

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 19TH OCTOBER 2017 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** K. Fincher, Mrs R. Ritter. These apologies and the reasons for them, were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, M. Hughes, P. Richmond, and Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**

Wychavon DC has advised that the Council can co-opt to the vacancy following Cllr. Brooker's resignation, in addition to co-opting to fill the two earlier Parish Councillor vacancies. Applications received were considered and it was agreed to invite Miss C. Ryan-Dodd, Mrs D. Kelly and Mr. D. Lucas to join the Parish Council. Proposed Cllr. Turvey, seconded Cllr. Dawson and agreed by all.

Action: Clerk
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) None.
 - c) None.
 - d) None.
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 27th September 2017 were approved. Proposed Cllr. Hughes, seconded Cllr. Turvey and agreed by all.
 - b) The minutes action summary was reviewed in detail. This will be updated following the meeting, with completed actions removed.

Action: Clerk
- 5. 2017/203 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**

Cllr. Adams was not in attendance.
 - b) Finance**
 - (i) Balances – current account £11,562.07 (5th October), deposit account £89,200.17 (2nd October). These balances include £7,514.41 New Homes Bonus not yet spent (relating to the coffee shop/community hub project), £25,130 Severn Trent Water land sale proceeds (which have been allocated to the Parish Hall car park resurfacing project) and the second half of the precept and grant (£22,769). Balances including outstanding items of payment were also reported. S.137 expenditure for 2017/18 is currently nil.
 - (ii) There were no questions regarding the monthly accounts and bank reconciliation to 30th September.
 - c) West Mercia Police**

A report on recorded crimes/incidents was received. Vandalism in the form of graffiti to the Pershore bound Crookbarrow Road, Norton bus shelter was noted and this has been reported to the Police. The Parish Groundsman is removing the graffiti. A meeting has been arranged with School on 20th October to discuss parking at school times, which is being attended by Cllr. Mrs Ritter and PC Acaster.
 - d) St. James the Great Church, Norton**

Rev'd Mark Badger was not in attendance. It was noted that the Harvest Festival event on 1st October was a success. Cllr. Richmond offered to lay the wreath and give a reading at the Remembrance Sunday Service on 12th November. Cllr. Turvey will check his availability and attendance by other Councillors was welcomed.

6. 2017/204 Planning

a) Current Planning Applications

The following applications were noted.

Refusals – None

Approvals – 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 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.

Cooksholme Farm, Wadborough Rd Littleworth. Ref W/17/00972/FUL (plus additional information)

Conversion of 3 agricultural buildings to residential dwellings, erection of 4 new dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings. Parish Council supports with comments/conditions.

Bevere Lodge, Church Lane, Norton. Ref: W/17/01308/OUT

Outline application with all matters reserved for a new build 3 bedroomed, 2 storey dwelling, to include partial demolition of Beveridge lodge to facilitate plot width. Re-submission of 17/00235/OUT. Parish does not support.

Bevere Lodge, Church Lane, Norton. Ref: W/17/01308/OUT (amendment)

Outline application with all matters reserved for new build single storey bungalow, to include partial demolition of Beveridge lodge to facilitate plot width. Resubmission of W/17/00235/OUT. Parish supports subject to neighbours' views being fully considered.

Land at Woodbury Lane, Norton Ref: W/17/01934/FUL

Erection of industrial building and associated infrastructure, car parking, access and landscaping. Parish does not support.

Internal Consultation - None

Other – None

Appeals

Planning appeal ref: APP/J1840/W/17/3174675:

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

Construction of 3 no stock lakes and 4 “glamps” and temporary permission of a mobile home for use of fishery manager. Hearing held 20 September. Inspector’s decision due by 1 November 2017. **Appeal dismissed.**

7. 2017/205 New Homes Bonus (NHB) Funding

Ideas for projects for potential funding by NHB will continue to be considered. St Peter’s Garden Centre will be approached to enquire about the availability of a parcel of land that could be used to develop

facilities for young people within the Parish.
See agenda item 9 for Trim Trail discussions.

Action: Clerk

8. 2017/206 Parish Hall

Apologies were received from Cllr. Fincher (Parish Hall representative) and no report was available. The Halloween and Fireworks event will take place on 28th October at the Parish Hall.

9. 2017/207 Parish Hall Recreation Facilities and Outside Space

Ideas for the Trim Trail were considered. It was agreed for proposals to be refined to include one multi-purpose piece of equipment, signage for equipment use and signage for delineated trails around the field (short and long trail). More detailed proposals will be developed and circulated to Councillors for review.

