

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH OCTOBER 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** D. Lucas, 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, P. Richmond, J. Waizeneker.
2. **Changes to Membership**
None.
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
4. **2019/293 Minutes**
 - a) Minutes of the Parish Council meeting held on 26 September 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Arrow, seconded Cllr Dawson 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**
5. **2019/294 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
No report available.
 - b) **Finance**
 - (i) Balances: current account £10,121.27 (14 October), deposit account £61,226.81 (1 October). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure to date is £8,125.50 (excl. VAT) and within the annual limit. S106 funds allocated to the Parish, as reported by Wychavon DC, were noted.
 - (ii) The monthly accounts and bank reconciliation to 30 September have been circulated to members with no queries raised.
 - (iii) The 2020/21 budget timetable was considered. Details of projects that members wish to be considered as part of the 2020/21 budget should be submitted to the Clerk by 29 November. A draft budget will be presented to the 23 January 2020 Parish Council meeting, with an approved budget request to be submitted to Wychavon DC by 31 January. **Action: Clerk, Cllr Fincher, Cllr Richmond**
 - c) **GDPR**
The GDPR action plan continues to progress slowly.
 - d) **Social Media Communications**
An update was received from Cllr Pollard, with development of social media communication channels and the Parish Council website discussed in broad terms. Cllr Pollard will liaise with the Assistant Clerk to progress and will circulate a social media development guide to members for review and fuller consideration at the November Parish Council meeting. **Action: Cllr Pollard, Clerk**
 - e) **West Mercia Police**
Report noted which will be advised to the Norton Neighbourhood Watch Group. **Action: Clerk**
 - f) **St. James the Great Church, Norton**
No further news.
6. **2019/295 Planning**
 - a) Current Planning Applications - the following applications were noted.
Approvals – None

Refusals
Merryfield House, Woodbury Park. Ref: 19/01546/FUL Proposed construction of detached single storey dwelling, access and garaging. Parish Council supports subject to comments.

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.

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.

Broomhall Grange, Norton Road, Norton MHDC/19/01336/FUL

Proposed development of 27 dwellings. Parish Council objection response submitted.

39 Mandalay Drive, Norton Ref: 19/02206/HP

Amended two storey rear extension as approved under planning reference 18/01906/HP but to amend conditions 2 (approved drawings), 3 (approved materials) and 5 (balcony details). Comments submitted, including neighbour's concerns.

Internal Consultation - None

Other – None

An update will be sought from Wychavon Planning Enforcement regarding when landscaping for application W/17/01934/FUL (land at Woodbury Lane, Norton) will be completed. **Action: Clerk**

In light of decisions made by Wychavon Planning regarding applications within the Parish impacted by the SWDP, a letter will be sent to highlight what appears to be inconsistent and incoherent application of the SWDP. **Action: Cllr Fincher, Cllr Richmond**

b) The SWDP Review press release was noted and is being publicised within the Parish. Cllr Fincher and Cllr Lucas will attend the SWDP organized Parish and Town Council briefing session on 6 November. A SWDP community consultation event was noted at the Parish Hall on 21 November. See agenda item 7 for details of a Parish Council led briefing session.

7. 2019/296 Parish Briefing Session

Agreed to be held on 13 November subject to venue availability. The event will be publicised, including roadside signs, once venue has been confirmed. **Action: Clerk**
Subjects for briefing were agreed as SWDP Review, Parkway Station, Norton Active Travel Corridor, Community Legacy Grant/New Homes Bonus consultation. Alignment of the SWDP Review consultation and the Parish briefing session will be explored. **Action: Clerk**

8. 2019/297 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

An update regarding CLG proposed projects was received, with a draft application relating to the Parish Hall proposals circulated to members for comment/input. The mini-bus CLG application will be drafted and circulated to members for comment. **Action: Cllr Waizeneker and Cllr Pollard**
A consultation flier for the Hall and mini-bus proposals is being delivered to households within the

Parish for return prior to the CLG application deadline of 15 November. Face to face consultation will be included within the Parish briefing session (as discussed under agenda item 7).

The proposals were discussed further including mechanisms to deliver and management post delivery. Proposals for development of the Hall will be shared with the Hall Trustees. **Action: Cllr Fincher**
It was noted that submission of the CLG applications does not commit the Council to undertaking the suggested projects.

9. 2019/298 Worcester Parkway Station

The Worcs CC press release was noted, with the station due to open during December and both platforms being served. Enquiries will be made regarding Parish Council representation at the official station opening ceremony and a tour of the station for local residents. **Action: Clerk**
News regarding the Norton element of the Parkway Active Travel Corridor is due before the Parish briefing session.

