

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29TH NOVEMBER 2018 AT NORTON PARISH HALL, LITTLEWORTH

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** C. Dawson, H. Turvey. These apologies, and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), D. Kelly, D. Lucas, M. Pollard, P. Richmond, M. Reeves, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**
There have been no applications received regarding the 2 Parish Councillor vacancies.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 25 October 2018 were approved. Proposed Cllr. Lucas, seconded Cllr. Richmond and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**
- 5. 2018/262 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided a report after agenda item 8, including his District Council responsibilities, the Worcs CC libraries review, a successful 'Protect Your Farm, Protect Yourself' event, and EnviroSort meetings with Cllr Lucas. It was agreed for Cllr Adams to progress speed checks along Hatfield Bank.
 - b) Finance**
 - (i) Balances: current account £5,583.19 (15 November), deposit account £86,423.03 (1 November). 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 £448.94.
 - (ii) The monthly accounts and bank reconciliation to 31 October were noted.
 - (iii) The 2017/18 Annual Governance and Accountability Return external audit has been completed, with no matters brought to the attention of the Council. The Notice of Conclusion of Audit has been displayed as required.
 - c) West Mercia Police**
A summary of reported crimes and an update on ongoing anti-social behaviour issues were received.
 - d) St. James the Great Church, Norton**
No update was received.
- 6. 2018/263 2019/20 Budget and Precept**
 - a) The 1 February 2019 deadline for submission of the precept request to Wychavon DC was noted. A draft 2019/20 budget will be considered at the Parish Council meeting on 24 January 2019. The Responsible Finance Officer will prepare a budget for consideration in consultation with Cllrs Fincher and Richmond. **Action: Responsible Finance Officer, Cllr Fincher, Cllr Richmond**
 - b) After discussion, the following was agreed.
 - To instruct Day-2-Day Gardening Services to cut the small verges at Brockhill at a cost of £310. Proposed Cllr Fincher, seconded Cllr Pollard and agreed by all. **Action: Clerk**
 - For Shear Perfection to undertake Public Rights of Way maintenance work at a cost of £300 per cut, with up to 3 cuts agreed for the 2019 growing season. This is subject to a Worcs CC P3 Scheme Grant of £500 being approved for the 2019/20 financial year. Proposed Cllr Kelly, seconded Cllr Richmond and

agreed by all.

Action: Clerk

c) Suggestions for items/projects for inclusion in the 2019/20 budget will be submitted to the Responsible Finance Officer. The need to consider the budget in terms of affordability for residents was agreed. Reinstatement of red road markings to highlight speed limits was noted as a suggested item of expenditure for the 2019/20 budget.

Action: Clerk

7. 2018/264 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)

An update was considered including GDPR Parish Councillor training sessions, setting up of new dedicated Parish Councillor Gmail addresses, updates to the Parish Council newsletter and declarations regarding computer/phone anti-virus software and security. GDPR information to support members' training will be forwarded to Cllr Kelly.

Action: Clerk

A declaration regarding computer/phone anti-virus software and security will be drafted for agreement and sign off by members.

Action: Cllr. Kelly

The GDPR action plan will continue to be progressed as quickly as possible. **Action: Cllr. Kelly/Clerk**

8. 2018/265 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

39 Mandalay Drive, Norton
Ref: W/18/01906/HP

Two storey rear extension. Parish supports subject to conditions.

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. 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.

Internal Consultation

Boulterley Cottage, Broomhall, Norton
Ref: W/18/02209/LB

Alterations and improvements to the bathroom and guestroom

Other – None

Appeals – None

b) To consider SWDP update, SWDP Review Issues and Options consultation and Council response (due by 5pm 17 December).

The consultation was considered, including the Strategic Housing and Employment Land Availability Assessment (SHELAA) call for sites submissions for the Parish. It was agreed to contact the Planning Policy Manager to seek indicative housing requirements for the Parish to 2030, with the response to be shared with the Neighbourhood Plan working group.

Action: Cllr Fincher

It was also agreed for Cllr Fincher to draft a response to the consultation for circulation to members prior to submission.

