

**MINUTES OF THE MEETING OF THE**  
**NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON**  
**THE 23<sup>RD</sup> NOVEMBER 2016 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** R. Brooker (early departure), M. Reeves, Cllr. Adams (District & County Councillor), Rev. Mark Badger. These apologies and the reasons for them, were accepted and approved.  
**Attending:** H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, M. Hughes, J. Sparling, Mrs. J. Greenway (Clerk & Responsible Finance Officer).
- 2. Changes to Membership**  
Wychavon DC has advised that the Parish Council can co-opt to fill the Parish Councillor vacancy. Notices will be placed on Parish notice boards, Parish Council websites and in the spring newsletter (if the vacancy is not filled by that time). **Action: Clerk**
- 3. Declarations of Interest**
  - a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.
  - b) None
  - c) Existing dispensations were noted.
  - d) None.
- 4. Minutes**
  - a) Minutes of the Parish Council Meeting held on 20<sup>th</sup> October 2016 were approved. Proposed by Cllr. Fincher, seconded by Cllr. Sparling and agreed by all.
  - b) The minutes action summary was considered. This will be updated following the November meeting, with completed actions to be removed. **Action: Clerk**
- 5. 2016/280 Reports**
  - a) Cllr. R.C. Adams (District & County Councillor)**  
Cllr Adams was unable to attend but sent an update to advise that flooding issues reported to him relating to Hatfield Lane and Wadborough Road, Littleworth are being followed up.
  - b) Finance**
    - (i) The current account balance was £7,239.52 on 17<sup>th</sup> November with the deposit account balance at £70,680.94 3<sup>rd</sup> November (including £20,514.41 remaining New Homes Bonus funds). There has been no S.137 expenditure during 2016/17 to date.
    - (ii) There were no questions relating to the previously circulated monthly accounts to 31<sup>st</sup> October. The bank reconciliation will be circulated to Councillors upon receipt from the accountant. **Action: Clerk**
  - c) West Mercia Police**  
The Clerk highlighted the Police newsletter and reported that the Safer Road Partnership speed tolerance for speed checks is the speed limit plus 10% plus 2 mph i.e. 35mph for Church Lane.
  - d) St. James the Great Church, Norton**  
The Clerk will circulate the Church report received for the Parish Council newsletter. **Action: Clerk**
- 6. 2016/281 2017/18 Budget and Precept**
  - a) The Clerk advised that the precept request needs to be submitted to Wychavon DC by 3<sup>rd</sup> February and that the Council Tax support grant from Wychavon will remain unchanged. Draft Council Tax base figures should be available during the first week in January. No decision has been received relating to Government referendum principles in respect of 'excessive' precept increases, however the Parish Council would not fall within current draft Government proposals. In principle, it was agreed to

maximise the precept and Parish Council budget to develop the community. Ideas for expenditure suggested for 2017/18 (e.g. projects, events support) should be provided to the Clerk by 15<sup>th</sup> December.

**Action: Parish Councillors**

The Clerk will draft and circulate a 2017/18 budget, in advance of the January Parish Council meeting, to allow for agreement and submission of the precept request before 3<sup>rd</sup> February 2017. **Action: Clerk**

b) Quotes for Parish Maintenance work were considered.

New Farm Grounds Maintenance will be instructed to mow the playing field at a cost of £71.50 per cut and the field perimeter at a cost of £17 (on every other field cut) plus VAT. The Clerk will seek agreement to a two year fixed price arrangement. **Action: Clerk**

Shear Perfection Ltd will be instructed to mow the Churchyard and Memorial at a cost of £88.50 per cut (Parish Council share of cost), Footpath 20 (NJ543) at a cost of £60 per cut (3 cuts p.a.), field adjacent to Coppice Cottage at £60 per cut (one cut in August), cutting of road side hedges at the allotments, Parish Hall and field adjacent to Coppice Cottage at £350 (one cut in September/October) and cutting of the allotments side/top of the hedge between the allotments opposite the Parish Hall and 72 Wadborough Road at £150 (one cut in September/October). This was agreed as a 3 year arrangement for maintenance in 2017, 2018 and 2019. All costs plus VAT. The Clerk will advise Shear Perfection Ltd. **Action: Clerk**  
Agreement was given for the Clerk to accept a quote for mowing of the small grass verges at Brockhill, up to a 2% increase in costs, with a two or three year fixed price arrangement if possible. **Action: Clerk**  
Proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.

