

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH NOVEMBER 2010 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, G. Dyer, P. Stefanovic, R. Adams (District and County Councillor). These apologies were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, P. Richmond, M. Reeves, J. Sparling, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

Mr. Sparling was welcomed as a co-opted Parish Councillor.

3. Declarations of Interest

There were none.

4. Minutes of the Parish Council Meetings Held on 28th October 2010

It was proposed by Cllr. Mrs. McGovern, seconded by Cllr. Turvey **and all were in agreement** that the minutes of the 28th October be approved.

5. 2010/203 Reports

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

Cllr. Adams was unable to attend the meeting.

b) Planning

(i) The Clerk summarised the current applications:

Approvals

16 Dunkirk Drive, Norton Proposed conservatory to rear. Parish supports.

Ref: W/10/02131

Refusals

2 Black & White Cottages, Church Lane Rear conservatory. Parish supports.

Ref: W/10/01865 & 1866

Awaiting Decision

Touchwood, 2A Wadborough Rd Proposed extension to form granny annex. Parish supports with concerns.

Ref: W/10/02392

Lavender Cottage, Woodbury Lane.

Ref: W/10/02484

Certificate of lawful use for use of land as domestic cartilage.

Parish unable to comment due to insufficient knowledge of the site.

Internal Consultation

Unit 6 Court Farm, Church Lane.

Ref: W/10/02739

Change of use from D2 to A1 hairdressing.

Other - None

Disappointment was expressed that the entrance in the Eastfield fishing lakes application has not been moved in line with consultation comments and Highways preference. The entrance remains on Hatfield Bank.

(ii) After discussion of the SMH operating hours and the planning conditions, it was agreed to write to SMH, enclosing a copy of correspondence from Wychavon DC, to request that movements

of HGVs from site outside the defined hours is ceased. The Clerk will liaise with Cllr. Turvey and copy the letter to Wychavon DC Planning.

(iii) SWDP - See agenda item 6.

(iv) Development of land adjacent to St. Peters Garden Centre - See agenda item 9.

(v) Cllr. Lucas is progressing with the Morganite Crucible Business Park Liaison Group. A first meeting will be arranged in January once Cllr. Lucas has contacted the remaining tenant and the site owner. Cllr. Richmond offered to join the Liaison Group as a second Parish Council representative. This was agreed. Cllr. Richmond will advise Cllr. Lucas regarding his availability. The Group will initially meet on a quarterly basis.

c) Allotments

Cllr. Mrs. McGovern advised that the drainage work has been completed. Plot splitting has been deferred until spring to reduce the risk of plots being prepared and then deteriorating over the winter period. This was agreed. The Clerk advised that bills have been sent out and that quotes are awaited for removal of rubbish from a plot that has recently been re-let and is being cleared by the new tenants. It was agreed for the Clerk to review the quotes with Cllr. Turvey and Cllr. Mrs. McGovern to proceed with this work.

d) Playing Fields

The Clerk advised that a report has been received of damage to the pitch nearest to Wadborough Road caused by vehicular access. The c. 6' long x 6'' deep tyre tracks have been repaired with top soil and turf at a cost of c. £60. This was agreed by all. Also see agenda item 5f.

e) Public Rights of Way

Cllr. Turvey reported upon Worcs CC plans to categorise Public Rights of Way and Parish Council input to this process. It was agreed for Cllr. Turvey to undertake this categorisation with assistance from Cllr. Sparling. Cllr. Sparling also offered help with development of circular footpath routes within the Parish.

f) Finance

(i) The current account balance was £9,044.55 on 9th November with the deposit account balance at £45,080.06 on 3rd November, plus Treasury Stock of c. £15k.

A quote was presented for roof repairs to the two leaking bus shelters on Crookbarrow Road. At £115 this was agreed by all. The Clerk will arrange.

(ii) There were no questions regarding the monthly accounts circulated with the agenda.

g) Parish Hall Management Committee (PHMC)

(i) The Clerk advised that figures for August, September and October are not yet available. A revised forecast for the current year and a budget for next year, excluding Pre-school income wef January 2011 have not been received. It appears that there is a problem with information being provided to the Treasurer. To progress matters, it was agreed for the Clerk to arrange a meeting with the Parish Hall Manager and 3 Parish Councillors to discuss the situation and agree a way forward. The last financial information held is from July and this is subject to income revision.

