

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29TH NOVEMBER 2012 AT NORTON PARISH HALL, LITTLEWORTH

See Appendix 2 for public question time discussions.

1. Apologies for Absence: C. Dawson, Mrs. D. Hewison, D. James, M. Reeves, Cllr. R. Adams (County & District Councillor) and CSO Allchurch. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, K. Fincher, Mrs. C. McGovern, P. Richmond, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

The Clerk advised that one resident has expressed an interest in the vacancy and is considering information provided by the Clerk. A vacancy notice will be placed in the Parish Council newsletter.

3. Declarations of Interest

a) Cllr. Turvey reminded members of requirements as outlined in the agenda.

b) and c) Cllr. Mrs McGovern expressed an interest in agenda item 24c as Treasurer of the panto.

d) A dispensation was granted, up to the next ordinary election (2015) to all parish councillors living in the parish, to enable them to participate in any discussion/vote on any matter concerning the setting of the council's budget and annual precept. Proposed by Cllr. Richmond, seconded by Cllr. Bennett and agreed by all. Dispensation request forms were submitted to the Clerk.

4. Minutes of the Parish Council Meeting Held on 25th October 2012

Approved as proposed by Cllr. Bennett, seconded by Cllr. Richmond and agreed by all.

5. 2012/273 Reports

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

The Clerk provided an update on behalf of Cllr. Adams. A meeting is being held w/c 3rd December to discuss speed activated signs, with consideration being given to Cllr. Adams purchasing 2 signs, one for NJK Parish Council, which could possibly be lent out to other Parish Councils. Highways has indicated that the existing road markings outside school are considered to be adequate and that further markings are not believed to be necessary. The Clerk will contact Highways for a formal response to the request submitted. A meeting is being arranged between representatives of Wychavon and a resident in Salamanca Drive, to review the ongoing situation relating to a lime tree covered by a Tree Preservation Order. Cllr. Adams will also arrange for the Salamanca Drive grass bank to be observed and will press the fire safety officers for a response to the earlier query raised about this land.

b) Planning

(i) Cllr. Turvey explained the following current applications:

Approvals - None

Refusals - None

Awaiting Decision

Land at Court Farm, Church Lane, 6 no employment buildings as extension to existing site and alterations to existing access. Parish does not support.
Norton. Ref: W/12/00285

Wadborough Road, Littleworth
Norton. Ref: W/12/01705
(WCC 12/000042/CM)

Proposed new sewage pumping station required in connection with the first time sewerage project along Wadborough Rd, Littleworth alterations to existing access. Parish supports subject to conditions.

NJK CE First School,
Ref: 12/000066/REG3

New hall and 2 classroom extension to replace temporary double mobile. Parish supports following clarification of parking provision.

Internal Consultation – None
Other - None

The comments made during the Public Question Time were considered and it was agreed that once the application has been received and commented upon by councillors, a Parish Council response will collated. Concern was expressed regarding setting a precedent by supporting developments outside the development boundary whilst sympathising with the situation.

Cllr. Fincher arrived at 7.55pm.

(ii) See agenda items 7, 8 and 9.

c) Allotments

Cllr. Mrs McGovern advised that annual bills have been issued along with bonfire guidance and a request for feedback regarding the fencing proposal along the public right of way.

d) Playing Fields

The Clerk advised that the adult team is not playing at present due to the pitch being waterlogged. It was noted that if the Parish Council wished to consider drainage work for the football pitches then the Worcestershire FA may be of assistance.

e) Public Rights of Way

Cllr. Turvey advised that there is no further news at present.

f) Finance

(i) The current account balance was £8,489.98 on 21st November with the deposit account balance at £79,399.01 on 1st November. The Clerk advised that total S.137 spend agreed to date remains unchanged at £1,694.45.