10. 2019/299 Southern Link Road (SLR) Improvement Works and Crossing Points

Updates on traffic management and The Ketch to Powick works have been received, with these works publicized by Worcs CC using on site display boards. An update will be sought regarding retention of the current A4440 road level traffic light controlled crossing until both the Crookbarrow Way Footbridge and the Broomhall Way Footbridge are open for use. **Action: Clerk**

11. 2019/300 Reports of Anti-Social Behaviour (ASB)

Correspondence from the Norton Neighbourhood Watch Group (NNWG) was considered. It was agreed that the Parish Council does not have the resources to take over management of the NNWG and that this could set a precedent for the Council to be requested to manage other Neighbourhood Watch groups within the Parish. The NNWG Co-ordinator will be advised. **Action: Clerk**
Also see discussions under agenda item 12.

12. 2019/301 SmartWater/We Don't Buy Crime Initiative

Correspondence from the Norton Neighbourhood Watch Group (NNWG) was considered. It was noted that due to other projects being supported by Cllr Adams, divisional funds do not allow financial support for delivery of the SmartWater initiative to the Parish. In view of the modest cost of around £20 for a household to purchase a SmartWater kit, this decision was supported by the Council. The SmartWater initiative and how residents can purchase kits are being advertised within the Parish Council newsletter. A draft response to the NNWG will be circulated to members for comment. **Action: Cllr Fincher**
It was agreed for two of Cllr Kelly, Cllr Fincher and the Clerk to meet with representatives from the Police and NNWG to consider the ASB situation. **Action: Cllr Kelly/Clerk**

13. 2019/302 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An incident relating to a car transporter leaving SMH and turning right towards the Church has been reported to SMH, with the transporter contractor now reminded of the site access requirements. Instances of highway flooding have been reported to Worcs CC Highways for investigation. The Parish Lengthsman will undertake works where possible to alleviate the situation pending Highways' action. Work to the ditch at the entrance to NJ543 has been completed to improve the efficiency of drainage of water from Wadborough Road, Littleworth (in the vicinity of school).

14. 2019/303 Neighbourhood Plan

The Locality Grant has been submitted and website/social media training is being explored. The Plan will be progressed further upon approval of the Locality Grant.

15. 2019/304 Superfast Broadband

An update was received on the proposed voucher funded scheme and the request for the Parish Council to enter into a contract with BT Openreach. CALC guidance was noted, as were comments from the Council's solicitor. It was agreed to await further information from the residents leading the scheme and if there is sufficient interest from residents to provide a good margin of cover over the cost of the scheme, the Council will consider the BT contract. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all.

16. 2019/305 Parish Hall Recreation Facilities and Outside Space

Reports were received regarding successful completion of the playing field drainage works and

suggestions for further improvements, including drainage of the area around the Hall car park entrance. The reports were considered alongside feedback received during the car park re-surfacing project. Annual maintenance of the completed drainage work and a provision for further drainage improvements will be included in the draft Parish Council 2020/21 budget for consideration. **Action: Clerk**

The process for playing field bookings and the structure of charges was discussed. In acknowledgement of the Hall Manager's time to undertake playing field bookings, following receipt of playing field income from the Hall, a 20% administration fee will be paid to the Parish Hall. Proposed Cllr Waizeneker, seconded Cllr Kelly and agreed by all (with the abstention of Cllr Dawson and Cllr Fincher as Hall Trustees). The Hall Manager will be advised. **Action: Clerk**

An update was received regarding reinstatement/extension of the yellow hatched markings at the front of the Hall to the car park entrance gates. Cllr Arrow will continue to explore options/costs and a provision will be included in the draft 2020/21 budget for consideration. **Action: Clerk**

17. 2019/306 Parish Council Owned Lands

An update on the tree survey, site meetings with tree maintenance contractors and potential costs was considered. Maintenance quotes are being sought to detail costs for urgent/safety maintenance work separately to costs for medium/longer term work. A provision for costs will be included in the draft 2020/21 budget for consideration. **Action: Clerk**

18. 2019/307 Norton Pre-school

No further news.

19. 2019/308 Employment Matters

No items for report.

20. 2019/309 Allotments

An update was received including the best kept allotment and the children's scarecrow competitions, a tenant's allotments committee, annual billing and allotment risk assessment. The risk assessment document is being finalised for review by members. Significant maintenance work to very overgrown plots was considered along with part funding from reserves. Shear Perfection will be instructed to undertake clearance and fencing work, removing debris from site, at a cost of £895 plus VAT. The neighbouring resident in The Hidage will be notified. **Action: Clerk**

21. 2019/310 Public Rights of Way (PRoW)

Cllr Dawson provided details of a timetable to undertake PRoW walking to investigate matters raised by members of the public.

22. 2019/310 Bus Services

No further news. See discussions under agenda item 9 regarding a potential Parish mini-bus project.

23. 2019/311 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update on Hall activities and events, highlighting the Halloween and Fireworks event on 25 October.

24. 2019/312 Remembrance Sunday – 10th November

Cllr Fincher to lay the Parish Council wreath, Cllr Kelly to give a reading. The Clerk will liaise with Rev. Badger. **Action: Clerk**

Following agreement at the September Parish Council meeting, it was confirmed that the £50 grant application relating to the Remembrance Sunday art competition has been received from the Littleworth & District Branch of the Royal British Legion.

25. 2019/313 Parish Council Newsletter

Items for the winter edition of the newsletter should be provided to the Clerk by 30 October.

