

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH JULY 2018 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** C. Dawson (early departure), H. Turvey, Cllr. R. Adams (District and County Councillors). These apologies and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Dawson, D. Kelly, D. Lucas, M. Pollard, P. Richmond, M. Reeves, Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**
Wychavon District Council has advised that the Parish Council may co-opt to fill the 2 Parish Councillor vacancies. Notices will be placed on noticeboards and in the Parish Council newsletter. **Action: Clerk**
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) Cllr Kelly declared an interest in planning application W/18/01317/HP.
 - c) None.
 - d) None.
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 28 June 2018 were approved. Proposed Cllr. Lucas, seconded Cllr. Pollard and agreed by all.
 - b) The minutes action summary will be updated following the meeting, to include removal of completed actions. **Action: Clerk**
- 5. 2018/178 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend the meeting.
 - b) Finance**
 - (i) Balances: current account £8,249.10 (12 July), deposit account £77,657.01 (2 July). 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 June 2018 were noted, with no questions raised.
 - (iii) A quarterly internal financial check has been undertaken by Cllr. Dawson and the VAT return will be completed as soon as possible. **Action: Clerk**
 - c) West Mercia Police**
A Police report was received along with a report of an incident in Keren Drive.
 - d) St. James the Great Church, Norton**
A Church report was received and public question time discussions noted.
- 6. 2018/179 Reserves Policy**
Following review of the Reserves Policy, reserve levels as at 31 March 2018 and projects proposed for funding by reserves, it was agreed to revise the Reserves Policy to include a General Reserve of 25% of the annual precept, with reserves in excess of this to be used to fund specific projects. Proposed Cllr. Richmond, seconded by Cllr. Kelly and agreed by all. The Policy will be revised. **Action: Clerk**
- 7. 2018/180 Risk Assessment Procedures**
 - a) Risk assessments will be considered for new activities undertaken by the Parish Council.
 - b) Risk assessments are being reviewed and new documentation is being developed for the:
 - Hall car park resurfacing project **Action: Hall Car Park Resurfacing Working Group**
 - Allotments **Action: Cllr. Kelly**

- 8. 2018/181 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**
 The training sessions provided before the June Council meeting will be re-run before the September Parish Council meeting (for members not in attendance in June). **Action: Cllr. Kelly/Clerk**
 An update was received on development of the GDPR action plan, actions in progress and the audit of personal data. It was agreed to revise the GDPR email footer wording in line with that suggested via CALC and to add this to Council headed paper and compliments slips. Proposed Cllr. Kelly, seconded Cllr. Pollard and agreed by all. **Action: Clerk**
 Shredding options were reviewed, and it was agreed to use Printwaste Recycling and Shredding for secure, GDPR compliant, shredding of Parish Council documentation that is no longer required, at a cost of £35 per collection. A new Parish Council shredder will be purchased, once bulk shredding is no longer required, at a cost of up to £200. Proposed Cllr. Fincher, seconded Cllr. Richmond and agreed by all. **Action: Clerk**
- 9. 2018/182 Planning**
a) Current Planning Applications
 The following applications were noted.
- Approvals
- | | |
|---|---|
| 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 subject to neighbours' concerns. |
| Land at Crookbarrow Road, Norton
Ref: W/18/01026/FUL | The erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment. Parish supports with comments for clarification. |
| <u>Refusals - None</u> | |
| <u>Awaiting Decision</u> | |
| 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. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding. |
| Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 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 Council objected to. |
| Arkil, Wadborough Road, Littleworth. Ref: W/18/00949/FUL | Demolish office and construct a 3 bedroom bungalow. Parish support subject to neighbours' views. |
| Norton Hall Nursing Home, Woodbury Park, Norton Ref: W/18/01232/FUL | To continue the use of a porta cabin for office and administration space as previously approved in application W/15/00890/CU. Parish supports. |
| 1 Brockhill Cottage, Brockhill Lane, Norton. Ref: W/18/01151/HP | Two storey side and rear and single storey rear extensions. Parish support subject to neighbours' views. |

Internal Consultation

**EnviroSort, Off Woodbury Lane,
Norton**

Ref: Worcs CC 18/000035/CM

Application to vary conditions 2 (approved drawings), 14 (control of noise), 18 (control of odour), 29 (control of external operations) and 32 (closing of doors) of planning permission reference number 14/000050/CM, dated 26 March 2015 to facilitate amendments to the EnviroSort facility and its operation.

25 The Hidage, Littleworth

Ref: W/18/1317/HP

Side single storey Extension to form a kitchen & utility.

43 Mandalay Drive, Norton

Ref: W/18/1233/HP

Two storey rear extension.

