

**MINUTES OF THE ANNUAL MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 29<sup>th</sup> OCTOBER 2009 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

**1. Apologies for Absence:** A. Bennett, K. Fincher, Cllr. Adams (District & County Cllr).

**Attending:** H. Turvey (Chair), Mrs. C. McGovern, Mrs. D. Hewison, D. Lucas, M. Reeves, P. Richmond, G. Dyer, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

**2. Changes to Membership**

The Clerk advised that Richard Phillips is resigning as a Parish Councillor with immediate effect and a formal letter is awaited. Once this has been received, a letter will be sent thanking him for his service to the Parish Council and Wychavon DC will be advised.

**a)** In light of the second vacancy created by the resignation of Richard Phillips, one application was been put forward for the vacancy that Wychavon DC has advised can be filled by co-option.

**b)** After consideration of the application received, it was proposed by Cllr. Reeves, seconded by Cllr. Lucas and agreed by all that Kevin Fincher will be co-opted as a Parish Councillor. The Clerk will advise Cllr. Fincher and Wychavon DC.

**3. Declarations of Interest**

Cllr. Lucas declared a personal interest in agenda item 7, SWJCS.

**4. Minutes of the Parish Council Meeting Held on 24<sup>th</sup> September 2009**

It was proposed by Cllr. Lucas, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 24<sup>th</sup> September be approved.

**5. 2009/202 Reports**

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

Cllr. Adams was unable to attend the meeting but provided the following report via the Clerk. Deliveries are being made to EnviroSort to test equipment. Wychavon DC has served notice on Network Rail to complete watercourse maintenance work in the vicinity of the railway line adjacent to the field where flood alleviation work is planned (see agenda item 8). Potential planning issues raised by residents at The Hidage are being investigated/followed through by the Wychavon DC Enforcement Officer. A Tree Preservation Order has been made at Woodside, Hatfield Lane and it is understood that the planning application for this site will go to Committee (to include a site visit) if it is not refused. An update is being sought regarding landscaping and site activities at SMH. After discussion it was agreed that the Clerk will contact Cllr. Adams to express concern that the SMH landscaping scheme has still not been submitted, that parking areas appear to be located outside those approved and that work to fill in the clay pit is continuing.

**b) Planning Committee**

**i)** Cllr. Richmond summarised the current applications:

Approvals

<b>Land adj. Hatfield Farm, Hatfield Bank. Ref: W/09/01956</b>	Retrospective application for change of use of land to domestic and siting of garden store. Parish supports with conditions.
--	--

Refusals - None

Awaiting Decision

<b>Woodside, Hatfield Lane Ref: W/09/02055</b>	Demolition of bungalow and redevelopment of three no. dwellings plus various amendments. Resubmission of Ref: W/09/00042. Parish does not support.
--	--

## Internal Consultation – None

It was noted that Hatfield Lane residents are requesting that Wychavon DC considers the cumulative impact of overall building in the area and not just each individual case in isolation.

### **c) Allotments Committee**

Cllr. Mrs. McGovern advised that plot vacancies are being progressed via the waiting list and further plot splitting is being considered. No new issues have been reported.

### **d) Playing Fields Committee**

The Clerk advised that usage of line marker has increased in part due to increased pitch use, but also due to the need to remark pitches each week as the lines are not lasting. Increased litter after football games has been reported and the Clerk will raise this with the team. Cllr. Richmond suggested that when the pitches, or sections of them, are next reseeded consideration is given to using a harder wearing variety of grass if one is available.

In response to a query, Cllr. Reeves advised that in terms of drainage, the pitches were in a worse condition c. 25 years ago, but following land drainage work undertaken this had improved. However over recent years there have been extremely wet periods that have been more than the drainage system has been able to deal with. It was suggested that a contributing factor may be that the pipes in the field next to the playing field are thought to be blocked about 15m into the field and therefore the water cannot flow away. Mr. Dyer offered to observe the outfall during a wet period as an indicator regarding the efficiency of the land drainage and whether this may be silted.

### **e) Footpaths Committee**

Cllr. Turvey advised that the PIP continues to progress and that Worcs CC is chasing up outstanding issues. Cllr. Turvey will attend a meeting regarding provision of maps of Parish Rights of Way by Worcs CC. NJK Parish is due to be included within the next batch produced. These maps will be issued to residents and will replace the Information Board installed previously by Worcs CC in the Parish Hall car park. Cllr. Turvey explained the issues surrounding the hedge and fence adjacent to the footpath running from Hatfield Lane to the churchyard gate (alongside the new church car park). These have been highlighted to Rev. Sloggett. It was agreed that as this appears a compliance issue, this should be referred to Wychavon DC as necessary.

