

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH MAY 2018 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. Election of Chairman

In the absence of Cllr. Fincher, a statement regarding nomination as Chairman was read out by the Clerk. The potential for a conflict of interest was considered in view of Cllr. Fincher's role as Chair of the Parish Hall Trustees and the Parish Council/Parish Hall landlord/tenant relationship. It was noted that Cllr. Fincher holds a dispensation to discuss and to vote upon Parish Hall matters, with this expiring at the next election in May 2019. Cllr. Fincher was proposed as Chair by Cllr. Turvey, seconded by Cllr. Pollard and all were in favour, subject to:

- Cllr. Fincher not using the Chairman's casting vote in connection with Parish Hall matters.
- Review of Cllr. Fincher's Parish Hall dispensation at the May 2019 Annual Parish Council meeting.
- Cllr. Fincher being requested to highlight to the Parish Hall Trustees that holding of both Chairman positions isn't considered as ideal, due to the potential for a conflict of interest, and to seek a new Chairman of the Hall Trustees, although no timescale was set for this to be achieved.

Cllr. Fincher was elected as Chairman in his absence following submission of his statement of nomination. Cllr. Fincher will be asked to sign the Chairman's undertaking and declaration of acceptance of office as soon as possible. Wychavon DC will be notified.

Action: Clerk

Cllr. Turvey was thanked for his 9 year term of office as Parish Council Chairman.

- 2. Apologies for Absence:** K. Fincher, Mrs D. Kelly, P. Richmond, Mrs R. Ritter, H. Turvey (early departure), Cllr. R. Adams (District and County Councillors) (late arrival). These apologies and the reasons for them, were accepted and approved.

Attending: M. Hughes, D. Lucas, M. Pollard, H. Turvey, Cllr. R. Adams (District and County Councillors), Mrs. J. Greenway (Clerk and Responsible Finance Officer).

3. Election of Vice-Chairman

Cllr. Lucas was proposed as Vice-Chairman for review at the 28 June Parish Council meeting, by Cllr. Pollard, seconded by Cllr. Hughes and all were in favour. Cllr. Lucas accepted this position and was elected as Vice-Chairman for the proposed period. Cllr. Lucas signed the Vice-Chairman's undertaking and declaration of acceptance of office and in the absence of the Parish Council Chairman, chaired the meeting. Election of Vice-Chairman will be added to the agenda for the June Parish Council meeting.

Action: Clerk

4. Changes to Membership

None.

5. Declarations of Interest

- a) Reminder and requirements noted.
- b) None.
- c) None.
- d) None.

6. To consider and adopt Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation

The existing Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation were re-adopted. It was noted that new model Standing Orders and Financial Regulations are available and agreed that these will be reviewed and considered in due course. Proposed by Cllr. Pollard, seconded by Cllr. Turvey and agreed by all.

Action: Clerk

7. To Note Council's Code of Conduct

The Code of Conduct was noted.

8. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

Allocation of responsibilities was reviewed, with Cllr. Pollard joining the group of councillors that considers planning applications. A lead councillor for allotments will be considered at the June Parish Council meeting. Proposed Cllr. Hughes, seconded Cllr. Turvey and agreed by all. **Action: Clerk**

9. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 25 January and 29 March 2018.

10. To Consider the Council's ongoing Risk Assessment Procedures

Risk assessment procedures were discussed, and an item will be added to the June Parish Council meeting agenda to consider further, with a suggestion for a small working group to be formed to review and develop procedures. **Action: Clerk**

11. Minutes

a) Minutes of the Parish Council Meeting held on 26 April 2018 were approved. Proposed Cllr. Turvey, seconded Cllr. Hughes and agreed by all.

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

12. 2018/116 Reports

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

Cllr. Adams arrived at 9.20pm, during agenda item 16, and reported on tree maintenance along Salamanca Drive (following feedback after the Annual Parish Meeting), improvement of the appearance of the Abbotswood railway bridge and new highway signage along Hatfield Bank.

b) Finance

(i) Balances: current account £8,998.06 (15 May), deposit account £87,255.04 (3 May). These include £25,130 Severn Trent Water land sale proceeds (allocated to resurfacing the Parish Hall car park). Balances including outstanding items of payment were also reported. 2018/19 S.137 expenditure is currently £398.94.