Action: Cllr Fincher

An update on the SWDP review will be included in the Parish briefing event regarding traffic calming measures linked to the Parkway Station development (see item 13 below).

Cllr. Adams arrived at 8.55pm.

9. 2018/266 Reports of Anti-Social Behaviour

Feedback from residents and the Police was considered. Information relating to anti-social behaviour and Neighbourhood Watch is being published in the winter Parish Council newsletter. It was agreed for Cllr Kelly to join the WhatsApp group relating to anti-social behaviour at Norton. **Action: Cllr Kelly**

10. 2018/267 Parish Hall Car Park Resurfacing

Updates following the 20 November Parish Council meeting were provided and considered.

Wychavon Planning has approved the non-material amendment to planning application W/16/03003/PN in respect of the revised proposals for the car park resurfacing.

Feedback from the contractor regarding the need for reinforced concrete, and independent guidance from a Member of the Royal Town Planning Institute (MRTPI), were considered at length, including risk factors and project contingency planning/funding. Revision of the specification to include reinforced concrete was proposed by Cllr Fincher, seconded by Cllr Lucas and agreed by all at an additional cost of £2,350 plus VAT. As part of the discussions, it was suggested that should the septic tank need to be filled, this could potentially be achieved using 'scalpings' from the old surfacing.

The timing of the project was discussed in terms of the risk of the onset of winter weather, the impact this could have on the work and the projected timescale for completion. After lengthy discussions, commencement of work as soon as possible, was proposed by Cllr Richmond, seconded by Cllr Fincher, and agreed by 4 votes to one. Mr Reeves' comments were noted as a co-opted member of the car park resurfacing group, although as no longer a Parish Councillor, without a vote.

Options for a 'knee rail' were considered. It was agreed to obtain a quote for installation of posts with reflectors, and for this to be circulated to members for agreement (with the principle of the works agreed and costs not to result in the project budget of £40,000 (excl. VAT) being exceeded). Proposed Cllr Richmond, seconded Cllr Kelly and agreed by all. **Action: Cllr Pollard**

The working group will produce a project risk assessment. **Action: Cllr Pollard**

South Worcestershire Building Control has advised that building regulations are not required.

Disposal of waste materials from site has been discussed with the contractor, with this being recycled via Blackpole recycling or with wood being sold for fuel.

The schedule of works has been discussed with the contractor who is aware of Hall and Pre-school events/parking requirements and is flexible to deconflict as much as possible. It is planned that areas of the car park will remain open at all times.

A draft letter to neighbouring residents, Hall users and Pre-school was agreed, with revision, and will be issued as soon as possible. A copy will also be placed in the Parish Council noticeboard at the Hall and on the Parish Council Facebook page. **Action: Cllr Fincher, Clerk**

A meeting has been arranged with the resident of a neighbouring property regarding this project, with this to be attended by Cllr. Pollard (project lead councillor) and the author of the Wychavon site survey. Ancillary items of work were considered, with agreement given for the proposed work to the grey water drain from the kitchen at a cost of £200 plus VAT and removal of the fir tree by the pumping station at a cost of £350 plus VAT. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all.

A revised project cost of £35,650 plus 'knee rail' posts was agreed by all. Proposed Cllr Kelly, seconded Cllr Richmond. Recommendations will be sought for maintenance requirements along with costs for inclusion in future years' budgets. **Action: Cllr Pollard, Clerk**

It was agreed for payment to be made in full upon invoice at the end of the project, with delegation granted for the works to be reviewed and accepted on behalf of the Council by Cllr Pollard and Cllr Fincher, resulting in authorisation for the Clerk to issue payment. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all. **Action: Cllr Pollard, Cllr Fincher, Clerk**

A letter of instruction will be issued, to include project specification, costs and Council's terms and conditions, for the contractor to sign and return in advance of work commencing. **Action: Cllr Pollard, Cllr Fincher, Clerk**

11. 2018/268 Parish Hall Recreation Facilities and Outside Space: Cllr Pollard

Instruction of Red Kite Pest Control to attend to moles on the Parish Hall playing field was agreed at a cost of £100. Instruction of Shear Perfection Ltd to upgrade and replace a manhole cover on the Parish Hall site was agreed at a cost of £170 plus VAT. Relocation of the 'spare' bench at the Parish Hall to the boundary of the playing field (between the 2 corner gates) and installation using sunken sleepers was agreed by all.