### **f) Finance**

(i) The current account balance was £14,301.78 on 14<sup>th</sup> October with the deposit account balance at £45,659.99 on 2<sup>nd</sup> October (less £10k transferred to the current account on 5<sup>th</sup> October), plus Treasury Stock of c. £15k.

(ii) No queries were raised regarding the monthly accounts circulated with the agenda.

### **g) Parish Hall Management Committee (PHMC)**

The Treasurer's Report for October was discussed and the new format was welcomed. Cllr. Lucas advised that this report will be fine tuned further. He also advised that a high level rolling maintenance programme has been drafted and priorities are being identified for the current and next financial years. Maintenance for this financial year includes electrics work. The accounting system to be used in future is being reviewed. Grant opportunities are being explored including those available from Worcs CC, Severn Waste and Bosch. Details of the financial outcome fireworks event are not yet available.

### **h) West Mercia Police**

The Police report was received after agenda item 4 to allow PC Woods to leave to attend another meeting. Other than one domestic incident, there has been no recorded crime since the last meeting. In respect of the parking issues raised at the September meeting, patrols have been made outside school and discussions have been held with parents; no problems have been reported since. Buses have been reported travelling too fast along Wadborough Road and Red Diamond has been

contacted. Feedback following the school visit (which included an evening for parents) has been positive and a further session is planned in January. A Police section has been included on the website [www.norton-juxta-kempsey.co.uk](http://www.norton-juxta-kempsey.co.uk).

The stables/livery yards have been visited and the issues appear to have been taken on board however in a liveried environment there is inevitably a control issue. Parking outside Smiths Livery Yard/Stables was highlighted as this is regularly causing a hazard to traffic. PC Woods advised that whilst there are no restrictions on parking along this section of Church Lane, for safety reasons it would be better if on-site parking was encouraged along with a request for no parking on the pavements. PC Woods will visit the owner to discuss.

In view of agenda item 12, PC Woods was asked for his observations regarding parking outside school and the position of the parking restrictions. PC Woods advised that support would be given to extended restrictions in the immediate vicinity of the school. PC Woods added that the next PACT meeting is due in January and Cllr. Bennett will remain as the Parish Council representative.

#### **i) Brockhill Recreation Area**

The Clerk advised that a letter has been received from Persimmon Homes which asks whether, in principle, the Parish Council would be interested in part of the area adjacent to St. Peters Garden Centre for development as a play area. It was agreed that the Clerk will respond positively, requesting a meeting to discuss this further, either on site or at Persimmon offices and to establish possible dates. The Clerk advised that the Playbuilder grant application has been submitted and that the Grant Officer has been updated regarding this development.

#### **j) Parish Plan**

Cllr. Turvey advised that questionnaire responses are being collated and a summary report will be produced. It is hoped that 500+ will be collected. Cllr. Lucas advised that he will try to collect further questionnaires and the final business surveys. Consideration will be given to collecting from any roads that have not yet been visited or where the response rate has been low. Cllr. Turvey advised that an estimate for printing the final plan has been received at £1,600, although this is felt to be a little low. A figure closer to £2.5k/£3k was envisaged and further quotes will be sought. The Parish Council was requested to give consideration to funding printing and also the number of copies required. The target printing date remains early in 2010.

#### **k) Parkway Station**

No further news to report.

### **6. 2009/203 EnviroSort**

Cllr. Lucas advised that the facility is in the process of commissioning, with a gradual build up to opening. The facility is likely to be operating in November. There are some outstanding items e.g. anti-skid surface at the B4084/Woodbury Lane junction and traffic warning signs. Assurances are being sought that these will be in place before the facility opens (even at below capacity). A lighting check has been requested to ensure that there are no problems for local residents. Cllr. Lucas confirmed that a permanent 'no left turn' sign will be installed to replace the temporary one and will establish when planting/landscaping will be undertaken. The wire fence has been installed to prevent unauthorised access to the site. A response has been received from Wychavon DC following the Parish Council letter regarding noise and air quality levels and monitoring. Cllr. Lucas and Cllr. Turvey will review this and share the contents with the Liaison Group.