#### 7. 2016/282 S106, New Homes Bonus (NHB) and Other Funding Opportunities

The planning application relating to the coffee shop and development of the Hall outside space is ready for submission as discussed during public question time. Submission was agreed as a Parish Council application, submitted by Mr Simms. Planning application costs are anticipated c. £350 plus Mr Simms' costs in preparing the application and supporting documents. Proposed by Cllr. Sparling, seconded by Cllr. Hughes and agreed by all.

The s106 application for playing field drainage will be sent to the Clerk for submission, with planning permission not believed to be required following discussions with Wychavon. **Action: Cllr. Brooker**

A NHB application will be prepared for Hall outside space developments, including trim trail, outdoor gym, picnic area and swamp garden. Reference will be made to consideration of a future project at Brockhill, to improve areas within the housing development adjacent to St Peter's Garden Centre (e.g. play area and balancing pond area), but that the land is not yet adopted. Proposed by Cllr. Fincher, seconded by Cllr. Hughes and agreed by all. **Action: Cllr. Brooker**

This agenda item will be removed, with matters picked up under other agenda items. **Action: Clerk**

#### 8. 2016/283 Current Planning Applications

The following applications were noted.

Approvals - None

Refusals

**Eastfield, Wadborough Road, Kempsey. Ref: W/16/01648/PN**

Construction of 3no stock lakes together with provision of 4no "glamps" and the temporary permission of a mobile home for the use of the fishery manager. Parish Council does not support. To Wychavon Planning Committee meeting 20<sup>th</sup> October 2016.

**Land adj. to Field House, 4 The Orchards, Hatfield Lane. Ref: W/16/01786/CU**

The use of land for the stationing of caravans for residential purposes, together with the formation of hard standing, utility/ dayroom and erection of no.2 loose box stables. Parish Council does not support.

Awaiting Decision

**Land to the south of the City of Worcester, Bath Road. MHDC 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.

<b>Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: W/13/01617 St. Modwen Developments</b>	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.
<b>Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green &amp; the A4440 Broomhall Way. Worcester City Ref: P13A0617. St. Modwen Developments</b>	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.
<b>Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes</b>	Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure
<b>Land at Broomhall Way Worcester City Ref: P14L0266</b>	Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.
<b>Land at Broomhall Way Worcester City Ref: P14L0266 (amended application)</b>	Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.
<b>Cooksholme Farm, 3 Wadborough Road, Littleworth. W/16/02262/PN</b>	General purpose agricultural building for storage of feed and equipment. Parish Council supports.

Internal Consultation - None

No date has yet been set for the determination of the Worcester City planning application P13A0617 (details above). It is understood that this is likely to be determined simultaneously together with the corresponding urban extension applications by St Modwen and Capital Seven in conjunction with Malvern Hills District Council and Wychavon District Council. Also see agenda item 10.

The SWDP traveller and travelling showpeople site allocations development plan document consultation was considered. The Clerk will resubmit the previous Parish Council response suggesting the old DVLA site along the A38 as a potential site. Submission deadline 8<sup>th</sup> January 2017. **Action: Clerk**

Cllr. Turvey will attend new Wychavon Planning IT system training on 29<sup>th</sup> November. **Action: Clerk**

**9. 2016/284 Worcester Parkway Station**

Notes from the meeting held on 31<sup>st</sup> October have been circulated to Councillors, with a traffic light option for the Woodbury Lane bridge being explored by Worcs CC. Artwork for the station has been commissioned by Worcs CC, with the aim that this is sponsored to assist with funding.

**10. 2016/285 Southern Link Road (SLR) Improvement Works and Crossing Points**

No response has been received from Highways following the most recent Parish Council feedback and requests for crossing improvements, but signage has been improved a little and during working hours, contractors are manning the crossing points. A letter will be send to the Wychavon Chief Executive highlighting the inadequate and unsafe crossing points, the need for the bridge (between The Ketch and Norton roundabouts) to be installed due to the dualling of the SLR, with this forward funded by Worcs CC if necessary. **Action: Cllr Turvey and Cllr. Fincher**

### **11. 2016/286 Adoption/Maintenance of Development by Garden Centre**

Wychavon has arranged a meeting with the developers in December, with a follow up meeting to include the Parish Council to be arranged in the New Year. Wychavon will also be writing to Nigel Huddleston M.P. to seek his support in progressing outstanding matters with the developers.

