

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29th APRIL 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

1. Apologies for Absence: P. Richmond, G. Dyer.

Attending: H. Turvey (Chair), Mrs. C. McGovern, A. Bennett, K. Fincher, Mrs. D. Hewison, D. Lucas, M. Reeves, Cllr. Adams (District & County Cllr) Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Changes to Membership

a) The Clerk advised that no applications or expressions of interest have been received regarding the co-opted Councillor vacancy advertised in the Parish Council Newsletter. It was agreed to re-advertise in the summer edition.

b) Cllr. Lucas advised that due to other commitments, he would like to concentrate on specific areas including the EnviroSort Liaison Group, potentially a new collective liaison group for new occupiers of the old Morganite site and to remain one of the Parish Councillors with responsibility for planning. This was agreed by the Parish Council, as was Cllr. Lucas stepping down from the Parish Hall Management Committee (PHMC) and from in depth involvement with the Pre-School development proposals. A new member of the PHMC will be sought at the May Parish Council meeting.

3. Declarations of Interest - None

4. Minutes of the Parish Council Meeting Held on 25th March 2010

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Mrs. McGovern **and all were in agreement** that the minutes of the 25th March be approved.

5. 2010/68 Reports

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

Cllr. Adams arrived during agenda item 5k below and provided his report. The situation regarding planning requirements for the Gypsum Recycling facility at the old Morganite site is being considered by Worcs CC and Wychavon DC, with a decision awaited. In the meantime, the operator has been asked not to take further deliveries to the facility. Also see agenda item 11 plus public question time discussions.

b) Planning

(i) In the absence of Cllr. Richmond, the Clerk summarised the current applications:

Approvals

8 Toulouse Drive, Norton
Ref: W/10/00247

Conversion of integral garage into living space with bay window. Parish supports with conditions.

19 The Hidage, Littleworth
Ref: W/10/00252

2 x solar panels (retrospective). Parish does not support.

20 The Hidage, Littleworth
Ref: W/10/00379

Conservatory to rear (retrospective). Parish supports.

Refusals - None

Awaiting Decision

Woodside, Hatfield Lane

Demolition of bungalow and redevelopment of three no.

Ref: W/09/02055

dwellings plus various amendments. Resubmission of Ref: W/09/00042. Parish does not support. To Development Control Committee.

Internal Consultation

Flat 4, Farrington, Crookbarrow Rd. Ref: W/10/00694

To provide 2 wrought iron handrails to the front of the property steps and one to the rear of property steps to match existing handrails already fitted on other parts of the building by other landlords and owners.

Other - None

(ii) See agenda items 5a and 11 plus public question time discussions.

c) Allotments

Cllr. Mrs. McGovern advised that plots are being monitored to ensure that they are being worked and any issues notified are being reviewed or are in hand. Also see agenda item 9a.

d) Playing Fields

The Clerk reported upon a request from the regular adult team for use of one pitch on 30th May for a charity match in aid of Acorns to be provided free of charge. This was proposed by Cllr. Reeves, seconded by Cllr. Fincher and agreed by all. If the changing rooms are required then the standard fee will be charged for these as this is levied by the Parish Hall and covers costs such as cleaning. The Clerk will advise the football team.

e) Public Rights of Way

Cllr. Turvey advised that the 2010/11 P3 application will be submitted shortly and commented that there may be pressure to reduce some of the cutting/clearance work to just once a year. If the requested grant is not received in full then consideration will need to be given to reducing the cutting schedule or covering the costs from Parish Council funds.

f) Finance

(i) The current account balance was £8,267.33 on 15th April with the deposit account balance at £30,668.81 on 1st April, plus Treasury Stock of c. £15k.