### **7. 2009/204 South Worcestershire Joint Core Strategy (SWJCS)**

Cllr. Turvey reported upon meetings held by the Parish Council SWJCS working group with the new SWJCS Project Manager to gain a feel for her perspective and also the Worcs CC Officer with responsibility for schools within Worcester to discuss the impact of the SWJCS on NJK First School. A meeting is being arranged for the Parish Council SWJCS working group to meet with Mrs. Dean, Head Teacher at NJK First School to discuss the school's view on future developments.

A Parish Council public meeting to update residents on the SWJCS is arranged for 4<sup>th</sup> November in the new Beechill Room at Norton church. Cllr. Turvey advised that village green designation is being looked at to establish if this could be of any assistance.

Cllr. Lucas advised that land owners within the development area are considering acting together regarding the sale of land and that the SWJCS Team has requested a memorandum of understanding by 30<sup>th</sup> October to confirm this. It was noted that not all land put forward within the development area will be developed.

#### **8. 2009/205 Flooding Issues**

a) Cllr. Reeves advised that additional drainage work at the allotments would improve the site overall but would specifically improve about 6 plots. The additional French drains would run into the outflow at the back of The Hidage. The last major land drainage work to this area of the allotments was c. 20/25 years ago and the work proposed would be a more robust alleviation measure. After lengthy discussion it was proposed by Cllr. Lucas, seconded by Cllr. Mrs. Hewison and agreed by all that to ensure all plots are workable (in view of the lengthy waiting list) two additional French drains would be installed at the allotments at a cost of £2,200 for labour and removal of unwanted material plus c. £1,250 for materials. The total cost of c. £ 3,450 will be funded from reserves. It was agreed that the Clerk will instruct Shear Perfection Ltd. It was commented that in future it would be better if maintenance costs could be funded from the precept rather than by dipping into reserves and this will be considered as part of the 2010/11 budget discussions at the November Parish Council meeting.

b) The Clerk advised that Cllr. Adams, the land owner and a Wychavon DC Flood Alleviation Manager have met on site following the earlier meeting between the land owner, Cllr. Adams, Cllr. Turvey and the Clerk. Wychavon DC has served notice on Network Rail requesting maintenance work to the watercourse and ditches within 28 days. The impact of this work on the drainage of the pipes across the field where the flood alleviation work is planned will then be assessed further. It was considered likely that the window of opportunity to undertake any work to this field has now passed, as the ground is becoming increasingly wet. Therefore funds that may have been required as a contribution towards the cost of this work (in excess of the Wychavon DC grant) may not now be required and could be diverted towards the cost of the allotments flood alleviation work detailed above. It was noted that if the work in the field cannot be completed by March 2010 (which now appears unlikely) then the Wychavon DC grant will be lost and therefore it is unlikely that the work will be able to be pursued via the Parish Council due to a lack of funding.

#### **9. 2009/206 Norton Pre-school Proposals**

Cllr. Lucas advised that the grant decision is still awaited. The Pre-school application was the largest received by Worcs CC and it is considered likely that a reduced figure will be offered. Review at the next Parish Council meeting.

#### **10. 2009/207 Code of Conduct: Standards Complaints Procedures**

Adoption of the procedures circulated with the agenda was proposed by Cllr. Mrs. McGovern, seconded by Cllr. Mrs. Hewison and agreed by all.

#### **11. 2009/208 Housing Needs Survey**

It was noted that the Housing Needs Survey has been scheduled for May 2010.

#### **12. 2009/209 Review of Road Markings Wadborough Road, Littleworth**

After discussion it was agreed that the Clerk will write to Highways requesting an extension of the existing restrictions to include the section of Wadborough Road from the bus stop outside school to opposite St. James Close (on the Methodist Chapel side of the road). This section of road has continuous parking at school times which creates very poor visibility and is a danger to children/parents crossing to school and also to other drivers. This request was supported by the local Police as detailed under agenda item 5h.

### 13. 2009/210 Archive of Local Historic Photographs

In the absence of Cllr. Bennett, carry forward to the next Parish Council meeting for an update.

### 14. 2009/211 Parish Emblem/Logo

Agreed to carry forward for discussion at the next Parish Council meeting.

### 15. 2009/212 Parish Volunteer Group

See public question time discussions in Appendix 2. The Clerk will chase the insurance company to clarify the insurance position regarding volunteer group activities to enable further consideration of this at the next Parish Council meeting.

### 16. 2009/213 Parish Hall

Agreed to carry forward for discussion at the next Parish Council meeting.

