

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

There were no public question time discussions.

- 1. Apologies for Absence:** P. Richmond, Mrs S. Way-Vautier, H. Turvey, M. Reeves. These apologies were accepted and approved.
Attending: K. Fincher (Chair), R. Brooker, C. Dawson, Miss A. Poole, Mrs. J. Greenway (Clerk/Responsible Finance Officer).
- 2. Vice-Chairman Signing of Undertaking and Declaration of Office**
Cllr. Fincher signed the Vice-Chairman's undertaking and declaration of acceptance of office.
- 3. Signing of Outstanding Undertakings and Declarations of Office**
Cllr. Fincher and Cllr. Brooker signed their undertakings and declarations of acceptance of office as Parish Councillors. It was agreed for Cllr. Richmond and Cllr Mrs Way-Vautier to sign their undertakings and declarations of acceptance of office at, or before, the next Parish Council meeting that they attend.
- 4. Changes to Membership**
The process to co-opt Parish Councillors to the vacancies arising following the uncontested election, was noted. As a result of the notice placed in the June Parish Council newsletter, one application has been received and a second is awaited. It was agreed to consider applications at the July Parish Council meeting to allow time for any other expressions of interest/applications to be received.
- 5. Declarations of Interest**
 - a) Cllr. Fincher reminded re-elected Councillors of the need to update their register of interests if necessary and newly elected Councillors of the need to complete and return a Register of Interests Form to the Wychavon Monitoring Officer within 28 days of their election. The Clerk confirmed that Register of Interests Forms have been submitted for Cllr. Brooker and Cllr. Miss Poole.
 - b) None. Existing dispensations were noted.
 - c) Cllr. Brooker – Matters relating to the Coppice Cottage/Parish Hall boundary and Parish Hall matters (as a Parish Hall Trustee). A dispensation will be sought at the July Parish Council meeting to enable Cllr. Brooker to participate in discussions and votes concerning Parish Council matters relating to the Parish Hall. Existing dispensations were noted.
 - d) None.

Cllr. Adams arrived at 7.50pm.
- 6. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**
Cllr. Brooker agreed to consider becoming the lead councillor for the allotments. Cllr. Dawson agreed to undertake the quarterly internal financial review as a non-signatory to the Parish Council bank mandate. Agreed to review allocation of other vacant areas of responsibilities at the July Parish Council meeting, when more members may be in attendance.
- 7. Minutes of the Annual Parish Council Meeting held on 21st May 2015**
Approved as proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.
- 8. 2015/162 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams reported on a successful Community Games event and Woodbury lane flood alleviation investigations. The District, City and County Councils continue to consider how to work together more efficiently. A meeting is being arranged as a result of reports of speeding along Hatfield Bank and HGVs

using the wrong route. Cllr Adams will contact Cllr Turvey for assistance. EnviroSort is extending its opening hours in line with the planning approval. Efforts are being made to arrange a meeting with Worcs CC Highways to clarify the traffic flow data produced as part of the SWDP proposals and to highlight the need for the model to incorporate the impact of the Parkway Station. The Planning inspector's response to the SWDP is anticipated in September, which will be followed by a period of public consultation, prior to the plan being considered for approval around mid-2016. There is no news regarding Gypsy and Traveller site locations. The vehicle activated sign (VAS) along the B4084, by the entrance to Mucknell Farm Lane, has not been repaired as this area will be considered as part of the Parkway Station proposals and may result in highway changes. The VAS would cost c. £1,000 to repair and there have been no reported accidents during the time that the sign has been out of action.

b) Finance

- (i) The current account balance was £15,273.16 on 16th June with the deposit account balance at £35,749.70 on 1st June. The Clerk reminded councillors that the final play area project invoice for Eibe (£13,177.69 gross) has yet to be released pending satisfactory completion of remedial work. S.137 expenditure for 2015/16 totals £100 to date and is within the s.137 allowance.
- (ii) There were no questions relating to the previously circulated monthly accounts or bank reconciliation to 31st May 2015.
- (iii) Annual audit progress – see agenda item 9.

c) West Mercia Police

- (i) PCSO Julie Pardoe/PCSO Steven Tinkler were unable to attend.
- (ii) A new Parish Council PACT representative will be considered at the July Parish Council meeting.

