

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 23RD JULY 2009 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

1. Apologies for Absence: A. Bennett, M. Reeves, G. Dyer, K. Fincher.
Attending: H. Turvey (Chair), Mrs. C. McGovern, P. Richmond, Mrs. D. Hewison, D. Lucas, Cllr. Adams (District & County Cllr), Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Changes to Membership

The resignation of Lawrence Wallbank was accepted. The Clerk will advise Wychavon DC and will write to Lawrence Wallbank thanking him for his contribution to the Parish Council.

3. Declarations of Interest

Cllr. Lucas declared a personal and prejudicial interest in agenda item 21, SWJCS, due to land ownership within the development area.

4. Allocation of Areas of Responsibility to Councillors

Nothing to report.

5. Minutes of the Annual Parish Council Meeting Held on 25th June 2009

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas **and all were in agreement** that the minutes of the 25th June be approved.

6. 2009/165 Reports

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

Cllr. Adams reported upon the election results and the structure of the Worcestershire CC Cabinet. He advised that at County level he has a scrutiny/monitoring role. Cllr. Adams is meeting with Wychavon DC Planners to discuss the SHM landscaping scheme and will request that a copy of the scheme is provided to the Parish Council. The question of monitoring this landscaping scheme will also be raised. In response to a query regarding Officers entering land in connection with the SWJCS, Cllr. Adams reported that he has been advised that once land has been registered on the Land Availability Register then Officers have the legal right to enter the land and the policy is that no prior notice is given due to the number of sites to be visited.

b) Planning Committee

i) Cllr. Richmond summarised the current applications:

Approvals

Car park adj. Salamanca Drive, Increase height of boundary wall to car park –
Norton. Ref: W/09/01103 amendment to approval W/08/01902. Parish supports

Refusals - None

Awaiting Decision

Norton Hall Nursing Home Two storey and single storey extensions to provide additional, bedrooms new dining room and lounge. New access & drive and new sewage treatment plant. Parish supports with concerns noted. To Development Control Committee.
Ref: W/07/00182

Update from Wychavon DC:

Transfer of the sewage treatment plant to the residents is still underway. A new sewage outfall has been agreed along the north boundary of Morganite's land and the transfer of the land is taking place. Once the new access has been made to the Nursing Home, the current access will need to be closed, or gated and locked if required for emergency access.

Internal Consultation - None

Other - None

c) Allotments Committee

Cllr. Mrs. McGovern advised that most plots are looking good. The gate has been fixed and the concrete base and new pipe work for the water trough has been installed. Cllr. Turvey added that Worcestershire CC will be providing way marking posts for the footpath running to the back of the allotments to which 'keep dogs on leads' signs will be attached.

d) Playing Fields Committee

The Clerk advised that the pitch maintenance work is being progressed with the turfing and seeding completed. The weed and feed quote received was discussed and in view of the tight budget this year, it was agreed to defer this work and review this in the spring. The Clerk will advise the contractor. The Clerk reported on vandalism to the Hall which resulted in boards being placed on top of the wooden climbing frame. This was discovered by the handyman who has removed the boards and re-fixed them to the exterior of the Hall behind the bin store. The Clerk will notify the Police and ask for the area to be patrolled in the evenings.

e) Footpaths Committee

Cllr. Turvey advised that the PIP has not yet been completed and some installations have been delayed by land owners. It is hoped that the remaining items will be installed in the next month. Footpath maintenance work has not been completed in line with the work schedule and the footpaths handyman has been chased several times to request completion of this urgently. It was agreed that the Clerk will contact the Lengthsman to establish if he can undertake this work as an extra item and when this could be done. Work is estimated at 2-3 days. The Clerk will liaise with Cllr. Turvey and contact the footpaths handyman to reassess the position and arrange for the work to be completed urgently by whoever is able to complete the work first. Cllr. Turvey advised that concerns remain regarding the public right of way to the back of the new Church car park. The Clerk is arranging a site meeting with Rev. Sloggett to review the situation and the planning approval requirements.

f) Finance

(i) The current account balance was £10,081.02 on 9th July with the deposit account balance at £32,135.94 on 3rd July, plus Treasury Stock of c. £15k.

