

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH JUNE 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** D. Lucas, P. Richmond, H. Turvey, M. Reeves. These apologies, and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Kelly, M. Pollard, J. Waizeneker, Cllr R. Adams (District and County Councillor).
- 2. Signing of Undertakings and Declarations of Office following Uncontested Election**
Cllr. Kelly signed her undertaking and declaration of acceptance of office as a Parish Councillor. It was agreed for Cllr. Richmond to sign his undertakings and declarations of acceptance of office as Parish Councillors and Vice-Chair at the next Parish Council meeting attended. **Action: Clerk**
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 5. 2019/198 Minutes**
 - a) The minutes of the Annual Parish Council meeting held on 23 May 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**
- 6. 2019/199 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
A report was received including matters relating to grass verges/trees along Salamanca Drive and arrangement of a meeting to discuss lighting along the access route to the Crookbarrow Way A4440 bridge from Church Lane. Issues with maintenance of the areas of public space within the development adjacent to St Peters Garden Centre were highlighted and Cllr Adams will seek to arrange a meeting with the Wychavon DC Chief Executive and Head of Housing & Communities to discuss this with Parish Council members.
 - b) Finance**
 - (i) Balances: current account £28,838.72 (13 June), deposit account £31,627.11 (3 June - adjusted for bank transfer to current account 12 June). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure to date is £637.20 and within the annual limit.
 - (ii) The monthly accounts and bank reconciliation to 31 May 2019 were noted.
 - (iii) Cllr Dawson has completed the internal quarterly financial check with no matters to be brought to the attention of the Council.
 - c) GDPR**
An update was received, with slow progress with the action plan due to the volume and priorities of other Council work including that relating to the financial year end. The format of email addresses for co-opted members (not Parish Councillors) was discussed and personal email addresses were considered satisfactory. It was agreed to seek Cllr Lucas' signature to the GDPR sheet to confirm that data has been cleansed and is held in line with GDPR principles, whilst noting that Cllr. Lucas has declined to use a dedicated Parish Council email address. **Action: Clerk**
 - d) West Mercia Police**
Report noted, with the zero number of crimes reported will be highlighted on the Parish Council website and Facebook page. A Police presence along Church Lane during the A4440 closure on 23 June appeared to have a positive impact on traffic speeds/nature of driving.
 - e) St. James the Great Church, Norton**
No further report.

7. 2019/200 Planning

a) Current Planning Applications - the following applications were noted.

Approvals

Land at Crookbarrow Road, Norton. Ref: W/19/01100/FUL Erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment as approved under 18/01026/FUL to include change to path from footpath to statue to provide safer access.

Jennor, Hatfield Bank W/19/01119/HP Single storey rear extension.

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. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.

Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Worcester City Ref: P13A061 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.

Broomhall Way, (Southern Link Road A4440), Worcester. Worcs CC Ref: 19/000021/ REG3 Proposed new cycle/footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton Roundabout to provide a direct link between the existing housing and amenities at St Peters and a new development south of Broomhall Way (Part of Worcester South Urban Extension). Parish Council comments submitted. To Worcs CC Planning Committee meeting 9 July.

Land at (OS 8615 5190), Taylors Lane, Broomhall MHDC Ref: 19/00524/FUL Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works. Parish Council comments submitted.

Swallow Ridge, Hatfield Lane Ref: W/19/01193/HP Demolition of existing glazed porch structure, erection of new porch structure. Parish Council supports.

Internal Consultation

Grange Farm, Hatfield Lane W/19/01381/AGR Prior notification for a steel portal hay barn.

Other – None

b) The Wychavon response regarding the consultation for application W/18/02509/FUL (Three Bob Yard) was noted with disappointment, with no further action agreed. A further response has not yet been received from Wychavon regarding compliance with planning conditions for application W/17/01934/FUL (land at Woodbury Lane, Norton), with 2 instances reported of lorries apparently connected with the site becoming grounded on the Woodbury Lane railway bridge. Collaboration with Kempsey Parish Council regarding a suggested name for the SWUE was agreed.

