

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 15TH FEBRUARY 2018 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** C. Dawson, H. Turvey, M. Reeves, Miss C. Ryan-Dodd, Rev'd M. Badger and Cllr. R Adams (District and County Councillor). These apologies and the reasons for them, were accepted and approved.

Attending: K. Fincher (Chair), M. Hughes, Mrs D. Kelly, D. Lucas, P. Richmond, Mrs R. Ritter and Mrs. J. Greenway (Clerk and Responsible Finance Officer).

2. Changes to Membership

None.

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 25th January 2018 were approved. Proposed Cllr. Lucas, seconded Cllr. Hughes and agreed by all.

b) The minutes action summary was reviewed and will be updated following the meeting, to include actions re-assigned and removal of completed actions. **Action: Clerk**

It was agreed to consider agenda item 21 after agenda item 4, with discussions as detailed under item 21.

5. 2018/29 Reports

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

Cllr. Adams was unable to attend the meeting.

b) Finance

(i) Balances: current account £6,954.70 (8 February), deposit account £80,689.04 (1 February). These include £7,514.41 New Homes Bonus (relating to the coffee shop/community hub) and £25,130 Severn Trent Water land sale proceeds (allocated to resurfacing the Parish Hall car park). 2017/18 S.137 expenditure is currently £50.

(ii) The monthly accounts and bank reconciliation to 31st December have been circulated and those to 31st January will be circulated once received from the accountants. **Action: Clerk**

c) West Mercia Police

A report on recorded crimes/incidents was received.

d) St. James the Great Church, Norton

No further news to report.

6. 2018/30 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)

The summary and guidance notes relating to the GDPR implications and changes circulated prior to the meeting were noted. Cllr. Adams is seeking training from Wychavon DC and the National Association of Local Councils is developing a GDPR toolkit for Parish Councils. Parish Council files are planned to be reviewed and archived as appropriate. It was agreed for Cllr. Mrs Kelly to assist the Clerk with GDPR matters. The Clerk will liaise with Cllr. Mrs Kelly. **Action: Clerk**

7. 2018/31 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

**Swallow Ridge, Hatfield Lane,
Norton. Ref: W/17/0257/HP**

Insertion of french doors at first floor level with flush fitting Juliet balcony and obscure glazed en-suite window.

Refusals - 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.

**5 Vimiera Close, Norton
Ref: W/17/02452/HP**

Increase in roof height, rear dormer window, single storey rear and side extensions. Parish supports subject to neighbour's views.

Internal Consultation

**Granary Barn House, Hatfield Lane,
Norton. Ref: W/18/00164/HP**

Proposed single storey orangery extension onto an existing detached house.

Other – None

Appeals

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

Outline application with all matters reserved for a new build 3 bed roomed, 2 storey dwelling, to include partial demolition of Bevere 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 Bevere lodge to facilitate plot width. Resubmission of W/17/00235/OUT. Parish supports subject to neighbours' views being fully considered.

b) A SWDP update was received including affordable housing numbers, Traveller's site (no longer proposed for land south of St. Peter's Garden Centre), sports developments south of the garden centre and traffic calming measures. It was agreed that a response to the current SWDP supplementary planning documents was not required. The SWDP element of the funding for the traffic calming measures will be sought in advance to secure the funding. **Action: Cllr. Fincher and Cllr. Turvey**

The Malvern Hills DC Welbeck planning application 13/00656/OUT (above) was endorsed at the Wychavon Planning Committee meeting on 8 February. It was agreed for Cllr. Fincher to provide the Parish Council statement relating to this application at the Worcester City Planning Committee meeting on 22 February and Cllr. Lucas at the Malvern Hills Planning Committee meeting on 7 March. Cllr. Lucas will be registered to speak on behalf of the Parish Council and a copy of the previously agreed statement will be provided for presentation at the meeting. **Action: Clerk**

8. 2018/32 Parish Hall

Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) provided a report including

invoice provision to support NHB expenditure to date, coffee shop developments and community events at the Hall. Supporting invoices for the NHB funding of £7,514.41 will be provided in due course. All of the NHB received for the coffee shop/community hub development has now been released to the Hall.