9. 2015/163 Year End Accounts and Annual Return

The draft accounts circulated prior to the meeting were reviewed. It was agreed for the Clerk to circulate the Annual Return year on year variance information to Councillors in place of a line by line Income and Expenditure variation report.

The Clerk referred to the Internal Auditor's report which advised of no matters for the attention of the Parish Council.

The Clerk reported on the year end bank reconciliation and the content of sections 1, 2 & 4 of the Annual Return, explaining that the main reasons for the Annual Return variances, year on year (in excess of more than 15% (and £250)), are the Parish Hall recreation facilities project costs and associated grant funding, along with the mains sewer connection to Norton Parish Hall. The Clerk advised that the audit has been advertised as required.

The bank reconciliation and accounts for the year ended 31st March 2015 were approved, and the Annual Return approved and signed off by Cllr. Fincher (as Chair of the meeting), as proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

10. 2015/164 Current Planning Applications

a) Cllr. Fincher summarised the following current applications.

Approvals

The Elms, Hatfield Lane Proposed single storey rear extension to kitchen and dining area. Parish supports.
Ref: W/15/01102

Norton Hall Nursing Home, Siting of portacabin for temporary period.
Woodbury Lane. Ref: W/15/00890

Unit 1-2 Court Farm, Change of use from B1 to sui generis beauty parlour. Parish not supported
Church Lane. Ref: W/15/00857 without additional parking provision.

3 Peninsula Road, Norton Ref: W/15/01091	First floor extension above garage.
<u>Refusals</u> – None	
<u>Awaiting Decision</u>	
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 DC 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 the 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
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.
Land to the east and south of The Crucible Business Park, Norton, Worcester Ref: Worcs CC 15/000007/REG3	A full planning application for the development of a new rail station and associated infrastructure. The application comprises of new platforms on the Birmingham – Bristol railway line and one platform on the Cotswold railway line, a new station building, a public right of way footbridge over the Birmingham – Bristol railway line, car parking, flood attenuation and a new roundabout on the B4084. Parish supports in principle but with concerns raised.
Eastfield, Wadborough Road, Kempsey. Ref: W/15/00769	Construction of 3no. stock lakes together with the provision of 4no. ‘glamps’ and the temporary permission of a mobile home for use of the fishery manager. Parish does not support.
<u>Internal Consultation</u>	
36 Orchard Grove, Littleworth Ref: W/15/01273	Alterations to fenestration and external elevation of dwelling.
Boulterley Cottage, Broomhall, Norton. Ref: W/15/01478/PP and W/15/01479/LB1273	Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage
Granary Barn House, Hatfield Lane. Ref: W/15/01461	Single storey rear extension.
22 Talavera Road, Norton Ref: W/15/01578	Single storey side extension and garage conversion.

Other - None

11. 2015/165 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters

As discussed under item 8a Cllr Adams' report. The revised layout of the Ketch island was noted. Cllr. Adams advised that Worcs CC is pursuing funding for 'dualling' of the Carrington bridge.

12. 2015/166 Land adjacent to St. Peters Garden Centre

Cllr. Fincher reported on a meeting held with the Clerk, Worcs CC Highways, Wychavon DC Parks Officer and representatives from Taylor Wimpey and Persimmon Homes to discuss the long outstanding adoption of Crookbarrow Road and adjacent grass verges. The developers agreed to establish ownership of the various areas of grass verge and for the situation to be discussed further in light of this information. Wychavon DC is willing to consider adoption of some of the verges, subject to receiving a commuted sum for maintenance from the developers. Parish Council adoption of some areas may need to be considered and Wychavon DC has offered to assist with commuted sum calculations. The situation will be considered further once land ownership has been clarified.

The developers continue to be chased for completion of the outstanding remedial work relating to the roundabout and new development. Contractors have been present on site, but only minor work to the pavements appears apparent at this stage. The situation will be monitored and chased as necessary. The location plans for relocation of the bus shelters have been approved by Worcs CC Highways and the Clerk is seeking progression with the developers. The Taylor Wimpey cheque for reimbursement of the 2014 verge cutting costs has been promised at the end of June.

13. 2015/167 Worcester Parkway Station

No further news. Comments to the proposals have previously been submitted and highlighted concerns relating to traffic flow, highway drainage, pedestrian/cycle access and parking.