8. 2019/201 Reports of Anti-Social Behaviour (ASB)

No formal ASB reports have been made to the Parish Council and none are evident in the latest Police report. Comments observed on the Neighbourhood Watch Facebook Page were noted. Also see

discussions under agenda item 23.

9. 2019/202 Parish Hall Recreation Facilities and Outside Space

An enquiry received via the Parish Hall Trustees for a camp out on the Hall field for invited residents was considered, with this agreed subject to terms and conditions applied to previous such events, with no charge for field use. The Parish Hall coffee shop will be open for the weekend of the event. The Council's agreement and terms and conditions will be conveyed to the enquirer. Proposed Cllr. Pollard, seconded Cllr. Arrow and agreed by all. **Action: Cllr Fincher**

The annual safety inspection report relating to the Hall outside recreation facilities was considered, with all items reported being of low or very low risk. All actions are in hand or being monitored. Signage was considered satisfactory. Proposed Cllr. Dawson, seconded Cllr. Pollard and agreed by all.

Playing field hire costs will be considered at the July Council meeting.

Action: Clerk

A quote will be obtained for playing field mole control.

Action: Clerk

10. 2019/203 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

The 23 August deadline for CLG expressions of interest was noted. It was agreed to draft early expressions of interest for submission and to seek feedback for 2 projects. Firstly, a new roof for the Parish Hall to incorporate solar panels/other environmental/sustainability features, and to create a mezzanine level within the large hall to offer craft/office start up space. Second project, creation of a community shop (potentially incorporating a Post Office) and electric car charging points.

Parish Council powers to undertake such projects will be explored.

Action: Clerk

Cllr Waizeneker offered to draft the expressions of interest with support from Cllr Dawson and Cllr Fincher.

Action: Cllr Waizeneker

It was noted that there may be scope for some 'match funding' to be provided by the Hall Trustees.

Solar lighting along Wadborough Road, Littleworth was suggested. Potential options and funding will be explored.

Action: Cllr Kelly and Cllr Arrow

11. 2019/204 Parish Council Website

An update on progress was received. The Neighbourhood Plan Steering Group (NPSG) advised that there is no longer a requirement to upload a questionnaire at the current time and it will work on content to be uploaded to the Neighbourhood Plan section of the website.

Action: NPSG

12. 2019/205 Norton Pre-school

The draft lease is with Pre-school for consideration.

13. 2019/206 Worcester Parkway Station

Plans for the Norton element of the Parkway Active Travel Corridor were discussed further, along with a public briefing session. It was agreed not to schedule a briefing session until there is news from Worcs CC on a timescale for completion of the work as this will be of key interest to the local community. Cllr Adams will make enquiries to seek this information. If this is immediately forthcoming, efforts will be made to arrange a public briefing before the school summer holidays (if enough notice can be provided). Should this not be possible, efforts will be made to seek the information to support an early autumn briefing session.

The Woodbury Lane/B4084 junction was discussed in terms of reconfiguration/improvement as part of the Parkway proposals. It was noted that this was raised as part of the Parkway Station planning consultation but Worcs CC were not supportive of the need for changes/improvements to the junction. It was agreed not to re-pursue this with Worcs CC at this time.

14. 2019/207 Southern Link Road (SLR) Improvement Works and Crossing Points

Traffic issues connected with the A4440 closure on 23 June were noted and have been reported to the A4440 project team and the Police. Worcs CC has advised that it is hoping for the closure planned for 29/30 June to be for a shorter time than planned, with the road hoped to be open by 8am on 30 June, so limiting the impact on roads within our Parish. The Broomhall Way Footbridge planning application is being presented for decision at the Worcs CC Planning Committee meeting on 9 July.