Other

Land off Pershore Road, High Park

Ref: W/18/01065/ADV

Free-standing, post-mounted signage to advertise opening of Worcs Parkway Rail Station. Parish comments submitted.
WITHDRAWN BY APPLICANT.

Appeals - None

Cllr. Dawson gave his apologies and left the meeting at 9pm. The meeting remained quorate.

The EnviroSort planning application was discussed and residents' feedback considered. An objection response was agreed, with 4 votes in favour and one against. Proposed Cllr. Richmond, seconded Cllr. Kelly. The agreed response will be submitted to Worcs CC Planning. **Action: Clerk**

More regular Community Liaison Group (CLG) meetings will be requested, to be attended by Cllr. Lucas, with Cllr. Pollard as support. Mr. Bennett will be welcome to continue to attend. Concerns regarding monitoring of complaints, internal facility policies and planning condition compliance were highlighted and will be raised via the CLG. **Action: Cllr Lucas and Clerk**

10. 2018/183 Parish Hall

The Hall Charity 2017/18 year end accounts have been approved by the Trustees. These will be published on the Charity Commission website and a copy will be provided to the Parish Council (in accordance with the lease and trust deed). **Action: Cllr Fincher**

11. 2018/184 Parish Hall Recreation Facilities and Outside Space

The annual recreation facilities inspection report was considered. A replacement for the broken 'gyro spiral' seat has been ordered. All other matters highlighted have been assessed as low/very low risk, with actions in hand or the item being monitored as recommended in the report. Signage was considered satisfactory. Proposed Cllr. Fincher, seconded Cllr. Pollard and agreed by all.

A skip will be arranged for the Parish Hall site for disposal of the fencing around the old Pre-school container and for other items for disposal around/in the Hall, at a cost of £216, which will be split 50/50 between the Parish Council and Hall Trustees. It was agreed for the old rotten bench from the Crookbarrow Road/Church Lane grass verge to be disposed of in the skip (after removal of the commemorative plaque). The bench will not be replaced, in view of the other bench on this grass verge, unless feedback from residents requires this to be reconsidered. Proposed Cllr. Kelly, seconded Cllr. Richmond and agreed by all. **Action: Clerk**

New field booking terms and conditions were reviewed and agreed, as proposed by Cllr. Kelly, seconded by Cllr. Pollard.

Ditch maintenance work and the car park resurfacing project were discussed. It was noted that the ditch maintenance will include work to levels for flow away from the Coppice Cottage end of the ditch, with efforts to be made to form a barrier in the ditch at this point. To support the ditch maintenance work and the car park surfacing project, it was agreed to arrange a site survey and obtain water flow projections as part of the risk assessment considerations for both projects. It was agreed for Wychavon DC to undertake this survey at a cost of up to £500, which will be funded from reserves as a cost associated

with the car park resurfacing project. It was agreed for Mr Reeves to be the Wychavon contact for the survey work, supported by Cllr. Pollard. Proposed Cllr. Lucas, seconded Cllr. Richmond and agreed by all. Wychavon DC will be instructed.

Action: Clerk/Mr Reeves

The car park resurfacing group is seeking quotes and recommendations for the work, to refine specifications and inform the need to go through a formal tender process, with recommendations to be made to the September Parish Council meeting.

Action: Cllr. Pollard

The Parish Hall site tree survey report is being chased and one bike rack is being ordered.

12. 2018/185 Norton Pre-school

The old container has been removed. The uprights from the old fencing will be removed as part of the car park resurfacing project and will be highlighted with black/yellow tape in the meantime to improve visibility. The draft lease has been provided to Pre-school for consideration and Cllr. Lucas will liaise with Pre-school.

13. 2018/186 Worcester Parkway Station

The July stakeholder meeting has been cancelled and the planning application relating to station opening signage has been withdrawn. An update was provided from the Worcs CC Project Manager including management of noise from station announcements.

14. 2018/187 Southern Link Road (SLR) Improvement Works and Crossing Points

It is understood that full dualling of the SLR from Norton to Whittington will be completed by Spring 2019. Confirmation will be sought from Worcs CC, along with an update on when the bridleway bridge in this location will be installed.

Action: Clerk

Carrington Bridge road closure details (linked to dualling of the SLR from The Ketch to the Powick island) are being advertised by Worcs CC.

15. 2018/188 Adoption/Maintenance of Development by Garden Centre

Trust Management has agreed for its contact details to be shared with members of the public and has advised that the grass verge at the entrance to Gazala Drive remains under the ownership of the developers, but it will make enquiries regarding the maintenance issues reported.