14. 2015/168 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that the revised Parish Hall site plan has been received which reflects the Coppice Cottage boundary, as defined by the newly installed fence. This was agreed. The Clerk will seek addition of the line of the public right of way if this is an easy addition by the land surveyor. The Clerk will supply a copy of the plan to the owner of Coppice Cottage to evidence the agreed boundary. The Clerk provided an update on correspondence with the Council's solicitor to progress the land registration and STW contract. Cllr. Brooker took no part in discussions.

15. 2015/169 Employment Matters

The Clerk will arrange a Clerk annual review with Cllr. Turvey and Cllr. Fincher and will also liaise with Cllr. Miss Poole regarding the pensions auto-enrolment process.

16. 2015/170 VAT Procedures

The Clerk reported that no response has yet been received from HMRC regarding the application for clearance for exemption to register for VAT. The Clerk will complete and submit the 2014/15 VAT refund claim as soon as possible.

17. 2015/171 Parish Hall Recreation Facilities

Wording for the new play area/MUGA signs was agreed. Cllr. Dawson will order 2 play area/MUGA signs and one commemorative sign at a cost of up to £200, as proposed by Cllr. Fincher, seconded by Cllr. Miss Poole and agreed by all. Installation locations will be considered once the signs have been received. The Clerk provided an update on the play area and MUGA remedial work. Eibe will replace the seesaw handle and will weed spray the MUGA/tennis court and play area surfacing, followed by a cold repair where weeds have broken up the tarmac. Following this work, the Clerk will arrange for the surfaces to be regularly weed sprayed as a maintenance/precautionary measure. The Clerk will also arrange for the Parish Hall patio to be weed sprayed. The Clerk will ask the groundsman to remove the graffiti on the Semele climber and will chase Eibe for costs for replacement nets. The final invoice will be paid once

the remedial work has been satisfactorily completed. The Clerk advised that Wychavon has agreed to the final Community Grant claim being made after 30th June.

18. 2015/172 Parish Hall Car Park/Playing Fields/Outside Space

Dispensations were noted for Cllr. Dawson and Cllr. Fincher as Parish Hall Trustees. Cllr. Brooker took no part in discussions or votes on matters relating to the Parish Hall.

The project to resurface the car park is currently on hold pending receipt of the STW land sale proceeds and a decision relating to whether Pre-school is to progress with its own electricity supply. The Clerk will enquire whether the Grounds Contractor has any suggestions regarding playing field drainage. Wording for a new sign at the entrance to the Parish Hall was discussed; Cllr. Dawson will obtain a quote from the supplier of the play area signs. Cllr. Fincher will enquire whether the Hall Manager would be happy for the Hall Manager mobile phone number to be included on the sign. To streamline the process for bookings of the Hall and outside space, it was proposed by Cllr. Fincher, seconded by Cllr. Miss Poole and agreed for playing field bookings to in future be managed by the Hall Manager. Fees collected by the Parish Hall relating to use of the field will be reimbursed to the Parish Council on a regular basis. Any VAT implications will be considered once a response has been received from HMRC regarding Parish Council VAT registration. Playing field hire costs were considered and agreed to remain at £7.50 per hour per pitch. These charges will be reviewed on an annual basis. Worcester Raiders FC will continue to use the Parish Hall pitches for the 2015/16 season. The Clerk will add a safety check of the goal posts to the groundsman safety checks. Costs and information relating to flags was considered. It was agreed for Cllr. Fincher and Cllr. Turvey to review specifications and for 2 of each of the Union flag, St. George's flag and Parish flag to be purchased at a cost of up to £400. Proposed by Cllr. Dawson, seconded by Cllr. Brooker and agreed by all.

19. 2015/173 Parish Hall

Dispensations were noted for Cllr. Dawson and Cllr. Fincher as Parish Hall Trustees. Cllr. Brooker took no part in discussions or votes on matters relating to the Parish Hall.