(ii) There were no questions regarding the monthly accounts to the end of October.

g) West Mercia Police

CSO Allchurch was unable to attend. The Clerk provided the Police report on crimes in the Parish since 1st October. The Clerk reported on the explanation provided regarding the speed survey data (previously circulated) which confirms that the speeds recorded for the Wadborough Road, Littleworth survey do not meet the criteria for speed enforcement activity.

h) Parish Plan

Cllr. Turvey advised that the aim remains to finalise as soon as possible.

i) EnviroSort

Cllr. Bennett was confirmed as the Parish Council representative on the Liaison Group. The Clerk will contact Cllr. Adams for the date of the next meeting.

6. 2012/274 2013/14 Budget

a) The Clerk and Cllr. Turvey explained the situation regarding proposed changes to Council Tax and the potential impact of this on the tax base which is used to calculate the Parish Council precept figure for a Band D property. The new houses built at Crookbarrow Road should increase the tax base, but this may not be sufficient to cover any reduction due to the proposed Council Tax changes. The possibility of local referendums for precept increases considered to be excessive (perhaps over 2%) was also discussed. The draft budget circulated was noted along with projects which may need to be part financed by reserves i.e. play area redevelopment and tarmacking of the Parish Hall car park. To maintain services and to assist in funding capital type projects, it was agreed for the precept to be increased by 2% based on the Band D precept figure. It was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all that the Clerk and Cllr. Turvey will liaise with Wychavon DC to establish the revised tax base and to calculate the precept request based on a 2% increase, for submission to Wychavon DC by 11th January 2013.

b) Following consideration of quotes received, it was agreed to appoint New Farm Grounds Maintenance to cut the Parish Hall playing fields at £60.50 per cut and Shear Perfection Ltd to cut the large grass verges at Brockhill at £173 per cut and the churchyard at £177 per cut. The Clerk will instruct. It was agreed for the Clerk to discuss the quote for the small grass verges at Brockhill with the contractor to negotiate a reduction in cost or an increased number of cuts.

7. 2012/275 South Worcestershire Development Plan (SWDP)

Cllr. Turvey and Cllr. Fincher provided an update from the working group which continues to liaise with Wychavon DC/SWDP Team and has held a further meeting with Welbeck Land to discuss its development proposals. The outcome and implications of the Malvern Hills DC extraordinary meeting was also discussed. Malvern Hills DC will be holding a meeting on 10th December to consider the SWDP further. Wychavon DC is due to meet on 18th December to consider the SWDP in light of the Malvern Hills DC decision. Key issues for discussion remain the strategic green gaps, gypsy and traveller sites, housing numbers/locations and traffic flow. It was noted that the next public consultation will be on the SWDP process. Revised wording for the flier to accompany the newsletter was agreed. The Clerk will update and arrange for printing. Cllr. Turvey and Cllr. Fincher were thanked for the time and effort devoted to this subject.

8. 2012/276 Land adjacent to St. Peters Garden Centre

The Clerk provided an update from the Wychavon Housing Development Officer. Due to a lack of applicants with a local connection for the shared ownership homes, Wychavon will consider approval of sales to suitable households in neighbouring Districts, once Festival Housing has marketed each property for 3 months after handover to them. It was agreed for the Clerk to respond that the Parish Council is aware of Parish residents on the Home Choice Register who have not been contacted by Festival Housing to advertise these properties and to enquire whether it would be possible to allocate the homes as rented rather than shared ownership. The Clerk confirmed that the Festival Housing advert will again be placed in the Parish Council newsletter. If possible the Clerk will highlight on this advert the need to apply quickly.

It was agreed for Cllr. Turvey to write a welcome letter for delivery to new residents with the December newsletter. It was also agreed to print and deliver an information sheet for the Worcestershire Regiment with the welcome letter. The Clerk will liaise with Mr. Lucas to arrange.

9. 2012/277 Woodbury Lane Development Proposals

The Clerk provided an update from the Planning Consultant summarising public consultation feedback. No update has been forthcoming regarding the outstanding points raised by the Parish Council due to discussions apparently continuing between the project team, applicant and land owner. It was agreed for the Clerk to write to the Planning Consultant to request an update on the applicant purchasing the whole site if the project progresses. The Clerk advised that a response to the Parish Council letter to the Wychavon Head of Planning has not yet been received.