(ii) There were no questions regarding the monthly accounts to 30th June.

g) Parish Hall Management Committee (PHMC)

The Treasurer's Report for July was noted. Cllr. Mrs. McGovern advised that a firework display will be held this year, with the cost of the fireworks reduced by the amount of the loss incurred last year (£700). A new Secretary is in the process of being appointed and two people are interested in the Treasurers role. After discussion it was felt that following an appointment, the accounting basis should be reviewed which may better reflect the monthly position. In response to queries raised, Cllr. Lucas will check on progress in providing a rolling programme of maintenance and establish whether consideration has been given to a Lottery Grant application for a major refurbishment of the Hall.

h) West Mercia Police

The Police were unable to attend and no report was available. The Clerk will contact the Police as detailed under agenda item 4d.

i) Brockhill Recreation Area

In the absence of Cllr. Reeves, Cllr. Richmond advised that he has identified a Government funding scheme for new play areas that involve 'natural play'. David Manning, the Wychavon DC contact for the Scheme, has advised that applications for the final tranche of funding will be invited

from September, with a closing date in November 2009. Cllr. Richmond and Cllr. Reeves met with David Manning to visit two potential sites – the grass verge at the Church Lane/Crookbarrow Road bend and the grass verge in front of the black & white cottage by the Garden Centre island. Whilst neither site is ideal, they could be feasible as mini areas for natural play installations such as climbing rocks/logs and would help to fulfil the high need for play facilities in the area. David Manning advised that Kempsey Parish Council are expected to put in an application for funding and he will investigate whether any application from NJK Parish Council could be made on a joint basis in view of the short time scale and the work that would be necessary to secure either of the above sites. Cllr. Richmond has made enquiries of Highways and has been advised that the sites identified do not form part of the Highway, but that Highways would need to be consulted in terms of the visibility splay and safety. Police consultation was also recommended. Cllr. Richmond will forward the email received from Highways to the Clerk for information. Planning permission would also be required along with consent from the Legal Team at Worcs CC.

It was agreed to pursue this funding opportunity and the Clerk will write to the developers (as the parcels of land are not yet adopted) requesting their consent for use of the land for this purpose. Cllr. Richmond will join Cllr. Adams to meet with Mike Hurst, Wychavon DC Planning Officer to discuss the proposal. Cllr. Richmond has a contact to assist with site design.

The Clerk advised that Mr. Fincher has made further progress in terms of the MoD site along Crookbarrow Road in terms of firmly registering the Parish Council interest in this land, but this is a longer term potential site which is unlikely to be available before the end of 2010/2011.

j) Parish Plan

Cllr. Turvey advised that progress continues, with a parish survey planned in September. A survey of businesses in the Parish is also being planned with an invitation made in the next Parish Council newsletter for those working from home to participate in this survey. The children's photo competition has been judged and Cllr. Lucas visited NJK C.E. First School to present the prizes.

k) Parkway Station

No further news to report. The Clerk advised that Mr. Ives had offered to attend the meeting to provide an update following the meeting with Worcs CC if this hadn't already been received; the Clerk thanked Mr. Ives and advised that a report had been received.

7. 2009/166 EnviroSort

a) Cllr. Lucas advised that progress continues with the earth bunds being reduced in line with the planning approval, equipment is being installed and tarmac will be laid down to Woodbury Lane during the next couple of weeks. Opening is planned at the end of September. No recent complaints have been received. Concern was expressed regarding installation of a 2.3m wooden fence and Cllr. Lucas will make enquires to establish the structure of this and the exact location. It is thought to be installed as a sound barrier and to reduce light levels on Woodbury Lane.

b) Following discussion of the letter from Wychavon DC it was agreed that the Clerk will respond that the Parish Council feels that any changes made to the collection routes should not alter the requirement for vehicles, other than those collecting from within our parish, to access the EnviroSort facility in line with the planning approval conditions i.e. via the B4084. If any re-routing is planned that will impact upon this then we wish to be advised prior to such changes being commenced. The Clerk will also write to Worcester City Council to confirm that all of its vehicles will enter and exit the site via the B4084.