(ii) The Clerk reported that a fire safety audit of the Parish Hall is to be undertaken by the Fire Service and that the Hall Manager anticipates that this will reveal work required to the Hall and to procedures. Also see agenda item 13.

h) West Mercia Police

PC Woods was unable to attend the meeting and no report was available. The Clerk advised that the fence by the play area has been vandalised and the Police have been notified. It was also noted that the planted tubs on the patio area at the Hall have been vandalised and play area equipment is being damaged due to misuse. The Clerk will advise the Police to support the request for additional patrols at the Parish Hall.

An update was requested regarding speeding through Littleworth, with skid marks outside school highlighted. The Clerk will seek an update from PC Woods.

i) Parish Plan

Cllr. Turvey advised that a first draft has been prepared which will be discussed at the Parish Plan meeting on 29th November. Once the draft has been finalised it will be circulated to Parish Councillors and put on the Parish Plan web site for comment. It is hoped to finalise the report early in the New Year, for adoption by the Parish Council in January 2011. The Plan will then be submitted to Wychavon DC for adoption and a final version will be printed for distribution.

j) EnviroSort

Cllr. Lucas advised that the next Liaison Group meeting is in January when an update will be sought regarding noise alleviation measures regarding skips dropping. There have been no further major issues reported.

6. 2010/204 South Worcestershire Development Plan (SWDP) formerly SWJCS

Cllr. Turvey reported on the workshop sessions attended during November. Work has started on developing the new SWDP and the workshops appeared to be aimed at gathering opinions rather than providing information. The SWDP is awaiting evidence to support required housing numbers which is expected in December. The impact upon infrastructure will be considered including what the existing infrastructure will support. The SWDP is planned to be adopted in 2013, with public consultation likely in mid 2011.

It was agreed for Cllr. Fincher to liaise with Cllr. Turvey to prepare a flier for parishioners by way of update to be issued with the forthcoming edition of the Parish Council Newsletter. It was also agreed to write to the SWDP to re-emphasise the points made previously in respect of the SWJCS. Cllr. Turvey will prepare a letter.

The response from Peter Luff MP was discussed and it was agreed to await his full response to the outstanding points before contacting again.

7. 2010/205 Flooding Issues

Cllr. Reeves explained the situation regarding the additional work proposed and management of the site in question by Natural England as a site of special scientific interest (SSSI). The work done to date should alleviate the flooding on Wadborough Road, but there is a danger that the new pipes laid will silt up if water can't flow away due to the pipe levels in the SSSI. The landowner is in agreement to work being undertaken but would prefer new pipes to be laid at the correct level rather than an open ditch being dug in replacement of the old pipes. The Clerk will seek an informal site meeting with the land owner, Natural England, Cllr. Reeves and Wychavon DC to discuss the proposals further. If agreement in principle can be obtained from Natural England, quotes will be sought for consideration and enquiries will be made regarding availability of further grant funding.

8. 2010/206 Norton Pre-school Proposals

a) The draft lease and covering letter received from the Parish Council's solicitor dated 24th November were reviewed and discussed. The following points were agreed:

- No payment is required on account for electricity and water costs. The Clerk will write to Pre-school to advise that in future a water meter will be installed at the Parish Hall and at this time Pre-school will need to arrange installation of meter for its supply to be measured. Prior to this a percentage water supply reimbursement figure will need to be agreed between the Parish Council and Pre-school.
- The Clerk will seek guidance from our solicitor regarding the Pre-school address to be included within the lease. The solicitor's advice will be followed.
- Rent will be payable monthly in advance by bank standing order.

- External decoration is required in every third year of the term
- The Clerk will seek revised legal costs and ask for the costs to draw up the first draft to be reconsidered as the draft wasn't as expected.
- As recommended by our solicitor, the contracting out provision, clause 10, will be retained. The Clerk will enquire whether it is possible to include wording to the effect that the lease may be renewable at the end of the term if agreed by both parties.
- The lease will not be assignable

In terms of queries raised by Pre-school solicitor:

- Clause 2.7. The Parish Council wishes to retain the existing clause regarding access during term time, but agreed to write to Pre-school separately to allow use outside term times for staff training and admin purposes.
- Clause 6. The Parish Council wishes to retain the existing clause regarding landlords right to re-entry as access may be needed in the event of an emergency e.g. plumbing/sewerage issues as Pre-school will be connecting to Parish Hall services.
- Clause 10. See comments above.