(ii) The Clerk advised that the year end accounts are being finalised and the internal audit will be arranged to ensure that the Annual Return and accounts for the year ended 31st March 2010 can be considered and approved at the May Parish Council meeting.

g) Parish Hall Management Committee (PHMC)

No queries were raised regarding the monthly accounts circulated with the agenda. The increasing funds balance and cost containment were noted. The new Treasurer is now in post, quotes are being obtained for the electrical work and for painting of the exterior of the building. Waste collections from the Parish Hall have been effected following the delivery of wheelie bins to the Hall and the issue of commercial waste collections is being investigated along with the cost implications.

h) West Mercia Police

PC Woods nor CSO Fogwill was able to attend. Cllr. Bennett reported on the recent PACT meeting attended which highlighted issues with anti-social behaviour. Crime figures remain low and an extension to the successful dog watch scheme is being considered. Visibility due to the hedge on the corner of Crookbarrow Road and Salamanca Drive was also raised. Maintenance work has been undertaken by residents, but the hedge has become too deep and is creating visibility problems. It was agreed for the Clerk to advise Highways and request assistance.

i) Brockhill Recreation Area

The Clerk reported on a meeting held with Persimmon Homes and Taylor Woodrow developers

attended by Cllr. Turvey and Cllr. Reeves as part of pre-application consultations in line with Wychavon DC guidelines. After discussion, it was agreed that the Parish Council would like to see more green space, with an open aspect that maintains the views of the Malvern Hills and mirrors the opposite side of Crookbarrow Road. A public consultation is being planned by the developers to which residents will be invited. Past problems with adoptions at Brockhill were raised to highlight the need for adoptions to be completed promptly. A request has been made for boundary hedges to be adopted rather than in private ownership due to maintenance issues experienced at Brockhill. If the proposal is approved before the SWJCS then the development will not form part of the SWJCS, but the housing numbers will count towards it. Residents will be consulted on the location of the play area. Housing density is likely to be guided by national guidelines. Car parking spaces are envisaged at 2 per household, one of which would include the garage and this has been raised as an issue in light of the situation at Brockhill where parking can become a problem. If approved, building is envisaged to start in 2011, with completion in 12 months. It was noted that some residents have been already contacted by the developers. It was agreed that the Clerk will draft a flier to inform residents that the developers have engaged with the Parish Council, that a consultation event is planned and that the proposed development would link with the SWJCS. It was agreed for the draft to be approved by Cllr. Fincher and Cllr. Turvey prior to printing and circulation as soon as possible.

The Clerk advised that a problem with hedge debris has been reported in the field proposed for development and that this may be a safety issue for walkers. The Clerk will advise the developers.

j) Parish Plan

Cllr. Turvey advised that information is being compiled and reports are being written. Due to other commitments slow progress continues, with a publication date now envisaged mid-year.

k) Parkway Station

Cllr. Reeves advised that Worcs CC continues to engage with the Government to progress the scheme. Worcs CC has been asked to ensure that Cllr. Adams is involved/informed of updates.

6. 2010/69 Standing Orders

The Clerk outlined the new draft Standing Orders (based on the revised model from NALC) which were circulated prior to the meeting. It was proposed by Cllr. Reeves, seconded by Cllr. Mrs. Hewison and agreed by all to adopt the new Standing Orders.

7. 2010/70 EnviroSort

Cllr. Adams advised that a visit has been arranged for 11th May if any Parish Councillors would like to attend. This invitation has also been extended to Stoulton and Whittington Parish Councils and Pershore Town Council. In response to a query raised regarding the current operating capacity, Cllr. Lucas will clarify the position.

8. 2010/71 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that another meeting has been held with the SWJCS Team to clarify what will be recommended to Members. It appears that an average 100m green gap is being proposed on the Kempsey side of Norton Road, rather than the 250m gap as requested by the Parish Council. The area of land between Brockhill and the Southern Link Road, which the Parish Council has requested remains as a strategic gap as in the existing local plan, is proposed for 50% development. The area of land along Broomhall Lane, from beyond the garden centre, to the Hatfield Bank, stretching back to the M5 is not included within the site allocations or strategic plan however, mention has been made of this area for a secondary school (access issues have been accepted). After discussion it was agreed that Cllr. Turvey will write to the SWJCS Team to establish their view on the non-dualling of the Southern Link Road, as this was a pre-requisite to any SWJCS housing development in this area. The Parish Council SWJCS working group will arrange a further meeting to discuss progress and another public meeting.

The Clerk advised that the Housing Needs Survey has been delayed until July at the earliest and it was agreed to defer this until mid/late September to avoid summer holidays which may affect response rates.