8. 2009/167 Flooding Issues

a) The Clerk advised that Cllr. Reeves is arranging quotes for the additional French drains on the allotments. It was agreed to delay ground preparation of plot 38 and half of plot 36 until after the proposed drainage work is installed as this work will impact upon these plots and may result in the work having to be repeated.

b) The Clerk advised that Cllr. Reeves, Cllr. Turvey and the Clerk met with Tony Jones,

Wychavon DC Engineering Consultancy Manager, to discuss the proposed ditch re-instatement work which has been agreed subject to various consents being obtained. A grant of £5k will be provided towards the costs. Initial investigative work to establish the extent of the pipe blockage at a cost up to £400 was proposed by Cllr. Lucas, seconded by Cllr. Mrs. McGovern and agreed by all. Cllr. Reeves is arranging quotes and is reviewing suggested options. Depending on the level of work required, a shortfall in funding may occur and the Parish Council will need to consider how to fund this if this situation arises.

9. 2009/168 Norton Pre-school Proposals

Cllr. Lucas advised that a grant decision has been delayed until the end of July/early August. Cllr. Lucas will liaise with Cllr. Adams to make enquiries to establish the reason for this. Once the grant has been approved, Cllr. Lucas will progress with obtaining a quote for linking the services from source to the new building. Cllr. Lucas confirmed that Pre-school is aware that further funds will need to be raised. Some items included within the grant application are based on estimates of costs rather than on formal quotes.

10. 2009/169 Planting of Roundabout at Brockhill

The Clerk provided details of the quotes received for installation of ornamental shale and planting to the roundabout. The quotes were discussed along with the offers made by SMH and the Garden Centre. It was agreed that sponsorship signage could be installed in line with that on the island by the Garden Centre. The Clerk will establish what level of funding SMH would consider and whether this would be an annual or a one off sponsorship. The Clerk will liaise with Cllr. Turvey and Cllr. Mrs. McGovern to progress.

11. 2009/170 Hedge Maintenance

a) After discussion it was agreed that whilst this is a main thoroughfare through the Parish and has received periodic maintenance arranged by the Parish Council in the past, the responsibility for maintenance of this hedge falls with the property owners and they were reminded of this in November 2007. The Clerk will write to the residents requesting maintenance work on an urgent basis as the hedge is infringing on the footpath, creating health and safety issues such as injury to pedestrians due to overhang and encroachment of the hedge and brambles.

b) In line with the above decision the Clerk will write to the resident in St. James Close requesting that the hedge is cut back to the property boundary to remove any encroachment onto the highway.

12. 2009/171 BBQ Area at Parish Hall

This was agreed as a good idea and the Clerk will obtain quotes for consideration, although this work was not included in the original budget.

13. 2009/172 Parish Council Newsletter

After discussion it was agreed that other Parish newsletters will be gathered for ideas to enhance the content of our newsletter, although concern was raised regarding the amount of time this could add to co-ordination and production of the newsletter. It was agreed to include the short Parish walk used at the Steps in Time event as a competition in a future newsletter. The Clerk will liaise with Cllr. Turvey and Cllr. Mrs. McGovern.

14. 2009/173 Archive of Local Historic Photographs

The Clerk advised that Cllr. Bennett has made contact with Mr. Corbett, Head Teacher at Pershore High School to progress this project in the autumn term. Cllr. Mrs. McGovern advised that another parishioner has slides of past Parish Carnivals which may also be able to be archived. Cllr. Mrs. McGovern will liaise with Cllr. Bennett.

15. 2009/174 Parish Hall

A discussion took place including income generation, Hall maintenance funding, events run for the benefit of the Parish and the Hall as a focus within the community. It was agreed that up to date financial information and budget monitoring is essential, along with a rolling maintenance

programme. An element of profit is necessary to cover maintenance costs, but that achieving high levels of profit is not the objective. As owners of the Hall, the Parish Council is ultimately responsible if the Hall Management Committee was unable to cover costs and held no reserves. The need for a rolling maintenance programme was reiterated and is being pursued by Cllr. Lucas with the Hall Manager. Cllr. Mrs. McGovern will make enquiries to establish if there is a job description for the Hall Manager position and whether this needs to be revised.