Subject to the above, signing of the lease was proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all. The lease will be signed by Cllr. Turvey as Chair and Cllr. Mrs. McGovern as Vice-Chair of the Parish Council.

It was noted that Pre-school will consider assistance with funding to tarmac the car park as funds allow and help with maintenance costs due to future use of the non-tarmacked car park area. The Clerk will contact Mr. Moore and Shear Perfection Ltd for quotes to supply binding stone to skim the car park to improve the surface. Cllr. Reeves offered assistance.

b) and c) It was agreed for Cllr. Lucas to liaise with Pre-school to coordinate planning of service connections. Cllr. Reeves offered assistance. Cllr. Lucas and Cllr. Reeves will meet with Pre-school and the contractors on site and will update Parish Councillors regarding timings.

9. 2010/207 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that at the meeting with the developers on 4th November, a revised outline layout plan was provided as circulated at the meeting. This includes increased green space at the front of the site, with houses set back to create a 'gateway' entrance. Housing numbers have been reduced to 74. The Clerk will circulate the meeting notes to members of the Parish Council. The planning application is due to be submitted in the next few weeks. The Parish Council will then have the opportunity to comment on the application to Wychavon DC. Following feedback from Wychavon, it was agreed that there should be provision for all ages at the play area. Concern was expressed that the size of the proposed play area appears reduced and that this should be increased to assist in providing facilities for a wider age range. It has been suggested to the developers that it would be useful to hold a public consultation regarding the design/content of the play area.

It was agreed to write to the developers regarding the above points, to follow up on the request for bungalows and to highlight information from the draft Housing Needs Survey. It was also agreed to write to Wychavon DC regarding the allocation of housing and the SWDP and how this development will fit with these proposals. The Parish Council will seek confirmation that this development will form the housing allocation for the Parish. Cllr. Turvey will write these letters.

A draft Housing Needs Survey report has been received and the Rural Housing Enabler will be invited to attend the January Parish Council meeting to present the final report.

The Clerk advised that the S.278 agreement is being progressed however snagging work is required before the final adoption certificate will be issued for Crookbarrow Road. The developers

have agreed to reimburse the Parish Council for grass cutting costs for the verges along Crookbarrow Road from 2006 to date upon production of copy invoices. The Clerk will progress. Due to the proposed development, it is likely that adoption of Crookbarrow Road will be delayed as work will be required to the traffic island by the garden centre plus a crossing is proposed near to the bus shelters. The developers have suggested that the Parish Council continues with the maintenance of the grass verges along Crookbarrow Road, with reimbursement from them upon invoice. This was agreed and the situation regarding adoption will be monitored.

10. 2010/208 2011/12 Budget and Precept

a) The draft budget and precept figures circulated prior to the meeting were discussed. It was agreed that in the current climate of budget cuts and the freezing of Council Tax, the precept would remain unchanged at £29,400 for 2011/12. The Clerk will advise Wychavon DC. In view of this the Clerk will write to regular contractors seeking their support by not increasing costs.

b) Cllr. Reeves provided background information that prior to the Parish Council undertaking the churchyard grass cutting, this was done by volunteers or not at all. After discussion it was agreed that the Clerk will write to the PCC to explain budget constraints and enquire if they are able to take on this work as they now have the Beechill Room which is earning additional revenue. The Clerk will contact the existing contractor for a quote for 2011 and establish any extra cost involved in also including the area to the back of Church Cottages.

11. 2010/209 Land Ownership

The Clerk advised that due to other work commitments/priorities there is nothing further to report at this stage. The Clerk will review the documentary supporting evidence from the archives held at County Hall and liaise with Cllr. Lucas and Stallards solicitors to progress.

12. 2010/210 Worcs 3rd Local Transport Plan

Cllr. Fincher offered to review the consultation document and submit a response in liaison with Cllr. Turvey. The Clerk will forward the papers to Cllr. Fincher.

13. 2010/211 Parish Hall

a) Cllr. Sparling offered to replace Cllr. Lucas on the PHMC. This was agreed. The next PHMC meeting will be held on 6th December at Norton Parish Hall.

b) The draft Hall Manager job description circulated prior to the meeting was discussed. This was agreed by all subject to addition of a responsibility relating to appointment of officers to undertake Parish Hall duties. Cllr. Fincher will update the document and forward to the Clerk. This job description will be discussed with the Hall Manager at the meeting the Clerk is arranging to discuss provision of the Treasurer's Report (see agenda item 5g).