16. 2018/189 Neighbourhood Plans

An update was received from Cllr. Lucas including next steps, the Locality Grant application and a newsletter update. The Neighbourhood Plan questionnaire draw has taken place and the winner notified by Cllr. Lucas on behalf of the Neighbourhood Plan Group. The £100 prize payment was agreed by all as proposed by Cllr. Fincher, seconded by Cllr. Pollard.

17. 2018/190 Employment Matters

A date for the Assistant Clerk annual appraisal is being arranged.

18. 2018/191 Allotments

An update was received from Cllr. Kelly. It was agreed for St Peter's Garden Centre to be approached regarding sponsorship of a Best Kept Allotment competition.

Action: Cllr. Kelly

The groundsman will be requested to trim off the allotment land opposite the Parish Hall and to clear undergrowth to improve access through the gate from Wadborough Road.

Action: Clerk

The plot will be re-measured prior to re-letting and consideration given to removing any old markers where the site has been split into smaller plots in the past.

Action: Cllr. Kelly

19. 2018/192 Public Rights of Way (PRoW)

The earlier than scheduled second cut of the PRoWs, in view of weather conditions and rapid growth, was noted, at an agreed cost of £340 plus VAT as proposed by Cllr. Pollard, seconded by Cllr.

Richmond and agreed by all. Additional funds will be factored in to the 2019/20 budget to reflect the need for increased regularity of maintenance.

Action: Clerk

20. 2018/193 Bus Services/Littleworth Bus Shelter

An update on bus services was received and ideas for a replacement bus shelter in Littleworth will be circulated for review. **Action: Clerk**

21. 2018/194 The Norton Worcestershire Regiment Group (NWRG)

An update was received regarding the Sentry statue project.

The NWRG grant application for £3,750 s106 funding for the Sentry project was considered and it was agreed for the Parish Council to submit an application for this s106 funding to Wychavon DC. Proposed Cllr. Kelly, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

The New Homes Bonus consultation flier has been approved by Wychavon DC and will be printed for circulation with the Autumn Parish Council newsletter. It was agreed for the Parish Council to cover the flier printing cost. Proposed Cllr. Richmond, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

22. 2018/195 Worcester Norton Sports Club (WNSC)

No further news.

23. 2018/196 Highways, Verges and Drainage Matters

Feedback from residents regarding volumes of traffic/speeding through the Parish and hedge cutting was considered. A notice will be placed in the Autumn newsletter as a reminder to residents/land owners to maintain hedges to ensure safe passage by pedestrians/cyclists/vehicles. **Action: Clerk**

Worcs CC Highways will be requested to undertake more extensive cutting back of the hedge on the corner of Salamanca Drive/Crookbarrow Road in the autumn. **Action: Clerk**

24. 2018/197 Parish Council Owned Lands

Cllr. Lucas provide an update on discussions with tenants. It was agreed for Cllr. Lucas to meet with the tenants of the two Parish Council owned fields adjacent to Green Lane, to discuss lease arrangements and potential projects to develop use of the fields (e.g. overflow parking for the Parish Hall and a public walking trail) and to report back to the Parish Council. **Action: Cllr. Lucas**

25. 2018/198 Finance

a) It was proposed by Cllr. Kelly, seconded by Cllr. Lucas **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)
Grounds Maintenance	Strimmer line	6.25
	Allotments water usage (28 March to 28 June)	54.15
	Playing field mowing June 2018	277.80
Administration	GDPR training event – 2 attendees	20.00
	TOTAL	358.20

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (Incl. VAT where payable)
Staff Costs	July 2018 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, employer's NI.	1,876.37
Grounds Maintenance	Annual inspection Parish Hall outside recreation facilities	192.00
	Norton churchyard mowing & Littleworth hedge trimming	286.20
	Relocation of container on Parish Hall car park	600.00
	New seat for gyro spiral/hip hop equipment	242.87

	Public Rights of Way maintenance	340.00
Administration Costs	Summer newsletter number puzzle winning entry	10.00
	Summer newsletter number puzzle runner up entry	5.00
	General administration costs	107.99
	Neighbourhood Plan questionnaire draw winning entry	100.00
	TOTAL	3,760.43
	GRAND TOTAL	4,118.63

26. 2018/199 Correspondence for Information

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

27. 2018/200 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2018/201 Items for Update to Local M.P.

Nothing to report at present.

29. 2018/202 Councillors' Reports and Items for Future Agenda

Information relating to 'The Battle's Over' commemoration of the end of WW1 will be circulated to Councillors to inform discussions at the September Parish Council meeting. **Action: Cllr. Fincher**

30. 2018/203 Date of Next Parish Council Meeting

27th September 2018

The meeting closed at 10.35pm.

