

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH MARCH 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** Mrs. J. Greenway (Clerk and Responsible Finance Officer), M. Reeves, R. Adams (District and County Councillor). These apologies, and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Dawson, D. Lucas, M. Pollard, P. Richmond, C. Arrow, D Kelly.
2. **Changes to Membership**
The application received for co-option as a Parish Councillor was considered. Mr J. Waizeneker was co-opted as a Parish Councillor, as proposed by Cllr. Lucas, seconded by Cllr. Dawson and agreed by all. A declaration of acceptance of office will be signed before or at the next Parish Council meeting.
Action: Clerk
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None
4. **Minutes**
 - a) The minutes of the meeting held on 27 February 2019 were agreed to be a true and accurate record. Proposed by Cllr Lucas, seconded by Cllr Pollard and agreed by all.

Proposed new meeting date – 4 April 2019
Due to the incapacitation of the Parish Clerk, the meeting was truncated, dealing only with essential matters, with the view that a full meeting would be scheduled for Thursday 4 April 2019 and remaining agenda items postponed for consideration on 4 April. Councillors indicated their agreement with the plan for re-scheduling and a show of hands demonstrated that it would be quorate. All present wished the Parish Clerk a speedy recovery. It was agreed for Cllr Fincher to minute the meeting.
 - b) Postponed to 4 April meeting.
5. **2019/64 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Postponed to 4 April meeting.
 - b) **Finance**
Postponed to 4 April meeting.
 - c) **West Mercia Police**
Postponed to 4 April meeting.
 - d) **St. James the Great Church, Norton**
Mark Badger, Rector of St James Parish Church updated the meeting regarding the tower restoration project. A Heritage Lottery bid had been submitted but it was unclear yet whether it would be successful. It now transpired that the amount bid for would not cover all the work envisaged, but he confirmed that it would cover making the tower safe. It remained however, that the church needed to generate income if it were not to be closed and lost to the community; closure was a genuine risk. All present agreed that closure should be avoided at all costs, though the emphasis was on Mark Badger to identify what community events he and the Bishop would be content to host in the church to make it a true community asset, at which point it could become eligible for NHB funding, and possible co-ordination with the Parish Hall Trustees regarding marketing, management and employment of the space. Mark Badger undertook to determine the answer and report back.
6. **2019/65 Annual Risk Assessment and Review of Fixed Asset Register**
The annual risk assessment and register of fixed assets were approved. Proposed by Cllr Pollard and seconded by Cllr Lucas. A query was raised regarding why the Parish Hall did not appear as an asset; this would be taken up at the meeting on 4 April.

7. 2019/66 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)
Postponed to 4 April meeting.

8. 2019/67 Annual Parish Meeting

The subject agenda was agreed. Regarding reports, the following Councillors would undertake to elicit reports or attendance from the following:

Norton Parish Hall	Cllr Fincher
St James the Great	Cllr Fincher/Clerk
Norton-juxta-Kempsey CE First School/Avonreach Academy Trust	Cllr Kelly
Norton Community Trust	Cllr Lucas
Worcester Norton Sports Club	Cllr Lucas
Norton Worcestershire Regiment Group	Cllr Lucas
Norton Theatre Group	Cllr Fincher
Royal British Legion – Littleworth and District Branch	Cllr Fincher
Norton College	Cllr Pollard
EnviroSort	Cllr Lucas

9. 2019/68 Planning

Postponed to 4 April meeting.

10. 2019/69 Reports of Anti-Social Behaviour

Postponed to 4 April meeting.

11. 2019/70 Parish Hall Car Park Resurfacing

The reflective tape for the car park bollards was agreed to have passed its assessment period and it was agreed that the remaining bollards should be marked in a similar way. **Action: Cllr Pollard**

12. 2019/71 Parish Hall Recreation Facilities and Outside Space

Postponed to 4 April meeting.

13. 2019/72 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

Postponed to 4 April meeting.

14. 2019/73 Parish Council Website

Postponed to 4 April meeting.

15. 2019/74 Norton Pre-school

Postponed to 4 April meeting.

16. 2019/75 Worcester Parkway Station

Postponed to 4 April meeting.

17. 2019/76 Southern Link Road (SLR) Improvement Works and Crossing Points

Postponed to 4 April meeting.

18. 2019/77 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Postponed to 4 April meeting.

19. 2019/78 Lengthsman Scheme

Postponed to 4 April meeting.

20. 2019/79 Neighbourhood Plan

Postponed to 4 April meeting.

21. 2019/80 Employment Matters

In the absence of the Parish Clerk, it was agreed to increase her salary by one scale point, backdated to 1 November 2018. Proposed by Cllr Kelly, seconded by Cllr Richmond and agreed by all. Payroll will

be advised.

Action: Clerk

22. 2019/81 Allotments

Postponed to 4 April meeting.

23. 2019/82 Public Rights of Way (PRoW)

Postponed to 4 April meeting.

24. 2019/83 Bus Services/Littleworth Bus Shelter

Postponed to 4 April meeting.

25. 2019/84 Parish Hall

Postponed to 4 April meeting.

26. 2019/85 The Norton Worcestershire Regiment Group (NWRG)

Postponed to 4 April meeting.

27. 2019/86 Worcester Norton Sports Club (WNSC)

Postponed to 4 April meeting.

28. 2019/87 Parish Council Owned Lands

Postponed to 4 April meeting.

29. 2019/88 Parish Council Elections – 2 May 2019

Discussion ensued regarding the correct filling in and method of submission such that all were content with the process. Cllr Dawson undertook to deliver a batch of forms on Friday 29 March and Cllr Fincher another batch on Monday 1 April, such that all papers were submitted on time.

30. 2019/89 Wychavon Parish Games

Postponed to 4 April meeting.

31. 2019/90 Finance

a) It was proposed by Cllr. Richmond, seconded by Cllr. Arrow **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Grounds Maintenance	Allotment water bill	200.35
Administration	Spring newsletter cost (net of advertising revenue)	461.00
	Grant for Pantomime portaloo costs (agreed 27 February Parish Council meeting)	156.00
	Grant for Sentry statue of New Homes Bonus funding (first 50%) (agreed 27 February Parish Council meeting)	6,975.00
	TOTAL	7,792.35

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	March 2019 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll),	

	NEST pension contributions	1,930.88
	Quarterly Tax and NI Payment	700.98
Grounds Maintenance	Churchyard mowing March	212.40
	Lengthsman work February and March 2019	375.00
	Allotment water bill (second meter)	53.98
	TOTAL	3,273.24
	GRAND TOTAL	11,065.59

b) Neighbourhood Watch Group grant - Postponed to 4 April meeting.

c) A grant application by Norton-juxta-Kempsey CE First School for £550 towards the cost of transport for swimming was approved. This is S137 expenditure which remains within the annual limit. Proposed by Cllr Richmond, seconded by Cllr Arrow, agreed by all. Cllr Fincher abstained from the vote on the basis of his wife being employed at the school. **Action: Clerk**

32. 2019/91 Correspondence for Information

Postponed to 4 April meeting.

33. 2019/92 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

Postponed to 4 April meeting.

34. 2019/93 Items for Update to Local M.P.

Postponed to 4 April meeting.

35. 2019/94 Councillors' Reports and Items for Future Agenda

Postponed to 4 April meeting.

36. 2019/95 Date of Next Meeting – 4th April 2019

The meeting closed at 9.05pm