(ii) The monthly accounts and bank reconciliation to 30 April 2018 were not available due to preparation of the year end accounts.

(iii) The Clerk provided an update on progress regarding production of the annual accounts, internal audit, external audit and completion of the AGAR, with this work continuing to be a short term priority. It was agreed for reserves to be shown in the accounts as a total figure, rather than allocated to different projects. Proposed Cllr. Turvey, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

c) West Mercia Police

A report and updates on recorded crimes/incidents were received.

d) St. James the Great Church, Norton

A report and apologies for absence were received from Rev. Badger.

13. 2018/117 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)

The Clerk provided an update on development of a GDPR action plan, audit of personal data and a CALC arranged GDPR training session attended by the Clerk and Cllr. Mrs Kelly. The volume of work involved in achieving GDPR compliance was highlighted, along with the need for some other items of Council work to be deferred to allow for GDPR work to be accommodated and completed. It was noted that if not compliant by 25 May, Council's need to demonstrate that they are making good progress to achieve compliance. Bulk shredding/shredder options and costs were reviewed. It was suggested that bulk shredding services may be required initially, due to the volume of papers for secure destruction, with a shredding machine then being appropriate. Further enquiries will be made to satisfy the Council's needs. **Action: Clerk**

14. 2018/118 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

**2 Coronation Road, Littleworth
Ref: W/18/00685/HP**

Ground floor side extension – resubmission of 17/01123/HP
Parish supports subject to neighbours' views and restriction on working hours.

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. Application approved subject to the s106 agreement being agreed.

**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.

**Lavender Cottage, Woodbury Lane,
Norton. Ref: W/18/00395/CLE**

Application for a Lawful Development Certificate for an existing use - use of outbuilding. Parish objected to.

**Ingwelala, Hatfield Lane,
Norton. Ref: W/18/00740/FUL**

Amendments to previously approved scheme for the erection of 4 no. dwellings (W/11/00181/PN) including raising of eaves, increase in ridge heights, alterations to porches, solar panels and enlarged garage to plot 1 without compliance with conditions 4, 9, 10, 12 to remove conifer hedge on southern boundary and replacement hedge planting. Hedge proposals supported, with further information requested regarding other proposals.

**33 Vimiera Close, Norton
Ref: W/18/00791/HP**

Replacement of rear conservatory with new extension, extending front bay window to lounge and reconfiguring existing garage with office over and side carport with tools/workshop at rear. Parish Council supports.

Internal Consultation - None

Other - None

Appeals – None

The consultation on the updated methodology for the Village Facilities and Rural Transport Survey (VFRTS) was noted and it was agreed for Cllr. Turvey to draft a response for circulation to Parish Councillors prior to submission (required by 2 July).

Action: Cllr. Turvey

15. 2018/119 Parish Hall

Apologies from Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) were noted. The request for a donation of £125 towards the cost of replacing 2 external Hall doors was considered along with the 2018/19 Parish Council donations and grants budget. It was noted that the Hall charity is understood to be operating a surplus financial position, which it was suggested would cover this

maintenance cost (which is the responsibility of the charity under the terms of the lease). On this basis, the donation request was declined. Proposed Cllr. Pollard, seconded Cllr. Lucas and agreed by all. The Hall Trustees will be advised and a copy of the Hall accounts for the year ended 31 March 2018 will be sought. **Action: Clerk**

In view of Cllr. Turvey's early departure agenda items 25, 30 and 33 were considered after agenda item 15, but are recorded in numeric order within the minutes.

Cllr. Turvey gave apologies and left the meeting at 9.10pm.

