

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH JUNE 2012 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. **Apologies for Absence:** C. Dawson, D. James, Cllr. R. Adams and CSO Allchurch. These apologies were accepted and approved.

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

2. **Changes to Membership**

Following confirmation from Wychavon DC that the Parish Council may co-opt to fill the Parish Councillor vacancy, appointment of Mr. D. James as a co-opted Parish Councillor was proposed by Cllr. Fincher seconded by Cllr. Mrs Hewison and agreed by all. The Clerk will progress.

3. **Declarations of Interest**

Cllr. Turvey provided a reminder regarding declarations of interest. The Clerk expressed an interest in agenda items 14 and 15 (Parish Council PAYE Registration and Parish Clerk Contract). Cllr. Mrs McGovern declared a personal and potentially prejudicial interest in items 18 and 19.

4. **To Consider and Agree Allocation of Areas of Responsibility to New Councillors**

The Clerk will seek areas of interest from Cllr. Dawson and Mr. James.

5. **Minutes of the Annual Parish Council Meeting Held on 31st May 2012**

It was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher **and all were in agreement** that the minutes of the 31st May be approved.

6. **2012/168 Reports**

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

Cllr. Adams was unable to attend the meeting.

b) **Planning**

(i) Cllr. Turvey explained the following current applications:

Approvals

**St. Peters Garden Centre,
Norton. Ref: W/12/00538**

Extension to cafeteria/office accommodation and additional canopy to cover existing retail area. Parish supports with concern noted.

Refusals - None

Awaiting Decision

**Land at Court Farm, Church Lane,6
Norton. Ref: W/12/00285**

no employment buildings as extension to existing site and alterations to existing access. Parish does not support.

**Joystans, Wadborough Rd,
Littleworth. Ref: W/12/00961**

Change of use of agricultural land to domestic garden land. Parish commented on public right of way obstruction/diversion.

Internal Consultation - None

Other – None

(ii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett as soon as possible.

(iii) An informal, information gathering meeting will be held on 10th July with representatives from the Parish Council, a planning consultant and their client regarding a proposal for development

along Woodbury Lane. This will be discussed further at the July Parish Council meeting.

(iv) Cllr. Turvey provided background to Neighbourhood Plans and their link with Parish Plans. It is understood that a Neighbourhood Plan cannot override a Local Plan and therefore it was considered better to discuss a Neighbourhood Plan once the SWDP has been agreed.

c) Allotments

Cllr. Mrs McGovern advised that most plots are looking good. It was agreed that where reminder letters have been sent to tenants not working all of their plots and this has not produced a response, a further letter should be sent advising that cessation of the tenancy agreement will be considered at the July Parish Council meeting. The Clerk will arrange.

d) Playing Fields

The Clerk reported that the existing adult team has advised that they wish to continue to use the pitches on a Sunday morning for the 2012/13 season. Also see agenda item 17.

e) Public Rights of Way

Cllr. Turvey provided an update on work completed and also that being progressed. The Parish Paths booklet has been re-printed to show the correct Parish boundary and these booklets will be distributed with the next Parish Council newsletter. It was noted that the 'firing range' signs have been reinstalled along the public right of way at the end of Brockhill Lane. Cllr. Turvey will undertake a site visit to observe. Cllr. Lucas will email a photograph of the sign to the Clerk. The Clerk will clarify whether planning permission is required for the signs and will write to the installer once details have been confirmed by Cllr. Turvey.

The Clerk advised that the large grass bank along Salamanca Drive appears to have been sold by the Greenbelt Company and the area is in need of maintenance. It was agreed for the Clerk to write to the new owners to request regular maintenance.

f) Finance

(i) The current account balance was £15,481.10 on 20th June with the deposit account balance at £68,102.64 on 1st June. It was noted that total balances are approaching the £85k deposit guarantee limit.

(ii) There were no questions regarding the monthly accounts to the end of May. The Clerk added that 50% the Churchyard mowing costs will be reimbursed by the Church. The Clerk advised that total S.137 spend agreed to date remains at £1,675.70.

g) West Mercia Police

(i) CSO Allchurch was unable to attend the meeting but provided a Police report detailing one crime since 1st June being a theft in Broomhall. The Clerk will request that Smiths Livery Yard is visited due to increased parking on the pavement along Church Lane. Speeding along Wadborough Road has also been reported as a problem by the allotments.

