

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH FEBRUARY 2015 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, Mrs. D. Hewison, D. James, Miss A. Poole, M. Reeves, Mrs S. Way-Vautier. These apologies were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, K. Fincher, Mrs. C. McGovern, P. Richmond, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Changes to Membership**
None.
- 3. Declarations of Interest**
 - a) Cllr. Turvey reminded members of requirements.
 - b) and c) Cllr. Mrs McGovern declared an interest in item 26b, in view of employment at NJK CE First School. Existing dispensations were noted.
 - d) None.
- 4. Minutes of the Parish Council Meeting held on 29th January 2015**
Approved as proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.
- 5. 2015/38 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend the meeting.
 - b) Finance**
 - (i) The current account balance was £5,852.26 on 12th February with the deposit account balance at £100,314.00 on 2nd February (including the £35k New Homes Bonus but not including the £75k s106 funding). The Clerk reminded members of the invoices due for the Parish Hall recreation facilities redevelopment project and that these will be paid including VAT, with the VAT reclaimed at the end of the 2014/15 tax year. The VAT element of the project amounts to c. £27k and will need to be covered from Parish Council reserves in the interim period. S.137 spend to date for the 2014/15 financial year is £1,050 and within the 2014/15 allowance.
 - (ii) There were no questions relating to the monthly accounts or bank reconciliation to 31st January 2015.
 - c) West Mercia Police**
In the absence of PCSO Julie Pardoe or PCSO Steven Tinkler, the Clerk provided an update on recent crimes in the Parish and parking on the grass verge in Church Lane.
- 6. 2015/39 Current Planning Applications**
 - a) Cllr. Turvey summarised the following current applications.

Approvals - None

Refusals
Land at Woodbury Lane, Norton Hybrid application for full permission for the erection of an industrial building and associated infrastructure, parking, access, SuDS and landscaping to accommodate the relocation of Molten Metal Products. Parish does not support.
Ref: W/14/00719

Broomhall Grange, Norton Road Outline application with all matters reserved except for access, for residential development for up to 28 dwellings (amended scheme). Parish does not support.
MHDC 14/01466/OUT

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 north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: W/13/01617 St. Modwen Developments	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.
Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green and 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
Woodhall, Pershore Road Ref: W/14/01515	Alterations and conversion of existing buildings to form 4 dwellings.
Land at Broomhall Way Worcester City Ref: P14L0266	Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.
EnviroSort, Woodbury Lane, Norton. Worcs CC 14/00050/CM	Application to vary conditions 8, 35 and 36 of planning permission 407669 to incorporate amendments to the internal process plant alongside changes to the operating and maintenance hours. Parish supports subject to conditions and neighbours' views.
Maple Cottage, Hatfield Bank Ref: W/15/00088/LE	Certificate of Lawfulness for part conversion of detached garage to granny annex. Parish does not support as outside the development boundary.
Norton Parish Hall, Littleworth Ref: W/14/02869/PN	6m high flagpole. Parish supports.
<u>Internal Consultation</u> 47 Mandalay Drive, Norton Ref: W/15/00261/PP	First floor extension to side of dwelling house.

Other – None

* Welbeck has submitted additional information relating to application W/13/00656/OUT which is hoped will include traffic calming measures. See agenda item 7 for further details.

It was noted that hedging at the Woodside site has died and that a planning condition required this to be replaced if it died within 5 years, which it has. It was agreed for Cllr. Turvey to write to Wychavon Planning requesting that the hedging is replaced. The Clerk will submit.

7. 2015/40 South Worcestershire Development Plan (SWDP)

Cllrs. Fincher and Turvey advised that tree work has started around the Norton/St. Peters island in preparation for the next phase of the highway improvement work. A request has been made for the Council to be consulted on landscaping proposals for the new roundabout and planting adjacent to the

new highway. The consultation periods relating to the Welbeck planning application (additional information) and the SWUE were noted as closing on 12th March and 30th March respectively. It was agreed that the preferred option for Traveller sites is for existing sites to be extended to cover the requirements, rather than for new sites to be created. However, if new sites are a necessity, the DVLA site, which is understood to be currently for sale, was agreed for suggestion as a potential site. Following discussions, it was agreed for Cllr. Turvey to write the SWUE response with input from Cllr. Fincher and for Cllrs Turvey and Fincher to consider the Welbeck additional information and write the response for submission by the Clerk.