15. 2019/208 Worcs CC Draft Worcestershire Passenger Transport Strategy

This consultation will be publicised to residents via the Parish Council website and Facebook page. Councillors may wish to respond on an individual basis and a Council response will be considered at the July Parish Council meeting.

16. 2019/209 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Poor maintenance of verges/open space/play area within the development adjacent to the Garden Centre was considered. To follow up email requests for maintenance work, a letter will be sent to the maintenance company director(s) (copy to Wychavon DC).

Action: Cllr Fincher/Clerk

It was agreed to forward fund the second phase of the Parish Hall playing field drainage improvement works pending formal approval of the s106 funding payment, and for annual clearance of the coppice area in the far corner of the playing field to be arranged. Proposed Cllr Kelly, seconded Cllr Dawson and agreed by all.

Action: Clerk/Mr Reeves

An update was received regarding the Salamanca Drive 'hedge verge' and quotes for planting of the Crookbarrow Road/Salamanca Drive/Talavera Road roundabout are awaited. Installation of a litter bin at the Church Lane end of Hatfield Lane was considered and Worcs CC will be requested to include this in the Norton Active Travel Corridor proposals.

Action: Clerk

17. 2019/210 Neighbourhood Plan

The Neighbourhood Plan Steering Group (NPSG) governing document as circulated in advance of the meeting, was approved and adopted. Proposed Cllr Dawson, seconded Cllr Fincher and agreed by all. A one year subscription to Parish Online Mapping was agreed, cost £180 plus VAT. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all.

Action: Cllr Arrow

It was agreed to release the second 50% of the stage 1 Brodie Planning Associates cost of £1,650 plus VAT upon completion of this stage, pending receipt of the Locality Grant funding. The NPSG will advise the Clerk when payment is due.

Action: NPSG

Agreement to release the first 50% of the stage 2 Brodie Planning Associates cost (£900 plus VAT) was paused until the Locality Grant has been applied for and approved. The NPSG will provide an update on the grant process to the July Parish Council meeting.

Action: NPSG

18. 2019/210 Employment Matters

An appraisal date is being arranged for the Assistant Clerk. Agreed to defer review of procedures for carry forward/payment in lieu of holiday to the July Parish Council meeting.

Action: Clerk

19. 2019/211 Allotments

Cllr Kelly is progressing with arrangements for a best kept allotment competition and a children's scarecrow competition. Costs of up to £100 were agreed to cover materials to publicise the competitions and for prizes if needed. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all.

An update was received including plot allocations and the draft allotment risk assessment. Non-working of plots was discussed. It was agreed for Cllr Kelly to speak to the tenant and if no maintenance work is forthcoming, to send a letter providing a timescale for the plot to be at least trimmed off or the plot will need to be reduced in size or given up. Costs for a communal compost bin and how this could be managed will be explored for further Council consideration.

Action: Cllr Kelly

A quote to clear and prepare a very overgrown plot (36C), remove debris from site and install replacement fencing along the line of the original boundary was agreed at a cost of £895 plus VAT.

Funded from reserves if necessary. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. Cllr Fincher agreed to visit the adjacent resident in advance of the fencing work being undertaken.

Shear Perfection Ltd will be instructed.

Action: Clerk

20. 2019/212 Public Rights of Way (PRoW)

No news in the absence of Cllr Turvey, Parish Paths Warden.

21. 2019/213 Bus Services

Cllr. Waizeneker provided an update following a Vale Passenger Transport Group meeting and is exploring funding pots for community bus services. A meeting will be held meeting with First Group in a couple of months.

22. 2019/214 Parish Hall

The Hall toilets have been completed. The Trustees are finishing off a couple of matters and reconfiguring the wheelchair access slightly to allow for motorised wheelchair access. The upgrade has been well received by Hall users. The Trustees are considering future maintenance/development work which is likely to include changes to the entrance to the Hall (in line with planning permission approval).