(ii) It was agreed to nominate Shereen Angel for the Young Citizen Award in view of her Worcester Rose charity work. The Clerk will progress.

h) Parish Plan

Cllr. Turvey will clarify the link with Neighbourhood Plans to inform a decision about whether to finalise the Parish Plan.

i) EnviroSort

Cllr. Lucas advised that whilst a twilight shift is being worked from 6pm-10pm Tuesdays and Thursdays, a night shift is not. The twilight shift is covered by the existing planning approval but a night shift would require an amended planning application. Concerns were expressed regarding non-compliance with the no right turn condition for all traffic. It was agreed for Cllr. Lucas to

monitor this and report back to the Parish Council.

7. 2012/169 Year End Accounts and External Audit

Approval of the Income and Expenditure year on year variation report circulated prior to the meeting was proposed by Cllr. Mrs Hewison, seconded by Cllr. Bennett and agreed by all. The Clerk will submit this to the External Auditor with the Annual Return.

8. 2012/170 New Code of Conduct

- a) The Clerk provided background to the changes following the Localism Act and referred to CALC briefings, the model Worcestershire Code of Conduct and new Register of Interest Forms circulated prior to the meeting. After detailed discussions it was agreed for the Clerk to seek clarity from the Wychavon DC Monitoring Officer regarding the need for details contained in the Register of Interest Forms to be held on the internet (is there any opt out provision) and the level of detail required e.g. concerning employment details/job roles/spouses information. Concern was expressed that whilst this improves transparency in public office, volunteer Parish Councillors are being asked to divulge additional personal information, including that for spouses, which will be held online. This was not considered appropriate by some councillors. The new Code of Conduct will be considered further at the July Parish Council meeting in light of a Wychavon response.
- b) The impact upon standing orders will be reviewed at the July Parish Council meeting following further consideration of adoption of the new Code of Conduct.
- c) Councillors were advised of the 28th July deadline to register interests with Wychavon District Council. This will be considered further with a) and b) above at the July Parish Council meeting.

9. 2012/171 South Worcestershire Development Plan (SWDP)

Cllr. Fincher advised that changes regarding the buffer zone/development of land between Whittington and the Norton Road and the buffer to the south of the Garden Centre have not been included in the schedule of changes to the Preferred Options Document (POD) which will be considered by the District/City Councils on 3rd July. This has been discussed with the Wychavon SWDP Planning Manager with a view to these further changes being added. Cllr. Turvey will follow up with Wychavon DC. It is understood that Welbeck proposals may include some business development between Whittington and Norton Road e.g. office accommodation and for publically owned sports pitches on land south of the garden centre.

It was noted that there appears to be moves by the Cricket Club to sell the top cricket pitch. It was agreed for the Clerk to write to the Chairman of the Cricket Club to arrange a meeting to clarify the situation which will allow matters to be considered further. Cllr. Turvey will review existing Tree Preservation Orders to establish if those at/near the cricket club are covered.

10. 2012/172 Flooding Issues

- a) SSSI site drainage work – It was agreed for Mr. Reeves to discuss this work with the land owner. There have been no reported problems following the recent heavy and persistent rain, with water appearing to flow away well. It may be the case that the proposed extra work isn't necessary or isn't cost effective for the extra alleviation obtained. Mr. Reeves will report back after meeting with the land owner.
- b) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – It is understood that this remains in Worcs CC plans but is not yet scheduled.
- c) Cllr. Turvey and Mr. Reeves will attend a meeting with Dalcour Maclaren/Severn Trent Water to gather further information regarding the proposed scheme to update the Parish Council at the July meeting.