As landlord representative and Parish Hall Trustee, Cllr. Fincher and Cllr. Dawson provided an update summarised as follows. The outstanding electricity bill has been reduced from £6,147 to £3,227 and new lower rates have been agreed with Scottish Power, along with a reduction in VAT. A meeting has been arranged with Pre-school to discuss a contribution to the outstanding bill and to consider future electricity arrangements. It was agreed for the Parish Council, as landlord, to propose that Cllrs Fincher and Dawson meet with Pre-school in their capacity as both Hall Trustees and Parish Councillors. The Clerk will also attend. It was agreed for Cllr. Fincher and the Clerk to draw up the agenda for the meeting and for the Council, as landlord, to propose that Pre-school installs its own connection to the electricity mains to overcome any potential supply/payment complications in the future. It was noted that the Council wishes to support Pre-school as an asset to the community. The Parish Hall Trustees requested that the Council considers making a donation towards the outstanding electricity bill. The Clerk will agenda for the July Parish Council meeting, when the outcome of the Pre-school discussions will be known. In the previous 2 years, the Council has made a 50% contribution towards the Hall buildings insurance cost and a similar donation was requested for the renewal in August. It was noted that this expenditure has been included within the 2015/16 budget. On this basis a contribution of 50% (up to £750) was agreed towards the buildings insurance cost as proposed by Cllr. Fincher and seconded by Cllr. Miss Poole. An enquiry for a fish and chip van to attend a Hall booking was agreed provided that the hirer ensures the facility is fully insured, it is not left unattended and all litter is collected. The Clerk will advise the Hall Manager.

20. 2015/174 Pre-School

As discussed under agenda item 19.

21. 2015/175 Parish Council Newsletter

The Clerk advised that Mrs Arrow will help with the Parish Council newsletter by collecting the newsletters once printed and distributing these, with any fliers, to the deliverers. The Clerk will include a notice in the next newsletter to seek additional deliverers to help with holiday cover. To assist with

production of the newsletter, in future the deadline for content will be 1st of August, November, February and May for the autumn, winter, spring and summer editions respectively.

22. 2015/176 Allotments

The Clerk advised that there is lots of work to do and this will be progressed as quickly as possible with assistance from the groundsman. In response to an enquiry, the situation relating to water supply on the allotments on the ‘garages side’ of Wadborough Road was discussed. The Clerk will contact STW for their suggestions on how best a mains supply could be provided (if possible without piping across Wadborough Road) and the cost of this. The situation will then be considered further. The Clerk will update the enquirer. The Clerk advised that the plumber’s invoice is awaited following repair of the water leak and following receipt, a leakage claim will be submitted to STW.

23. 2015/177 Public Rights of Way (PRoW)

The Clerk advised that a query has arisen regarding Pre-school’s Forest School and the public right of way at the back of the tennis courts and MUGA. The Clerk has referred to Cllr. Turvey as Parish Paths Warden for advice.

24. 2015/178 Worcester Norton Sports Club (WNSC)

No further news. Cllr. Fincher continues to seek the results of the community facilities questionnaire which was circulated last summer as a means of gathering evidence to support s.106 funding for the WNSC proposals.

25. 2015/179 Croquet Club

No further news. To combine with the WNSC agenda item in future.

26. 2015/180 Community Games Event (21st June) and Fun Run (4th October)

The Community Games was another successful event that appeared well attended. The medals which included the Parish Council name were appreciated. The Clerk advised that no Parish Council feedback forms were completed. The Fun Run date has now changed to 27th September and the organisers are liaising with the Hall Manager.

27. 2015/181 Highways Matters

The Clerk reported on feedback received relating to erosion of the highway verge along Broomhall Lane and knocking down of the village name sign. It was agreed for the Clerk to report to the Hub to request installation of posts along the verge and re-installation of the village name sign.

28. 2015/182 World War I Centenary

Cllr. Fincher highlighted the Mercian Regiment/Worcester Norton Shooting Club competition at the Community Games and the Mercian Regiment/Barracks publication that was available to buy at this event. Progress continues with other projects e.g. commemorative garden at the Garden Centre, new Norton village name signs, information boards and QR codes relating to the road names.