14. 2010/212 Parish Community Payback Scheme

Following a recent workshop session, Cllr. Turvey outlined the scheme run by Worcs CC and managed by the Probation Service. The Scheme uses the Probation Service to provide a team of 6 plus a manager/supervisor for one day for £150. There are constraints to the nature of the work that can be undertaken. There is the opportunity to receive one day free to demonstrate the effectiveness of the Scheme. It was agreed that if a suitable task can be identified then the free day offer will be accepted. Any ideas should be submitted to the Clerk for review.

15. 2010/213 Verge Cutting Costs at Brockhill

See agenda item 9 above.

16. 2010/214 Hedges and Car Parking at Brockhill

After discussion it was agreed that the Clerk will contact Highways to seek assistance and will reply to the resident.

17. 2010/215 Wychavon Bursary 2010/11

After consideration, it was agreed to nominate Mrs Helen Hope, Pre-school Manager for her work in developing Norton Pre-school. Cllr. Lucas will provide a supporting report to the Clerk by 15th December.

18. 2010/216 Photograph Archive

In the absence of Cllr. Bennett, the Clerk explained that to improve the quality of the scanned slides, Pershore High School need a new slide scanner at a cost of c. £60. Cllr. Reeves commented that previous discussions had also included the possibility of producing a booklet to include a selection of the slides with captions. As an example, an A5, 128 page booklet, to include c. 250 pictures would cost c. £2k for 1,000 copies. It was agreed for Cllr. Reeves to liaise with Cllr. Bennett to review progress, a target completion date and the final product. Cllr. Sparling also offered assistance. Expenditure of up to £60 to purchase a slide scanner for Pershore High School was proposed by Cllr. Richmond, seconded by Cllr. Lucas and agreed by all if the project continues via the High School.

19. 2010/217 Parish Volunteer Group

It was agreed to review and discuss at the January Parish Council meeting.

20. 2010/218 Parish Councillor Training

The Clerk referred to the training events circulated with the agenda. It was agreed that interested Councillors should contact the Clerk so that bookings can be made.

21. 2010/219 Parish Clerk Contract

The Clerk advised that work continues to draft a revised contract based upon the CALC model document. The Clerk will complete the draft and circulate for discussion at the January Parish Council meeting.

22. 2010/220 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
New Farm Grounds Maintenance	Playing field grass cutting – 2 cuts in October	122.60
The Tint Shop	Repair of bus shelter – 3 new shatterproof ‘windows’	195.00
Yarnold Welding Services	Supply of 3 steel plates for drainage work (to be reimbursed under Parish Grant Scheme).	94.00
Bredon Aggregates Ltd	Extra payment due re 20 tonnes of clean chippings for drainage work in Mr. Gill’s field (to be reimbursed under Parish Grant Scheme) due to actual load weight.	13.09
Fleet (Line Markers) Ltd	2 bags of line marker	17.48
Ms. Hoskins	Winner of Autumn newsletter number puzzle	10.00
Mrs. Mabbett	Runner up of Autumn newsletter number puzzle	5.00
Valuation Office Agency	Valuation for proposed lease to Norton Pre-School	587.50
Security Patrol Services	Locking of Parish Hall gates (11/10/2010 to 24/10/2010)	57.58
	TOTAL	1,102.25

Accounts for Payment:

Creditor	Detail	Amount £
Security Patrol Services	Locking of Parish Hall gates (25/10/2010 to 7/11/2010)	57.58
Shear Perfection Ltd	Maintenance of area around goal posts to remove and exposed concrete and install turf to reinstate area (£50). Supply and install 2 cross rails of fencing to wooden fence adjacent to play area at Parish Hall (£65)	115.00
Mrs J. Greenway	Honorarium November 2010	501.98
Mrs J. Greenway	Expenses November 2010	57.55
Shear Perfection Ltd	Goal post concrete/turf maintenance work (£50) and provision of cross rails/repair of fencing by play area at Parish Hall (£65)	115.00
P. Skeys	Lengthsman work October & November 2010	315.00
R. Pullen	Strimming, play area maintenance, painting (7.5 hrs Oct/Nov plus £5 petrol)	49.48
	TOTAL	1,211.59
	GRAND TOTAL	2,313.84

b) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas and all were in agreement to donate £50 to the Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service.

23. 2010/221 Correspondence for Information

See Appendix 1 for a list of correspondence received.