Correspondence Received for 25th July 2018 Parish Council Meeting	
Sender	Subject
Arc4	Local Housing Study to support delivery of housing/support services as part of SWDP
CALC	Updates on various matters/training, including Worcestershire Remembers WW1, Data Protection fees, P&CC Town and Parish Council survey, security tips for rural properties, grant to Churches, South Worcestershire Housing Study 2018, CiLCA support, Data Protection email footer, local Age UK, Lengthsman Scheme, reminders from CALC, news from NALC, dates for the diary, training opportunities
Clerks & Council's Direct	Magazine July 2018
Community First	E-bulletins – funding, rural news, jobs
CPRE	Branch newsletter, annual report, can affordable homes save rural communities?
DCK Accounting Solutions	VAT partial exemption calculations 2017/18
Haslam IT	Newsletter advert enquiry
Highways England	E-bulletins and weekly updates, including M5/M6/Oldbury viaduct works
Lloyds Bank	Update to business accounts – cheque paying in service using mobile phones
Resident	Maintenance of hedge on the corner of Salamanca Drive/Crookbarrow Road
Resident	Incident reported to the Police in Keren Drive
Resident	Traffic and speeding concerns
Resident	Maintenance of hedges along Wadborough Rd, Littleworth (The Hidage to Parish Hall)
Resident	Emptying of dog bins and road sweeping
NALC	Newsletters, 2018 Annual Conference,
Police	Pershore Rural North and South Policing Team Facebook page
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Soc. Local Council Clerks	Information updates/bulletins, National Conference, The Clerk magazine July 2018
West Mercia Police	Evesham and Pershore Neighbourhood Watch Facebook page
WM P&C Commissioner	PCC Newsletter - Putting Your Questions to the Police
Worcs CC	<ul style="list-style-type: none"> • Southern Link Road overnight closures 24, 25, 26 July and 20, 21, 22 August • Roadworks reports • Confirmed Order, Notice of Confirmation and map re extinguishment of Footpath NJ-545 (PART), formerly Footpath 21 and Public Paths Rail Crossing extinguishment and Definitive Map Modification Order
Wychavon DC	<ul style="list-style-type: none"> • Technical Consultation on the 2019/20 local government finance settlement and 2019/20 business rates retention pilot prospectus • Co-option to fill Parish Councillor vacancies • Invitation to Chairman's Civic Service 9 September • Supporting communities event - write-up, slides and feedback • Parish Matters newsletter • Green flag awards raise the flag for Wychavon's parks, protect your bike for free, Wychavon Village of Culture 2019 competition, Building Design Awards 2018, new Waitrose store in Evesham, Building Design Awards, Apprenticeships, Lido Park artwork, Enlighten project (free visual arts workshops for children and adults), exhibitors wanted for council's gallery, 12 week 'Feeling Fitter' programme in Droitwich, music workshops, fly tipping action success
Wychavon DC Planning	<p>Planning meetings – Agenda for 26 July 2018 and minutes from 28 June 2018</p> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/18/01026/FUL: Land At, Crookbarrow Road, Norton – The erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment • W/18/00791/HP: 33 Vimiera Close, Norton – 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 <p><u>Withdrawal Notice:</u></p> <ul style="list-style-type: none"> • W/18/01065/ADV: Land off Pershore Road, High Park – Free standing, post mounted signage to advertise the opening of Worcestershire Parkway Rail Station

Public Question Time

Three members of the public attended, one in relation to repairs to the Church tower at St James the Great Church, Norton, with the remaining two residents wishing to raise concerns relating to the EnviroSort planning application. Discussions are summarised as detailed below.

Church Tower

- An update was received including the project scope, funding, Church heritage and ecology.
- Rendering of the Church tower may be a condition associated with grant funding and the Council's support for such rendering was sought.
- Consideration is being given to creation of a 'Friend's Group' and members were welcomed.
- A project and funding update has been received for inclusion in the Autumn edition of the Parish Council newsletter.

EnviroSort Planning Application

- Residents' concerns and objections relating to the application were noted and will be considered during the Parish Council meeting when the Council's response to the application is agreed.
- The planning process and the roles of Worcs CC/Wychavon DC/Parish Council were discussed and clarified.
- A copy of the J7 Waste Action Group response to Worcs CC was received.
- It was noted that Cllr Rob Adams is Chairman of the Worcs CC Planning Committee.
- Concerns relating to some comments within the planning application, planning statement and Community Liaison Group meeting minutes were noted.
- The Parish Council will consider how it can better bring large scale/significant applications to residents' attention.

Members of the public were thanked for attending the public question time.