

**Norton and Lenchwick Parish Council
Minutes of the meeting 6th July 2017**

Wendy Cope, Clerk to the Council

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Present: K. Leonard, Chair, D. Bush Vice Chair, Councillors: S. Drayton, T. Battersby, K. Davis, Cllr Hopkins and Wendy Cope Locum Clerk

Public present: One member of the public

1) Apologies

District Cllr. Homer

2) Declaration of interest

K. Leonard is married to the Lengthsman, and must be excluded from any conversations in relation to this. She is also a trustee of the hall.

T. Battersby asked to be excluded from any conversations about planning applications for number 78 Lenchwick Lane.

3) Pubic Session

No questions asked.

4) Review of minutes of previous meeting.

Approved the minutes of the Council Meeting held on the 11th May 2017

Approved the minutes of the Extraordinary Annual Meeting 22nd May 2017

5) District/County Councillor's reports

County Councillor A. Hopkins.

Councillor Hopkins reported that there was a new Councillor for Highways who is an experienced Politician. Councillor Hopkins reported that he had received a lot of telephone calls complaining about road works especially in The Lenches, he has spoken to the relevant department who have assured him that whilst they try to repair all the roads in the same are as it makes sense to utilise the machinery to the maximum, they try not to block different routes to one place. Councillor Hopkins stated that he was going to inspect the roads in the area with a view to dealing with older complaints that had not been addressed, and asked the council to inform him of any other issues relating to this.

6) Chairman's Report

The Chair had no report.

7) Field Path Officer's report.

The Council agreed that Mr. McLaren's enthusiasm was commendable. The Chairman suggested the Parish Council fund a course in strimming for him. Various providers were suggested. The Chairman suggested that the new clerk could investigate further.

8) Lengthsman's Report

Park checks are completed every two weeks. The chain fence is severely damaged and will need replacing in the near future. Broken glass in the park, maybe people picnicking. Reference to the pruning of the lower branches of trees under different ownership, some will be paid for by The Parish and some by Worcestershire.

9) Finance and Policy Committee report

The chairman reported that there had been some minor discrepancies in the External Audit, she had amended these, and was happy that it would be completed now. There have been no changes to the model financial regulations from the previous year. The Chairman made a motion to accept the regulations. There were no changes to the asset register from last year. The Chairman made a motion to accept the asset register. Both motions were passed.

10) Community Outreach and P.A.C.T reports.

- A) Cllr Battersby reiterated the lack of enthusiasm for the report he had instigated on speeding, and reported that all the proposals made therein could not be used as they would include bureaucratic exercises. The only thing that would be possible was to put 30 mile an hour sticker on waste bins. Other Councillors commented that these had already been issued. Cllr Battersby said that he had been advised that entry gates at The Norton Grange end of the village would be possible, he advised The Council that the statistics would seem to indicate that the entry gates at the other end of Evesham Road had calmed the traffic. The gates must be supplied by an approved supplier, Cllr Battersby had two very different quotes from said suppliers. The Council commended Cllr Battersby for his efforts and agreed to investigate the pricing further, by passing the information on to the new Clerk. Members of The Council also commented on the possibility of planting bulb around the gates to enhance the fact that Norton is a village. Cllr Battersby made a motion to ask The Clerk to investigate further which was carried. Cllr Battersby informed The Council of some black boxes that had appeared, he had investigated these and had found them to be part of The Community Speed Watch Scheme. The Parish Council has asked to join The Community Speed Watch Scheme and to allow us to do so they need to collect their own data. Cllr Battersby has contacted them to ask if this is the case, to find out if we are any closer to being accepted.
- B) Cropthorne Parish Council had written to the Chairman to see if Norton and Lenchwick Parish Council would be interested in joining together with like-minded Parish Councils to deal with broader issues that affected all. Cllr Battersby attended the meeting, he reported that there were many issues that people felt frustrated about for example, travellers, planning, highways, lack of communication from Wychavon. Cllr Battersby felt that a lot of the issues raised were already dealt with by CALC. Some people at the meeting felt they did not get the support they needed from CALC and were talking of bi-passing them. Cllr Battersby recommended that this was not something that we should participate in. As we already pay for CALC and have found their support good, we should stay with them. The Chairman felt that the support The Parish had received from CALC was very good. Cllr Hopkins said he felt that if the forum had been one where Parish Councils could share experiences it would be good but the feedback he had received from Harvington, had been similar to what Cllr Battersby had stated. The Chairman said she would reply to Cropthorne stating that The Parish did not wish to join.

11) New Items.

- A) Does the Council approve to adopt the standing orders of 2015? Agreed.
- B) Does the Council approve existing The Freedom of Information Policy? Agreed.
- C) Do we wish to delegate the authority to the next clerk as per the financial regulations with the authority to spend up to £100? Agreed
- D) Does the Council agreed to continue affiliation to CALC, Agreed.

- E) Does the Council wish to accept Cllr Heald, Cllr Drayton and Bush on the planning committee, and appoint Cllr Bush as Chairman? Agreed.
- F) Does the Council wish to accept Cllr Leonard and Cllr Battersby on to the Finance and policy Working Group? Agreed.
- G) Does the Council wish to elect Cllr Davis, Cllr Battersby and Cllr Leonard to The Community and Pact Committee? Agreed.
- H) Does the Council wish to purchase a leaving gift for the outgoing Parish Clerk £100 Next voucher? Agreed.
- I) Does the Council agree to the following dates for future meetings 7th September 2nd November, 11th January, 1st March, 3rd May? Agreed.

12 Progress Reports

- A) The insurance premium has been paid.
- B) The Chairman reported that she had done a costing for a laptop and relevant security requirements. The equipment will be purchased through an IT consultant to ensure the relevant protections were in place. A application can be made to the transparency fund for reimbursement of this for up to £350. The Chairman proposed to purchase a business laptop not to exceed £500 excluding VAT, with subscription to 365 plus antivirus, agreed.
- C) The Children's Play Advisory Service have quoted £79 to check the equipment in the play park, which The Council had agreed to. The Chairman had contacted them and they have agreed to conduct this when they are in the area, the inspection is due October November time.

13 Correspondence.

No correspondence, however The Chairman had a personal visit from a parishioner complaining about a neighbour keeping animals. The Chairman explained that because they were both Rooftop Tenants this matter would be dealt with by them. It was agreed that the name of The Housing Officer would be obtained in case things escalated.

14) Planning

Two applications received

15) Creditors to be paid.

All paid.

16) Closed Meeting

Meeting was closed to the public to allow for the discussion of employment issues. The Locum Clerk left the meeting and it was agreed that the Chairman would record the decision.

Following the consideration of one applicant for the position of clerk to the council, it was agreed to appoint Wendy Cope. Terms and conditions of employment in accordance with the NALC/SLCC recommendations. It was also agreed that the banking resolution would be amended accordingly to allow the new clerk to submit payments.

17) Date of next meeting

Meeting the 7th September 2017

Meeting adjourned 8.39pm

Signed/dated

Kathleen Leonard, Chairman