadborough Road.

It was agreed that speeding/parking problems continue and frustrations regarding the length of time taken to progress matters was noted. Cllr. Adams will investigate use of a shared speed activated sign along Wadborough Road and will liaise with Cllr. Sparling and Highways.

19. 2011/106 Allotments

Quotes are not currently available for alternative methods of plot splitting; the Clerk will progress.

20. 2011/107 Bus Shelter, Wadborough Road

Cllr. Sparling advised that further polycarbonate panels have been pushed out of the shelter and the problem appears to be that the lip and beading in place is not sufficiently strong to hold the panels in place if vandals attempt to push them out. A suggestion was made to replace 6 panels with 5mm external ply at a cost of £35 plus paint to match the bus shelter. Cllr. Sparling was thanked for his findings and options available were discussed. It was agreed that Cllr. Sparling will investigate other options, including the possibility of fixing the polycarbonate panels more securely and report back to the next Parish Council meeting.

21. 2011/108 Parking in the Lay-by at High Park

The Clerk advised that Highways has advised that the residents' 'no parking signs' cannot be installed on Highways land, even with the support of the Parish Council. It has been suggested that there may be the possibility of attaching one of the signs to the Parish Council notice board legs once the new notice board is installed. The Clerk will investigate further with Highways.

22. 2011/109 Parish Volunteer Group

The Clerk advised that two additional residents have put their names forward to volunteer within the Parish, although no-one has come forward to manage a volunteer group.

23. 2011/110 Community Games Event (linked to 2012 Olympics and Paralympics)

It was agreed to discuss this further at the May Parish Council meeting for fuller consideration. Cllr. Adams advised that there may be funding available from Wychavon DC. The Clerk will forward this information to the organiser.

24. 2011/111 Land Ownership

The Clerk advised that due to other work commitments/priorities there is no progress to report at this stage.

25. 2011/112 Finance

a) It was proposed by Cllr. Mrs. Hewison, 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 £
Shear Perfection Ltd	Mowing of churchyard (£177) and large Norton verges (£173) on 25/3 and 8/4 plus removal of trees at Parish Hall (£420)	1,120.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field	65.72
Playsafety Ltd	RoSPA annual play area inspection	97.20
	TOTAL	1,282.92

Accounts for Payment:

Creditor	Detail	Amount £
Security Patrol Services	Locking of Parish Hall gates (28/2/2011 to 27/3/2011)	117.60
Mark Dexter	Photograph archive 315 slides at 50p	157.50
Mrs J. Greenway	Honorarium April 2011	596.82
Mrs J. Greenway	Expenses April 2011	61.19
Tracey Smith	Winner of Spring Newsletter number puzzle	10.00
Brenda Fowles	Runner up Spring Newsletter number puzzle	5.00
Shear Perfection Ltd	Mowing of churchyard (£177) and large Norton verges (£173) 22/4	350.00
Worcs CALC	Annual subscription fee	664.36
Community First	Annual Silver membership	20.00
Mr. R. Pullen	Mowing and strimming April (13 hours plus £7.50 petrol)	84.59
Richards Sandy Partnership Ltd	Second 50% of annual accountancy fee	420.00
	TOTAL	2,487.06
	GRAND TOTAL	3,769.98

b) Renewal of the NALC Direct Information Service at a cost of £90 plus VAT was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all.

c) Renewal of the CALC annual membership at a cost of £568.81 plus VAT was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all. The Clerk will invite Richard Levett from CALC to speak to the Parish Council to provide further information about the services CALC offers.

d) It was agreed not to make a donation to the CAB at this time.

e) As Cllr. Reeves is stepping down as a Parish Councillor after the election, it was agreed that

Cllr. Reeves will be removed from the bank account signing mandate, to be replaced by Cllr. Turvey.

26. 2011/113 Correspondence for Information

See Appendix 1 for a list of correspondence received. No items were requested.

27. 2011/114 Clerk's Report on Urgent Decisions since the Last Meeting

No items other than those discussed within the agenda.

28. 2011/115 Items for Update to Local M.P.

Nothing at this time.

29. 2011/116 Councillors' Reports and Items for Future Agenda

A request was made to consider how to increase attendance of the Annual Parish Meeting. The Clerk will agenda.

