

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 16TH FEBRUARY 2017 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** C. Dawson (early departure), R. Brooker, J. Sparling, M. Reeves. These apologies and the reasons for them, were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, K. Fincher, M. Hughes, P. Richmond, Mrs. J. Greenway (Clerk & Responsible Finance Officer).
- 2. Changes to Membership**
An advert has been placed in the Parish Council newsletter and any applications will be considered at the March Parish Council meeting. It was agreed to seek to fill the vacancy with a non-Parish Hall Trustee.
- 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. Cllr. Turvey declared an other disclosable interest in agenda item 12 as a quote for the Parish Hall gate fencing has been received from a neighbour. No pecuniary interest was declared.
 - d) None.
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 26th January 2017 were approved. Proposed by Cllr. Hughes, seconded by Cllr. Dawson and agreed by all.
 - b) The minutes action summary was reviewed. This will be updated following the meeting, with completed actions removed. **Action: Clerk**
- 5. 2017/29 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
No report received.
 - b) **Finance**
 - (i) Balances - current account £13,129.99 (8th February), deposit account £54,619.84 (1st February), including £10,514.41 New Homes Bonus funds. S.137 expenditure of £50, within the annual limit.
 - (ii) The monthly accounts and bank reconciliation to 31st January will be circulated once received from the accountants. **Action: Clerk**
 - c) **West Mercia Police**
No report received.
 - d) **St. James the Great Church, Norton**
Rev'd Mark Badger sent his apologies along with a report which was conveyed by the Clerk and will be circulated to Parish Councillors. **Action: Clerk**
- 6. 2017/30 Planning**
 - a) **Current Planning Applications**
The following applications were noted.

Refusals - None

Approvals

**23 St James Close, Littleworth
Ref: W/16/02858/PP**

Proposed single storey rear extension to form a new kitchen/cloakroom/utility. Demolish existing garage and form new garage with ancillary accommodation at first floor level. Parish does not object, but points raised for consideration.

Other - None

Awaiting Decision

**Land to the south of the City of Worcester, Bath Road. Malvern Hills DC Ref: W/13/00656/OUT
Welbeck Land**

Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

**Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. Malvern Hills DC Ref: W/13/01617
St. Modwen Developments**

Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

**Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green and the A4440 Broomhall Way Worcester City Ref: P13A0617
St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Middle Battenhall Farm Worcester City Ref: P13B0632
Miller Homes**

Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

Land at Broomhall Way Worcester City Ref: P14L0266

Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.

Land at Broomhall Way Worcester City Ref: P14L0266 (amended application)

Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.

Recreation Hall, Wadborough Road, Littleworth. Ref: W/16/03003/PN

Improvements and alterations to village hall to replace windows to the main halls, reposition the front entrance. Extend front canopy roof, resurface the stoned car park area with free draining tarmac. Parish Council supports.

Internal Consultation - None

Appeals

Planning appeal ref: APP/J1860/W/16/3165260:

**Land adj. Pattann Bungalow, Abbotswood, Littleworth
MHDC Ref: 16/00008/FUL**

1 no. 4 bed house (Parish Council did not support the original application which was refused by Malvern Hills DC). Objection comments submitted to the Planning Inspector.

7. 2017/31 Worcester Parkway Station

Cllr. Fincher arrived at 7.50pm.

It is understood that funding for the pedestrian/cycle access to the Parkway Station is hoped to be approved by the end of February. A consultation questionnaire regarding potential closure of Woodbury

Lane will be included with the spring Parish Council newsletter. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all. **Action: Clerk**

8. 2017/32 Southern Link Road (SLR) Improvement Works and Crossing Points

No further news has been received regarding the bridges/crossing points. The planning applications for the SWUE housing developments have yet to be approved and s106 agreements have also yet to be signed. A meeting will be sought with WCC Highways and the SWDP Planning Team to press for progress and early installation of crossing points. **Action: Cllr Turvey**

In view of difficulties in obtaining responses and making progress, it was agreed to contact Nigel Huddleston M.P. to seek his support in addressing these issues. **Action: Cllr Turvey**

Cllrs Fincher and Turvey agreed to attend a 'Parish Council Chairman's Committee' suggested by Crothorne Parish Council, to seek to address common issues. **Action: Cllrs Fincher and Turvey**

