

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 4<sup>TH</sup> APRIL 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** C. Dawson (late arrival), M. Pollard, H. Turvey, M. Reeves, R. Adams (District and County Councillor). These apologies, and the reasons for them, were accepted and approved.

**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, D Kelly, D. Lucas, P. Richmond, J. Waizeneker.

**2. Changes to Membership**

A declaration of acceptance of office was signed by Cllr Waizeneker and a Register of Interest Form provided which will be submitted to Wychavon District Council.

**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 signed following agreement as a true and accurate record at the meeting held on 28 March 2019.

Cllr. Dawson arrived at 7.50pm

b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**

**5. 2019/96 Reports**

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

Cllr Adams' apologies were noted.

**b) Finance**

(i) Balances: current account £11,132.53 (19 March), deposit account £27,225.43 (1 March). Balances including outstanding items of payment were also reported. 2018/19 S.137 expenditure is £7,973.94.

(ii) The monthly accounts and bank reconciliation to 28 February were noted.

(iii) The 2018/19 financial year end and annual audit process was noted. Following a query raised at the 28 March Parish Council meeting, a Fixed Asset Register to include the Parish Hall site (following Land Registry registration) was agreed. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all.

**c) West Mercia Police**

Report noted.

**d) St. James the Great Church, Norton**

Report received at 28 March Parish Council meeting.

**6. 2019/97 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**

An update was received. The action plan continues to be progressed and GDPR training will be provided to Cllrs Arrow and Waizeneker.

**Action: Cllr. Kelly/Clerk**

**7. 2019/98 Annual Parish Meeting (APM)**

Contributors to the APM information pack will submit reports to the Clerk by 15 April, with inclusion of Parish profile information agreed. Cllr Kelly's apologies were noted. Coffee shop drinks vouchers will be issued to attendees for after the meeting has closed.

**Action: Clerk**

Installation of road side signs will be arranged once received. **Action: Cllr. Fincher/Cllr Waizeneker**

**8. 2019/99 Planning**

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

Approvals

**3 Ramillies Drive, Norton**

**Ref: 19/00159/HP**

Amendment to approval 17/02299/HP to include additional side window. Parish supports subject to neighbours' views

**Three Bob Yard, Woodbury lane  
Ref: 18/02509/FUL**

Material change of use of land for stationing of caravans for residential occupation with associated shed on existing builders yard. Parish does not support

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. Approved with s106 agreement outstanding.

**Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Worcester City Ref: P13A0617 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.

**1 Hatfield Cottages, Mornington, Hatfield Lane. Ref: 18/02459/HP**

Proposed dormer extension and conservatory. Parish supports subject to comments

**Broomhall Way, (Southern Link Road A4440), Worcester Worcs CC 19/000001/ REG3**

Proposed new 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 supports with comments

Internal Consultation

**Rockilla, Hatfield Bank W/19/00673/AGR**

Notification for prior approval for a fodder and machinery store.

**1 Hatfield Cottages, Mornington, Hatfield Lane. W/19/00440/HP**

Proposed detached double garage and extension to existing garden room.

**1 Hatfield Cottages, Mornington, Hatfield Lane. W/19/00443/HP**

Proposed first floor side extension.

Other - None

Appeals – None

Disappointment was expressed regarding approval of planning application W/18/02509/FUL - Three Bob Yard. After lengthy discussion it was agreed to send a written complaint to Wychavon Planning including reference to the consultation process, the achievability of highway planning conditions and the apparent lack of reference to the Worcs CC Parkway Station Active Travel Corridor proposals. It was agreed for the letter as drafted to be submitted. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by 6 votes to one. **Action: Clerk**

b) Compliance with planning conditions relating to application W/17/01934/FUL (land at Woodbury Lane, Norton) was considered, with agreement to submission of a letter to Wychavon Planning to highlight concerns and the need for enforcement of planning conditions. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. **Action: Cllr Lucas/Cllr Fincher**

Information following the Wychavon Planning Enforcement Summit will be circulated to all Council members. **Action: Clerk**

To assist with the planning consultation process, a notice will be placed in the Parish Council newsletter to highlight that residents can receive weekly planning updates from Wychavon DC. **Action: Clerk**

#### **9. 2019/100 Reports of Anti-Social Behaviour**

See agenda item 17 for reports of speeding and inconsiderate driving/parking and agenda item 30b for consideration of a Neighbourhood Watch grant application.