9. 2018/33 Parish Hall Recreation Facilities and Outside Space

Details of the Enterprise Bus offering will be forwarded to Cllr. Mrs Kelly for review and to develop a newsletter article to assess community interest. **Action: Clerk/Cllr. Mrs Kelly**
The car park resurfacing quotes will be revisited once the Pre-school container has been relocated.

10. 2018/34 Norton Pre-school

The draft lease has been received and will be reviewed by the Clerk prior to circulation. **Action: Clerk**
Clarification is being sought regarding the response to the discharge condition application for the location of the new Pre-school container. **Action: Clerk**

11. 2018/35 Worcester Parkway Station

An update was received following the latest stakeholder's meeting. Roundabout works are due to start in early March which will impact upon travel along the B4084. The station is due to open in early 2019.

12. 2018/36 Southern Link Road (SLR) Improvement Works and Crossing Points

Further roadworks along the A4440 were noted, with these coinciding with the works along the B4084 for the Parkway Station roundabout. Concerns were expressed that traffic may use the lanes around the Parish to try to avoid the roadworks. It was agreed to monitor the situation.

13. 2018/37 Adoption/Maintenance of Development by Garden Centre

Further points relating to the Landscape Maintenance Plan were highlighted and will be raised with the landscape contractor, along with outstanding items and signage at the Talavera Road play area (to provide details of who to contact in the event of an accident or maintenance issue). Contact details for the landscape contractor will be sought from Wychavon DC. **Action: Clerk**
Additional speed survey data is awaited.

14. 2018/38 Neighbourhood Plans

The Parish questionnaire has been finalised for circulation with the spring Parish Council newsletter. An application is being prepared for a Locality Grant to part fund the Neighbourhood Plan costs. To allow progress with the Plan in advance of external grant funding being secured, it was agreed to fund the questionnaire printing cost, the cost of a Royal Mail business reply service licence and associated reply service costs at a cost of £574, based on an estimated response rate. It was noted that an increased response rate would increase costs, which was agreed. A grant funding application will be submitted to the Parish Council to support the request for funding, which will be reimbursed to the Council upon receipt of the Locality Grant funding. **Action: Cllr. Lucas**
Proposed Cllr. Mrs Ritter, seconded Cllr. Richmond and agreed by all.

15. 2018/39 Churchyard Maintenance

New National Association of Local Councils guidance on churchyard maintenance was discussed. In view of the current 3 year maintenance agreement, it was agreed to continue to assist with churchyard maintenance costs, reviewing this at the end of the current maintenance agreement. **Action: Clerk**

16. 2018/40 Employment Matters

Nothing to report.

17. 2018/41 Allotments

Allotment matters are in hand, bills have been issued and the bonfire situation appears improved.

18. 2018/42 Public Rights of Way (PRoW).

News has been sought on the P3 Scheme for 2018/19.

19. 2018/43 Bus Services

An update on the new 50's services was received, including additional bus stops and a weekday 6pm service from Worcester, terminating at the Parish Hall. Following discussions, it was agreed to endorse use of the Hall car park as a terminus/turning point. Proposed Cllr. Fincher, seconded Cllr. Richmond and agreed by all. Cllr. Hughes will meet with First Group on site to discuss the practicalities of use of the Hall car park.

Action: Cllr. Hughes

Hall users will be reminded of where not to park and advised that buses will be using the car park as a turning point.

Action: Cllr. Fincher

Quotes will be sought for new parking signs for the Hall car park, with costs agreed up to £300 for 3 signs. Proposed Cllr. Mrs Ritter, seconded Cllr. Mrs Kelly and agreed by all.