16. 2018/120 Parish Hall Recreation Facilities and Outside Space

Clearance of the ditch along the Parish Hall site boundary was considered, from the area around the back of the pumping station and Coppice Cottage, to the footbridge to the rear of the coppice area behind the MUGA. The quote received includes clearance of the pontoon and fencing installed by Pre-school, in view of its state of repair, but not its replacement. This will be discussed with Pre-school prior to clearance. Some trees will need to be removed to provide access for the work. Mr Reeves would oversee the work with the contractor and will explore the possibility of timing the work in the autumn, to link in with the already planned field drainage work. It was noted that this work isn't included in the 2018/19 budget but is considered important to support the proposed Hall car park resurfacing project, to improve drainage and as such will be funded from reserves as a cost associated with this project. Acceptance of the £4,400 plus VAT quote was proposed by Cllr. Pollard, seconded by Cllr. Lucas and agreed by all.

The Clerk will instruct the contractor.

Action: Clerk

Cllr. Adams arrived at 9.20pm.

An update was received on an alternative option for the Hall car park resurfacing project, with an installation quote being sought to support the quote for supply of Groundtrax system materials. A suggestion was received to lay a 6 metre wide driveway for heavy vehicles, from the concrete area to the tarmac area by the play area, with a lighter duty Groundtrax system to the side of this to provide parking. It was noted that the septic tank is likely to need to be back filled and if needed, tests can be undertaken to better assess the ability of the existing car park base layer to absorb ground water. Further information should be available for the July Parish Council meeting, which will help to inform a decision on the nature of the surfacing that the Council wishes to pursue and the likely costs. The Council can then consider the need to formally go out to tender.

17. 2018/121 Norton Pre-school

The revised draft lease and plan were agreed and will be provided to Norton Pre-school for consideration. Proposed Cllr. Hughes, seconded Cllr. Lucas and agreed by all.

Action: Clerk

18. 2018/122 Worcester Parkway Station

Following feedback at the Annual Parish Meeting, concerns regarding noise from station announcements will be forwarded to the Worcs CC Project Manager.

Action: Clerk

19. 2018/123 Southern Link Road (SLR) Improvement Works and Crossing Points

Feedback relating to traffic management during the SLR road closure (for installation of the new railway bridge) was considered.

20. 2018/124 Adoption/Maintenance of Development by Garden Centre

The developer has advised that the areas of open space within this development are now the responsibility of the landscape maintenance company. Items of concern have been advised to the landscape maintenance company, who are to undertake a site review and provide an update to the Parish Council. A map of the areas now under the responsibility of the landscape maintenance company has been requested, as it is understood that this may include areas within the 'old' development (such as the large grass verge at the entrance to Gazala Drive).

21. 2018/125 Neighbourhood Plans

An update was received including confirmation that the response rate is sufficient to support progression of a Neighbourhood Plan. A public event is planned at St Peter's Garden Centre to provide a further opportunity for engagement and feedback. Cllr. Pollard offered his assistance in developing the Plan.

22. 2018/126 Employment Matters

The Clerk left the meeting

a) Adoption of National Joint Council for Local Government Services 2018/19 pay scales with effect from 1 April 2018 was agreed. Proposed Cllr. Pollard, seconded Cllr. Hughes and agreed by all.

b) It was agreed to develop a salary band for the Assistant Clerk, with the potential for movement up the pay scale and to re-align performance reviews to the anniversary of appointment. Proposed Cllr. Pollard, seconded Cllr. Hughes and agreed by all. **Action: Clerk**

The Clerk returned to the meeting.

23. 2018/127 Annual Parish Meeting

Following feedback at the Annual Parish Meeting, Parkway Station concerns were discussed under agenda item 18, New Homes Bonus information has been added to the Parish Council website and Facebook page, new signs are being displayed to try to alleviate dog fouling problems and a new notice is being included in the Parish Council newsletter, school parking issues will be discussed under agenda item 28.

24. 2018/128 Allotments

Allotment matters are in hand and efforts are being made to locate the stop tap for the water trough to allow repair.

25. 2018/129 Public Rights of Way (PRoW)

Cllr. Turvey (Parish Paths Warden) provided an update including discussions with Kempsey Parish Council regarding improvements to the 'Green Lane' bridleway and completion of the first cut of the PRoWs.