16. 2009/175 Finance

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation:

Creditor	Detail	Amount £
P. Skeys	Lengthsman work May & June 2009	315.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (3 visits in June)	175.61
Southern Electric	Regiment Close street lighting June 2009	15.41
Security Patrol Services	Locking of Parish Hall gates 2/6/09 to 28/6/09	112.72
CPRE	Annual membership renewal	29.00
Shear Perfection Ltd	Mowing of churchyard (£169) and verges at Brockhill (£165). Mowing FP20 (£120) and installation of concrete base under water trough at the allotments (£150) 4/7/09	604.00
	TOTAL	1,251.74

Accounts for Payment:

Creditor	Detail	Amount £
M. Jenkins	Preparation and planting of tubs at Parish Hall	150.00
J. Roach	Litter picking May/Jun/July (17 hours)	97.41
Mrs. C. McGovern	Expenses – Paper and ink jet	18.91
Mrs J. Greenway	Honorarium July 2009	558.82
Mrs J. Greenway	Expenses July 2009	59.31
Security Patrol Services	Locking of Parish Hall gates 29/6/09 to 5/7/09	56.36
D. Healey	Winner Summer Newsletter number puzzle	10.00
G. Neu	Runner up Summer Newsletter number puzzle	5.00
D.W. Playdon	Pipe work from mains to water trough at allotments	50.00
Shear Perfection Ltd	Mowing of churchyard (£169) and verges at Brockhill (£165), mowing grass in field adj. Coppice Cottage (£104), install concrete base and benches (£350) plus fix damaged gate at allotments (£95) 17/7/09	883.00
	TOTAL	1,888.81
	GRAND TOTAL	3,140.55

a) Renewal of the Local Council Review annual subscription at a cost of £13.50 was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas and agreed by all.

b) It was agreed that a donation would not be made to The Bobby Club at this time.

17. 2009/176 Correspondence for Information

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

18. 2009/177 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

19. 2009/178 Items for Update to Local M.P.

See Appendix 3 for a summary of a meeting held with Peter Luff M.P. prior to the Parish Council meeting.

20. 2009/179 Councillors' Reports and Items for Future Agenda

The Clerk will progress with obtaining brass plates for the newly installed benches.

Cllr. Lucas left the meeting in view of his prejudicial interest.

21. 2009/180 South Worcestershire Joint Core Strategy (SWJCS)

a) Cllr. Turvey advised that the SWJCS Working Group met with the SWJCS Team and the independent consultants ATLAS. The need for a significant gap appears to be established and accepted, although there is still debate concerning the size of this. A suggestion has been made by the SWJCS Team for the development area to be extended to include the gap, which would result in the land making up the gap being purchased as part of the whole development area and then this being passed to, for example, the Worcestershire Wildlife Trust or Parish Council to be managed. The benefit of this approach is that the land making up the gap is no longer owned by the existing land owner, who could put forward a planning application for this land at a future date which may, or may not, be approved. Meetings with developers have included reference to the requirement for a significant gap.

Inclusion of Norton within the development area has also been suggested by the SWJCS Team, the benefit of this being that additional facilities would be provided at a level in line with the whole development, whereas if Norton is outside the development area and only a few houses are built then the developer would not be required to provide additional facilities for the whole area e.g. a play area, or to make up for any deficiencies in old planning policies. On balance it was agreed that Norton should remain outside the development area as inclusion in this could indicate gravitation towards Worcester City.

Cllr. Turvey read out a draft email to be sent to the SWJCS along the lines above which was agreed. Cllr. Turvey also referred to the positive comments made by Peter Luff M.P. as summarised in Appendix 3 and the letter sent from Gill Colin, Head of Planning, Wychavon DC to Peter Luff M.P.

b) Cllr. Turvey will review the WMRSS Phase III Revision Options Consultation and draft a response if felt appropriate by 14th August.

22. 2009/181 Date of Next Meeting – Thursday 24th September 2009

The meeting closed at 10.10pm.