Action: Cllr. Hughes

20. 2018/44 Parking in Littleworth at School Times

Signage suggested by NJK CE First School to assist with parking problems was considered. It was agreed to make a donation of £398.94 plus VAT (if this cannot be recovered by school) to cover the cost of the signage. This will assist the local community who are experiencing problems with school related parking. Agreed to fund as s137 expenditure if required. Proposed Cllr. Mrs Ritter, seconded Cllr. Lucas and agreed by all. Cllr. Mrs Ritter will advise school.

Action: Cllr. Mrs Ritter

21. 2018/45 The Norton Worcestershire Regiment Group (NWRG)

Parish Council support for the NWRG sentry statue project was confirmed. It was agreed for the Parish Council to apply to Wychavon DC for s106 funding of £3,750 to support this project, upon receipt of a grant funding application from the NWRG. It was also agreed to consider grant funding from the Parish Council budget, upon receipt of a grant funding application from the NWRG. Noted as s.137 expenditure. The New Homes Bonus (NHB) application process was discussed, along with the need for public consultation regarding use of NHB for the statue project, to evidence community support. The NWRG will draft a NHB consultation flier and will share this with the Parish Council before printing. Due to timings, this will be circulated separately to the Parish Council newsletter.

22. 2018/46 Worcester Norton Sports Club (WNSC)

An update was received following the community groups meeting, with a Mercian Regiment cricket match planned at Norton cricket ground, as a community event to mark the centenary of the ending of WW1. It was noted that Nitrogen Dioxide canisters continue to be found on the cricket ground and that the Police are aware of this problem.

23. 2018/47 Highways, Verges and Drainage Matters

a) The Lengthsman rate of pay was considered. It was agreed to increase the hourly rate of pay to £12.50 for the 2018/19 financial year, with a further increase to £14 per hour for the 2019/20 financial year subject to the Worcs CC Lengthsman Scheme continuing on the current basis. The Lengthsmen will be advised. Proposed Cllr. Richmond, seconded Cllr. Mrs Ritter and agreed by all.

Action: Clerk

b) It was agreed to purchase 2 new vehicle activated speed sign batteries at a cost of up to £300 plus VAT. Proposed Cllr. Richmond, seconded Cllr. Mrs Ritter and agreed by all.

Action: Clerk

c) It was agreed not to pursue extension of the 30mph speed limit along Hatfield Bank to the Broomhall junction as this has previously not been supported by Worcs CC Highways.

d) It was agreed not to pursue extension of the 30mph speed limit along Norton Road to the A4440 Southern Link Road in view of road layout changes as part of the SWDP.

e) It was noted that a resident is monitoring the watercourse to the rear of St James Close to the pumping station and will notify the Parish Council if issues arise, so that these can be advised to Wychavon DC.

24. 2018/48 Parish Council Owned Lands

It was agreed to progress with Land Registry registration of the 2 Parish Council owned fields adjacent to Green Lane.

Action: Clerk

It was suggested that the field on the right hand side of the Lane may be ideal for occasional overflow Parish Hall car parking and the field on the left for development of a woodland walk.

25. 2018/49 The Wychavon Parish Council Chairman's Group

It was agreed that a better understanding of the Group is needed before committing towards the administrative/clerking cost of this group.

Action Clerk/Cllr. Fincher

26. 2018/50 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
M. Ellison	Winner of number puzzle in Winter Parish Council newsletter	10.00
A. Price	Runner up number puzzle in Winter Parish Council newsletter	5.00
OHMS Ltd	Service of strimmer (£59.66 + VAT)	71.59
	TOTAL	86.59

Accounts for Payment:

Creditor	Detail	Amount £
Information Commissioner	Data Protection registration annual renewal	35.00
Mrs J. Greenway	Clerk Honorarium Feb 2018 - Gross incl. expenses via payroll	1,253.26
NEST	Employer pension contributions January payroll	7.56
D. Fletcher	Groundsman and litter picking work February payroll (Gross incl. materials purchased and mileage)	565.56
Miss K. Watkinson	Assistant Clerk Honorarium February payroll (Gross including expenses paid via payroll)	237.78
Wychavon DC	Annual dog bin emptying/cleaning charge – 3 bins (Wadborough Road, Salamanca Drive and Hatfield Lane) £238.65 + VAT	286.38
P. Skeys	Lengthsman duties December and January	315.00
Norton Parish Hall	Final balance of New Homes Bonus funding for development of the coffee shop and community hub at Norton Parish Hall	7,514.41
	TOTAL	10,214.95
	GRAND TOTAL	10,301.54

b) A request relating to NJK CE First School swimming transport costs is awaited.