10. 2012/278 Flooding Issues

a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – No further update received. It was noted that Hatfield Lane had flooded on the bend by the Radley footpath. The Clerk will ask the Lengthsman to check the drains in this area. Drainage work in the field behind Coppice Cottage appears to have been effective with flooding in this area reduced.

b) Severn Trent sewerage scheme – The Clerk provided an update from Halls acting as land agents. After discussion it was agreed that the land between Coppice Cottage/Courtneilan could potentially be used for housing in the future and that the sum payable by Severn Trent is unlikely to be sufficient for the Parish Council to dispose of this land. It was agreed that a site in the corner of the Parish Hall car park could be available, in principle, at a nominal cost, subject to plans being agreed and the access area being tarmacked for use by Severn Trent vehicles. The Clerk will advise Halls and offer a meeting with Severn Trent/Halls/Dalcour Maclaren to discuss the proposal further if required. Proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all.

11. 2012/279 Norton Pre-school

The Clerk advised that Pre-school has accepted the conditions attached to the extended opening and has thanked the Parish Council for not increasing the rent. Pre-school water and septic tank usage have been considered by the Parish Hall and a request will be made for Pre-school to pay £30 per month to the Parish Hall for water and septic tank usage wef 1st January 2013. Back dated costs will not be sought due to receipt of a large credit from Severn Trent.

12. 2012/280 Employment Matters

The Clerk advised that a litter picker has been appointed and thanked Cllr. Fincher and Cllr. Dawson for their assistance with the application and interview process. The appointment was confirmed with a 6 month probation period. The Clerk will issue a statement of employment to the successful applicant. It was also agreed for the Clerk to purchase 2 litter picker 'kits', with one available for a volunteer litter picker. The Clerk will confirm that the employed and volunteer litter pickers are covered by the Parish Council insurance.

13. 2012/281 Parish Clerk Contract

It was agreed for Cllr. Turvey to meet with the Clerk in early January to discuss any outstanding points and to provide a draft contract for consideration at the January Parish Council meeting.

14. 2012/282 Parish Hall Recreation Facilities

The Clerk advised that consultation events are now being planned for early in the New Year to gather feedback on designs/equipment. Vandalism concerns were noted and it is hoped that the proposed CCTV installation will help to alleviate this risk. The Clerk will enquire whether Wychavon DC has received the s106 funds for the multi-use games area and the cycleway.

15. 2012/283 Parish Hall Car Park/Grounds/Outside Space

- a) The Clerk advised that a response is awaited from the Wychavon Dog warden. Land at the end of Brockhill Lane was suggested as a dog walking area and Cllr. Turvey will discuss with Cllr. Adams. As an alternative to the Parish Hall grounds, the field between Coppice Cottage and Courtnellan was suggested and councillors will give further thought to development of this idea.
- b) The request for additional car park lighting was considered and the Clerk will seek more specific details of requirements/options from the Parish Hall Manager. Following discussion of a request for overnight parking of an exhibit for the Oil Preservation Society event in March, this was agreed subject to the owners accepting full responsibility for the exhibit and that the Parish Council cannot be held liable in the event of theft, vandalism or injury caused to anyone by this.

16. 2012/284 Parish Hall

- a) Cllr. Fincher (Parish Council landlord representative) referred to the information circulated prior to the meeting and provided a summary of the current situation. At a meeting between Parish Council and Parish Hall representatives, the existing lease and trust deed was agreed as fit for purpose. The leasehold interest in the land and building is vested in the Official Custodian of Charities which removes the need for successors for the original trustees who signed the lease and trust deed. The Hall Management Committee (HMC) manages the Hall and members of this are also the Hall Charity Trustees (as the HMC administers the Charity). The original make up of the HMC is detailed in the lease and trust deed along with procedures for amending its constitution if necessary. The Charity can alter its constitution by application to the Charity Commission. The HMC constitution should mirror that of the Charity (and vice versa).