30. 2011/117 Date of Next Meeting: Annual Parish Council Meeting Thursday 19th May 2011

The meeting closed at 10.30pm.

Correspondence Received for 28th April 2011 Parish Council Meeting	
Sender	Subject
Allotments Regeneration Initiative	Invitation to West Midlands Allotment Officers Forum 4 th May, Leominster
British Youth Council	Local Councillor Shadowing Award
CALC	Updates on various matters and training (forwarded to Parish Cllrs for information).
CALC	Updates on various matters and training (now being forwarded to Parish Councillors for information). Annual subscription papers
Community First	E-bulletin (incl. funding information)
Community First	E-bulletin (incl. funding information)
CPRE	Campaigns Update
CPRE	May Newsletter and Annual Report 2010. Invitation to AGM 19 th June at 2.45pm. Fieldwork magazine Spring 2011
EFG Harris Allday	Composite Tax Certificate 2010/11
EFG Harris Allday	Year end investment statements
Lloyds TSB	Closure of cheque guarantee card scheme in the UK
Matta Products	Playground safety surfacing
NALC	Direct Information Service subscription renewal. Local Council Review magazine Spring 2011. Communities in Action Conference & Exhibition.
NALC	Local Council Review online
Peter Luff MP	Audit fees for internal and external audit of Parish Councils and HMRC PAYE
Peter Luff MP	Forwarding of response from HMRC re new rules for parish clerks and PAYE (circulated to working group)
PHMC	Agenda and minutes for PHMC meeting 4 th April 2011.
RoSPA	Annual play area inspection report
Rural Services Network	Rural News Digests
Rural Services Network	Rural News Digests
SMP Playgrounds	Parish and Community News
Society of Local Council Clerks	Continuous professional development courses
Sustainable Gov	Public Service Efficiency Update
Worcs CC	Adoption of green areas adjacent to Crookbarrow Road
Worcs CC	B4084 carriageway patching works from Woodbury Lane junction to junction with Mill Lane, Drakes Broughton. Expected for 4 weeks from 19 th May.
Worcs CC	Bus Service Review – additional consultation (closes 18 th May)
Worcs CC	Confirmation of £500 P3 grant for 2011/12
Worcs CC	Draft 2011-2014 children and Young Peoples Plan – comments by 4 th May
Worcs CC Highways	Confirmation that 20mph zone signs have been ordered and should be installed in the next few months
Worcs CC Highways	No parking signs in service road at High Park
Wychavon CAB	Request for £500 donation per parish
Wychavon DC	Community Grants 2011
Wychavon DC	Extension of domestic curtilage at the rear of Peninsula Road property backing on to Church Lane – land that new fence is being erected on is within the residents ownership and there is currently no breach in planning legislation.
Wychavon DC	Issue of a Certificate of Lawful existing Use or Development for Hatfield bungalow, Hatfield Bank (Ref: W/11/00327)
Wychavon DC	Notice of Poll for Referendum on 5 th May.
Wychavon DC	Notice of uncontested election results for NJK Parish
Wychavon DC	Parish Matters April 2011 and Knowing Wychavon Communities Report 2011
Wychavon DC	Training event – Code of Conduct/Standards Regime: 9 th June, 7pm (previously circulated)
Zurich Insurance	Annual Local Council Advisory Service Seminar

Agenda Items 12 and 13 (Clerk absent due to previously declared interest, notes taken by Cllr Fincher)

Item 12

12a. Though it had previously been agreed that the Clerk should become an employee of the Parish Council, progress could not be made until the start date for employment had been agreed, since this was required for the P46. Following a short debate, it was agreed that the start of employment date and the start date for the new contract of employment could be different and on this basis it was agreed to backdate the start of employment to 1 Mar 2005. Proposed: Cllr Fincher, seconded: Cllr Tony Bennett.

12b. Following a short discussion, the proposal to revise the Clerk's honorarium to a monthly payment of 15 hours per week (based on 1/12th of the annual hours worked) to simplify payroll via Wychavon DC, was approved. Proposed: Cllr Lucas, seconded: Cllr Hewison.

Item 13

13. The proposed new employment contract for the Clerk was not available for discussion at the meeting, but the Working Group was scheduled to meet on Tue 3 May, at which further progress would be made. It was agreed that the document would be made available prior to the next full meeting of the Parish Council on Thu 19 May.