27. 2018/51 Correspondence for Information

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

28. 2018/52 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

29. 2018/53 Items for Update to Local M.P.

Nothing to report at present.

30. 2018/54 Councillors' Reports and Items for Future Agenda

Items for March Parish Council meeting agenda: verge mowing and biodiversity and additional grit bins for use on roads and pavements.

31. 2018/55 Date of Next Meeting – 29th March.

Cllr. Mrs Ritter gave advance apologies.

The meeting closed at 10.25pm.

<u>Correspondence Received for 15th February 2018 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including PACT, Data Protection (GDPR), Velo Birmingham, Transparency Fund, Worcs CC Spring Parish Conference, Elmey Castle Playing Field Trust user agreement, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Community First	E-bulletins
CPRE	Campaign updates, use of brown field sites for new homes
Highways England	E-bulletin M5 J1-2 viaduct works February 2018 and weekly updates
Littleworth & District Royal British Legion	Letter of thanks for the Poppy Appeal donation
Local Council Public Advisory Service	Data protection changes – General Data Protection Regulation (GDPR)
Mr Thomas	Talavera Road play area and dog fouling by bus stop outside school in Littleworth
Mrs Dane	Family history enquiry
Mrs Little and Mrs Griffiths	Verge mowing, biodiversity and supporting the environment
Rural Highways Worcestershire	Highway & transport services for Parish Councils
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Rural Services Network	Rural broadband
Soc. Local Council Clerks	News bulletin
St Peter's Parish Council	Newslink magazine Feb 2018
WCC	Advert for School Appeal Panel Members
Worcester Parks Tennis League	Promotional poster for display
Worcs CC	<ul style="list-style-type: none"> • Worcestershire Parkway - Application to Discharge Conditions 5, 8 & 31 of Planning Permission Ref: 15/000007/REG3 • Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Chairman's Community Recognition Awards • Act on energy training • Support for life-changing product: set of portable changing suites for people with profound and multiple disabilities • Work starts at Droitwich Lido tennis courts • Health walk leader training • Meet Your Council – Evesham South and Little Hampton 16 February 2018 • Pinvin pub to host more art classes • Visualize winners on display • Pershore toilets start eco refurbishment • Wychavon agrees over £45,000 - for community projects • A freeze in Council Tax and new promises • Wychavon marks Holocaust Memorial Day • LGA Peer Challenge interview - Tuesday 6 March 2018 • Business breakfast serves up more than good food
Wychavon DC Planning	Agenda for Planning Committee meeting 8 February
Wychavon DC Planning	Minutes from Planning Committee meeting 8 February
Zurich Insurance	<ul style="list-style-type: none"> • Factors that organisations should consider when undergoing change • Community organisation insurance

Public Question Time

Two members of the public attended, one to observe and one to provide an update on the Norton Worcestershire Regiment Group (NWRG) activities. Discussion are summarised as follows.

- A number of projects have been completed and a project to install a sentry statue at Norton, to commemorate the centenary of the ending of WW1 is being progressed.
- An outline of the project, costs and funding was provided, and details will be forwarded to the Parish Clerk.
- The NWRG is seeking further sponsored funding and highlighted the possibility of seeking New Homes Bonus (NHB) funding for any shortfall in costs, with an estimated maximum shortfall of £22,000.
- The sentry statue proposals and NHB funding will be considered under agenda item 21.

The members of the public were thanked for attending the public question time and were welcomed to observe the Parish Council meeting.