9. 2010/72 Flooding Issues

a) Allotments French Drains

After discussion of the issues raised by tenants, it was agreed to defer the work until the end of the growing season, around the end of September. The Clerk will liaise with the contractor regarding dates and write to affected tenants to request that plots are ready for the work to be undertaken by a specified date. The increased contractor costs of £2,650 were agreed and the Clerk will establish if this price can be held until the autumn. Affected tenants will be offered a meeting on site to discuss concerns.

Work to split/prepare plots 38 and 36 will also be deferred to be undertaken at the same time as the French drain work. The Clerk will ask for updated quotes from the contractor and a quote to weed spray plot 38 as soon as possible as this is becoming overgrown. It was agreed for Cllr. Turvey and Cllr. Mrs. McGovern to consider the quote received and agree this work.

b) Proposed Ditch Re-instatement Work

Concern was expressed that this matter is progressing very slowly and that the grant funding may disappear. It was agreed that Cllr. Adams will liaise with Wychavon DC to confirm the proposed course of action following the surveying work. It was noted that Network Rail has been asked to undertake more extensive ditch clearance work and the Clerk is making enquiries to identify the land owner further downstream. Cllr. Adams will clarify whether Wychavon DC has any power to seek a contribution from the land owner towards the balance of the costs of the proposed work.

10. 2010/73 Norton Pre-school Proposals

There was no further news to report. The Clerk will contact Pre-School for an update.

11. 2010/74 Morganite Site

Also see agenda item 5a and public question time discussions. It appears that the site has been purchased as a business park which will be split and let to many occupiers. It was agreed to set up a liaison group with the new tenants. Cllr. Lucas advised that a query has been raised with Wychavon DC to clarify why the change of use from the Morganite facility to a business park does not appear to have required a change of use planning application. This would have allowed the proposal to be more fully considered and appropriate conditions applied. Engagement with the local community as part of the planning process was welcomed.

Concerns were raised regarding traffic volumes generated by a new business park and it was agreed that the Clerk will write to Wychavon DC and Worcs CC Highways highlighting these concerns and including a copy of the traffic consultants' report that was undertaken for the EnviroSort application.

12. 2010/75 Land adjacent to St. Peters Garden Centre

See agenda item 5i.

13. 2010/76 Use of Field in Church Lane, Norton

Cllr. Mrs McGovern advised that the pigs have now been moved and that it is understood the field is to be ploughed for planting. The Clerk will advise the complainant.

14. 2010/77 Skips on Drives of Residential Properties

After discussion of the issues raised it was agreed for the Clerk to contact the Wychavon DC Enforcement Officer for advice. If appropriate, after seeking advice, the Clerk will write to the resident asking when the skip will be removed.

15. 2010/78 Whittington Tump

Cllr. Turvey advised that Whittington Parish Council are pursuing Public Right of Way access to Whittington Tump and are seeking testators who have walked this area for many years. Cllrs Fincher, Lucas and Reeves requested forms for completion. Once completed these will be given to the Clerk for forwarding to Whittington Parish Council.

16. 2010/79 Illuminated Speed Signs

It was agreed to use one of the shared signs via Cllr. Adams and to locate this in the area of the War Memorial on Church Lane. Cllr. Adams will advise when the sign is available. This does not capture data but offers a reminder to drivers if they are travelling in excess of the speed limit. Following use of this sign and feedback received, the Parish Council may consider purchasing or sharing the cost of a more sophisticated sign which also captures traffic data.

17. 2010/80 Use of an Area of the Playing Field for Dog Show

The Clerk reported an enquiry for use of part of the playing field for judging of a dog show on 13th June. This was agreed on the same basis as last year. The Clerk will advise.

The Clerk also reported on an enquiry to hold another parish camping weekend at the Parish Hall, on 17th July. On the basis of a successful event in 2009, this was agreed on the same basis. The Clerk will advise the organiser.

18. 2010/81 Parish Emblem/Logo

Agreed to carry forward to the May Parish Council meeting.

19. 2010/82 Adult Learning Service

The Clerk advised that no responses have been received following the item in the Parish Council newsletter. It was agreed that there does not appear a demand for this service in the Parish.