At the meeting held, it was agreed for the Hall Charity Trustees to write terms of reference to include a recommendation for the future constitution of the HMC and the Charity. This has been suggested as 4 core members, being 2 members of the public (who are not involved with the Hall in a paid capacity) plus 2 Parish Councillors, to provide a link to and support from the Parish Council (as freeholders/lessor). The Hall Trustees are seeking clarity from the Charity Commission, to establish whether all members of the HMC are considered Charity Trustees, or whether only specifically elected members (rather than all members including representative and

co-opted) are Charity Trustees. This will affect the future constitution of the HMC. It was noted that Cllr. Mrs McGovern has resigned as a Charity Trustee and was thanked for her involvement with the Hall over many years. Mrs Harris has been appointed as Chair of the Hall Charity Trustees in addition to her role as Secretary.

The proposal for 2 Parish Councillors to become members of the HMC/Charity Trustees was agreed, with Cllr. Fincher confirmed as a Trustee. As a currently co-opted member, Cllr. Dawson will be invited to become the second Parish Council Charity Trustee, with Cllr. Richmond available if Cllr. Dawson declines this invitation. This approach was agreed by all.

The 2012/13 Parish Hall financial forecast (circulated prior to the meeting) was considered. The surplus forecast was welcomed and appreciation was expressed to the HMC/Trustees for their efforts in achieving this. The need for the surplus to cover potential future employment costs e.g. Hall Manager, Booking Secretary etc was noted. It was suggested that the surplus 'set aside' for future employment costs could be built up as a reserve for future Hall needs. A Hall maintenance plan is being developed by the Trustees and Hall storage requirements are being reviewed.

The Hall Trustees are supporting the Parish Carol Concert by providing a raffle, with profits from this going to the Hall Charity. A request was made for a donation to this raffle. The Clerk explained the criteria for such a donation and advised that the budget set for donations/events support for 2012/13 has already been exceeded, due to items such as the Jubilee medals, which it was agreed would be funded in part from reserves due to the nature of the occasion. As the Hall is reporting a surplus position, it was agreed by all not to provide a donation.

b) As discussed above.

c) Details of the existing Hall building insurance premium, plus an alternative quote, are awaited from the Hall Trustees for consideration by the Parish Council.

d) The Charity Trustees are investigating CCTV installation options and costs.

17. 2012/285 Allotments

a) A minimum allotment rent of £10 per plot per annum was agreed to ensure that costs (incl. admin) are covered. With immediate effect, the rent for any new plots will be charged at £10 or the cost based on the area of the plot, whichever is the higher. The charges for existing tenants will remain unchanged with the new charges being applied when plots next change tenant.

b) The revised quote to maintain the hedge between the allotments and 72 Wadborough Road (opposite the Parish Hall) to a height of 6 feet was confirmed at £432, as proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all.

18. 2012/286 Grass Bank Salamanca Drive

No further news to report. The Clerk will continue to make enquiries regarding a land valuation and will forward a copy of the Land Registry documents to Cllr. Turvey to provide details of the covenants in place. Also see comments under item 5a above.

19. 2012/287 Church Lane Parking

The Clerk provided the following update from the Police. An Officer needs to be present to witness parking on the pavement to issue a Fixed Penalty Notice at the time. A practical approach is adopted with parking that allows a pushchair to get past, generally deemed as acceptable. Police no parking cones are only used as a last resort in the short term and may be subject to charge. This may be a longer term problem and other options such as road marking restrictions may need to be considered. The Police will revisit the yard to remind users about parking and will continue to monitor the situation. It was agreed for the Clerk to enquire about the cost to use Police cones for a short period as a last resort, to allow the impact to be assessed.

If possible, photographs will be taken to provide evidence of parking issues and concerns raised. The Clerk will report the damage to the grass verge opposite the Livery Yard to the Worcs Hub.

No further details of remote activated gates have been received from Mr Smith and further feedback has been received objecting to the potential use of Parish Council funds to assist with this purchase.

