

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26th NOVEMBER 2009 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** D. Lucas, P. Richmond, Cllr. Adams (District & County Cllr) (late arrival).

Attending: H. Turvey (Chair), Mrs. C. McGovern, A. Bennett, K. Fincher, Mrs. D. Hewison, M. Reeves, G. Dyer, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. **Changes to Membership**

The Clerk advised that a formal letter of resignation has been received from Richard Phillips. The Clerk will write thanking him for his service to the Parish Council and will advise Wychavon DC.

3. **Declarations of Interest**

There were none.

4. **Minutes of the Parish Council Meeting Held on 29th October 2009**

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Reeves **and all were in agreement** that the minutes of the 29th October be approved.

5. **2009/220 Reports**

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

Cllr. Adams sent apologies for late arrival. Comments are included within specific agenda items.

- b) **Planning Committee**

- i) The Clerk summarised the current applications:

Approvals - None

Refusals - None

Awaiting Decision

Woodside, Hatfield Lane

Ref: W/09/02055

Demolition of bungalow and redevelopment of three no. dwellings plus various amendments. Resubmission of Ref: W/09/00042. Parish does not support. Tree Preservation Orders applied to site.

Internal Consultation - None

Other – None

Cllr. Turvey reported from Cllr. Adams that the Woodside application is likely to go to Committee in January and will include a site visit. The capacity of the sewer was questioned. Cllr. Adams is supporting the neighbouring residents' request that Wychavon DC considers the cumulative impact of overall building in the area and not just each individual case in isolation.

Cllr. Turvey also provided an update from Cllr. Adams regarding the SHM site advising that Wychavon DC has written to SMH to enforce the planning conditions. The Clerk will write to Wychavon DC expressing concerns regarding apparent non-compliance with planning conditions and also regarding long term plans for the site. In view of the mud and debris deposited by lorries accessing SHM, the Clerk will contact Highways to seek surface cleaning of Church Lane from SMH towards the motorway bridge.

- c) **Allotments Committee**

Cllr. Mrs. McGovern advised that no new issues have been reported, bills have been issued and plot vacancies are being progressed via the waiting list. A £30 refundable deposit will be requested from each new tenant. This amount, along with allotment rent levels, will be reviewed at

the July 2010 meeting. Cllr. Mrs. McGovern will gather information regarding rent levels at other allotment sites for comparison purposes.

d) Playing Fields Committee

i) The Clerk advised that the football team has reported a high level of dog fouling on the playing field over the past few months. It was noted that dogs are regularly exercised off their leads in the mornings. The Clerk will request a visit by the Wychavon DC Dog Warden. A notice will be placed in the spring edition of the newsletter requesting that dogs are kept on leads at all times as fouling has become an issue on the playing field, also advising that patrols will be made by the Dog Warden.

ii) The Clerk advised that the line marking equipment is in need of repair or replacement as it is dispensing too much marker. It was agreed that the Clerk will investigate economical repair of the equipment and if this is not possible, to purchase a new liner marker after consultation with Cllr. Turvey and Cllr. Mrs. McGovern. It was also agreed to review pitch hire charges in March/April to ensure that costs are being covered. The Clerk will compare charges for other venues.

e) Footpaths Committee

Cllr. Turvey advised that a couple of land owner installations are outstanding but generally the PIP continues to progress. The Parish Rights of Way Leaflets meeting was cancelled and information is awaited from Worcs CC. Cllr. Turvey will chase this. It was suggested that the map in the Information Board at the Parish Hall could be replaced with a larger map which includes details of local landmarks. It was agreed that the Definitive Map could provide the basis for this. The Clerk will contact the WI to ask if they would be interested in developing a copy of this map to include photographs and a few words about local landmarks.

It was reported that the ditch and piped sections along the Radley Bridleway are in need of clearance. The Clerk will write to the land owners requesting clearance in view of the flood risk. A query was raised regarding possible ground slippage adjacent to FP20, near to the Wadborough Road entrance and whether this would be the responsibility of the resident adjacent to FP20 or the Parish Council. The Clerk will ask Mr. Pullen (Parish Handyman) to investigate and report back his findings.

f) Finance

(i) The current account balance was £11,345.73 on 10th November with the deposit account balance at £35,661.43 on 3rd November, 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)

i) In the absence of Cllr. Lucas, the Clerk read out his report which is summarised as follows. Progress towards budgeted expenditure shows that this needs to be tightly controlled. Presentation of this information in the format used is very helpful and will continue to be fine tuned. Revenue exceeds the budget slightly which will help as a number of expenditures may overrun.

