

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26th MAY 2010 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, Mrs. D. Hewison, D. Lucas, M. Reeves, P. Richmond.
Attending: H. Turvey (Chair), Mrs. C. McGovern, K. Fincher, G. Dyer, Cllr. Adams (District & County Cllr), Mrs. J. Greenway (Clerk/Responsible Finance Officer).
- 2. Election of Chairman**
Cllr. Mrs. McGovern took the Chair. Cllr. Mrs. McGovern proposed Cllr. Turvey, this was seconded by Cllr. Fincher and all were in favour. Cllr. Turvey was elected as Chairman and accepted this position.
- 3. Election of Vice-Chairman**
Cllr. Fincher proposed Cllr. Mrs. McGovern, this was seconded by Cllr. Turvey and all were in favour. Cllr. Mrs. McGovern was elected as Vice-Chairman and accepted this position.
- 4. Chairman and Vice-Chairman Signing of Undertakings and Declarations of Office**
Cllr. Turvey and Cllr. Mrs. McGovern signed the Chairman's and Vice-Chairman's respective undertakings and declarations of acceptance of office.
- 5. Changes to Membership**
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. The vacancy is being re-advertised in the summer edition of the newsletter.
- 6. Declarations of Interest - None**
- 7. To Note Standing Orders**
These were noted as agreed at the Parish Council meeting of 29th April 2010.
- 8. To Note the Code of Conduct**
The Code was noted as previously circulated.
- 9. To Note the Council's Scheme of Delegation**
These were noted as agreed at the Parish Council meeting of 25th March 2010.
- 10. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**
These were agreed as detailed in Appendix 2.
- 11. To Note the Council's Financial Regulations, Risk Assessment and Insurance Requirements**
These were noted as agreed at the Parish Council meetings of 28th January and 25th March 2010.
- 12. Minutes of the Parish Council Meeting Held on 29th April 2010**
It was proposed by Cllr. Fincher, seconded by Cllr. Mrs. McGovern **and all were in agreement** that the minutes of the 29th April be approved.
- 13. 2010/90 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams advised that NJK First School has been short listed for full appraisal for consideration of a 20mph zone outside school. Following the change in Government, the SWJCS has been scrapped and further information is awaited from Wychavon DC regarding the impact of this locally. Consideration will be given to Parish Council representatives attending a future

Wychavon DC Full Council meeting to ask a question regarding future housing proposals. Cllr. Adams is liaising with Wychavon Planning to arrange a meeting with NJK Parish Councillors to discuss the planning consultation process and future proposals/policy regarding 'garden grabbing'. In response to a query, Cllr. Adams will clarify whether there is an existing or deferred planning permission for the land adjacent to St. Peters Garden Centre. Cllr. Adams will also find out more information about the 'Youth Bus' initiative.

b) Planning

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

Approvals

Woodside, Hatfield Lane
Ref: W/09/02055

Demolition of bungalow and redevelopment of three no. dwellings plus various amendments. Resubmission of Ref: W/09/00042. Parish does not support.

Refusals - None

Awaiting Decision

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. Parish supports.

Internal Consultation - None

Other

Lavender Cottage, Woodbury Lane, Norton

Appeal to the Planning Inspectorate. Appeals dismissed and the notices upheld subject to corrections and variations.

(ii) See agenda item 19.

c) Allotments

Cllr. Mrs. McGovern advised that plots are being monitored to ensure that they are being worked and this has highlighted a few plots that are not being cultivated or fully cultivated. In view of the long waiting list for plots it was agreed that the Clerk will send letters to those tenants not fully working their plots giving one month for the plots to be worked or given up. The Clerk will liaise with Cllr. Mrs. McGovern.

d) Playing Fields

The Clerk advised that progress is slow regarding maintenance of the line marking machine and Cllr. Mrs. McGovern offered assistance with transport. Following a request from the football team, it was agreed for the Clerk to obtain a quote for burning of the pitch lines during the summer and also for over seeding of the goal mouth area nearest the Hall entrance. The Clerk advised that the pest control contractor has reported no recent mole activity on the playing fields.

e) Public Rights of Way

Cllr. Turvey advised that the first cut of entrances and sections of the footpaths/bridleways will be undertaken shortly. News is awaited on the P3 grant application. Network Rail is being pursued regarding replacement of unsafe stiles with gates. Worcs CC will be asking parishes to categorise public rights of way dependent on levels of use.

f) Finance

(i) The current account balance was £6,728.36 on 12th May with the deposit account balance at £45,370.12 on 30th April (including 50% of the 2010/11 precept), plus Treasury Stock of c. £15k.

(ii) No questions were asked regarding the monthly accounts circulated with the agenda.