11. 2012/173 Norton Pre-school Proposals

The Clerk reported on advice received from CALC in respect of the suggestion for the Parish Council to provide some financial assistance to Pre-school due to the changes in funding. In view of the options available and the potential to set a precedent for future support it was agreed that the

Parish Council would not provide financial assistance at this time. The Clerk will contact Cllr. Adams to enquire about the possibility of Pre-school meeting with Worcs CC funding officers to discuss the issues that the changes in funding have resulted in. The Clerk will contact Pre-school to explain that the Parish Council is following up the situation with Worcs CC and to ask for a copy of Pre-school's budget for the forthcoming year.

12. 2012/174 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that the £10k cycle route contribution and £85k funding for redevelopment of the tennis courts as a multi-use play area have been paid to Wychavon DC. These funds will be held by Wychavon pending completion of the projects. It was noted that new turf has been laid at the front of the development but the existing old grass has not been replaced which is disappointing. The houses are selling well and the developers hope to be off site around the year end. It is understood that the Festival Housing contract has still not been finalised/signed.

The Clerk advised that in response to the letter to Power On regarding the traffic problems over the Easter weekend, £400 has been received as a gesture of goodwill which will cover the cost and installation of a new dog waste bin. It was noted that lorries continue to park in the Crookbarrow Road bus stop waiting for site to open, creating problems for school buses. This will be monitored.

13. 2012/175 Grass Verges along Crookbarrow Road

Cllr. Turvey advised that at a meeting with Taylor Wimpey, the map of areas of verge for adoption provided by Worcs CC Highways was discussed. Following the meeting, enquiries have been made of Wychavon DC who seem willing to maintain and adopt the areas that Worcs CC do not adopt, provided that they received a contribution from the developers for 20 years (which does not appear to present a problem to the developers). The Clerk will write to Highways to confirm the adoption plans and to establish how often they would cut the adopted areas. If adopted as amenity areas by Wychavon, the verges would be cut 14 times pa.

14. 2012/176 PAYE Registration of the Parish Council

- a) All matters in hand.
- b) The Clerk is liaising with Cllr. Turvey and Cllr. Fincher to produce a draft handyman contract and draft Grievance and Disciplinary Policies to the Parish Council for review/approval.

15. 2012/177 Parish Clerk Contract

Cllr. Turvey advised that this will be looked at further as soon as possible to finalise.

16. 2012/178 Long Term Finance

Potential future projects/calls on reserves were noted as: redevelopment of the play area at the Parish Hall, refurbishment/maintenance of the Parish Hall, tarmacking of the Parish Hall car park and employment of a planning consultant in connection with the SWDP. Some of these projects/activities will only be possible with the addition of external grant funding. It may be the case that reserves will need to be utilised to allow completion of the s106 projects (tennis court redevelopment and cycle crossing) prior to release of the funding by Wychavon.

17. 2012/179 Parish Hall Recreation Facilities

- a) The contents of the summary previously circulated were noted. The Clerk will write to Mr Pullen to monitor the items highlighted, provide repairs as necessary and report any problems to the Parish Council via the Clerk. The seesaw repair has been arranged.
- b) The Clerk advised that the first working group meeting to consider redevelopment of the tennis courts, redevelopment of the play area and installation of a bmx/skate facility was well attended by an enthusiastic group of residents. The working group is gathering ideas from other existing recreation facilities, from children/young people about what they would like to see, exploring funding opportunities, networking to gain expertise and meeting suppliers for ideas/quotes to get a better feel for design, equipment, surfacing and costs. The PlayFair event was also attended. The

information gathered will be considered at the next working group meeting on 11th July.

c) It was agreed to retain playing field charges at the current level for the forthcoming season.

18. 2012/180 Parish Hall Security

Cllr. Lucas advised that one camera will be installed at the Parish Hall for the Trustees to review. The Police have confirmed to the Trustees that the CCTV system being considered is suitable to be used as evidence. The cameras are motion activated and record to disc.