Action: Clerk

The broken self closing mechanisms on the play area gates was noted and information will be circulated regarding replacement with more robust mechanisms or with new self closing gates.

Action: Clerk

Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all.

12. 2018/269 Norton Pre-school

The draft lease is in the process of being finalised.

13. 2018/270 Worcester Parkway Station

Slides detailing the revised proposals for the Norton element of the Parkway Active Travel Corridor are due shortly and once received a Parish briefing event will be arranged.

Action: Clerk, Cllr Fincher

Feedback from a resident regarding volume and speed of traffic was noted. A further request has been made regarding naming of the station 'Worcester Norton Parkway'.

14. 2018/271 Southern Link Road (SLR) Improvement Works and Crossing Points

An update was received regarding the SLR and crossing points. A Worcs CC public consultation is being planned regarding the Broomhall Way bridge proposals. Support for phase 4 of the SLR improvement works (dualling of the Carrington Bridge) was agreed and a letter of support will be sent to Worcs CC before the 7 December deadline.

Action: Cllr Fincher

15. 2018/272 Public Open Space/Verge Maintenance, Highways and Drainage Matters

In view of strimmer maintenance needs, age and increased workload, it was agreed not to service the Parish Council strimmer, but to instead replace this with the recommended more robust model at a cost of £306.76 plus VAT. This will be purchased at the start of the 2019/20 financial year and included within the 2019/20 budget.

Action: Clerk

16. 2018/273 Neighbourhood Plans

An update was received including appointment of the consultant, project progress and submission of the Locality Grant funding application. An update will be included in the spring Parish Council newsletter and a slot included in the Parish briefing event regarding the Parkway Active Travel Corridor and SWDP review. To assist in encouraging more working group members, a notice for the next meeting will be displayed on the Parish Council noticeboards and will be forwarded to the Assistant Clerk for communication via Facebook.

Action: Cllr Lucas

Parish Council/working group roles and responsibilities were discussed, with the Council being considered the body that liaises with the SWDP Team/County and District Council regarding policy, and the working group being the body that liaises with Parishioners (e.g. to gather views) and works with the consultant to develop the Neighbourhood Plan which will link to the SWDP. To clarify the working group responsibilities and delegated authority by the Parish Council, terms of reference will be drafted for consideration. The Clerk offered assistance.

Action: Cllr Lucas, Clerk

17. 2018/274 Employment Matters

With the mowing season now at an end, consideration will be given to other items of winter work for the groundsman.

Action: All

18. 2018/275 Allotments

An update was received. It was noted that the pathway from The Hidage, alongside the allotments, to the Public Right of Way to the back of the allotments has been fenced off. The situation, historic information and feedback from local residents were considered. It was agreed to reinstate the allotment

boundary fencing that has been removed, with this to be explored with the groundsman. The potential for a pathway to be made via the allotments will also be assessed. **Actions: Cllr Kelly**

19. 2018/276 Public Rights of Way (PRoW)

An update was received from the Parish Paths Warden in his absence. Following a meeting with Worcs CC Countryside Services, Worcs CC is obtaining quotes for improvements to the bridleway from Wadborough Road, Littleworth to Stonehall Common, and may seek a contribution from the Parish Council. Funding will be considered for inclusion in the Council’s 2019/20 budget. **Action: Clerk**

20. 2018/277 Bus Services/Littleworth Bus Shelter

An update on bus services was received. Maintenance to the Littleworth bus shelter, by the groundsman, was agreed at an estimated cost of £250, to include replacement of the old Perspex rear windows with wood panels. Proposed Cllr. Richmond, seconded Cllr. Kelly and agreed by all. The groundsman will be instructed. **Action: Clerk**

21. 2018/278 Parish Hall

An update was received including events, activities and coffee shop Christmas opening times. Locations for the new grit bin and bike racks are to be agreed in conjunction with the car park resurfacing work, potentially being located by the main entrance to the Hall/car park.