### **12. 2016/287 Neighbourhood Plans**

An update was received explaining that Neighbourhood Planning is a Parish Council function and that the steering group will be a working group of the Council. Terms of reference suggestions were considered and Cllr. Turvey will approach other Parish Councils that are developing Neighbourhood Plans, to enquire about their terms of reference. **Action: Cllr Turvey**

At present most of the steering group members are Parish Councillors and efforts will be made to recruit members from outside the Parish Council to spread the workload. **Action: Cllr Turvey**

### **13. 2016/288 Employment Matters**

The Assistant Clerk probation period ends in December and the Clerk will progress in line with discussions. **Action: Clerk**

### **14. 2016/289 Parish Hall Recreation Facilities and Outside Space**

The planning application relating to the Parish Hall outside space is being submitted as agreed under agenda item 7. Relocation of the Pre-school container is included within this application and quotes are being sought for replacement fencing around this. A further quote for refurbishment/painting the Parish Hall gates will be obtained following completion of the reconfiguration work associated with the new bus service (see agenda item 19). The insurance assessor has authorised the insurance claim and completion of the work by Eibe, who have been instructed. After discussion of trim trail proposals, Cllr. Dawson will seek quotes for supply and installation of the matting surface. **Action: Cllr Dawson**

A s106 funding application has been prepared for submission for the field drainage work. It was noted that the mobile fish and chip wagon operator has decided against visiting the Parish Hall.

### **15. 2016/290 Parish Hall**

An update was received on the coffee shop developments, opening hours and staffing (initially with volunteers). An official opening is planned in February to allow for completion of works that need planning approval. Release of a further £10,000 of New Homes Bonus funding in respect of servery and flooring costs was agreed, as proposed by Cllr. Turvey, seconded by Cllr. Sparling and agreed by all. An events timetable for 2017 is being considered, with 4 key community events planned. Formation of an Entertainment Committee is being considered to arrange other community activities.

### **16. 2016/291 Advertising of Community Events/Activities/Public Meetings**

The situation regarding removal of road side signs and banners was considered. The Clerk will contact Wychavon DC to advise that road side signs are planned to be displayed within the Parish for a community Christmas Fayre and a community/local school carol concert and that these will be removed promptly after the events. **Action: Clerk**

### **17. 2016/292 Allotments**

The STW mains water connection has been installed and an update was received on plot allocations. After discussion, it was agreed to explore use of the now vacant allotments opposite the Parish Hall as overflow parking for the Parish Hall. Cllr. Turvey will explore planning requirements. **Action: Cllr. Fincher**

It was agreed for Cllr. Brooker to step down as allotments lead councillor and for Cllr. Sparling to take on this role. Cllr. Brooker will meet with Cllr. Sparling to provide a handover. **Action: Cllr. Brooker**

### **18. 2016/293 Public Rights of Way (PRoW)**

Replacement gates have been installed at the Parish Hall and replacement footpath signs are being progressed. Cllr. Turvey will contact Kempsey Parish Council about reports relating to PRoWs in its

Parish and will contact Worcs CC about continuance of the P3 Scheme in 2017. **Action: Cllr Turvey**

Cllr. Brooker gave apologies and left the meeting at 9.40pm. The meeting remained quorate.

#### **19. 2016/294 Bus Services**

Cllr. Hughes provided an update on bus service provision and on Parish Hall gate reconfiguration work to improve access for buses. A request will be made for the 3 month trial period for the 2 new bus services to be extended, in view of the time of year. The new services will be publicised, with a reminder of the need to use the services to ensure that viability can be proved to First. **Action: Cllr. Hughes**

#### **20. 2016/295 Increasing the effectiveness of the Council**

An update was received on development of the Parish Council Facebook page, with items for inclusion suggested. Cllr. Turvey offered to assist. The Clerk will liaise with the Assistant Clerk and Cllr. Turvey to progress. **Action: Clerk**

It was agreed to increase use of small working groups to progress projects, with terms of reference to be agreed for the working groups to provide direction and define responsibilities. The minute action summary needs to be updated by all those with actions allocated to them, to ensure that all points are covered and are progressing. **Action: All**

#### **21. 2016/296 Worcester Norton Sports Club (WNSC)**

Mr Goode has been appointed as President of WNSC, with the Chairman post being a rotational position. It is understood that pre-consultation planning discussions regarding proposed developments are due to be held with Wychavon DC and the Parish Council will be updated as matters progress.

#### **22. 2016/297 Highways and Drainage Matters**

An update was received following further correspondence regarding the Church Lane speed limit, with the Parish Council view remaining that the 30 mph speed limit is appropriate. A request has been submitted to Highways for consideration of extended parking restrictions along Church Lane. Incidents of parking on the pavement along Church Lane were noted, with a reminder issued for these to be reported at the time using the Police 101 service.