20. 2012/288 Faster Broadband

The Clerk reported on correspondence received regarding grass roots activities in the Parish to support/progress faster broadband. Improvement of the broadband service was agreed as an important issue, with varying speeds available within the Parish. The Clerk will enquire whether the resident would be interested in championing this.

21. 2012/289 Churchyard Notice Board

The proposal for the new notice board in the churchyard was supported based on the information received. The Clerk will advise Rev. Sloggett.

22. 2012/290 Wychavon Diamond Jubilee Community Recognition Award

Councillors will give this further consideration and will provide details of any suggested nominees, along with details of why the nomination should be considered, to the Clerk by 16th December.

23. 2012/291 Parish Council Logo

The revised sample design was considered and the Clerk will request further amendments for review. A response is awaited to clarify whether this can be done as a local sponsorship or if this will be chargeable.

24. 2012/292 Finance

a) It was proposed by Cllr. Bennett, 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	October mowing of playing field (£57.50 x 2) plus VAT	138.00
Fleet (Line Markers) Ltd	2 bags of line marker	13.15
Simon Skeys Gardening Services	Clearance of undergrowth by the wall in the field adjacent to Courtnellan, Wadborough Road, Littleworth	35.00
P. Skeys	Lengthsman duties September and October 2012	315.00
	TOTAL	501.15

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium November 2012 (gross figure reported)	635.24
Mrs J. Greenway	Expenses November 2012 (£49.54 less mileage £24.04 to be paid via payroll)	25.50
Mr R. Pullen	Mowing, strimming, play area inspections. 9 hours plus holiday entitlement calculated as 12.07% of hours worked (since 6/4/2012) and paid in lieu (£91.20), adjustment for new National Minimum Wage hourly rate, mileage (19.5 miles @ 45p per mile), and petrol for mower (£8.21). Gross figure reported.	164.23
Day-2-Day Garden Services	Grass cutting – small verges at Brockhill, Norton	250.00
	TOTAL	1,074.97
	GRAND TOTAL	1,576.12

- b) It was agreed by all to donate £50 to The Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service. Noted as s137 expenditure.
- c) It was agreed by all to pay for the portaloos for the Parish pantomime, up to a cost of £300, as there are insufficient toilet facilities within the Hall to comply with licensing/safeguarding requirements. Proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all. It was noted that this may fall within s137 expenditure and the Clerk will investigate.

25. 2012/293 Correspondence for Information

See Appendix 1 for a list of correspondence received.

26. 2012/294 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

27. 2012/295 Items for Update to Local M.P.

Nothing at this time.

28. 2012/296 Councillors' Reports and Items for Future Agenda

Feedback was received regarding the Parish panto and changed usage of the Parish Hall to accommodate this event. The balance between commercial use of the Hall and provision of community events was discussed. Cllr. Fincher will feedback to the Hall Trustees.

29. 2012/297 Date of Next Meeting: Thursday 31st January 2013

2013 Parish Council meeting dates were agreed as follows:

31st January, 28th February, 28th March, 25th April, 31st May, 27th June, 18th July, 26th September, 31st October and 28th November.

2013 Annual Parish Meeting: 9th May

The meeting closed at 10.30pm.