Action: Cllr. Dawson

A play area accident report was discussed. The person reporting the incident considers this to be an accident, which has been reported in case a pattern of incidents emerges. No other such incidents have been reported to the Parish Council. Contact has been made with the person reporting the incident to gather further details, which have been placed on the Parish Council files. The Parish Groundsman has been requested to carry out an additional safety check, although no deficiency in the play equipment has been reported as part of the incident. To help to monitor accidents at the Hall and in the Hall grounds, it was proposed for all to be recorded in the Hall accident book. The Clerk will progress with the Hall Trustees and the Hall Manager to refine the process for accident recording.

Action: Clerk

Red Kite Pest Control has been instructed to assist with the mole problem at a cost of £100, as agreed at the September Parish Council meeting.

10. 2017/208 Norton Pre-school

A letter has been sent to Pre-school as agreed at the September Parish Council meeting, with a response awaited. Once this has been received the discharge condition application will be submitted to Wychavon Planning. Cllr. Fincher, Cllr. Turvey and the Clerk will review the existing lease and report back to the November Parish Council meeting.

Action: Cllr. Fincher, Cllr. Turvey and Clerk

11. 2017/209 Worcester Parkway Station

An update was received following the Stakeholder's meeting on 16th October. It is understood that Worcs CC is working with consultants to progress work regarding traffic calming measures, primarily along Church Lane and Woodbury Lane. Resident's feedback regarding the speed and volume of traffic passing through the Parish and associated issues, such as litter, were discussed. The Clerk will respond to the resident, advising of the work with Worcs CC.

Action: Clerk

12. 2017/210 Southern Link Road (SLR) Improvement Works and Crossing Points

Following discussions, it was noted that Cllr. Fincher is drafting the proposed letter to the Worcs CC Chief Exec and it was agreed to include a request for temporary traffic lights on the SLR, where the traffic marshals currently operate, to provide a 24/7 crossing point and to seek the outcome of the temporary crossing review.

Action: Cllr. Fincher

13. 2017/211 Adoption/Maintenance of Development by Garden Centre

The developer's Landscape Maintenance Plan will be reviewed, with any comments submitted to the Clerk for a response to be sent to Wychavon DC.

Action: Cllr. Hughes and Cllr. Turvey

To help to establish vehicle speeds, it was agreed to accept Highways' offer to seek the developer's agreement for speed recording cables to be placed along Talavera Road, by the play area. Resident's feedback regarding installation of bollards in Rolica Fields was considered. Cllr. Hughes will check the area for signage which may provide contact details relating to the bollards. It was agreed that parking in the area where the bollards are being installed may cause access issues to the pumping station, particularly if the owner can't be contacted, or access is needed at night.

Action: Cllr. Hughes

14. 2017/212 Neighbourhood Plans

A next meeting date is being arranged.

15. 2017/213 Employment Matters

The Clerk annual review has been arranged and the Groundsman/Litter Picker review will be arranged during November.

Action: Clerk

16. 2017/214 Allotments

The tenant has responded positively to the letter sent regarding the allotments bonfire guidance and outside waste not being brought to the allotments and the situation will be monitored. Changes to the non-domestic water market and billing were noted and it was agreed to assess the situation further upon receipt of the next allotments water bill.

17. 2017/215 Public Rights of Way (PRoW)

Cllr. Turvey continues to chase for completion of outstanding work with the Worcs CC PRoW team. An access issue relating to NJ562 was highlighted and will be reported to Worcs CC. **Action: Cllr. Turvey**

18. 2017/216 Bus Services

An update was received regarding the new bus services that are operating within the Parish. Details of passenger numbers will be provided to the Parish Council, so that usage can be monitored, and residents will continue to be encouraged to use the new services via the Parish Council newsletter. A meeting is planned to discuss additional stops within the Parish and Cllr. Adams' support for these new stops is being sought.

19. 2017/217 The Norton Worcestershire Regiment Group (NWRG)

The NWRG has been updated following the September Parish Council meeting and a grant funding application is awaited for consideration.

20. 2017/218 Worcester Norton Sports Club (WNSC)

No further news.

21. 2017/219 Highways and Drainage Matters

School parking problems in Littleworth are being progressed as discussed under agenda item 5c.

Highways have advised that the spoil from the 3 badger setts on Hatfield Bank has been removed, the situation is being monitored and if necessary work to mesh the bank will be carried out, avoiding the sett entrances. This work would require approval from Natural England and would have to be carried out outside the Badger breeding season of December to June.