26. 2019/314 The Norton Worcestershire Regiment Group (NWRG)

The final tranche of New Homes Bonus will be released upon receipt of the supporting artist's invoice. The NWRG will be reminded that this invoice is awaited. **Action: Clerk**

An update was received regarding the NWRG plans for landscaping of the area around the statue.

27. 2019/315 Worcester Norton Sports Club (WNSC)

No further news.

28. 2019/316 Environmental Matters

Cllr Kelly provided an update and is preparing a recycling article for the Parish Council newsletter.

29. 2019/317 The Wychavon Chairman's Diamond Jubilee Community Recognition Award

Nomination suggestions will be considered at the November Parish Council meeting. **Action: All**

30. 2019/318 Review of Standing Orders and Financial Regulations

New model standing orders and financial regulations will be recirculated to members for review and comment prior to the November Parish Council meeting, with a view to finalising and adopting at the November Parish Council meeting. **Action: Clerk**

31. 2019/319 Finance

a) It was proposed by Cllr. Arrow, seconded by Cllr. Kelly **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	Allotments water bill	56.65
	Parish Hall playing field mowing September 2019	202.32
	Parish Hall playing field drainage improvement works (s106 funded), drainage maintenance works and NJ543 (FP20) maintenance work	4,632.00
	Hedge maintenance work £350	420.00
	TOTAL	5,310.97

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	October 2019 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,119.56
Administration Costs	Clerk Expenses July to October (excluding expenses paid via payroll)	211.24
	Winner of autumn newsletter number puzzle	10.00
	Runner up for autumn newsletter number puzzle	5.00
	Open Spaces Society annual membership (agreed 26 September Parish Council meeting)	45.00
	Littleworth & District Branch of the Royal British Legion grant application to support community Remembrance Sunday activities (agreed 26 September Parish Council meeting)	50.00
Grounds Maintenance	Ditch clearance/drainage works entrance to NJ543	1,380.00
	TOTAL	3,820.80
	GRAND TOTAL	9,131.77

b) A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed and noted as s137 expenditure. Proposed Cllr. Richmond, seconded Cllr. Fincher and agreed by all. **Action: Clerk**

32. 2019/320 Correspondence for Information

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

33. 2019/321 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

34. 2019/322 Items for Update to Local M.P.

Nothing at this time.

35. 2019/323 Councillors' Reports and Items for Future Agenda

None.

36. 2019/324 Date of Next Meetings

Parish Council Meeting – 28 November 2019.

Cllr Arrow gave advance apologies.

The meeting closed at 10.55pm

Correspondence Received for 24th October 2019 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: Invitation to AGM 20 November, Wyre Forest – Localism, Sewing Workshops, help Worcestershire become the UK’s least wasteful county, Wyre Forest Area Clerk, WCC PARISH CONFERENCE 17 OCTOBER 2019, Wyre Forest – Devolution, Good Practice Example – Kidderminster, Volunteers needed to help Worcestershire become the UK’s least wasteful county, Human Trafficking and Modern Slavery Awareness, Malvern Hills Trust Public Consultation Become a Trustee - Malvern Hills Trust, Consultations on Review of Local Government Audit & 5G Mobile Coverage in Rural Areas, One Step Out Launch Event, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Community First	<ul style="list-style-type: none"> • E-bulletins • Invitation to AGM 14 November, with focus on What Does a Healthy Rural Community Look Like?
CPRE	E-newsletters/campaign updates
Highways England	E-bulletins and weekly updates, including M5/M6 works
Resident	Planning application 19/02206/HP
Resident	Worcestershire Parkway Village proposals/consultation
Resident	Blocked drains and highway flooding Wadborough Road, Littleworth
NALC	<ul style="list-style-type: none"> • Chief Exec’s bulletins • Local Council Review magazine Autumn 2019
Norton Neighbourhood Watch	SmartWater initiative and funding
Open Spaces Society	Campaign updates, E-newsletter
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	News bulletins
SWDP Review	Proposed sites for new housing, employment and retail land revealed
West Mercia Police & Crime Commissioner	West Mercia PCC's Rural Crime Strategy Consultation (closing date 8 November)
West Midlands Railway	Online survey re Worcester stations (incl. Parkway) and access to these including use of public transportation and local facilities such as cycle ways, footpaths etc.
Worcs CC	<ul style="list-style-type: none"> • Information on Make Our Roads Safer/ Operation SNAP and Adult Services • Parkway Station update
Worcs CC Highways	Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Evesham eyesore has been cleaned up thanks to a joint effort between Wychavon officers, the community and the landowner • Dash cam footage used to fine litter lout • New Director of Planning & Infrastructure for Malvern Hills & Wychavon District Councils • Are you recycling the right things? • The Almonry Projection to launch 12 October in Evesham
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 17 Oct 2019 • Minutes for Planning Meeting 19 Sept 2019 • Refusal notice – planning application 19/01546/FUL: Merryfield House, Woodbury Park (proposed construction of detached single storey dwelling, access and garaging