#### **10. 2019/101 Parish Hall Car Park Resurfacing**

A day time incident involving a vehicle and a car park bollard was considered, with the driver taking responsibility for the incident. The risk assessment was revisited with no further action considered as required. The need for areas of the car park to be weed sprayed was agreed and this will be added to the risk assessment. **Action: Cllr Pollard/Clerk**

#### **11. 2019/102 Parish Hall Recreation Facilities and Outside Space**

Volunteers were thanked for refurbishment of the Hall patio benches. It was agreed for the Hall Trustees to install picnic type tables/benches on the grassed area adjacent to the play area by the Hall entrance. These will be anchored, but with the ability for them to be moved, and the Hall Trustees will arrange for litter to be collected from this area. Proposed Cllr Lucas, seconded Cllr Kelly and agreed by all. Parking on the playing field as part of a Hall event on 15 September was considered at length. Parking was agreed subject to the event organisers accepting that parking is weather dependent (with suitability being considered by the Council), parking is at their own risk, the playing field remains public open space, they will provide parking marshals, an indication of the number of cars to be parked is to be provided, the parking area is defined by the Council and a £500 refundable deposit is paid in case of damage. Proposed Cllr Fincher, seconded Cllr Lucas and agreed by all. **Action: Cllr Fincher/Clerk**

Quotes received for tree surveys on Parish Council owned land will be circulated to members in advance of consideration at the 25 April Parish Council meeting. **Action: Clerk**

Refuse site permits are not being progressed with the Groundsman for disposal of green waste and a compost area in the Parish Hall grounds will be explored. **Action: Clerk**

#### **12. 2019/103 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding**

Cllr Dawson will liaise with Cllr Adams regarding CLG funding. **Action: Cllr Dawson**

An invitation for Wychavon Localism Panel members to visit the Parish Hall to view the success of NHB funding will be considered by the Hall Trustees. **Action: Cllr Fincher**

Other ideas for consideration included:

- Funding to assist with heating work at St James Church. Eligibility for NHB funding will be explored along with a mechanism for the Parish Council to facilitate such expenditure. **Action: Cllr Lucas**
  - Funding to assist with relocation of Norton Croquet Club to Norton Parish Hall. Eligibility for NHB/S106 funding will be explored along with the implications of part of the playing fields ceasing to be public open space. **Action: Cllr Pollard**
  - Funding to further develop Norton Parish Hall e.g. roof maintenance/replacement, extension to incorporate the open slabbed area by the Hall entrance as additional inside community space. Potential projects will be explored with the Hall Trustees. **Action: Cllr Fincher**
  - Funding to landscape the area around the Sentry statue. Eligibility for NHB funding will be explored along with land ownership, permissions and landscaping ideas. **Action: Cllr Lucas/Cllr Richmond**
- Projects for NHB funding will be included on the agenda for the Annual Parish Meeting. **Action: Clerk**

#### **13. 2019/104 Parish Council Website**

It was agreed for the new website to be redeveloped and available for use, including functionality to publish and complete questionnaires, and to collect and analyse data, by the end of May. The Assistant Clerk will be advised of this timescale and will be asked to obtain a quote from the volunteer assisting with this project, if there is the need to progress this on a paid basis to achieve this timescale. Cllr Waizeneker offered his assistance. **Action: Clerk**

#### **14. 2019/105 Norton Pre-school**

The draft lease was agreed subject to the amendments as annotated. These will be incorporated by the Clerk and the revised draft provided to Pre-school for approval prior to the final lease being prepared by the Council's solicitor. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. **Action: Clerk**

#### **15. 2019/106 Worcester Parkway Station**

A request will be made for an open day to be arranged for residents. **Action: Cllr Fincher**

Proposals for the Norton element of the Parkway Active Travel Corridor proposals are due to be

received for the Annual Parish Meeting.

#### **16. 2019/107 Southern Link Road (SLR) Improvement Works and Crossing Points**

It is understood that the farm accommodation bridge and the Crookbarrow Way Footbridge are due to be completed by the end of September (subject to unforeseen circumstances).

#### **17. 2019/108 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

Finishing off of the area following removal to the hedge at the entrance to Salamanca Drive was considered, with agreement to the area being tarmacked and the lamppost and road name sign remaining in their existing positions. Proposed Cllr Richmond, seconded Cllr Lucas and agreed by all. Worcs CC Highways will be advised. **Action: Clerk**

Feedback regarding speeding traffic and suggestions for potential alleviation measures were considered. A response will be provided to explain the outcome of discussion of the various suggestions and to remind residents to report incidents to the Police using the 101 non-emergency number, with registration numbers where possible. **Action: Clerk**

A recommendation by Wychavon engineers was considered, following review of the Parish Council's s106 funding application for work to further improve drainage of the Hall playing field and local vicinity. It was agreed to accept this recommendation, and the additional cost, resulting in a total cost for the proposed work of £3,450 plus VAT (which remains within the remaining £3,600 s106 funding).

Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. Wychavon will be advised to enable the s106 funding application to be considered. **Action: Clerk**

#### **18. 2019/109 Lengthsman Scheme**

Participation in the 2019/20 Lengthsman Scheme was agreed. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all. **Action: Clerk**

#### **19. 2019/110 Neighbourhood Plan**

An update was received and noted.

#### **20. 2019/111 Employment Matters**

The 3 yearly pensions re-enrolment process has been completed and the declaration of compliance submitted in line with required timescales.

#### **21. 2019/112 Allotments**

An update was received including allotments risk assessment, obtaining quotes for reinstatement of fencing and removal of fly tipping of green waste, and mapping of the allotment plot opposite the Parish Hall. Renewal of the Red Kite Pest Control annual rodent control programme was agreed at a cost of £285. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all. The frequency of visits and how often traps are re-laid/re-baited will be clarified. **Action: Clerk**

#### **22. 2019/113 Public Rights of Way (PRoW)**

Participation in the 2019/20 Parish Paths Partnership (P3) Scheme was agreed. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**

Summer clearance of the bridleway to Stonehall Common will be considered at the 25 April Parish Council meeting with input from Cllr Turvey (Parish Paths Warden). **Action: Clerk**

#### **23. 2019/114 Bus Services/Littleworth Bus Shelter**

Completion of maintenance to the Littleworth bus shelter was noted, with positive feedback received. Consideration was given to purchase of noticeboards for within the 3 Parish bus shelters, to display bus services information and other relevant notices (e.g. relating to anti-social behaviour). In view of the close proximity of Parish Council noticeboards to the bus shelters, and no funds included in the 2019/20 budget for this expenditure, it was agreed not to purchase the proposed additional noticeboards. Instead a notice will be displayed by the timetable information, referring passengers to the Parish Council noticeboards for bus services information. **Action: Clerk**

#### **24. 2019/115 Parish Hall**

An update was received on Hall bathroom refurbishment works and costs, and the agreement at the 27 February Parish Council meeting (minute ref: 2019/52) for the Council to provide support for this project up to a sum of £8k was noted. Parish Council funding of Hall bathroom refurbishment costs to the

value of £8k (excl. VAT) was confirmed, with agreement for the Parish Council to instruct the contractor to undertake specified Hall bathroom refurbishment works at a cost of £8k plus VAT. The Council will be invoiced for this work, which will be funded using Council reserves. Proposed Cllr Lucas, seconded Cllr Kelly and agreed by all. Cllr Fincher abstained from voting as Chair of the Hall Trustees, despite a dispensation being held.

Leaks from the roof/skylights in the coffee shop kitchen areas were reported along with estimated costs for repair. It was agreed to fund 50% (£250) of the estimated costs of £500 to replace 2 skylights. The Hall Trustees will submit a grant application form in support of the agreed skylight funding. Proposed Cllr Richmond, seconded Cllr Kelly and agreed by all. Cllr Fincher abstained from voting as Chair of the Hall Trustees, despite a dispensation being held. **Action: Cllr Fincher**

#### 25. 2019/116 The Norton Worcestershire Regiment Group (NWRG)

It was noted that the NWRG will invoice the Parish Council for the second 50% of the agreed New Homes Bonus funding around the end of April.

The Council's grant application form was discussed, with future application forms required to be signed in person (rather than with an electronic/email signature) and for the form to include a space for inclusion of a date of signature. **Action: Clerk**

#### 26. 2019/117 Worcester Norton Sports Club (WNSC)

The Community Asset nomination will be submitted to Wychavon DC for renewal of the community asset registration. **Action: Clerk**

#### 27. 2019/118 Parish Council Owned Lands

A report was received and response to the Council's solicitor was agreed. **Action: Clerk**

An update was received relating to the grazing enquiry and the potential for the currently tenanted fields to be shared for grazing will be explored. **Action: Cllr Lucas**

#### 28. 2019/119 Parish Council Elections – 2 May 2019

Wychavon DC has advised that our District Councillor and Parish Councillors have been elected unopposed, with both elections uncontested. As a result, there will be no elections at Norton Parish Hall on 2 May. Notices to this effect will be placed in the Parish Council noticeboards, website, Facebook page and at Norton Parish Hall. **Action: Clerk**

#### 29. 2019/120 Wychavon Parish Games

It was agreed not to participate.