29. 2015/183 Finance

a) It was proposed by Cllr. Dawson, seconded by Cllr. Brooker **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation: None

Accounts for Payment:

Creditor	Detail	Amount £
New Farm Grounds Maintenance	2 cuts of Parish Hall playing field during May (£66.67 + VAT each) plus one perimeter edge cut (£15.75 + VAT)	178.91

Shear Perfection Ltd	One cut (29/5) of Norton Verges (£170 + VAT) and Parish Council share of churchyard mowing cost (£88.50 + VAT)	310.20
CPRE	Annual membership	36.00
Mrs J. Greenway	Expenses May 2015 (less mileage and computer allowance paid via payroll)	80.37
OHMS Ltd	Repair to lawn mower (£190.55 + VAT)	228.66
Worcestershire County Council	Asbestos survey Wadborough Road allotments and garage (£315 plus VAT)	378.00
Duplikate	Summer newsletter production net of advertising	500.00
Mrs J. Greenway	Honorarium June 2015 (including any mileage and computer allowance paid via payroll)	1,075.81
D. Fletcher	April/May – Groundsman duties (£348.09) and litter picking (£72.20) (Gross including materials purchased and mileage)	420.29
Shear Perfection Ltd	One cut (5/6) of Norton Verges (£170 + VAT) and Parish Council share of churchyard mowing cost (£88.50 + VAT)	310.20
Severn Trent Water Ltd	Allotments water bill Dec 2014 to June 2015	11.09
I. Selkirk	Internal audit	80.00
Worcestershire Guide Association	Donation to support Girl Guiding Association activities that benefit members of the Parish (agreed at 27 th November 2014 Parish Council meeting as s.137 expenditure)	100.00
Norton Community Trust	Contribution towards the cost of the medals for the 2015 Community Games event and the Parish Fun Run (agreed at 23 rd October 2014 Parish Council meeting)	700.00
	TOTAL	4,409.53
	GRAND TOTAL	4,409.53

30. 2015/184 Correspondence for Information

See Appendix 1 for a list of correspondence received.

31. 2015/185 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

32. 2015/186 Items for Update to Local M.P.

It was agreed to consider requesting a meeting by way of introduction. Discuss further at the July Parish Council meeting.

33. 2015/187 Councillors' Reports and Items for Future Agenda

Newsletter items are required by 1st August.

34. 2015/188 Date of Next Meeting: Thursday 16th July 2015

The meeting closed at 10.10pm. Cllr. Fincher gave his apologies in advance of the July meeting.

<u>Correspondence Received for 25th June 2015 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including VAT, Police and Crime Commissioner weekly newsletter, Armed Forces Day, after the election procedures, ACT local, WDC Planning Information Pack, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Community First	E-bulletin including funding information
CPRE	Newsletter and annual report
Glasdon	Product brochure
Mr & Mrs Poole	Verge maintenance Hatfield Lane
Mr Church	Update on dog fouling
Mrs Martin	Hedge maintenance Vimiera Close, Norton
Mrs Roach	Crookbarrow Road bus shelter replacement
NALC	Local Council Review summer 2015
Nigel Huddleston MP	Letter of introduction
Open Spaces Society	Annual report and accounts 2014, invitation to AGM 9 th July, newsletter
Rural Services Network	Survey for completion
Society of Local Council Clerks	Continuing Professional Development and training events
St. Richard's Hospice	Request for 'Write a Will' advert for inclusion in the autumn newsletter
West Mercia Police	National Rural Crime Network survey
Whitehill Direct Ltd	Outdoor notice boards e-brochure
Worcs CC	Invitation to comment on additional information relating to the Parkway Station planning application
Wychavon DC	<ul style="list-style-type: none"> • Code of Conduct and the Standards Regime training sessions • Armed Forces Day 27th June 2015 – 'fly the flag' • Strong Communities event slides and follow up information
Wychavon DC Planning	<ul style="list-style-type: none"> • Local Enforcement Plan training and Planning Compliance Officer role • Agenda for Planning Committee meeting 25 June 2015 and updates to reports • Planning Information Pack for Parish Clerks Approval notices: <ul style="list-style-type: none"> • W/15/01091: 3 Peninsula Road, Norton - First floor extension above garage. • W/15/00890: Norton Hall Nursing Home - Siting of portacabin for temporary period. • W/15/00857: Unit 1-2 Court Farm, Church Lane - Change of use from B1 to sui generis beauty parlour. Parish • W/15/01102: The Elms, Hatfield Lane - Proposed single storey rear extension to kitchen and dining area.