8. 2015/41 Land adjacent to St. Peters Garden Centre

Cllr. Fincher provided an update following the site meeting with the developers including actions agreed relating to the bus shelters, verge reinstatement, roundabout landscaping, highway signage and ditch work (where a concrete sign support is blocking a ditch). The Clerk has chased for a response to the meeting summary and an update on agreed actions.

9. 2015/42 Worcester Parkway Station

No further news. As the planning application is expected imminently, it was agreed to wait for this before making further comment.

10. 2015/43 EnviroSort

No further news. The agreed planning response has been submitted. It was noted that glass/litter has been better and has been cleared up quickly.

11. 2015/44 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

Cllr. Fincher advised following further site visits with STW and its contractor, remedial work has now started. An update was provided outlining remedial work to be completed and progress to date. The Clerk advised that the Land Agent has been chased in connection with the definitive line of the public right of way and the proposed line of the Coppice Cottage boundary fence. Once clarification has been received, the situation will be discussed with the owners of Coppice Cottage and a revised plan of the Parish Hall site will be drawn up to support the Land Registry application.

12. 2015/45 Employment Matters

The Clerk advised that formal offers have been made for the self employed grounds contractor role and for the litter picker and groundsman roles as employed positions (subject to 'right to work' checks being completed). Meetings are being arranged to complete checks and sign off the agreements/statements of employment. The Clerk confirmed that a list of jobs is being drawn up for the groundsman and invited ideas, these included fitting of a hasp and padlock to the garage that will be used for panto storage.

13. 2015/46 VAT Procedures

The Clerk reported that the NALC financial advisor has confirmed the proposed actions/procedures and that reimbursement from the developers for the gross cost of the Norton verge mowing has been sought and reimbursement from the Parochial Church Council for the gross cost of its proportion of the churchyard mowing has been received. The Clerk also advised that the 2013/14 VAT reclaim has been submitted and explained why not all VAT paid has been reclaimed (e.g. where subject to a reimbursement arrangement). The Clerk is in the process of drafting the HMRC clearance for exemption to register for VAT.

14. 2015/47 Parish Hall Recreation Facilities

Cllr. Dawson and the Clerk provided an update on installation progress, with play area equipment, play area fencing, play area safety surfacing, MUGA goals and the majority of the MUGA fencing now installed. Remaining work includes the MUGA surfacing, line markings, extra fencing and installation of swing seats. The Clerk confirmed that the first invoice (£50,007.04 net) has been paid which relates to the play area equipment and safety surfacing. The Clerk advised that the MUGA s106 funding of £75,000 has been received and in view of this and completion of the majority of the work, payment of the second invoice for £75,000 (net) relating to the MUGA was proposed by Cllr. Dawson, seconded by

Cllr. Richmond and agreed by all. The final invoice of £10,981.41 (net) is not due until the project is complete and has been signed off by the Council.

The need to reduce the length of the football pitch closest to the Hall, due to the close proximity of the new play area fencing, was considered. This was agreed on the basis that the pitch dimensions will not be below the minimum dimensions for an adult pitch and the existing 'home' teams are happy with this change. As proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all, the Clerk will instruct New Farm Grounds Maintenance to move the set of goal posts closest to the Hall and re-survey and mark the pitch at a cost of £455 plus VAT.

Following discussions with NJK CE First School, an afternoon opening on Weds 15th April was been agreed. Cllr. Mrs McGovern will make enquiries about a suggested number of pupils to attend, start time, whether pupils can receive refreshments and whether it would be possible for school to arrange a mini 5-a-side football game or netball game on the MUGA. The Clerk will clarify the contribution that eibe will make towards the opening. The Clerk will also invite Cllr. Adams, Jem Teal and Lynn Stevens to attend and enquire whether the Worcester News would like to cover the opening.