A report regarding drainage matters in Littleworth was considered. It was agreed for Mr Reeves to progress matters as proposed in the report. **Action: Mr Reeves**

Cllr. Turvey will visit NJ543 to assess the drainage situation from a PROW perspective (as Parish Paths Warden) and to consider potential assistance from Countryside Services. **Action: Cllr. Turvey**

#### **23. 2016/299 Parish Council Owned Lands**

Cllr. Brooker will explore items held in the Parish Council archives at The Hive. **Action: Cllr. Brooker**  
The Land Registry will be undertaking a site visit relating to the Parish Hall site land registration application. The Clerk will enquire whether Parish Council representatives can attend. **Action: Clerk**

#### **24. 2016/300 Phone Box St James Close**

Consideration was given to the BT proposals. It was agreed for removal of the phone box in St. James Close, as proposed by Cllr. Dawson, seconded by Cllr. Sparling and agreed by all. The Clerk will respond and enquire about intentions for the Hatfield Lane phone box. **Action: Clerk**

#### **25. 2016/301 Finance**

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

Accounts for Confirmation: None

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Ms Lawley	Winner of Autumn newsletter number puzzle	10.00
Mr Williams	Runner up Autumn newsletter number puzzle	5.00
Mr Gill	Installation of 2 metal gates to 2 Public Rights of Way entrances from the Parish Hall playing fields £280 plus VAT	336.00
Shear Perfection Ltd	Churchyard mowing October x 2 £177 and annual hedge cutting (allotments and Parish Hall) £350 plus VAT (24/10/2016)	632.40
P. Skeys	Lengthsman duties September and October	315.00
New Farm Grounds Maintenance	1 cut of playing field plus one perimeter cut for October £86 plus VAT	103.20
Mrs J. Greenway	Clerk Honorarium November 2016 - Gross including expenses paid via payroll	1,202.72
NEST	Employer pension contributions November payroll	7.10
D. Fletcher	Groundsman and litter picking work October/November (Gross incl. materials purchased and mileage)	447.69
Miss K. Watkinson	Assistant Clerk Honorarium October/November 2016 (Gross including expenses paid via payroll)	217.93
SME Solicitors	Land Registry inspection fee re Parish Hall site registration application	30.00
J. Greenway	Expenses for November 2016 (£38.68 less £6.50 paid via payroll)	32.18
H. Turvey	Reimbursement of cost of 3 x SWDP books	60.00
Norton Parish Hall	Draw down of New Homes Bonus funding re coffee shop development (servery and flooring costs)	10,000.00
Society of Local Council Clerks	Annual subscription	139.00
	<b>TOTAL</b>	<b>13,538.22</b>
	<b>GRAND TOTAL</b>	<b>13,538.22</b>

b) Donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed and noted as s137 expenditure. Proposed by Cllr. Hughes, seconded by Cllr. Sparling and agreed by all.

c) A revised donation of £480, in respect of the cost of the WW1 Group Norton Barracks trail leaflet, was proposed by Cllr. Dawson, seconded by Cllr. Fincher and agreed by all.

**26. 2016/302 Correspondence for Information**

See Appendix 1 for a list of correspondence received and noted.

**27. 2016/303 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting**

As discussed during the meeting.

**28. 2016/304 Items for Update to Local M.P.**

Nothing further to report.

**29. 2016/305 Councillors' Reports and Items for Future Agenda**

The Clerk will ensure that the Groundsman is undertaking a rolling programme of refurbishment of noticeboards, with replacements considered where recommended. **Action: Clerk**  
 Cllr. Turvey will write an article regarding the Annual Parish Meeting for the spring newsletter by 1<sup>st</sup> February. **Action: Cllr. Turvey**

Cllr. Fincher will review potential dates for a Parish update meeting regarding matters impacting the Parish e.g. SWUE, Parkway Station and A4440 crossing points. **Action: Cllr. Fincher**  
Cllr. Sparling will investigate whether Parish Hall event notices can be placed in the Tesco notice board. **Action: Cllr. Sparling**

**30. 2016/306 Date of Next and 2017 Meetings:**

26th January, 16th February, 30th March, 27th April, 25th May (Annual Parish Council Meeting), 29th June, 20th July, 28th September, 19th October and 30th November 2017.

Annual Parish Meeting: Wednesday 3rd May 2017

The meeting closed at 10.30pm.