(iii) See agenda item 14.

g) Parish Hall Management Committee (PHMC)

Monthly accounts are not currently available and the Clerk will chase these for the next meeting. It was noted that the WI and the Horticultural Society now meet at the Beechill Room at St. James Church, Norton rather than at the Hall but that this shouldn't impact greatly on booking income. The Clerk reported on a query raised by the Hall Booking Secretary concerning use of the outside space at the Hall, for community activities organised/supported by Wychavon DC, as part of a 3 year pre-paid booking. It was agreed that the prepayment received by the PHMC should relate to Hall costs and not fund outside booking space costs. As the events proposed will be community events for which payment is being made to the Hall, it was agreed that additional charges for the outside space will not be made provided that the event is unlikely to create any maintenance costs for the Parish Council. However, this is open for review if a large event is planned or one that could cause maintenance issues. The Clerk will advise the Hall Booking Secretary.

h) West Mercia Police

PC Woods reported on annual crime figures for the period 1st April 2009 to 31st March 2010 compared to the same period last year. Figures quoted included Whittington Parish and show a low crime area with a reducing trend. Work will continue to keep crime rates low and falling. PC Woods advised that CSO Fogwill has been accepted to join the Police and at present there appear no plans to provide a replacement. It was agreed that CSO Fogwill will be greatly missed and his nomination for CSO of the Year was noted. PC Woods advised that school visits have been successful and that these are to be started at Pre-School. School parking appears to have improved with reduced levels of complaints from residents. PC Woods thanked the Parish Council for its support during his first year in the Parish and PC Woods was thanked for his work in the Parish. It was agreed that a letter will be sent to the Divisional Commander at Worcester Police Station expressing appreciation for CSO Fogwill's efforts, highlighting his loss to the community and seeking information regarding a replacement. Cllr. Fincher agreed to draft.

i) Brockhill Recreation Area

See agenda item 20. The Clerk reported that the Mercian Regiment HQ on Crookbarrow Road has not yet been declared for disposal and that the timetable for this may slip into 2011.

j) Parish Plan

Cllr. Turvey advised that progress remains slow due to other commitments and that publication is now likely during the autumn.

k) Parkway Station

No further news.

14. 2010/91 Year End Accounts and Annual Return

The Clerk reported on the draft accounts circulated with the agenda. The Clerk will prepare an Income and Expenditure year on year variation report for circulation and discussion by the Parish Council. The Clerk referred to the Internal Auditor's report which advised of no matters for the attention of the Parish Council and reported on the content of sections 1, 2 & 4 of the Annual Return.

The accounts for the year ended 31st March 2010 were approved, and the Annual Return approved and signed off, as proposed by Cllr. Fincher, seconded by Cllr. Mrs. McGovern and agreed by all.

15. 2010/92 EnviroSort

In the absence of Cllr. Lucas, Cllr. Turvey reported on an informative visit to EnviroSort and Cllr. Adams was thanked for organising this. The Clerk advised that following the Worcs CC Waste Core Strategy Emerging Preferred Options Consultation, a Consultation Response Document is now available. It was noted that Severn Waste continues to be responsive and helpful with issues raised and that Severn Waste will cover the costs of tracking systems for vehicles but there are

ongoing costs that would be the responsibility of the Local Authorities. Cllr. Adams is clarifying whether any outside storage is being used.

16. 2010/93 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that an update for residents will be included in the forthcoming Parish Council newsletter and that communications continue with the SWJCS Team. The Clerk will obtain dates for the next Full Council meetings at Wychavon DC and consideration will be given to asking a question regarding new plans to replace the SWJCS.

17. 2010/94 Flooding Issues

a) Allotments French Drains

The Clerk advised that the contractor has scheduled in the work for early September and that affected tenants are being requested to have their plots ready by 1st September. A site meeting with affected tenants, Cllr. Mrs. McGovern, the Clerk and the contractor will be arranged for July to provide tenants with the opportunity to ask any questions they may have. Where necessary revised/new quotes for allotments work have been requested.

b) Proposed Ditch Re-instatement Work

The Clerk advised that Wychavon DC is chasing Network Rail to undertake the required ditch clearance work and also that Wychavon DC is unlikely to be able to enforce any request for a financial contribution from the land owner towards the cost of the proposed work.

18. 2010/95 Norton Pre-school Proposals

The Clerk advised that Pre-School is finalising the planning application for submission in mid-May.

19. 2010/96 Morganite Site

The Clerk advised that no update has been received from Worcs CC/Wychavon DC regarding the Gypsum Recycling facility planning issues. Following consideration of email correspondence from Parish Councillors regarding the proposed indoor karting track, it was agreed that a visit to a similar facility would enable a more informed consultation if a planning application is submitted. This would be a visit arranged by the Parish Council, for the Parish Council with attendance paid for as members of the public. The Clerk will ask Cllr. Lucas if he can arrange. Concerns regarding such a facility remain, particularly relating to traffic, Sunday opening and noise.