Following discussion at the meeting, suggestions to increase attendance of the fireworks event (and so increase revenue) included further consideration of the event date (although it was acknowledged it is difficult to avoid clashes with half term and other local events) and increased publicity to perhaps include the areas of Stoulton and St. Peters. It was agreed that the aim is to cover costs. Cllr. Mrs. McGovern will feed these suggestions back to the PHMC. Feedback received at the event was generally positive although bar prices were considered a little high. Cllr. Mrs. McGovern advised that more help at the event would be welcomed if any volunteers are known.

ii) In the absence of Cllr. Lucas, the Clerk read out his report which is summarised as follows. A detailed programme will be put in place before Christmas. The priority for this financial year is urgent electrical work for which a quotation is being prepared. It has been suggested that the balance remaining on the maintenance budget be put aside (preferably put into a separate bank

account) and allocated for this purpose. For the financial year 2010/2011 it has been recommended that the maintenance budget be increased from £4,000 to £6,500 although this figure has yet to be agreed by the Parish Hall Maintenance Committee.

h) West Mercia Police

PC Woods and CSO Fogwill were unable to attend and no report was available.

i) Brockhill Recreation Area

The Clerk advised that Persimmon Homes is being chased regarding a meeting to discuss the possibility of developing part of the land adjacent to St. Peter's Garden Centre. No news has been received regarding the Play Builder Grant application. The Clerk will ensure that the project document is returned to the Parish Council. Cllr. Turvey reported that the need for a play area at Brockhill is evidenced in the Parish Plan questionnaire responses. Cllr. Fincher will email the MoD contacts as an informal reminder of our interest in the Regiment Offices site.

Cllr. Adams arrived at 8.30pm.

j) Parish Plan

Cllr. Turvey advised that around 300 questionnaires have been collected which have provided some interesting results. In order to increase the number of responses to c.500, representing approx. 50% of households, a second questionnaire is being delivered to areas of low response rate or where collections of the original questionnaire did not take place. Any help with deliveries/collections would be much appreciated. Drop off addresses were agreed along with a box at school. The photo competition has been judged and winners have been notified. Once results have been analysed, the report will be written with a publishing date likely in spring 2010.

k) Parkway Station

No further news to report.

6. 2009/221 EnviroSort

In the absence of Cllr. Lucas, the Clerk read out his report as follows. Severn Waste Services has been made aware that essential work has yet to start to complete the requirements of the Section 278 Agreement (slow down signs and anti skid surface on the B4048) and has confirmed that this work is due to be started very soon. Cllr. Adams advised that Parish Councillors will be invited to the official opening which is likely in the New Year. In view of the power problems at EnviroSort, the Liaison Group meeting of 9th December will be held at the Parish Hall (subject to availability) and it was agreed that no charge would be made for use of the Committee Room. Cllr. Adams commented upon the Energy for Waste plant proposed at Hartlebury and advised that a pre-application liaison group has been suggested to include interested parties from Hartlebury and Severn Waste. A group from Hartlebury will attend the EnviroSort Liaison Group meeting on 9th December which has been confirmed with Severn Waste.

7. 2009/222 Worcs CC Waste Core Strategy

It was agreed for Cllr. Lucas to review the Emerging Preferred Options document and draft a response. In view of the deadline for responses and the date of the next Parish Council meeting, it was agreed for Cllr. Turvey to approve the draft for submission.

8. 2009/223 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that the meeting for parishioners on 4th November was well attended by c. 70 residents who generally supported the stance of the Parish Council. The organisers were thanked for their efforts. Apologies were given to Cllr. Adams for the oversight in failing to invite him to the meeting on 4th November. The Parish Council SWJCS working group will meet over the next couple of weeks to discuss the way forward and will report back to the January Parish Council meeting. It is understood that the land owners have all signed the Memorandum of Understanding appointing a single developer to act on their behalf, with the exception of Persimmon who has

identified land as available for development but not by the developer linked to the other land owners. It was noted that whilst the stance is generally supported by parishioners, some do not want any development but accept in the situation the stance of the Parish Council may be the best approach.