26. 2018/130 Bus Services

An update on services and Hall signage was received and the Groundsman will be thanked for his assistance with sign installation. **Action: Clerk**

The draft risk assessment was agreed and the Groundsman will be asked to trim back the tree by the pumping station, to allow clearance of 11 foot for buses turning. **Action: Clerk**

First Midland Red has asked for consideration of installation of a kerb stone between the concrete area and the proposed new car park surface, to provide a guide to drivers when turning the bus, to help reduce the risk of buses encroaching on to the new surface. The weight capacity of the drain cover within the concrete area constructed by Severn Trent Water was questioned and clarification will be sought that this is sufficient for heavy vehicles accessing the car park, which may pass over the drain. **Action: Clerk**

Passenger numbers are good for the 52 service to Evesham, but less so for the 53 Pershore/Eckington service. Options for late night buses continue to be explored. Cllr. Hughes will continue to attend the Vale Transport Group meetings and report back to the Council.

27. 2018/131 Bus Shelter in Littleworth

Ideas for a new bus shelter were considered, with further options and costs to be obtained for review. **Action: Clerk**

28. 2018/132 Parking in Littleworth at School Times

NJK CE First School has purchased the new 'no parking' signs, which are now in use to try to alleviate problems with parking at school times.

29. 2018/133 The Norton Worcestershire Regiment Group (NWRG)

The update provided at the Annual Parish Meeting was noted and further news is awaited including

planning application submission and the Group's draft community consultation flier regarding use of New Homes Bonus Funding.

30. 2018/134 Worcester Norton Sports Club (WNSC)

An update was received following a visit to the shooting club, with no firm news regarding potential developments/facility improvements on the site.

31. 2018/135 Norton Community Trust (NCT)

Consideration was given to an enquiry from NCT regarding the Norton Fun Run. It was agreed that the Council does not have the resources to take the lead on the Fun Run. The NCT will be advised. It was noted that the Hall Trustees may wish to consider taking the lead on this event and information has been passed to the Trustees for consideration. **Action: Clerk**

32. 2018/136 Highways, Verges and Drainage Matters

An update and feedback from residents were received. The importance of maintenance of the watercourse along 'Footpath 20' (NJ543) to assist in reducing flooding along Wadborough Road and St James Close was noted. A letter will be sent to the land owner to seek clearance of the ditch to maintain maximum drainage capacity. **Action: Clerk**

A letter will be sent to the Wychavon DC Enforcement Officer regarding parking on double yellow lines by the livery yard in Church Lane and Highways will be asked to cut back the verge/hedge along Church Lane to improve visibility when passing parked cars. **Action: Clerk**

Speeding traffic through Littleworth will be considered at the June Parish Council Meeting, in view of the absence of Cllr. Mrs Kelly, along with additional Parish grit bins, in the absence of Cllr. Mrs Ritter.

33. 2018/137 Parish Council Owned Lands

Meetings continue to be sought with the tenants of the two Parish Council owned fields adjacent to Green Lane, to discuss potential projects to develop use of the fields. Registration of land ownership with the Land Registry will be progressed when resources allow.

34. 2018/138 Consultation on Draft Revised Statement of Principles under the Gambling Act 2005

There were no objections to the proposals and therefore no response will be submitted.

35. 2018/139 Finance

a) It was proposed by Cllr. Hughes, seconded by Cllr. Pollard **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Administration	Annual Parish Meeting - roadside signs, information booklet & SWDP/Parkway booklet	214.80
	Payroll charges for 2017/18	129.60
Grounds Maintenance	Hall playing field mowing April 2018	192.00
	Norton churchyard mowing and first cut of public right of way NJ543	178.20
Capital Items	New Parish Council mower	1,431.00
	TOTAL	2,145.60

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	Clerk and Assistant Clerk honorariums May 2018 payroll (gross incl. expenses via payroll), groundsman and litter picking work May payroll (gross incl. materials purchased and mileage) and NEST pension contributions	2,106.38
Administration	Refreshments after the Annual Parish Meeting 3 May 2018	42.79
Administration	General administration costs	26.64
Grounds Maintenance	Maintenance of Public Rights of Way, Parish Council owned field Wadborough Road, mowing of Norton Churchyard and maintenance of Parish Hall car park	571.74
	TOTAL	2,747.55
	GRAND TOTAL	4,893.15