15. 2015/48 Parish Hall Car Park/Playing Fields/Outside Space

Car Park resurfacing: Cllr. Fincher advised that the project is on hold pending completion of other works on the Parish Hall site including the play area/MUGA redevelopment, STW remedial work and cladding work. In view of household recycling within the Parish and other recycling facilities available locally, and to reduce the necessity for heavy vehicle access to the car park, it was agreed to request removal of the recycling bins at the Parish Hall, as proposed by Cllr. Fincher and Cllr. Richmond. The Clerk will arrange. The Parish Hall Trustees will consider options for recycling Parish Hall waste. Following a discussion regarding marking of car parking spaces, the Clerk will seek a definitive answer on whether this would impact upon the ability to reclaim VAT on the resurfacing project.

16. 2015/49 Parish Hall

As landlord representatives and Parish Hall Trustees, Cllr. Fincher and Cllr. Dawson provided an update summarised as follows. The cladding work planned has now been completed and this carries a guarantee regarding water tightness. This is being monitored and any problems will be highlighted to the contractor for remedy. The worst areas of cladding have now been replaced, with quotes sought for some smaller areas also in need of more immediate replacement and for the remainder of the Hall. Costs for the additional work are in the region of £15,000 and a request was made for the Parish Council to consider a donation. Work following the fire safety audit has been completed, the external lighting is being replaced and new entry doors plus a keyless entry system are being progressed. The total cost of this proposed work, including the cladding, will utilise most of the Parish Hall reserves, with kitchen refurbishment also an aspiration. The Clerk highlighted that Parish Council reserves are much diminished after the play area redevelopment and that a contribution to the Parish Hall cladding costs has not been included in the 2015/16 budget. Following discussion, it was agreed for the Parish Council to apply for the remaining New Homes Bonus that is available for drawdown (£1,462) and for the Parish Council to match this funding from its reserves, as a contribution towards the cost of cladding the remainder of the Hall. Proposed by Cllr. Richmond, seconded by Cllr. Turvey and agreed by all. The Clerk will progress the New Homes Bonus application.

An update was provided regarding Hall electricity usage and further investigations are being made to establish the accuracy of the Hall and Pre-school meters and to identify how the usage is broken down. Once this information is available the situation will be reviewed with Pre-school.

Parish Hall Trustees, a Parish Council representative and the Hall Manager have met with the hirers of the Hall that wish to erect a marquee on the Parish Hall playing fields. Discussions included the points highlighted by the Council's insurance company, to which satisfactory responses were received. The marquee supplier will assess the proposed site, erect the marquee and also provide insurance. Music speakers will face away from residents and music will finish at 10.30pm. The hirers will advise local residents of the event in advance. A query has been raised with the hirers regarding additional lighting

proposed and the impact of this on residents. Concern was expressed about damage to the playing field and the Parish Hall will request that turf friendly matting is used on the ground and at all entrances to the marquee. The refundable deposit will include any damage to the playing field.

Consideration was given to an afternoon dog display on the playing field as part of a Hall booking. After discussion, this was agreed provided the hirers clear up afterwards, the area for the display is fenced off (without damaging the field), the hirers have appropriate public liability insurance in place and that the hirers are aware that the Parish Hall grounds remain as public open space. An additional £100 should be added to the Hall booking fee and a £200 refundable deposit taken by the Hall in case of damage to, or non-clearance of the playing field. Proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed with 3 votes in favour, one against and one abstention. The Clerk will advise the Hall Manager.

17. 2015/50 New Website

Cllr. Fincher declared an interest in view of family association. The domain name Norton-juxta-kempsey.org.uk has now been purchased for a period of 10 years. A hosting service has also been set up and the new website is now live. This site will be developed to support the Parish Hall and Parish Council. A Hall booking enquiry service is now available and consideration will be given to how this site will fit with the existing Council website that is hosted by Worcs CC. Any suggestions regarding the site and its content should be forwarded to Miss Abi Poole. Costs to date of £92.75 for domain name purchase and one year hosting service, were proposed by Cllr. Dawson, seconded by Cllr. Richmond and agreed by all. Future costs will include c. £50 per annum for the hosting service and any software needed for website maintenance.