How the SWJCS process will continue after the general election was questioned. It was suggested that whilst if the Conservatives are elected then Regional Assemblies are planned to cease, it may be that there will still be some development locally but from a bottom up, rather than top down approach. As the Local Plan expires in 2011, it may be that the work undertaken for the SWJCS is used as a basis for a new Local Plan in view of the timescales involved and the need for Plans to run concurrently. It was noted that the West Worcester development appears more advanced and that there may be more houses built in that location than originally planned. Furthermore, if the Bosch development around J6 M5 goes ahead then this may reduce the pressure for employment land within our Parish. The suggestion for local Parishes to all absorb a number of houses to reduce the size of any large development was noted.

It was agreed that it is important for the Parish Council to retain the ability and opportunity to reject development plans, particularly if the situation changes and not to find itself in the position where developments are imposed as they have been seen to have been 'agreed'. The Parish Council has engaged with the process to try to influence the development plans to obtain the best situation for the Parish. The SWJCS Team and Wychavon Planning are aware that we wish to be fully involved in any development plans.

It was noted that following correspondence and meetings with Peter Luff M.P. he is supportive of the Parish Council stance and its Proposals document. Cllr. Turvey will draft a further letter to Peter Luff regarding the high level of housing numbers dictated to local Councils and that we would wish to see these at more realistic levels and for the numbers to be substantiated. In addition, his support will be sought for a number of smaller developments in local Parishes to assist in reducing the need for large developments.

A further event for Parishioners was suggested for spring 2010 and it may be appropriate to invite members of the SWJCS Team. It was agreed that the last flier appeared effective in advertising the 4th November event.

Cllr. Turvey commented upon the potential for land to be designated as Village Greens. It was agreed for Cllr. Turvey to investigate this further. Cllr. Adams advised that he continues to resist developments under the SWJCS and added that infrastructure associated with the SWJCS is starting to be discussed at County level. Concern was expressed if dualling of the Southern Link Road is no longer required as a prerequisite to the developments.

9. 2009/224 Flooding Issues

- a) The Clerk advised that the contractor has been instructed but the ground at the allotments is too wet. It is likely that ground conditions will delay the work until early February at the earliest.
- b) Cllr. Reeves advised that Network Rail has been given a further 14 days by Wychavon DC to complete the required watercourse maintenance work. Once this has been completed, it should be possible to assess the flow of water through the pipes in the field. It was suggested that once this assessment has been completed then Cllr. Adams and Wychavon DC should be advised of the outcome and be requested to make contact with the land owner to progress work required in the event that the flow of water is inadequate. It is likely that the pipes across the field are of a smaller capacity than the pipe running under Wadborough Road that in part feeds this watercourse. The Clerk will update Wychavon DC regarding the current position and will request confirmation in writing that the grant money is available until March 2011. The Clerk and Cllr. Reeves will liaise regarding the information required by the Environment Agency and Wychavon DC will be contacted for assistance if necessary.

10. 2009/225 Norton Pre-school Proposals

In the absence of Cllr. Lucas, the Clerk read out his report which is summarised as follows. The Worcs CC grant application has not been successful. Pre-school are considering different options to make a further application. An extension to the Parish Hall rather than an independent building may well appeal. Cllr. Adams agreed to meet with Cllr. Lucas and Pre-school representatives to discuss options and to seek advice from Worcs CC regarding what sort of application is likely to be successful. Cllr. Turvey offered assistance as required. It was agreed that the Parish Council needs to be involved at this planning stage to ensure that any proposals made to Worcs CC are supported by the Parish Council.

11. 2009/226 2010/11 Budget and Precept

The draft budget circulated with the agenda was reviewed and the Clerk was thanked for producing this information. Reserve levels were discussed and it was agreed that a policy should be set regarding the level of reserves to be held, perhaps as a percentage of the annual budget. This would include funds for emergency needs. To assist in considering future reserve levels, it was agreed that Cllr. Fincher and the Clerk will consider future capital project requirements/costs and report back to the Parish Council. There was discussion regarding use of reserves to subsidise the Precept during this time of recession and very low interest rates, although this was countered by the view that reserves should fund capital expenditure, with the Precept funding general expenditure/maintenance work and to allow for reserves to be built up over time for specific capital projects. It was commented that in the current climate, a large Precept increase may not be popular with parishioners when reserves are held at their current level. Precepts in local parishes were reviewed as a guide to the level of funding other parishes require to operate. It was noted that Parish Plan questionnaire responses indicate that parishioners would generally like additional facilities within the Parish. It was suggested that the Precept increase should be considered in monetary, not just percentage terms, as the monetary amount involved is perhaps smaller than the percentage figure may infer, although it was acknowledged that parishioners will tend to be drawn to the percentage figure.