A meeting is being arranged with Highways to consider suitable sites for use of the vehicle activated speed sign (VAS) along Hatfield Bank and Church Lane (between the Church and motorway bridge).

22. 2017/220 Parish Council Newsletter

All items for the Winter edition of the newsletter to be sent to the Clerk by 30th October.

23. 2017/221 Remembrance Sunday Service – 12th November

As discussed under agenda item 5d.

24. 2017/222 Worcs County Council Consultation – Planning Validation Document Review

Agreed not to submit a response.

25. 2017/223 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
New Farm Grounds Maintenance	Mowing of Parish Hall playing field x 2 (£143) plus one perimeter cut (£17) September plus VAT	192.00
	TOTAL	192.00

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium October 2017 - Gross including expenses paid via payroll	1,215.19
NEST	Employer pension contributions October payroll	7.18
D. Fletcher	Groundsman and litter picking work October payroll (Gross incl. materials purchased and mileage)	413.72
Miss K. Watkinson	Assistant Clerk Honorarium October payroll (Gross including expenses paid via payroll)	177.46
Mrs J. Greenway	Expenses October (excluding those paid via payroll)	82.61
Shear Perfection Ltd	Mowing churchyard 30/9/2017 £88.50 plus VAT	106.20
Shear Perfection Ltd	Mowing FP20/NJ543 7/10/2017 £60 plus VAT	72.00
Valuation Office Agency	Valuation for Norton Pre-school ground rent for lease £594.90 plus VAT	713.88
Westcotec Ltd	New battery charger for vehicle activated speed sign £60 plus VAT	72.00
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT and allotment hedge adjacent to 72 Wadborough Road £150 plus VAT	286.20
R. Webster	Winner of autumn newsletter number puzzle	10.00
E. Eeles	Runner up of autumn newsletter number puzzle	5.00
	TOTAL	3,161.44
	GRAND TOTAL	3,353.44

26. 2017/224 Correspondence for Information

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

27. 2017/225 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2017/226 Items for Update to Local M.P.

An update will be sought from Nigel Huddleston MP regarding the Boundary Commission Review of Parliamentary Constituencies.

Action: Cllr. Turvey

29. 2017/227 Councillors' Reports and Items for Future Agenda

The new noticeboard has been installed along Crookbarrow Road and treatment of the posts to minimise water damage will be explored.

Action: Clerk

The 2018/19 budget work will be commenced.

Action: Clerk

30. 2017/228 Date of Next Meeting

Parish Council meeting: Thursday 30th November. Cllr. Hughes' apologies were noted in advance.

The meeting closed at 9.40pm.

<u>Correspondence Received for 19th October 2017 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including Data Protection, Bewdley Neighbourhood Plan, Wythall Emergency Plan, free home fire safety checks, phone boxes maintenance, Velo Birmingham debrief, St Richard's Hospice open afternoon, Transparency Code gathering, WCC to tackle congestion, Wychavon Wellbeing Week, budget capping, disqualification criteria consultation, PCC newsletter, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Community First	E-bulletin
CPRE	Campaigns updates – wrong homes in wrong places
Highways England	Oldbury Viaduct M5 project and traffic management/ road closure information
Landscape and Amenity	Product update magazine
Mrs Beavon	Incident at play area
Ms J. Tisdale	Volume, speed and nature of traffic using Woodbury Lane, Church Lane, Crookbarrow Road and associated litter problems
Police & Crime Commissioner	News and updates
Rural Services Network	Rural opportunities bulletins, Rural Vulnerability Service, Rural News Digest
Saltex	Sports, amenities, landscaping trade exhibition – NEC 1-2 November
Severn Trent Water	Water industry changes for non-household customers and transfer of account to Water Plus as a non-household supply
Worcs CC	<ul style="list-style-type: none"> • Planning validation document review consultation • Submission of lengthsman invoices and timesheets • Worcestershire Health and Wellbeing Board invitation to its stakeholder event on its priority area 'reducing the harm caused by alcohol'
Worcs CC Highways	Weekly roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Cashing in on Brexit tourism boom • Don't stay silent on hate crime • Defibrillators in Wychavon • Wychavon District Council's visual arts competition for 11-18 year olds • Trader backed car parking discount launches for Droitwich High Street traders • Residents can have their say - two special focus group events taking place on Wednesday 8 November at 2.30pm and Wednesday 15 November at 6.30pm, both at the Civic Centre in Pershore, Wychavon • Ageing Well Events • Westlands project presented to Droitwich town council
Wychavon DC Planning	Agenda for Planning Committee meeting 19 October 2017
Zurich Insurance	New phone number for legal advice, business assistance and claims