<b><u>Correspondence Received for 23<sup>rd</sup> November 2016 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
Age UK	Herefordshire and Worcs Reconnections Programme
CALC	Updates on various matters and training sessions, including Armistice Day 2018, Traveller and Travelling Show People site allocations (SWDP), Community Heartbeat Trust, CALC subscription 2017-18, Council contact details, Great British Spring Clean, MHDC Ward profiles, Worcs LEADER Programme, PCC Community Ambassador, Wychavon Area CALC meeting 1 <sup>st</sup> December, Cold Weather Plan, social media training, PCC newsletter, come tree planting, Worcs Voices Conference, Worcs CC Parish conference & CALC AGM, Budget and Precept, Arnold-Baker on Local Council Administration, missing people in Worcestershire, Capping, Referendum Principles, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine November 2016
CPRE	Campaign updates
Highways England/Taylor Woodrow	M5 J4a-6 closure details and news bulletins
Miss Tyler	Enquiry re booking a wedding at St James Church, Norton
Mr Edwards	Warwickshire and West Mercia Police scam alerts
Mr Goode	Donations for community events
Mr Lucas	<ul style="list-style-type: none"> <li>• Copy correspondence sent to Cllr Adams re bus services and SLR works, including crossing points</li> <li>• Archdeacon's proposal for St. James the Great Church, Norton</li> </ul>
Mr Whitworth	Speed check objection – further correspondence
Norton Parish Hall	Insurance information and risk assessment for Halloween and fireworks event at Norton Parish Hall
Parish Hall Trustees	Record of decisions from 17 November Trustees meeting
Primary Care Supplies	Supplier of public access defibrillators
Rooftop Housing	Provision of basic internet skills training to residents
Royal British Legion	War Memorial maintenance
Shed Grounds Maintenance	Provision of grounds maintenance services
Soc. Local Council Clerks	The Clerk magazine November 2016
St Richard's Hospice	Christmas tree recycling campaign
Superfast Worcestershire	Update
SWDP	<ul style="list-style-type: none"> <li>• Traveller and Travelling Showpeople Site Allocations Development Plan Document (DPD) – deadline for suggesting site 9:00am on Monday 9th January 2017</li> <li>• Adoption of Affordable Housing SPD and Developer Contributions SDP</li> </ul>
West Mercia Police	Community newsletter
Worcs CC	<ul style="list-style-type: none"> <li>• Worcs Tobacco Control Alliance newsletter</li> <li>• A4440 night closures 21-23 November and 28 November – 21 December</li> <li>• Highways roadworks reports</li> <li>• Salt stocks</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• BT proposal to remove St. James Close phone box or offer adoption to Parish Council (with phone removed). Reply before 31 December</li> <li>• Community Recognition Awards Poster</li> <li>• Permission for Parish Council to co-opt a replacement member</li> <li>• Consultation on WDC and MHDC draft shop front design guide supplementary planning documents (Sept 2016)</li> <li>• Guide to outdoor advertisements and signs</li> <li>• Newsletters survey</li> </ul>



Wychavon DC Planning	<ul style="list-style-type: none"> <li>• New planning IT system and training provision</li> <li>• Agenda for Planning Committee meeting 17 November 2016</li> <li>• Minutes for Planning Committee meeting 20 October 2016</li> <li>• Acknowledgement of Neighbourhood Plan designation application</li> </ul> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> <li>• W/16/02061/PP: Windsor Cottage, Church Lane, Norton – rear ground floor extension to form a kitchen utility and cloak room</li> </ul> <p><u>Refusal Notices:</u></p> <ul style="list-style-type: none"> <li>• W/16/01648/PN: Eastfield, Wadborough Road, Kempsey – construction of 3 no. stock lakes together with provision of 4 no. “glamps” and the temporary permission of a mobile home for the use of the fishery manager</li> <li>• W/16/01786/CU: Land adj. to Field House, 4 The Orchards, Hatfield Lane - use of land for the stationing of caravans for residential purposes, together with the formation of hard standing, utility/dayroom and erection of no.2 loose box stables.</li> </ul>
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**Public Question Time**

Mr Simms attended to provide an update on the Parish Hall site developments and preparation of the planning application, following discussions with Wychavon Planning and the Parish Hall Trustees.

Plans were circulated for review, which have been endorsed by the Parish Hall Trustees (as confirmed by Cllr. Fincher and Cllr. Brooker).

The planning application is an all encompassing application, to include all the Parish Hall site projects being considered by the Parish Council and Parish Hall Trustees (within the Hall and in the outside space).

The application is proposed as a Parish Council application (as the Parish Council is the freehold owner of the Parish Hall site), with the application being prepared and submitted by Mr Simms, along with the supporting documentation.

Mr Sims explained the plans and provided a copy for the Parish Council records.

Due to the nature of the application, costs will be confirmed by Wychavon Planning when verifying the application, with costs anticipated c. £350.

Submission of the application will be considered during the Parish Council meeting under agenda item 7.

Mr Simms was thanked for all his work.