#### 30. 2019/121 Finance

a) It was proposed by Cllr. Dawson, seconded by Cllr. Richmond **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)
Grants	Grant towards NJK CE First School swimming lesson transport costs (agreed 28/3/2019 Parish Council meeting)	550.00
	<b>TOTAL</b>	<b>550.00</b>

##### Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Grounds Maintenance	Hall playing field mowing March 2019	111.36
General Administration	Clerk expenses reimbursement March (less expenses paid via payroll)	50.49
	<b>TOTAL</b>	<b>161.85</b>
	<b>GRAND TOTAL</b>	<b>711.85</b>

b) The Neighbourhood Watch Group grant was considered however this was declined due to budgetary constraints. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all. **Action: Clerk**

**31. 2019/122 Correspondence for Information**

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

**32. 2019/123 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**33. 2019/124 Items for Update to Local M.P.**

None.

**34. 2019/125 Councillors' Reports and Items for Future Agenda**

Newsletter items to be provided to the Clerk by 1 May.

**35. 2019/126 Date of Next Meeting – 25<sup>th</sup> April 2019**

The meeting closed at 11.05pm

<b>Correspondence Received for 4<sup>th</sup> April 2019 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters incl. Annual Return to the External Auditor, Governance and Accountability 2019, Notice of Election, Would You Be Ready?, External Audit, LGRC/NALC LOCAL COUNCIL EXPO, Elections information, Nolan Principles, Preparing for New Councillors, Taking the Chair, 'New Brooms', new councillors and the need to consult, The Queen's Award for Voluntary Service, Preparing for the Financial Year End, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Community First	E-bulletins and March newsletter
CPRE	Campaigns Updates, 'A plastic-free future' campaign, 'A litter free future' campaign
Eureka	First aid, hygiene and safety supplies brochure
Resident	Balancing pong fencing repair/maintenance
Resident	Maintenance of memorial stone in St James' churchyard
Resident	Balancing pong fencing repair/maintenance
Hall user	Hall car park bollards incident
Resident	Parkway open day event
Resident	Verge mowing
Resident	Volume of traffic/speeding along Crookbarrow Road/Church Lane/Woodbury Lane
Resident	Inconsiderate parking and speeding traffic (Norton area)
NALC	Newsletters, Chief Exec's bulletins
Norton Neighbourhood Watch Group	Speeding along Crookbarrow Road and through Norton (Church Lane)
Open Reach	Land ownership query (for Whittington Parish)
Open Spaces Society	Newsletter spring 2019
PKF Littlejohn LLP	Annual Governance and Accountability Return 2018/19
Police & Crime Comm.	PCC Newsletters
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Seafarers UK	Fly the Red Ensign for Merchant Navy Day 3 September
Soc. Local Council Clerks	The Clerk magazine March 2019
SSA Planning	Neighbourhood Plan
St Peter's Parish Council	Newslink magazine March 2019
Worcs Assoc'n Carers	Caring News Spring 2019
Worcs CC	2019/20 P3 Scheme
Worcs CC Highways	<ul style="list-style-type: none"> <li>• 2019/20 Lengthsman Scheme</li> <li>• Hatfield Bank closure for patching works (15 days from 8 May)</li> <li>• Roadworks reports</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Outcome of consultation on Charity Brook BMX track in Evesham</li> <li>• Free property marking event – Parish Hall 12 April 3-7pm</li> <li>• Deadline to submit nomination papers by hand to WDC Electoral Services team</li> <li>• W-Factor 2019 winners revealed</li> <li>• Evesham Italian restaurant winner Worcs Vale &amp; Spa's favourite restaurant award</li> <li>• £844,600 Community Legacy Grants awarded to community projects</li> <li>• Notice of Town/Parish and District Elections</li> <li>• Parish Housing Needs Survey</li> <li>• Man ordered to pay over £1,700 for failing to tackle neighbourhood blight</li> <li>• Community heroes recognised at awards</li> <li>• Music workshops in Wychavon</li> <li>• Commonwealth Flag flown to mark Commonwealth Day 2019</li> <li>• Broadway Railway Station Car Park officially opened 5 March</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda for Planning Meeting 4 April</li> <li>• Methodology for Calculating Indicative Housing Requirement Figures for Designated Neighbourhood Areas (for Wychavon Planning Committee 4 April)</li> <li>• Minutes for Planning meeting 7 March 2019</li> </ul> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> <li>• W/18/02509/FUL – Three Bob Yard, Woodbury Lane, Norton: Material change of use of land for stationing of caravans for residential occupation with associated shed on existing builders yard</li> <li>• W/19/00159/HP - 3 Ramillies Drive, Norton: Amendment to approval 17/02299/HP to include additional side window</li> </ul>
Wychavon Parish Games	Invitation to join 2019 Games