9. 2017/33 Adoption/Maintenance of Development by Garden Centre

Work planned following the meeting between Wychavon Officers and the developer(s) in December was noted. It was agreed to seek a meeting with Lynn Stevens (Wychavon Parks and Landscape Officer) to discuss concerns relating to the play area and to obtain an update on progress with planned remedial work. Cllrs Fincher, Richmond and Turvey offered to attend, subject to availability. **Action: Clerk**

10. 2017/34 Neighbourhood Plans

Cllrs Fincher and Turvey are meeting with the consultant on 20 February to discuss costs and the project plan. A steering group meeting will be arranged to follow up on these discussions and to draft terms of reference. It was noted that some additional members have joined the steering group who are non-Parish Councillors. **Action: Cllr Turvey**

11. 2017/35 Employment Matters

Agreed to remove previous employees from the Parish Council payroll records. **Action: Clerk**

12. 2017/36 Parish Hall Recreation Facilities and Outside Space

Following discussions regarding funding for the proposed trim trail, it was agreed to apply for £5,000 s106 funding and £5,000 Wychavon Community Grant funding. Proposed Cllr. Richmond, seconded Cllr. Fincher and agreed by all. Cllr. Dawson will prepare the Community Grant application and will liaise with the Clerk regarding the s106 application. **Action: Cllr Dawson and Clerk**

Cllr. Brooker is preparing the s106 application for the playing field drainage.

Cllr. Turvey declared an other disclosable interest as detailed under agenda item 3c. As this was not a pecuniary interest and in view of the nature of the relationship resulting in the interest, Cllr. Turvey remained in the meeting, but refrained from voting. Following discussion of the quotes received, Mr Green will be instructed to paint the Parish Hall gates and fence at a cost of £750. Proposed by Cllr. Richmond, seconded by Cllr. Fincher and agreed by all. Cllr. Turvey did not vote. **Action: Clerk**

Provision of bike racks in the Hall grounds was considered as a future aspiration and further research will be undertaken regarding options and costs. **Action: Cllr Turvey**

13. 2017/37 Parish Hall

Pre-school has submitted comments regarding the Parish Council planning application for the Parish Hall site and the proposed relocation of the Pre-school container. It was agreed to submit a response to Wychavon Planning to reiterate that the new position of the container, as shown in the application papers, is indicative and that discussions are being held with Pre-school to finalise the location. **Action: Cllr Fincher and Clerk**

The coffee shop is on track for an invitation only opening on 3 March, followed by a public opening on 4 March. The coffee shop will be manned by Hall Trustees for a 5 week trial basis, after which opening times will be assessed.

Cllr. Dawson gave his apologies and left at 9pm.

Framing of the old Ordnance Survey map of the Parish and photographs from the opening of the Hall at

was agreed at a cost of £1,387, as proposed by Cllr. Fincher and seconded by Cllr. Richmond. Agreed to fund from reserves.

14. 2017/38 Allotments

The Clerk provided an update from Cllr. Sparling. The Clerk reported on work to secure the door to the garage rented by a Parishioner, who has been asked to confirm that this is now secure. It was noted that a new door is likely to be needed in the future.

15. 2017/39 Public Rights of Way (PRoW)

Cllr. Turvey provided an update on PRoW matters, including work to the gate from the Churchyard to the car park and clearance work planned by Worcs CC.

16. 2017/40 Bus Services

The initial 3 month trial period for the two additional 382 services is being extended until at least the end of March. The services currently have around 5-7 passengers, which is not sufficient to sustain them. An update will be included in the Parish Council newsletter encouraging residents to use the two additional services. If it can be proven that these services are sustainable, it was agreed to aim to resurrect a Saturday service.

17. 2017/41 Worcester Norton Sports Club (WNSC)

No further news.

18. 2017/42 Highways and Drainage Matters

Another near miss along Church Lane, Norton was noted and further details have been requested to support the Parish Council's request to Worcs CC Highways for extended double yellow lines in this vicinity. The Clerk will collate information regarding drainage/flooding matters and will liaise with Cllr. Adams, the Lengthsman, Mr Reeves and the Parish Groundsman as necessary. **Action: Clerk**

19. 2017/43 Parish Council Owned Lands

The Parish Hall site has been registered with the Land Registry on a Possessory Title basis (as the deeds could not be produced). Enquiries are being made to establish when this title can convert to an Absolute Title and to clarify the value included within the register details. Registration of other parcels of Parish Council land will be considered by the Council in due course.