A 2010/11 precept of £29,400 was proposed by Cllr. Reeves and seconded by Cllr. Bennett. This would result in the allotment drainage work and Parish Plan printing costs being funded by reserves. Following a vote, 4 Councillors were in favour and 2 abstained, the proposal was therefore carried. It was agreed that the budget process will commence earlier in 2010 (for 2011/12) to encompass information regarding future capital needs/costs and to allow for a policy to be set for reserve levels. The Clerk will advise Wychavon DC of the 2010/11 Precept requirement.

12. 2009/227 Use of Parish Hall by the Parish Council

In view of the late time and the non-urgent nature of this item, it was agreed to defer until the January Parish Council meeting.

13. 2009/228 BBQ Area at the Parish Hall

In view of the late time and the non-urgent nature of this item, it was agreed to defer until the January Parish Council meeting.

14. 2009/229 Hedge Maintenance

Cllr. Turvey reported on maintenance required to reduce the height of the hedge that runs along footpath NJ542 (formerly FP20), to the rear of houses along Wadborough Road. It was agreed that land owner consent will be sought for volunteers to lay the hedge with training/assistance from Worcs CC. The Clerk will contact the land owner and tenant farmer.

15. 2009/230 Wychavon Bursary 2009/10

It was agreed to nominate Mike Goode for the Wychavon Bursary for his work as Chair of the Governors at NJK First School. The Clerk will ask Mrs. Lovegrove if she would provide a summary to support this nomination.

16. 2009/231 Worcs CC Adult Learning Service

The Clerk will gather further information regarding this service including costs and the required level of involvement by the Parish Council.

17. 2009/232 Parish Volunteer Group

- a) The Clerk reported that Zurich Insurance has advised that it would insure a volunteer group provided that this is under the control of the Parish Council, who is over-seeing the group and activities. Zurich would like a rough indication of what activities are planned and the number of occasions. One-off activities of an ad-hoc nature are currently covered however if more regular events are planned, on a more formal basis, then there may be an additional premium if this becomes extensive. Personal accident cover for volunteers is currently included within our policy.
- b) In view of the need for discussion and the late time, it was agreed to defer this item until the January meeting, with the exception of agreeing for Mr. Sparling to manage the Littleworth notice board and sweep around the area of the bus shelter on Wadborough Road on a volunteer basis.

18. 2009/233 Parish Council Website

- a) It was agreed for the Parish Council website to include a link to the website developed by a parishioner: www.norton-juxta-kempsey.co.uk. This will include an appropriate disclaimer to highlight that this is not a Parish Council run website. The Clerk will ask if a link can be included on this site to the Parish Council website.
- b) In view of the need for discussion and the late time, it was agreed to defer this item until the January meeting.

19. 2009/234 Parish Council Newsletter

In view of the need for discussion and the late time, it was agreed to defer this item until the January meeting.

20. 2009/235 Archive of Local Historic Photographs

Cllr. Bennett will arrange to visit Pershore High School to try to progress this project.

21. 2009/236 Parish Emblem/Logo

In view of the late time and the non-urgent nature of this item, it was agreed to defer until the January Parish Council meeting.

22. 2009/237 Parish Hall

In the absence of Cllr. Lucas (who raised this matter for discussion) it was agreed to carry forward for discussion at the next Parish Council meeting.

23. 2009/238 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Southern Electric	Regiment Close street lighting October 2009	2.31
Security Patrol Services	Locking of Parish Hall gates 5/10/09 to 1/11/09	112.72
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (1 visit in October). Extra cuts required due to lengthened growing season.	58.54
	TOTAL	173.57

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium November 2009	450.87
Mrs J. Greenway	Expenses November 2009	75.91
Shear Perfection Ltd	Installation of SMH sponsorship signs on roundabout	45.00
Fleet (Line Markers) Ltd	4 bags of line marker	34.22
	TOTAL	606.00
	GRAND TOTAL	779.57

b) A £50 donation to The Poppy Appeal, following provision of a poppy wreath for the Parish Council to lay at the Parish Remembrance Day service, was proposed by Cllr. Reeves, seconded by Cllr. Fincher and agreed by all. The Clerk will arrange.