The MoD update regarding the Barracks HQ was reviewed and it was agreed that if a meeting is called in respect of a site survey Cllr. Fincher will attend subject to availability. Councillors will give further consideration to potential uses of the site e.g. community shop, leisure area, doctors surgery and also to cost and insurance implications.

24. 2010/222 Clerk's Report on Urgent Decisions since the Last Meeting

The following work as detailed on the agenda was approved by all.

- a) Repair of playing field surface following damage by vehicular access at a cost of £60.
- b) Repair of fence adjacent to play area following vandalism at a cost of £65.

25. 2010/223 Items for Update to Local M.P.

Agreed nothing further to report at this time.

26. 2010/224 Councillors' Reports and Items for Future Agenda

Nothing to report.

27. 2010/225 Date of Next Meeting: Parish Council meeting Thursday 27th January 2011

2011 Parish Council meeting dates were agreed as follows:

27th January, 24th February, 31st March, 28th April, 19th May (as an election year), 30th June, 21st July, 29th September, 27th October and 24th November.

2011 Annual Parish Meeting: 7th April (to avoid school Easter holidays of 11th to 26th April inclusive)

The meeting closed at 10.20pm.

Correspondence Received for 25th November 2010 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training. Wychavon Area CALC meeting 1 st December.
Caloo	Playground and fitness equipment
Community First	Training programme 2010/11
CPRE	Countryside Voice magazine Winter 2010, Campaigns Updates
EFG Harris Allday	Changes to charging structure and terms and conditions
Glasdon	Product brochure
Institute of Groundsmanship	Conference and Awards 2010
John Stallard & Co	Pre-school draft lease and amalgamation with March & Edwards wef 1 st Jan 2011
Littleworth & District Royal British Legion	Remembrance Service Wreath
Lloyds TSB	Changes to terms & conditions
MoD	Norton Barracks HQ update
Mr. Eggleton	Overgrown hedges and car parking at the entrance to Talavera Road
NALC	Local Council Review
Pershore High School	Carol concert at Pershore Abbey 15 th December 7pm. October/November newsletter
Peter Luff M.P.	Response to Parish Council letter, mainly relating to planning issues.
Rural Services	Rural News Digest
Severn Trent Water	Future bills will be zero rated for VAT
SMP Playgrounds	Product brochure
Soc.Local Council Clerks	Invitation to employment issues workshop Jan 2011. The Clerk magazine November 2010
St. Richard's Hospice	Heartbeat newsletter Autumn 2010
SWDP	Parish & Town Council Workshops (previously circulated to Councillors)
Taylor Wimpey	Grass cutting cost reimbursement and future maintenance
Worcs Carers Assocn	Caring News Winter 2010
Worcs CC	20mph zones by schools – NJK CE First School is on the short list for further action. A report with proposals for safety improvements should be produced within the next few months for implementation this financial year.
Worcs CC	Waste Core Strategy First Draft Submission consultation response acknowledgement
Worcs CC	Community Payback Scheme fact finding meeting 18 th November
Worcs CC	Consultation - Worcestershire's 3 rd Local Transport Plan (closing date 31/12/2010)
Worcs CC	Local Transport Plan 3 responses
Worcs CC	Snow clearance
Worcs CC	Winter Service 2010/11
Worcs CC	Worcs Hub to handle age-related benefit queries (& newsletter article)
Worcs Rural Housing Enabler	Draft Housing Needs Survey
Wychavon DC	2011/12 Precept request
Wychavon DC	Agenda for Standards Board Committee meeting 10 th November 2010
Wychavon DC	Approval notices: - W/10/02131: 16 Dunkirk Drive, Norton (conservatory to rear) - W/10/01752: Eastfield, Wadborough Road, Kempsey (fishing lakes & facilities building) Refusal notice: - W/10/01865 & 1866: 2 Black & White Cottages, Church Lane (rear conservatory)
Wychavon DC	Brown wheelie bins – Hatfield
Wychavon DC	Christmas Fayre 5 th November, Poster to display 'Could I be a District Councillor?', Parish Matters newsletter October 2010, Game on sports e-news November/December
Wychavon DC	Investigation of planning requirements re the MMP sign adjacent to Woodbury Lane
Wychavon DC	Tree preservation Order – Woodside and The Paddock, Hatfield Lane
Wychavon DC	Volunteer litter picks
Wychavon DC	Wychavon Bursary 2010/11 nomination