23. 2019/215 Community Communication and Engagement

Communications with the community were considered and in particular those involving social media channels. In addition to the Parish Council Facebook page, there are other community Facebook pages in existence, including one related to the Norton Neighbourhood Watch Group.

It was agreed that:

- The Assistant Clerk will continue to manage the Parish Council Facebook page, to proactively post items to this and share items with other Facebook users, and review and comment upon other Parish/community Facebook pages as a representative of the Parish Council, where appropriate, to provide information/updates to the community. Agreed by all. **Action: Assistant Clerk**

- Parish Councillors may comment on Parish/community Facebook pages as individuals, but it must be clear they are commenting in a personal capacity and be mindful of comments made. Agreed by all.

- Cllr Pollard will seek permission to comment/post to Parish/community Facebook pages as a Parish Councillor and representative of the Parish Council. If agreed by the administrators of these Facebook pages, Cllr Pollard will only post fact and information that is already in the public arena. Agreed with 3 votes in favour, 2 undecided and Cllr Pollard abstaining from voting. **Action: Cllr Pollard**

A NALC Local Council Review article relating to digital communications was shared with Cllr Pollard. Social media communications will be included under reports on future Council agendas. **Action: Clerk**

24. 2019/216 Annual Parish Meeting (APM) – 1 May

The APM themes document was agreed for publication. This will be added to the Council website and publicised via the Council Facebook page. **Action: Clerk/Assistant Clerk**

25. 2019/217 Best Kept Frontages Competition

Details of the competition rules/judging criteria and judging period are awaited. Cllr. Kelly offered to act as the Council's liaison point.

26. 2019/218 The Norton Worcestershire Regiment Group (NWRG)

No further news.

27. 2019/219 Worcester Norton Sports Club (WNSC)

No further news.

28. 2019/220 Parish Council Owned Lands

Matters are progressing as previously agreed.

29. 2019/221 Superfast Broadband

An update was received with no matters requiring further action. The Superfast Worcestershire website indicates generally good coverage for the Parish, which is supported by the nature of the contact following the Parish Council newsletter article. Cllr Waizeneker will continue to monitor the situation and pick up any matters that arise. Agreed to remove as a standard agenda item. **Action: Clerk**

30. 2019/222 Environmental Matters

Cllr. Kelly is exploring options/funding opportunities for solar lighting and will also explore the Wychavon 'Adopt a Street Scheme', options and costs for recycling litter bins, and other recycling/sustainability initiatives with Wychavon DC. An article will be drafted for the Parish Council newsletter and Facebook page to promote recycling/sustainability matters and seek ideas from residents. **Action: Cllr Kelly**

31. 2019/223 Finance

a) It was proposed by Cllr. Kelly, seconded by Cllr. Waizeneker **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	Inspect/repair/sharpen mower blades, strimmer line, mower repair	65.09
	CCTV survey of underground pipework Parish Hall car park	180.00
	Spare mower blades	49.47

	Parish Hall playing field mowing May	202.32
	Churchyard mowing (s137 expenditure)	106.20
	Return of three allotment refundable deposits paid	110.00
Administration	Summer newsletter (net of advertising) and copying of papers	477.64
	Legal fees for Pre-school lease	1,200.00
	Internal audit fee 2018/19	100.00
Capital Items	New strimmer	368.11
	TOTAL	2,858.83

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	June 2019 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE & NI	2,908.24
Grounds Maintenance	Allotment sign	38.34
	Churchyard mowing (s137 expenditure)	212.40
	FP20 (NJ543) maintenance (2 nd cut)	72.00
	Annual Parish Hall recreation facilities safety inspection	192.00
Administration	Reimbursement of admin expenses incurred by the Clerk (April, May and June) (less expenses paid via payroll)	143.25
	TOTAL	3,566.23
	GRAND TOTAL	6,425.06

- b) Renewal of the CPRE annual membership at a cost of £36 was agreed. Proposed Cllr. Kelly, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**
- c) The quote for continued accountancy services from Richards Sandy Partnership Ltd for the financial years 2019/20 and 2020/21 was agreed at a cost of £950 plus VAT per annum. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all. **Action: Clerk**

32. 2019/224 Correspondence for Information

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

33. 2019/225 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

An additional cost for tree survey work of £185 plus VAT was confirmed.