22. 2018/279 The Norton Worcestershire Regiment Group (NWRG)

Following previous agreement to submit a New Homes Bonus Sentry Statue funding application, the draft application will be circulated to members for agreement prior to submission. Cllr. Fincher will attend the Wychavon Localism Panel meeting on 21 January along with a member of the NWRG.

Action: Clerk, Cllr. Fincher

23. 2018/280 Worcester Norton Sports Club (WNSC)

No further news.

24. 2018/281 Parish Council Owned Lands

An update was received, with this considered alongside quotes for land tenancy agreement and land registration work. It was agreed to instruct Hallmark Hulme to undertake work relating to the land tenancy agreements at a cost of £800 plus VAT.

Action: Clerk/Cllr Lucas

A quote for a land rental valuation will be sought.

Action: Clerk

25. 2018/282 The Wychavon Chairman’s Diamond Jubilee Recognition Award 2018/19

It was agreed for Cllr Turvey to be nominated and for Cllr. Fincher to draft a submission for comment by members. The deadline for submission of nominations is 21 December. **Action: Cllr Fincher**

26. 2018/283 Finance

a) It was proposed by Cllr. Pollard, seconded by Cllr. Richmond **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 £
Administration	Survey work and report at Norton Parish Hall site	540.91
	50% of 2018/19 accountancy services fee	540.00
	Donation for Parish Council Remembrance Service poppy wreath	50.00
	External audit fee for y/e 31 March 2018	360.00
	50% of stage one Neighbourhood Plan costs	1,980.00
Grounds Maintenance	Cutting of Norton churchyard and Parish Council roadside hedges	632.40
	Playing field mowing October 2018	192.00

	Supply & install upgraded manhole cover in Parish Hall grounds	204.00
	Lengthsman work August, September and October	562.50
	Parts to repair play equipment (elephant rocker)	76.90
Capital Items	Parish Council printer cost	59.00
	TOTAL	5,197.71

Accounts for Payment:

Category of Expenditure	Detail	Amount £
Staff Costs	November 2018 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions	1,924.29
Grounds Maintenance	Mowing of small grass verges at Brockhill – 2018 growing season	213.50
Administration	Plans relating to Pre-school lease	6.00
	Newsletter Winter 2018	480.00
	TOTAL	2,623.79
	GRAND TOTAL	7,821.50

b) Renewal of the Society of Local Council Clerks annual membership at a cost of £175 was agreed by all. Proposed Cllr Fincher, seconded Cllr Pollard. **Action: Clerk**

27. 2018/284 Annual Parish Meeting 2019

Dates for an Annual Parish Meeting in early May 2019 will be circulated to members for consideration and availability. **Action: Clerk**

28. 2018/285 Correspondence for Information

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

29. 2018/286 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

30. 2018/287 Items for Update to Local M.P.

Items for discussion are being considered.

31. 2018/288 Councillors' Reports and Items for Future Agenda

- Website development and Parish Council use of social media communication channels.
- Introduction of breaks during Parish Council meetings.

32. 2018/289 Date of Next Meeting and 2019 Meetings

24th January, 28th February, 28th March, 25th April, 16th or 23rd May (Annual Parish Council Meeting), 27th June, 18th July, 26th September, 24th October and 28th November.

Availability and preference for the suggested Annual Parish Council meeting dates of 16th/23rd May will be sought from members. **Action: Clerk**

Annual Parish Meeting: Date to be agreed.

The meeting closed at 10.58pm.