- b) The donation request from NJK CE First School was considered along with the 2018/19 Parish Council donations and grants budget. In view of other recent donations to NJK CE First School and budget constraints, it was agreed to decline this donation request. School will be advised. **Action: Clerk**
- c) Renewal of the CPRE annual subscription at a cost of £36 was agreed. Proposed Cllr. Lucas, seconded by Cllr. Pollard and agreed by all. The subscription will be renewed. **Action: Clerk**

36. 2018/140 Correspondence for Information

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

37. 2018/141 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

38. 2018/142 Items for Update to Local M.P.

Nothing to report at present.

39. 2018/143 Councillors' Reports and Items for Future Agenda

Cllr. Hughes tendered his resignation as a Parish Councillor but will continue to provide support relating to bus transport matters. Cllr. Hughes was thanked for his very positive contribution to the Parish Council.

Action: Clerk

40. 2018/144 Date of Next Parish Council Meeting

Parish Council Meeting: 28 June 2018.

The meeting closed at 10.45pm.

<u>Correspondence Received for 24th May 2018 Annual Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including external audit, PRoW meeting, model Standing Orders, Neighbourhood Planning, Warmer Worcestershire, GDPR/data protection, Encampment consultation, Pay Award 2018-19, legal services, Wi-Fi in public places, Littlejohns' FAQs, Councillor survey, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies.
Calor Gas Ltd	Calor Rural Community Fund
Clerks and Councils Direct	Newsletter May 2018
Community First	Grant funding opportunities, jobs, rural news
CPRE	Campaigns Updates, donations request, Countryside Voice magazine Spring 2018
Glasdon	Street furniture/bins brochure
Highways England	E-bulletins and weekly updates, including M5/M6 works
Lloyds Bank Plc	Updating business account services
Memorial Restoration Co.	Advertising of services provided
NJK CE First School	Letter of thanks for support provided towards school swimming transport costs
Norton Community Trust	Arrangements for future Norton Fun Runs
Planning Consultant	Neighbourhood Planning assistance
Resident	Concerns relating to impact on Parish roads due to Southern Link Road closure
Resident	Levels of traffic and vehicle speed issues within Parish, particularly along Crookbarrow Road/Church Lane
Resident	Parish Hall car park resurfacing, Pre-school container fencing removal, Hall Manager recruitment and detailed accounts of Hall capital expenditure
Resident	Parking on double yellow lines Church Lane
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Seafarers UK	Flying the Red Ensign on Merchant Navy Day 3 September
Soc. Local Council Clerks	Information updates/bulletins, The Clerk magazine May 2018
St Peter's Parish Council	Newslink magazine June 2018
Superfast Worcestershire	Newsletter
SWDP	Consultations to support review of South Worcestershire Development Plan (SWDP) - call for new sites and background evidence updates
Westminster Briefing	Neighbourhood Planning Briefing event 13th September
Worcs CC	Worcestershire County Council's verge management practices and roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Call for sites as part of SWDP review • Protect your bike for free - bike marking event 30 May. • Wychavon staff answer food bank appeal • New Chairman for Wychavon DC • South Worcestershire councils' review of Council Tax single person discounts • 'ENLIGHTEN' project - a permanent creative lighting trail in Evesham • 500 + items of plastic litter collected from the streets of a small part of Droitwich • New Pollinators Garden at the Civic Centre • Pinvin pub to host more art classes • Communities and Agencies Together meeting 15 May • Public Health newsletter May 2018 & GDPR • Social mobility summit takes place • Gambling Act 2005 - Consultation on Draft Revised Statement of Principles • Musical performances for people living with dementia • Changes to New Homes Bonus • Commemorative photo vandalised in Pershore's Abbey Park.
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning meeting 3 May 2018 • <u>Approval Notice</u> - W/18/00685/HP: 2 Coronation Road, Littleworth