### 17. 2009/214 Finance

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

#### Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Southern Electric	Regiment Close street lighting September 2009	2.31
Fleet (Line Markers) Ltd	Football pitch line marker	12.73
P. Skeys	Lengthsman work September	157.50
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 visits in September). Extra cuts required due to lengthened growing season.	117.07
Richards Sandy Partnership Ltd	Final 50% of annual accountancy service fee	385.25
Security Patrol Services	Locking of Parish Hall gates 24/8/09 to 4/10/09	173.10
Shear Perfection Ltd	Mow churchyard (£169) & verges at Brockhill (£165) plus install additional security fixings to 2 new Brockhill benches (£20). 12/10/09	354.00
R. Pullen	Mowing, strimming, weeding, bench maintenance (September – 11 hrs) plus petrol and Cuprinol	76.52
Norton Parish Hall	Donation to fund the prizes awarded at the Halloween Fireworks event (24/10/09)	100.00
	<b>TOTAL</b>	<b>1,378.48</b>

#### Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Shear Perfection Ltd	Mowing FP20 (£120) 20/10/09	120.00
C. McGovern	Mileage to EnviroSort Liaison Group meeting 9/9/09	10.82
Stoulton Groundcare Ltd	Annual hedge cutting around Parish (8/9/09)	230.00
Mrs J. Greenway	Honorarium October 2009	638.98
Mrs J. Greenway	Expenses October 2009	78.11
Fleet (Line Markers) Ltd	Football pitch line marker	17.11
M. Leach	Reimbursement for cost of winners prize for Parish Plan children's photo competition	40.00
M. Farmer	Winner Autumn Newsletter number puzzle	10.00
S. Tabary-Davies	Runner up Autumn Newsletter number puzzle	5.00
J. Roach	Litter picking Sept/Oct (19 hrs)	109.50
R. Pullen	Parish maintenance (October) plus petrol	83.30
Shear Perfection Ltd	Clearance and planting of island by The Barracks (to be sponsored by SHM)	475.00
	<b>TOTAL</b>	<b>1,817.82</b>
	<b>GRAND TOTAL</b>	<b>3,196.30</b>

**18. 2009/215 Correspondence for Information**

See Appendix 1 for a list of correspondence received. Cllr. Lucas requested site of the letter from Bosch for information.

- a) The invitation to the Remembrance Service was noted.
- b) The date of the Worcs CALC AGM on 25<sup>th</sup> November was noted.

**19. 2009/216 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.

**20. 2009/217 Items for Update to Local M.P.**

There was nothing for report at this time.

**21. 2009/218 Councillors' Reports and Items for Future Agenda**

Newsletter items were requested by 16<sup>th</sup> November. The Clerk will add consideration of the quote for a BBQ area at the Parish Hall to the next agenda.

**22. 2009/219 Date of Next Meeting – Thursday 26<sup>th</sup> November 2009**

The meeting closed at 10pm.

<b>Correspondence Received for 29<sup>th</sup> October 2009 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Arien Signs	Product brochure
Bosch	Update on the strategic employment site to the east of the M5 – outline planning application due to be submitted in the first half of 2010
CALC	Updates on various matters
Caloo	Installation of outdoor gyms
Community First	E-bulletins, invitation to AGM (28 <sup>th</sup> October)
CPRE	Campaigns Updates
Environment Agency	Refusal of consent to reinstate culverted ditch to the rear of Wadborough Road, Littleworth. Additional information required.
Komplay	Play equipment brochure
Linda Bilboe	Volunteer Footpath Walkers Response Sheet
Lloyds TSB	Improving customer service
Mike Henson	Development of Parish Council websites
Monster Play Systems	Natural play brochure
NJK Our future	Updates on Parish Plan group activities
OHMS Ltd	Mower servicing
Pershore High School	Newsletter – Aug/Sept09
Pershore Volunteer Centre	Stronger communities theme group meetings 29th October and 17th November
Persimmon Homes	Land at Norton for play area development
Peter Morgan	Parish Volunteer Group
Record RSS	Playground inspection and maintenance
Regional Spatial Strategy	RSS Update October 2009, Panel report following examination of the draft WM RSS Phase 2 Revision.
Rural Services Network	Monthly newsletter re parish issues, weekly rural focus digests, planning for beyond the recession
Soc. Local Council Clerks	Membership benefits scheme
St. James the Great Church, Norton PCC	Footpath adjacent to new car park
SWJCS	Update following meeting with new Project Manager. Information gathering exercise for the Joint South Worcestershire Site Allocations and Policies Development Plan Document.
Worcs CC	Bus Bulletin: 382 service reverts to pre-September 2009 route to allow for a more reliable service.
Worcs CC	Children's Centre Services - Use of the Parish Hall as a community venue for activities for parents with under 5's. (Put in contact with Hall Management)
Worcs CC	Community Greenspace Project Support
Worcs CC	Confirmation that Regiment Close does not form part of the Council's adopted road network and therefore is a private road.
Worcs CC	Highways request for strimming work along B4084 by the Lengthsman (as an extra to Lengthsman's budget)
Worcs CC	Public Notice: Temporary closure of Hatfield Bank – expected for 12 days commencing 16 <sup>th</sup> November
Worcs CC	WoW magazine Autumn 2009
Wychavon DC	Chairman's Christmas Fayre – 13 <sup>th</sup> November, 10am-3pm, Civic Centre, Pershore
Wychavon DC	EnviroSort: Noise and air quality levels
Wychavon DC	Planning approval notice: <ul style="list-style-type: none"> <li>W/09/01956: Land adj. Hatfield Farm, Hatfield Bank, Norton (Retrospective application for change of use of land to domestic and siting of garden store)</li> </ul>
Wychavon DC	Copy correspondence to Network Rail requesting land drainage maintenance work within 28 days
Wychavon DC	Publicising sports events/activities, invite to voluntary and community group meeting
Wychavon DC	Tree Preservation Order at Woodside and The Paddock, Hatfield Lane