18. 2015/51 Allotments

Cllr. Mrs McGovern/the Clerk advised that a couple of outstanding bills are being chased. The plumber is planning to carry out leak repair work shortly, as ground conditions allow. Once the leak has been repaired, the leakage claim will be submitted to Severn Trent Water. The new groundsman will assist with plot splitting, preparation, re-letting and repair/replacement of the damaged pedestrian gate.

19. 2015/52 Wadborough Road Garages

The vacant brick built garage has now been cleared for use by the Norton Theatre Group. The groundsman will fit of a hasp and padlock to secure the garage. Norton Theatre Group has been advised that whilst the Council has buildings insurance for the garage, insurance of the contents will be the Group's responsibility. Advice will be sought from a specialist company regarding the garage which is potentially of asbestos construction, along with cost to remove.

20. 2015/53 Public Rights of Way (PRoW)

It was noted that the 2015/16 P3 application has been received and it was agreed by all to submit an application for the maximum £500 grant on the same basis as last year. The Clerk will arrange.

21. 2015/54 Worcester Norton Sports Club (WNSC)

It was noted that Mr Breakwell is the new Cricket Club Chairman. The Clerk will invite Mr Breakwell and Mr Goode (Chairman of WNSC) to the next Community Groups meeting on 16th March.

22. 2015/55 Croquet Club

No further news.

23. 2015/56 Highways Matters

New village signs: See agenda item 24.

Village speed limits and traffic calming measures: Cllr. Richmond provided further information about the background to speed limits within the Parish, which were reviewed about 15 years ago as part of a County Council initiative. It was noted that the red road markings that highlighted the 30mph limit have worn away and reinstatement was suggested. The Clerk will seek permission to pass on comments from the Safer Road Partnership report to Worcs CC Highways, as evidence of the need for traffic calming measures. A letter will then be sent to Highways requesting remarking of the red 30mph road markings

and consideration of other traffic calming measures in view of the impact of the SWUE and Parkway Station proposals on the Parish.

24. 2015/57 World War I Centenary

The Clerk provided an update on projects planned by the WW1 Group, funding successes and new Norton village name signs (including reference to the Worcestershire Regiment). Proposals for the new signs were supported and a £400 contribution was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all. This will be funded from reserves. A query was raised regarding the dates for the Worcestershire Regiment and the Regimental crest/badge shown on the signs. The Clerk will follow up with the WW1 Group. The Clerk will also enquire whether the QR code information relating to the road names could be included on the new Parish Council website. It was noted that the draft Norton Barracks/Worcestershire Regiment booklet is not yet available; funding will be considered once this has been received for review.

25. 2015/58 Superfast Broadband

Cllr. Turvey provided an update regarding project progress (due to complete by June 2016) and areas within the Parish that will be covered by superfast broadband. It appears that 'cabinet 4' that covers Hatfield Bank, Hatfield Lane and part of Church Lane, is currently not included in the rollout programme. A second phase is out to tender and the project team has been asked to include cabinet 4. An update for residents is being included in the spring edition of the newsletter. Those cabinets within the Parish that are due to be upgraded should be completed during 2015. Cabinets linked to the St. Peter's exchange (e.g. Brockhill) have already been upgraded.