Correspondence Received for 29th November 2012 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training, including 2013/14 budget and precept, Councillor dispensations, Code of Conduct, Parish Conference, Broadband consultation, invitation to Wychavon Area Meeting 5 th December (forwarded to Parish Councillors for information)
Clerks & Councils Direct	Magazine November 2012
Community First	E-bulletin (forwarded to Parish Hall for information), Onside Independent Advocacy charity information, Community based oil buying scheme (forward to Mr Reeves for information). Voices Co-ordinator in Worcestershire
CPRE	Countryside Voice magazine Winter 2012
Fuel and LPG Services	National buying group (forwarded to Mr Reeves for information)
GBD Evesham Ltd	Flier re grounds maintenance services
Glasdon	Product brochure
Integrating Employment and Skills	Invitation to Integrating Employment and Skills conference 2013. £149 + VAT
Lightmain Co Ltd	Bus shelter offers
Lloyds TSB	Online banking update
Mr Bushell	Provision of Remembrance Service poppy wreath and donation request
Mr Lucas	Inclusion of a Worcestershire Regiment provided history of the Regiment and Norton Barracks with the Parish Council welcome letter and assistance with funding
Mr Waizeneker	Faster broadband – grass roots activity in the parish and Parish Council/resident involvement
Ms Morag	Provision of a separate dog exercising area to avoid use of the Parish Hall grounds, feedback regarding consideration of a monetary contribution to a livery yard remote access gate, use of the Parish Hall for more commercial ventures and the potential for a contribution from Hall users towards maintenance of the car park.
Norton Community Games	New Years Eve Party at Norton Cricket Club
Norton Parish Hall	Requirement to provide 2 changing rooms and possible conversion of one changing room to a store room. Request for consideration of additional/improved car park lighting
Norton Pre-school	Acceptance of extended opening conditions and thanks to the Parish Council for agreement to the extended opening. Skate park proposals and concerns regarding suggested location
Open Spaces Society	Autumn magazine, Growth and Infrastructure Bill Update (forwarded to Parish Councillors for information). Town and village greens.
Pershore High School	Invitation to Carol Service at Pershore Abbey 12 th December 7pm
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
Soc. Local Council Clerks	The Clerk magazine November 2012 and 2013 conference/training programme. Membership 2013
St. James PCC	Churchyard mowing and proposal for a new Church notice board.
West Mercia Police	Crime reports, requests for data, explanation of data collected following Wadborough Road speed check (forwarded to Parish Councillors for information), parking Church Lane.
Whitehill Direct Ltd	Notice board brochure
Worcs Assoen Carers	Caring News Autumn 2012
Worcs CC	Demand Faster Broadband consultation (info to newsletter/residents)
Worcs CC Highways	Badger activity Hatfield Bank. Situation being monitored/discussed with ecologist to identify a long term plan.
Worcs CC Planning	NJK CE First School planning application – confirmation that there is no reduction in on site car parking spaces.
Wychavon DC	2013/14 precept request and Council Tax Support and Council Tax changes
Wychavon DC	Agenda for Member Conduct Committee 5 th November 2012
Sender cont.	Subject cont.

Wychavon DC	Christmas Fayre 7 th December 10am-3pm Civic Centre (forwarded to Parish Councillors for information)
Wychavon DC	Communicate newsletter Dec2012 (forwarded to Parish Councillors for information)
Wychavon DC	Information from Changes to Council Tax/Council Tax Benefits presentation (forwarded to Parish Councillors for information)
Wychavon DC	Invitation to Council Tax event 21 st November 6pm – 7.30pm (forwarded to Parish Councillors)
Wychavon DC	Invitation to SWDP briefing session for Town and Parish Councils – 3 rd December at 5.30pm at Wychavon DC (forwarded to Parish Councillors)
Wychavon DC	Update from Housing Development Officer re affordable housing on the new development by St. Peters Garden Centre (forwarded to Parish Councillors)
Wychavon DC (Head of Housing and Planning Services)	Future of the SWDP
Wychavon DC Monitoring Officer	Localism Act 2011 – Member conduct: dispensations including budget/precept discussions/votes, Register of Interest Forms, Adoption of Code of Conduct and Member Conduct Committee

Public Question Time Discussions

Mr. Jauncey attended to provide details of a proposal to build an eco-friendly retirement bungalow in the grounds of Granary Barn House, Hatfield Lane and to seek Parish Council support.

Background to the proposal was provided along with a copy of the pre-application submission to Wychavon Planning. Mr. Jauncey advised that the immediate neighbours have no objections to the proposal, although it was noted that the proposal is c. 150m outside the development boundary.

Mr. Jauncey was thanked for attending the public question time session and was advised that when the plans are received from Wychavon Planning, the Parish Council will consider these in detail and will respond to Wychavon DC.