34. 2019/226 Items for Update to Local M.P.

None.

35. 2019/227 Councillors' Reports and Items for Future Agenda

None other than those recorded under individual agenda items above.

36. 2019/228 Date of Next Meetings

Parish Council Meeting – 18 July 2019.

Cllr Pollard gave apologies in advance of this meeting.

The meeting closed at 11.05pm

Correspondence Received for 27th June 2019 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters incl: Wychavon Area CALC Meeting AGM 6 June, Good News Stories Worcs CC Community Solutions Fund, Worcs CC Adult Social Care , Local Council Expo, Councillors exemption from ICO registration, WCC Minerals & Waste Consultation, Community First Health & Wellbeing Hub, Worcs CC consultation Education Planning Obligations Policy, Malvern Hills AONB Management Plan, Star Council Awards, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Community First	E-bulletins
CPRE	Campaign Updates
Highways England	E-bulletins and weekly updates, including M5/M6 works
Kempsey Parish Council	Invitation to Code of Conduct training session 17 July
	Enquiry re planting in St James Churchyard
NALC	Chief Exec's bulletins,
Open Spaces Society	E-newsletters, AGM 11 July, annual report and accounts, summer 2019 newsletter
	Access route to new A4440 pedestrian/cycle bridge
	Emptying of dog bin in Talavera Road play area
	Lack of emptying of dog bin in Talavera Road play area
	Litter Hatfield Land and new litter bin
	Litter Hatfield Lane and hedge maintenance Woodbury Lane/B4084
	Maintenance of Salamanca Drive grass bank
s	Maintenance regarding hedges/pavements by NJK CE First School
	Parking in Littleworth
	Report of dangerous driving Church Lane
	Run down Farrington Parade park & dog mess
	Traffic issues as a result of A4440 road closure
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Newsletters
West Mercia P&CC	Community messaging live feed: Have Your Say on Rural Crime 24 June, newsletter
Worcs CC	<ul style="list-style-type: none"> • Road Traffic Regulation Act 1984 (as amended) Worcestershire County Council (District of Wychavon – Non-Urban Areas) (Permitted Parking Area and Special Parking Area) (Waiting Restrictions and Street Parking Places) Consolidation Order 2004 (Variation) Order 2019 [Prohibition of Waiting on Woodbury Lane and Mucknells Lane, Norton (Worcestershire Parkway Scheme)] • Worcs Passenger Transport Strategy consultation (closes 13 September) • Community Solutions Fund • Feedback from 'Make it Happen' volunteer event 3 June • Worc Minerals Local Plan Fourth Stage Consultation and Mineral Site Allocations Development Plan Document proposed site selection methodology
Worcs CC Highways	<ul style="list-style-type: none"> • Temporary 10 mph speed limit B4084 Pershore Road (due 2 days from 13 July) • Forthcoming work on the A4440 Crookbarrow Way • Roadworks reports
Worcs CC Planning	19/000021/REG3 to Planning & Regulatory Committee meeting 9 July
Wychavon DC	<ul style="list-style-type: none"> • Groups/organisations can apply for a grant up to £500 to help improve community • Flag is flown for Armed Forces Day • Parish & Town Council event 13 June • Village of Culture competition (expressions of interest by 18 September) • Meeting to offer support to Evesham South residents concerned about crime • Pollinators in the parks • Your chance to influence Wychavon's work
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 27 June 2019 • Minutes for Planning Meeting 30 May 2019 <p><u>Approval Notices:</u> W/19/01100/FUL: Land At, Crookbarrow Road, Norton - Erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment as approved under 18/01026/FUL to include change to path from footpath to statue to provide safer access</p>