20. 2010/83 Parking Restrictions Wadborough Road, Littleworth

The Clerk reported that Highways has advised that our request is being ranked against other such requests throughout the County, with the higher ranking schemes being processed first. It is unable to indicate at present where our request will sit on this list. The Clerk will respond that the restrictions were not marked as agreed and despite it being agreed at site meetings at the time that the situation would be reviewed in 2 years, it is disappointing that there is a further delay in resolving this situation.

21. 2010/84 Finance

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

Accounts for Confirmation: None

Accounts for Payment:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing of churchyard (£177), mowing large verges at Brockhill (£173) and maintenance of FP20 (£126)	476.00
Mr. J. Roach	Litter picking (March/April 16.5 hrs)	95.70
NALC	Local Council Review annual subscription	13.50
Playsafety Ltd	RoSPA annual play area inspection	95.18
Security Patrol Services	Locking of Parish Hall gates (22/2/2010 to 4/4/2010)	180.96
Fleet (Line Markers) Ltd	Line marker	19.61
Mrs J. Greenway	Honorarium April 2010	615.32
Mrs J. Greenway	Expenses April 2010	126.65
Worcs CALC	Annual subscription and affiliation fee	651.12

Shear Perfection Ltd	Mowing large grass verges at Brockhill and churchyard	350.00
Security Patrol Services	Locking of Parish Hall gates (5/4/2010 to 18/4/2010)	61.69
R. Pullen	Mowing, strimming, play area maintenance (April – 17.5hrs) plus petrol	108.00
	TOTAL	2,793.73
	GRAND TOTAL	2,793.73

b) Renewal of the annual NALC Local Council Review subscription at £13.50 was proposed by Cllr. Bennett, seconded by Cllr. Reeves and agreed by all.

c) After discussion it was proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all to make a donation of £100 to the Wychavon Citizen's Advice Bureau. The Clerk will arrange.

d) The Clerk advised that Wychavon DC has received only one claim in the last 12 months relating to Concessionary Travel Tokens and will not be charging this to the Parish Council. In view of an annual average cost of c. £30 pa the Clerk agreed to remain in the Concessionary Travel Token Scheme for 2010/11. This was confirmed. The Clerk advised that this may be the last year of the Scheme. Cllr. Adams confirmed this and will update the Parish Council once a decision has been made.

e) It was agreed by all to add Cllr. Turvey to the Bank mandate to provide an additional signatory to the bank accounts providing cover during periods of holiday or when councillors are working away. The Clerk will arrange.

22. 2010/85 Correspondence for Information

See Appendix 1 for a list of correspondence received.

23. 2010/86 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

24. 2010/87 Items for Update to Local M.P.

Nothing further to report at this time.

25. 2010/88 Councillors' Reports and Items for Future Agenda

Cllr. Mrs. McGovern requested newsletter items by 18th May. It was agreed that Cllr. Turvey would provide a spotlight article for this edition and would include reference to developments at the Morganite site and the land adjacent to the Garden Centre in his report. Cllr. Lucas will provide a report from the EnviroSort Liaison Group.

26. 2010/89 Date of Next Meeting: Annual Parish Council meeting Wednesday 26th May 2010

The meeting closed at 10.05pm.