20. 2010/97 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that the flier has been circulated to residents in the vicinity of the proposed development and that a letter has been sent to the developers as agreed at the last Parish Council meeting highlighting our concerns. The Clerk advised that the venue for the consultation event being arranged by the developers on 9th June has been changed to the Beechill Room, St. James Church, Norton. The Clerk will contact the developers to request a copy of the more detailed layout plan if this is available. In view of the proposal for access to the new development to be from the island at the end of Crookbarrow Road, it was agreed that the Clerk will write to Highways to express concerns regarding this option. The Clerk referred to one letter of feedback received from a resident which it was agreed would be circulated to Parish Councillors for information and consideration. The Clerk will acknowledge receipt of this letter.

21. 2010/98 Burning of Commercial Green Waste

The Clerk reported upon a complaint received regarding commercial green waste being burned in the field next to Little Treasures Nursery on Norton Road, Broomhall, which has created extensive smoke and aggravated respiratory problems. It was agreed that the Clerk will write to Malvern Hills DC, Environmental Health, with copies to Kempsey Parish Council and Cllr. Biddle (as District Councillor).

22. 2010/99 Planting of Tubs at Parish Hall

The Clerk reported on a quote received which was compared to previous costs incurred. Preparation and planting of the tubs at a cost of £195 was proposed by Cllr. Fincher, seconded by Cllr. Mrs. McGovern and agreed by all. The Clerk will instruct Roots and Shoots. To reduce costs for watering and dead heading, the Clerk will ask Mr. Sparling if he would be able to assist as a volunteer.

23. 2010/100 Line Marking on Playing Fields

See agenda item 13d above.

24. 2010/101 Parish Hall Management Committee (PHMC)

Agreed to consider a new Parish Council representative for the PHMC at the June Parish Council meeting.

25. 2010/102 Parish Emblem/Logo

Agreed to carry forward to the June Parish Council meeting. It was suggested that a competition could be held within the Parish for ideas that could be developed into a Parish logo.

26. 2010/103 Finance

a) It was proposed by Cllr. Mrs. McGovern, seconded by Cllr. Fincher **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 £
The Richards Sandy Partnership Ltd	Final 50% of annual fee to provide monthly management accounts and the year end accounts	393.63
New Farm Grounds Maintenance	Playing field grass cutting – 2 cuts in April	122.60
Worcs CALC	Parish Councillor training for Cllr. Fincher	29.38
Duplikate	Spring newsletter (£621.25) and copying/binding Worcs CC/Halcrow report re the Parkway Station proposal (£15.76)	637.01
Lappset UK Ltd	Replacement plastic bolt caps for roundabout	11.71
Mrs J. Greenway	Honorarium May 2010	518.17
Mrs J. Greenway	Expenses May 2010	56.25
Shear Perfection Ltd	Mowing large verges at Norton (£177) and the churchyard (£173) on 7th & 21st May	700.00
Security Patrol Services	Locking of Parish Hall gates (19/4/2010 to 30/4/2010)	57.58
Iain Selkirk	Internal Audit fee	80.00
	TOTAL	2,606.33
	GRAND TOTAL	2,606.33

b) Renewal of the Community First annual membership at Silver level was proposed by Cllr. Mrs. McGovern, seconded by Cllr. Fincher and agreed by all at a cost of £20. The Clerk will renew.

27. 2010/104 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk advised that the organisers of the Village Camping event have requested an increase in tents from 25 to 30 and this was agreed by all. The Clerk also advised that Wychavon DC will investigate the complaint received regarding the long standing skip on a residential drive at Brockhill.

28. 2010/105 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.

29. 2010/106 Items for Update to Local M.P.

Nothing further to report at this time.

30. 2010/107 Councillors' Reports and Items for Future Agenda

No reports were made or items requested for the next agenda.

31. 2010/108 Date of Next Meeting: Parish Council meeting Thursday 24th June 2010

The meeting closed at 9.45pm.