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

One resident, Mr. Sparling, attended the Public Question Time to discuss the following topics:

1. Parish Volunteer Group

The 3 residents interested in forming a volunteer group have met to discuss ideas. It was agreed that the Parish Council would steer a volunteer group and would guide activities. Volunteers would not undertake activities that had not been agreed with the Parish Council. The volunteers would like to be an active group that is organised, motivated and valued by the Parish, with regular activities rather than just being called upon on an ad-hoc basis. The group would like to be able to assist residents and ease the Parish Council burden a little. A mixed group of males and females from all age groups would be ideal. The Clerk is checking on the insurance position and the Parish Council will consider the need for CRB checks. Initially, volunteers would need to be age 18+ and would not work with children/young people due to the need for specific training and CRB implications. It was suggested that one person would be appointed as the volunteer group co-ordinator who would liaise with the Parish Council and be responsible for ensuring that work allocated to the group is completed. Ideally the group would meet on a monthly basis and produce a brief newsletter/notice of activities which could be displayed on the Parish notice boards for information to residents (and to perhaps generate further members for the group).

Suggested activities included:

- Managing notice boards
- Litter collections
- Reporting of fouling to Wychavon DC
- Providing an additional liaison point for parishioners and visiting them if needed
- Developing a welcome pack for new residents to the Parish
- Providing feedback to the Parish Council, Police and Neighbourhood Watch on issues/incidents noted within the Parish as appropriate
- Cover newsletter deliveries where there is a vacancy or the regular deliverer is unavailable
- Footpath work
- Checking on road gulleys and reporting blockages
- Removing notices after events

Mr. Sparling, Mr. Owen and Mr. Morgan were thanked for their interest and it was agreed that a Volunteer Group would be of benefit to the Parish. This will be considered further by the Parish Council.

2. Parish Council Website

Mr. Sparling advised that the website that he has developed ([www.norton-juxta-kempsey.co.uk](http://www.norton-juxta-kempsey.co.uk)) has proved popular with residents and has the benefit of having a bespoke content rather than being a generic template like the Parish Council website (as hosted by Worcs CC). Mr. Sparling advised that this website can be updated quickly and that he would be happy to include Parish Council items if so wished. Parish Councillors will review the website and consider this offer at a future Parish Council meeting.

3. Parish Council Newsletter

Mr. Sparling provided an alternative quote for printing of the newsletter as he feels there may be the opportunity to reduce costs and improve the quality of the printing of the newsletter. It was noted that the existing printers invoice and collect the advertising revenue (which is netted off against the printing cost) and Mr. Sparling offered to undertake this role in future if this is required. The Parish Council will review this quote and newsletter costs at a future meeting. Mr. Sparling also provided feedback that he has received regarding the newsletter which included items such as poor print quality, the need to balance adverts against editorial, more variety in content would be welcomed and that residents wouldn't be without it. This was noted and will be considered when producing future newsletters.