26. 2015/59 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 £
Fleet (Line Markers) Ltd	2 bags of line marker (£13 plus VAT)	15.60
New Farm Grounds Maintenance	Removal of conifers at Norton Parish Hall and grinding out of stumps (£685 plus VAT)	822.00
Information Commissioner	Renewal of Data Protection registration	35.00
Eibe Play Ltd	First invoice - play area redevelopment (equipment and surfacing costs) (£50,007.04 + VAT) (£35,000 financed from New Homes Bonus)	60,008.45
Eibe Play Ltd	Second invoice – MUGA redevelopment (£75,000 + VAT) (£75,000 financed from s106 funding)	90,000.00
	TOTAL	150,881.05

Accounts for Payment:

Creditor	Detail	Amount £
R. Pullen	Jan/Feb 2015 – play area maintenance/inspections (2 hours), mileage and pay in lieu of holiday (Gross)	19.97
Mrs J. Greenway	Honorarium February 2015 (Gross)	1,044.50
Mrs J. Greenway	Expenses February 2015 (net of £12.02 mileage being paid via payroll)	39.65
Norton Parish Hall	Contribution towards the cost of new outside lighting costs (agreed at October 2014 Parish Council meeting)	288.00
	TOTAL	1,392.12
	GRAND TOTAL	152,273.17

b) A donation of £550 to NJK CE First School, towards the cost of transport for pupil swimming lessons, was proposed by Cllr. Richmond, seconded by Cllr. Fincher and agreed by all (with the exception of Cllr. Mrs McGovern who abstained). This is S137 expenditure which remains within the annual limit. The Clerk will arrange.

27. 2015/60 Correspondence for Information

See Appendix 1 for a list of correspondence received.

28. 2015/61 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

29. 2015/62 Items for Update to Local M.P.

Nothing to report.

30. 2015/63 Councillors' Reports and Items for Future Agenda

No reports or items for future agendas.

31. 2015/64 Date of Next Meeting – Thursday 26th March 2015

Cllr. Turvey gave his apologies in advance of the March meeting.

The meeting closed at 9.50pm.

<u>Correspondence Received for 25th February 2015 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training, including Wychavon Area Meeting 4 th March, emailing agendas, Transparency Code, Neighbourhood Planning workshop, Parish Transport Guide, Gleaning meeting, revised Legal Topic Note Parish and Community Council meetings, pensions auto-enrolment, external audit seminar, Neighbourhood Plan funding, Moon Mission, SWDP consultations, Parish Council precept capping, CALC subscriptions, Go On Worcestershire, Council Healthcheck, Village SOS workshops, Volunteer information sessions (Upton), funding opportunities, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Carers Action Worcs	Spring 2015 newsletter
Community First	DEFRA funding update, February e-bulletin
DCK Beavers Ltd	VAT operating proposals
Kempsey Colts FC	Enquiry for use of pitches on Sunday afternoons
Malvern Hills DC	<ul style="list-style-type: none"> • Refusal notice planning application 14/01466/OUT (Broomhall Grange, Norton Road) • Welbeck planning application 13/00656/OUT re-consultation • Community Infrastructure Levy: Preliminary Draft Charging Schedule and Draft Developer Contributions Supplementary Planning Document – invitation to seminar
Mr Hirst	Slow and unreliable broadband in Littleworth
Mrs Little	Request for dog bin on the verge outside The Retreat and mains sewerage provision
Norton Parish Hall	Donation towards play area redevelopment costs
Pershore High School	January newsletter
Police & Crime Commissioner	Newsletter
RoSPA	2015 recreation area inspection
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service
Spinal Injuries Association	Enquiry relating to newsletter advert/notice
St. Peter's Parish Council	February newsletter
SWDP Project	Next consultation programme. Comments by 9am 30 th March.
West Mercia Police	<ul style="list-style-type: none"> • Parking Church Lane, Norton • New Police Surgeries
Wicksteed playgrounds	Outdoor fitness equipment
Worcs CC	<ul style="list-style-type: none"> • P3 application for 2015/16 • Publication of Statement of Community Involvement – update • Adopted Validation Document – business, environment and community • Vegetation clearance around A4440 Norton roundabout
Wychavon DC	<ul style="list-style-type: none"> • Town/Parish Election timetable • New Homes Bonus update, Strong Communities event and SOS workshop • Leisure Strategy - Parish consultation • Planning Committee agenda, papers and minutes for meeting 5th February • Draft Planning Pack for Parish Clerks • Agenda for Planning Committee meeting 5th March