Correspondence Received for 26th May 2010 Parish Council Meeting	
Sender	Subject
AKS Karting	Proposal for old Morganite site and weekly breakeven attendance figures
CALC	Updates on various matters
Clerks & Councils Direct	Magazine May 2010
Community First	2010/11 membership renewal
CPRE	Campaigns Update and Election 2010, Newsletter May 2010, Annual Report 2009 and invitation to AGM on 27 th June, 3-5.15pm, Worcester university
Dawn Kelly	Village camping weekend – request to increase from 25 to 30 tents.
EFG Harris Allday	Composite Tax Certificate 2009/10
EnviroSort	Confirmation that all vehicles transporting recyclables to/from EnviroSort are fully enclosed. Litter picking is undertaken along Woodbury Lane and the B4084 (in the direction of the M5) in case any material does manage to escape.
Miss Hemming	Letter of objection re development proposals for land adj. to St. Peters Garden Centre
MoD	Disposal of Norton Barracks offices site update – not yet declared for disposal and this may slip into 2011.
Mr. Whitehouse	An improvement to parking along Church Lane and permission to forward correspondence to the Police to support feedback provided.
NALC	Local Council Review Spring 2010. Direct Information Service. Events 2010.
Pershore High School	Newsletter May 2010
Peter Luff M.P.	Press release requesting the Regional Plan is torn up.
Record RSS	Natural play equipment flier
Roots & Shoots	Quote for planting and maintaining tubs at Parish Hall
Rural Services Network/Community	Parish Newsletters, letter sent to the new Prime Minister, weekly Rural Focus newsletters
Soc. Local Council Clerks	The Clerk magazine May 2010. Cemetery Management and Burial Transfer courses.
SWJCS Team	Road infrastructure re SWJCS following Worcester Transport Strategy decision not to dual the Southern Link Road
West Midlands Leaders Board	WMLB has taken over some of the planning role and responsibilities of the West Midlands Local Government Association and the West Midlands Regional Assembly, both of which no longer exist. Our contact details are held on their database.
Worcs Assoc'n of Carers	Caring News May 2010
Worcs CALC	Next Wychavon Area Meeting agenda and supporting papers – 3 rd June 7.30pm, Council Chamber, Civic Centre, Pershore
Worcs CC	Arrow Gypsum Recycling, Woodbury Lane, Norton – acknowledgement of comments and a general update pending legal advice.
Worcs CC	The Worcestershire Warden Newsletter April 2010
Worcs CC	Update re parking restrictions Wadborough Road – suggestion for Cllr. Adams to assist in trying to expedite the request.
Worcs CC	Waste Core Strategy: Emerging Preferred Options Consultation. Consultation Response Document available at www.worcestershire.gov.uk/wcs
Worcs CC	WoW magazine Spring 2010
Worcs CC Highways	Lengthsman Scheme. Updated time sheet and submission forms. Reminder of the need for Parish Councils to check the work of the Lengthsman to ensure it is satisfactory and that appropriate traffic control measures have been adopted.
Wychavon DC	Approval Notice: W/09/02055 - Woodside, Hatfield Lane: Demolition of bungalow and redevelopment with 3 no. dwellings. Re-submission of W/09/00042. (Previously circulated to planning councillors).
Wychavon DC	Artworks brochure 2010
Wychavon DC	Decision Notice re appeals Lavender Cottage, Woodbury Lane, Norton – Appeals dismissed and notices upheld subject to corrections and variations. (Previously circulated to planning councillors).
Wychavon DC	Enforcement Officer – Shed on 'parking space' at The Hidage. Land is privately owned and was not a parking space. Considered not expedient to pursue.
Wychavon DC	Flood Alleviation Grant Scheme – update on progress. Continuing to chase/press Network Rail to complete the request clearance/maintenance work.
Wychavon DC	User name and password for Consult Website
Zurich Insurance	Invitation to Local Council Advisory Service seminar re risk management

Norton-juxta-Kempsey Parish Council

Councillor Responsibilities – May 2010

Councillors with Responsibility for Playing Fields:

Chair: Cllr. Richmond
Cllr. Mrs. Hewison

Councillors with Responsibility for Planning Matters:

Chair: Cllr. Richmond
Deputy: Cllr. Bennett Cllr. Reeves
Cllr. Lucas Cllr. Turvey (Parish Council Chairman)
Mr. Ives (Co-opted Member for Parkway Station issues)

Councillors with Responsibility for Footpaths:

Chair: Cllr. Turvey (Parish Council Chairman and Parish Paths Warden)
Cllr. Lucas
Cllr. Reeves

Councillors with Responsibility for Allotments:

Chair: Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Vacancy

Councillors with Responsibility for Finance and General Purposes:

Parish Council Chairman Parish Council Vice-Chairman
Parish Councillors
Responsible Finance Officer (Mrs. J. Greenway)

SWJCS Working Group:

Cllr. Turvey (Parish Council Chairman)
Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Fincher Mr. Dyer

Parish Hall Management Committee:

Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Vacancy

EnviroSort Liaison Group:

Cllr. Lucas Cllr. Mrs. McGovern (Parish Council Vice-Chairman)

Flooding Issues: Cllr. Reeves Cllr. Turvey (Parish Council Chairman)

PACT Representative: Cllr. Bennett

Brockhill Recreation Area:

Cllr. Reeves Cllr. Bennett

CALC Wychavon Area Meeting Representative: Cllr. Bennett

Community First Representative: Cllr. Turvey (Parish Council Chairman)

Pre-School Working Group:

Cllr. Mrs. Hewison Vacancy