Correspondence Received for 29th November 2018 Parish Council Meeting

Sender	Subject
CALC	Updates on various matters and training sessions, including Elections 2019, Promoting Health in the Community, Gigabit Broadband Voucher Scheme in Worcestershire update, Wychavon Area Meeting, 6 th December – Grants and Funding for Parish Councils, report from CALC AGM, Parish Newsletters, Road Safety Week Event for Wychavon, Workplace Pensions, compulsory training for Parish Councillors consultation, Police and Crime Commissioner Newsletter, NALC Conference and AGM, West Mercia Town and Parish Council Survey Results, WiFi4EU - Free Wi-Fi for Europeans, CALC AGM papers (14 Nov), Elections 2019 - Community Engagement Workshop, New Edition of Local Council Administration, Wythall Festive Lights Event, WPD Electric Vehicles Stakeholder Workshop, Protect Your Farm, Protect Yourself, Malvern Hills AONB Management Plan 2019-2024 and Glover Review of Designated Landscapes, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine November 2018
CPRE	Campaigns updates, Countryside Voice magazine Winter 2018
Highways England	E-bulletins and weekly updates, including M5/M6 works
Resident	Parish Hall car park resurfacing
Resident	Volume of traffic and speeding along Crookbarrow Road
NALC	Newsletters, Chief Exec Bulletin, Local Council Review magazine Autumn 2018
Open Spaces Society	Newsletter Autumn 2018, deregistration of commons and request for donation
Police & Crime Commissioner	PCC Newsletters
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Soc. Local Council Clerks	Newsletters and The Clerk magazine November 2018
Superfast Worcestershire	Gigabit Broadband Voucher Scheme Update
SWDP	<ul style="list-style-type: none"> • South Worcestershire Development Plan Review – Issues and Options Paper Public Consultation from Monday 5th November to 17th December 2018 and Revised Local Development Schemes • South Worcestershire Development Plan Review Issues and Options Parish and Town Council Briefing Slides
The Pensions Regulator	Increase in minimum pension contributions wef 6 April 2019
West Mercia Police	<ul style="list-style-type: none"> • Speeding along Crookbarrow Road • Parish Council meeting dates • Updates from our Rural and Business Crime officer
Western Power Distribution	Forecast of bad weather and news/updates on electricity supplies
Worcs Assoc'n of Carers	News winter 2018
Worcs CC	<ul style="list-style-type: none"> • Phase 4 SLR improvements • Local grit bins update and winter newsletter • Temporary road closure Hatfield - from its junction with Stonehall Common to its junction with Hatfield Lane and Wadborough Road – from its junction with Stonehall Common to its junction with Abbots Wood. Anticipated duration: 4 days Commencing: 10 December 2018. • Invitation to Libraries Member Briefing 9 November • Libraries Member Briefing- Wychavon info • Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Evesham's Bell Tower to light up as part of Enlighten trail 15 December • Council staff smash target in charity cycling challenge • Search begins for talented youngsters with the W Factor • Provision of Register of Electors • Community Recognition Awards 2018

	<ul style="list-style-type: none"> • First ever ‘Protect Your Farm’ event provides support to rural community • Over £145,000 investment in Wychavon’s communities • Christmas and New Year Waste Collection Dates • New Leader, Cllr Bradley Thomas, sets out his priorities • Planning and running a consultation FREE workshop - 27 November • Visualize arts competition for 11 to 18-year-olds • Plenty of advice on offer at free community workshops in Wychavon • District councils take on cycling challenge for BBC Children in Need • Protect your farm Protect yourself - 22 Nov Three Counties Showground • Silent soldiers around Wychavon • Jail for landowner operating illegal waste site • Wychavon awarded the prestigious Investors In People Gold Award • New fund to help improve children’s life chances • Evesham War Memorial will Light Up! to commemorate WW1 centenary
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning meeting 15 November 2018 • Minutes for Planning meeting 18 October 2018 <p><u>Approval Notices:</u> W/18/01906/HP – 39 Mandalay Drive, Norton: two storey rear extension.</p>

Public Question Time Discussions

Four members of the public attended the public question time session, two to observe proceedings and two in relation to the Norton and Littleworth Branch of the Royal British Legion. Discussions are summarised as follows:

The local branch of the Royal British Legion is keen to:

- Raise its profile and build links within the community
- Seek new members
- Organise community events and activities
- Work with other groups within the Parish e.g. Parish Hall/coffee shop, Parish Council and Norton Worcestershire Regiment Group
- Extend its support to ex-forces personnel/veterans and, as a charity, to raise funds to assist with this provision

The significance and importance of the local branch of the Royal British Legion was highlighted and agreed, with an invitation extended for an article to be submitted for inclusion in a future edition of the Parish Council newsletter.