Correspondence Received for 29th April 2010 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters
Community First	Annual membership – new membership packages and IT workshops
CPRE	Countryside Voice magazine and Members Guide 2010
CPRE	Fieldwork magazine April 2010 and Campaigns Update
Dodford with Grafton Parish Council	Wind turbine planning applications
EFG Harris Allday	Year end portfolio valuation and holdings as at 5 th April 2010
Kompan	Playground equipment brochure
Mr. Whitehouse	Parking outside Smiths Livery Yard (replied to)
NALC	Localism in Action conference and exhibition. Local Council Review available online. Direct Information Service Updates. Events programme 2010.
NJK Our Future	Parish Plan update
Norton Parish Hall	Meeting with Village Hall Advisor from Community First.
Norton Parish Hall	Refuse collection as commercial waste
Parish Hall Management Committee	Invitation to AGM on Monday 10 th May at 7.30pm
Pershore High School	Newsletter March/April 2010
Pershore Volunteer Centre	Wychavon Rural Reach Project has now ended. Alternative contact details.
Rooftop Housing Group	Confirmation that all properties are general needs rented accommodation, with none shared ownership.
RoSPA	Annual play area inspection
Rural Services Community	Weekly Rural Focus newsletters
Rural Services Network	Parish Newsletters
Shear Perfection Ltd	Quote for revised allotment drainage work
Smart Cut Ltd	Newsletter and outline of services offered
SMP Playgrounds	Newsletter
Society of Local Council Clerks	Cemetery Management Course
SWJCS	Strategic Housing Land Availability Assessment (SHLAA) report now published
Worcestershire Partnership	Partnership Matters newsletter Spring 2010
Worcs CC	Area Forum Dates – Pershore Area Forum: 16 th September 2010, 7pm, Bishampton Village Hall. Invitation to submit items to be considered for the agenda.
Worcs CC	Grit bin replenishment
Worcs CC	Newsletter re new Children’s Centres in Wychavon area
Worcs CC Highways	Update on request for additional parking restrictions on Wadborough Road
Wychavon CAB	Donation request in view of reduced funding from Wychavon DC
Wychavon DC	Agenda for Standards Committee: 21 st April 2010, 6.15pm, Civic Centre
Wychavon DC	Approval Notices for Planning Applications: - W/10/00252: 19 The Hidage, Littleworth – 2 x solar panels (retrospective) - W/10/00247: 8 Toulouse Drive – conversion of integral garage into living space with bay window - W/10/00379: 20 The Hidage - conservatory to rear (retrospective)
Wychavon DC	Copy correspondence to Mr. Smith re maintenance of watercourse along Radley bridleway, Hatfield to Littleworth.
Wychavon DC	Parish Matters April 2010
Wychavon DC	Village Facilities Survey – Hatfield classified as open countryside
Your Views Form	Skips on drives of residential properties for long periods of time
Zurich Insurance	Annual Local Council Advisory Service Seminars 2010 – Risk assessment and management

Notes from the Public Question Time Prior to the Parish Council Meeting

6 members of the public attended the public question time with discussions summarised as follows.

A proposal for an indoor Go Karting track on part of the old Morganite site was introduced to engage with the Parish Council prior to submitting a planning application to Wychavon DC and committing to the site. The Clerk will circulate details to Parish Councillors for information. Initial concerns highlighted included noise and emissions levels, traffic volumes, opening hours (7days 9am-9pm) particularly on Sundays in view of the close proximity of residential properties. These concerns were noted and are being considered as part of the business plan. To assist in reducing traffic levels, a mini-bus service is planned and access to the site would only be advertised as from the M5/B4084. Pre-application consultations, followed by consideration of any change of use planning application is likely to take c. 8 weeks and if successful, the aim would be for the facility to be operational in an overall 12 week period. The operator welcomed any further comments/questions once councillors have had the opportunity to review the proposal.

Representatives from Gypsum Recycling, which has recently occupied part of the old Morganite site, attended to introduce the business to the Parish Council and respond to any concerns. The confusion surrounding the need for planning approval was raised and after seeking legal advice, Gypsum recycling has been advised that it has followed the correct procedure and it awaits a response from Worcs CC and Wychavon DC. The business deals with only plasterboard recycling (off cuts and from demolitions) and involves splitting the paper from the gypsum. All operations are inside the building and they ensure compliance with the required national standards as a professional organisation. Once fully operational, 6 staff will be employed. Concerns regarding noise, dust, pollution and traffic volumes were noted and reassurances were provided. Gypsum itself is not hazardous however when placed in landfill and wet, it gives off sulphur and is no longer wanted at land fill sites. In terms of traffic volumes, 15/20 HGVs max. are envisaged per day (Mon-Fri, 8-5.30, not Bank Hols) which will access the site via the B4084 and not pass through the village. All waste in/out will be in fully enclosed vehicles. Concern was expressed regarding the B4084/Woodbury Lane junction safety in view of the rising traffic volumes from the old Morganite site with multiple new operators locating to what is being seen as a new business park. The operators are conscious of the residential neighbours and are also now aware of the nursing home proximity. The operators advised that they wish to work with the local community and the Parish Council and offered to enter into a set of voluntary conditions. If the decision from Worcs CC/Wychavon DC is that planning permission is required then it is likely that any approval given would incorporate a set of conditions.

Members of the public were thanked for attending and remained to observe the Parish Council meeting.