20. 2017/44 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
OHMS	Service and maintenance of Parish Council mower and strimmer £202.19 plus VAT	242.63
Eibe Play Ltd	Repair of fire damage to Parish Hall play area £10,551.65 plus VAT (net amount less insurance excess to be covered by insurance)	12,661.98
	TOTAL	12,904.61

Accounts for Payment:

Creditor	Detail	Amount £
Society of Local Council Clerks	Local Council Administration (10 th edition) £73.60 plus postage	76.60
Information Commissioner	Annual renewal of Data Controller registration under the Data Protection Act	35.00
Norton Parish Hall	Reimbursement of changing room fees collected during 1 st January 2016 to 31 st January 2017	60.00
Duplikate	Spring newsletter (net of advertising) (£485), coffee shop fliers (£185) and Woodbury Lane consultation fliers (£90)	760.00
Mrs J. Greenway	Clerk Honorarium February 2017 - Gross including expenses paid via payroll	1,202.72
NEST	Employer pension contributions February payroll	7.10
D. Fletcher	Groundsman and litter picking work Jan/Feb 2017 (Gross incl. materials purchased and mileage)	646.24
Miss K. Watkinson	Assistant Clerk Honorarium Jan/Feb 2017 (Gross including expenses paid via payroll)	217.93
	TOTAL	3,005.59
	GRAND TOTAL	15,910.20

b) Donation request from NJK CE First School has yet to be received.

21. 2017/45 Correspondence for Information

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

22. 2017/46 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

23. 2017/47 Items for Update to Local M.P.

As agreed under agenda item 8.

24. 2017/48 Councillors' Reports and Items for Future Agenda

Item for March meeting agenda:

Consideration of registration of other community assets.

25. 2017/49 Date of Next Meeting

Thursday 30th March.

The meeting closed at 9.30pm.

<u>Correspondence Received for 16th February 2017 Parish Council Meeting</u>	
Sender	Subject
Barcham Trees	Tree planting brochure
Broxap	Street furniture brochure
CALC	Updates on various matters and training sessions, including Police & Crime Commissioner newsletter, Three Counties Orchard project, Planning training, Pensions, future of acute hospital services in Worcs consultation, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Community First	E-bulletin
Crothorne Parish Council	Formation of a committee of Wychavon Parish Council Chairmen
First Midlands	Wheelchair access on First Group buses
Mr Tucker	Parish magazine printing
Ms Crow	Ownership of Talavera Road/Crookbarrow Road grass verge
St Peter's Parish Council	Newsletter February 2017
SWDP	<ul style="list-style-type: none"> • Community Infrastructure Levy Charging Schedule – Consultation on Revisions to the Regulation 123 List post Examination (closing date 27 March 2017) • Consultations on South Worcestershire Residential Design Guide SPD, South Worcestershire Water Management and Flooding SPD, Renewable and Low Carbon Energy SPD (closing date 27 March 2017)
Worcs CC	<ul style="list-style-type: none"> • Night work on the Southern Link Road
Wychavon DC	<ul style="list-style-type: none"> • Geothermal heat could support businesses • Music workshops • Droitwich brine could soon be used in food • Safe Place initiative comes to Evesham • Planning injunction in Droitwich • Parking changes to help Evesham drivers • Business breakfast success • Agenda for Member Conduct Committee meeting 6 Feb 2017 • Council Tax increase recommendations • Feel the beat at drumming workshops • Licensed to chill with Healthier Choices Food Award • New Homes Bonus • Fly posting (advert on Barracks roundabout)
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 9 Feb 2017 <u>Approval Notices:</u> <ul style="list-style-type: none"> • W/16/02858/PP: 23 St. James Close, Littleworth – proposed single storey rear extension to form a new kitchen/cloakroom/utility
Wychavon Parishes Action Group (WPAG)	Application for free range chickens on land adjacent to Froghall Farm Bungalow, Upton Snodsbury