<u>Correspondence Received for 23rd July 2009 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters, Executive Officer's report to Area Meetings May/June,
Clerks & Councils Direct	July Magazine
Community First	E-bulletin
Lawrence Wallbank	Letter of resignation
Lloyds TSB	Deposit account interest rates
Mark Jenkins	Quotes for various landscaping options for Brockhill roundabout
Mr & Mrs Watson	Planting outside The Retreat and footpath maintenance/use
Mr. Sparling	Parish Volunteer Group
NALC	Annual subscription renewal
New Farm Grounds Maintenance	Quote for weed & feed treatment at Parish Hall
NJK Our Future	Children's photo competition results and Business Survey
NJK Our Future	Summary of meeting held on 13 th July
PD Hughes Ltd	Play area maintenance and support services available
Pershore High School	Newsletter July
Pershore Volunteer Centre	Group meeting 28 th July 4.30-6.30pm at Pershore Volunteer Centre – Assistance with recruiting and looking after volunteers.
Peter Luff M.P.	SWJCS
Rural Services Network	Monthly newsletter re parish issues, weekly rural focus digests, the impact of the recession on rural housing, training for individuals working in public service delivery in rural England (£375 + VAT) 22/9/09, Birkbeck College, London
Rural Services Network	Weekly newsletter and Primary Health Care and Social Exclusion project
Shear Perfection Ltd	Quotes for various landscaping options for Brockhill roundabout
Soc. Local Council Clerks	The Clerk magazine July, National Conference invitation
SWJCS	Acknowledgement of Young People's Petition
The Bobby Club, Evesham Police Station	Request for donation towards the costs of expanding The Bobby Club.
West Midlands Regional Assembly	Phase III Revision Options Consultation Document (consultation ends 14/8/09). Drop in event 2 nd July, 8.30am -1.30pm, Burlington Hotel, New Street, Birmingham
Wychavon DC	Code of Conduct – Standards Committee Annual Report 2008/9
Wychavon DC	Flood Alleviation Grant conditions
Wychavon DC	Planning approval notice: W/09/01103: Car park adj. to Salamanca Drive – Increase height of boundary wall to car part (amendment to approval W/08/01902).
Wychavon DC	Response to letter re local traffic routing to/from EnviroSort.
Wychavon DC	Review of planning application consultation process
Wychavon DC	Summer Arts Events
Zurich Insurance	Revised schedule to include tennis court posts and nets and tennis court fencing

Notes from the Public Question Time Prior to the Parish Council Meeting

Prior to the start of the Parish Council meeting a presentation was given by Nigel Potter, Worcestershire Rural Housing Enabler, Community First concerning Housing Needs Surveys.

Nigel advised that he works for Community First in a post funded by Worcestershire CC and 7 Housing Associations. He works in partnership with the District and City Councils across Worcestershire.

Housing Needs Surveys include a survey sent to every household within the Parish to collect information about the residents housing needs which is then analysed to provide a report outlining the housing needs within the Parish. If a need is identified then the Parish Council can decide if and how to pursue this in terms of affordable housing. Housing Needs Surveys can be used as evidence to resist housing development plans within a Parish if the survey reports a low housing need.

There is no cost to the Parish Council in undertaking such a survey. Survey packs which include a covering letter from the Parish Council, the survey form and a prepaid envelope for return are prepared as part of the service. Generally these are sent to the Parish Council in bulk for delivery with Parish newsletters.

Unless the need is urgent, surveys are currently being scheduled for early in 2010. In terms of timescales from start to finish, a report should be available at the end of February for a survey undertaken in January. Response rates of 50% are achievable, particularly if residents are prompted to look out for the survey, perhaps by a newsletter notice.

A Housing Needs Survey would link well to the Parish Plan which is currently being developed with a view to completion in early 2010. Concern was expressed that a survey could create confusion regarding the SWJCS issues.

Kempsey Parish Council has recently undertaken a Housing Needs Survey and Nigel will ask if he can share this with us as the report is currently at a draft stage. If this is not possible he will forward a final report for another Parish.

Nigel clarified that the survey identifies local needs for housing, which includes affordable housing. This could result in 'exception land' (which would not usually be permitted for housing) being identified and being subject to a planning application for affordable housing, which would be available to meet local needs only. Parish Councils are fully involved in the process and any decisions made.

The last Housing Needs Survey of the Parish was undertaken in 2000 and identified only a small need for housing.

The Clerk will agenda discussion of a Housing Needs Survey for the September Parish Council meeting.

Nigel was thanked for attending the meeting.