24. 2009/239 Correspondence for Information

See Appendix 1 for a list of correspondence received.

25. 2009/240 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.

26. 2009/241 Items for Update to Local M.P.

As agreed under agenda item 8, Cllr. Turvey will draft a letter to Peter Luff M.P regarding the SWJCS.

27. 2009/242 Councillors' Reports and Items for Future Agenda

None.

28. 2009/243 Date of Next Meeting – Thursday 28th January 2010

2010 Parish Council meeting dates were agreed as follows:

28th January, 25th February, 25th March, 29th April, 27th May, 24th June, 22nd July, 30th September, 28th October and 25th November.

2010 Annual Parish Meeting: 22nd April (to avoid school Easter holidays of 2nd April to 14th April inclusive).

Cllr. Reeves gave advance apologies for absence for the January and May meetings.

The meeting closed at 10.25pm.

Correspondence Received for 26th November 2009 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters, Parish Conference, Worcs CC highways road works report, Wychavon Area meeting agenda and supporting papers: 2 nd December, Council Chamber, Civic Centre, Pershore 7.30pm
Caloo	Outdoor fitness equipment brochure
Clerks & Councils Direct	November magazine
Community First	E-bulletins, website access, PC 'fixing', Newline Magazine (Autumn 09)
CPRE	Countryside Voice magazine Autumn 2009, Campaigns Update
Glasdon	Product brochure
Green Tech	Equipment flier (benches, planters and grit bins)
Hartlebury Parish Council	EnviRecover proposal at Hartlebury
Husson UK	Play area equipment flier
John Sparling	Evidence of interest in www.norton-juxta-kempsey.co.uk
Littlethorpe of Leicester	Bus shelter brochure
Local Poppy Appeal Coordinator	Donation to The Poppy Appeal following provision of the Parish Council poppy wreath at the Parish Remembrance Service
Mr. Honan	Offer to assist with Parish Council's work re the SWJCS
Mrs. A. Griffiths	Volunteer footpath walkers response sheets
NJK Our Future	Parish Plan questionnaire – additional leaflet drop to areas of low response.
NJK Our Future	Updates on progress/activities
Parishioner	Parking outside Smiths Stables, Church Lane, Norton
Pershore High School	Invitation to carol concert at Pershore Abbey on 16 th December at 7.30pm
Pershore High School	Newsletters
Rekk	Youth shelter brochure
Richard Phillips	Letter of resignation
Rural Services Network	Monthly newsletter re parish issues, weekly rural focus digests
Rural Services Network	Newsletter and Communities survey
SMP Playgrounds Ltd	Play equipment flier
Soc. Local Council Clerks	Newsletter, The Clerk magazine Nov09
SWJCS	Information Gathering Events
West Mercia Police	Policing Matters: Wychavon meeting 8 th December, 7pm, Sytchampton Village Hall
Worcs Assoc'n Carers	Caring News
Worcs CC	Adult Learning Services – provision of classes in our Parish. Request to advise which courses (if any) we are interested in running in our Parish.
Worcs CC	Children& Young People Strategic Partnership Newsletter November
Worcs CC	The Worcestershire Warden Newsletter Oct09
Worcs CC	Waste Core Strategy: Emerging Preferred Options Consultation
Wychavon Community Action Partnership	Funding update, Voluntary and Community Group meeting (25 th November)
Wychavon DC	2009 Annual Report and Parish Matters newsletter
Wychavon DC	Agenda Standards Board Committee meeting 11 th November
Wychavon DC	Christmas/New Year 2009/10 refuse and recycling collection dates
Wychavon DC	Community Development Sports Recognition Awards for 2009
Wychavon DC	Copy correspondence to Network Rail requesting maintenance to watercourse within 14 days
Wychavon DC	Invitation to Chairman's Magical Gala Evening – 28 th November
Wychavon DC	Notices detailing Christmas and New Year refuse and recycling collection dates
Wychavon DC	Request for 2010/11 precept requirements by 15 th January 2010
Wychavon DC	SWJCS – South Worcestershire Site Allocations and Policies Plan – Information gathering events. Briefing session at The Council Chamber, The Civic Centre, Pershore on 9/12/09, 6-7pm. Cllr. Turvey to attend.
Wychavon DC	Wychavon Bursary 2009/10. Nominations required by 15 th January 2010