19. 2012/181 Parish Hall

a) Cllr. Fincher, as the Parish Council landlord representative (but not a Trustee), reported on the last Trustees meeting. Trustees have been encouraged to develop a maintenance 'shopping list' to keep projects in the pipeline. The next item that is being considered is maintenance of the main hall floor. Concern was expressed that if the hall floor is to be re-surfaced then perhaps consideration should be given to tarmacking the Parish Hall car park. The Clerk will agenda this for discussion at the next Parish Council meeting. The Hall boiler is now working and should be fit to work for many years to come and has therefore been removed from the Hall 'shopping list'. Quotes for the work to be supported by the Parish Council have now been obtained and Cllr. Mrs McGovern will arrange for copies to be provided to the Clerk to support the application for New Homes Bonus funds. This will contribute towards the funding up to £5, 000 towards the top 3 major/urgent items of work as agreed at the February Parish Council meeting (2 new boilers (no longer required), roof maintenance (to repair a leak) and heating in the Lawrence Beard Room).

Expenditure is forecast at £17k for the next financial year with an income target of £25k. This will assist in building up reserves to cover the cost of a paid Hall Manager in future should this need arise. There is an increase in bookings including weddings and dog shows.

Three main points were highlighted at the meeting: the state of the Hall grounds (rubbish/litter), responsibility for playing field bookings and the name/logo for the Hall and Parish Council to ensure coherency.

The Clerk advised that it had previously been agreed to appoint a litter picker once the contract/PAYE formalities/requirements had been completed for the handyman roles. After discussion it was agreed to contact individuals who have expressed an interest in this role and make an appointment as soon as possible, with a contract completed retrospectively. The Clerk will progress.

Cllr. Lucas gave his apologies and left the meeting at 9.45pm.

After discussion regarding management of the playing fields, a vote was taken with 2 votes in favour of the Parish Council retaining management and maintenance, one against and three abstentions. It was therefore agreed to leave the situation unchanged but with a delegation to the Clerk and the Parish Council Chairman or the Chair of the Councillors with responsibility for playing fields, to make decisions regarding bookings and costs to speed up the process between meetings. It was suggested that playing field hire costs for bookings such as marquees for weddings, that are arranged via the Hall and in conjunction with a Hall booking, may be paid across the Parish Hall. This will be considered further at the July Parish Council meeting.

The name for the Hall and logo were considered and a Hall name was agreed as NJK Parish Hall. This reflects the name of the Parish in the commonly used abbreviated form. It is hoped that this will assist in removing any confusion about the location of Hall to those not familiar with the local area. Cllr. Mrs Hewison offered to assist with development of a Parish Council logo and will liaise with the Clerk.

It was agreed for Cllr. Fincher to provide a report at each Parish Council meeting as the landlord

representative.

- b) A response is awaited from CALC regarding the Lease and Trust Deed.
- c) See a) above for maintenance requirements discussions.
- d) The Clerk advised that the valuer has been instructed.
- e) See a) above for Hall operational discussions including management of the playing fields.
- f) The Clerk explained that requests are being received for organisers of large events at the Hall to arrive the day before and to stay in their caravans overnight in the Parish Hall car park. After discussions with Cllr. Turvey and Cllr. Mrs McGovern, a £100 refundable deposit has been quoted for an event that required an urgent decision. This was confirmed however, it was felt that future costs should perhaps include an element of parking cost per caravan in addition to the refundable deposit to cover any problems with the septic tank/drainage.

20. 2012/182 Allotments

The Clerk advised that one quote has been received for the suggested allotment fencing and another is awaited. Review at the July Parish Council meeting.

Cllr. Bennett gave his apologies and left the meeting at 10pm. By way of update, Cllr. Bennett advised that the photo archive is progressing and he is liaising with Mr Jaynes for the overview wording. The third set of slides will be started shortly.

21. 2012/183 Boundary of Coppice Cottage, Littleworth and the Parish Hall

Cllr. Turvey advised that the correspondence received does not provide sufficient information to verify the owner's suggestion that the current boundary is incorrect. After discussion it was agreed for the Clerk to write to the owners to seek further information/evidence to support their view. The Clerk will also explain that the Parish Council believes that the then owner of Coppice Cottage, who purchased the land from the Parish Council, erected the fence on the new boundary. It was noted that the footpath at the corner of the Parish Hall car park is not in the same place as in 1974, as this was moved at the time the School Walking Bus was introduced. The path was previously nearer to the boundary of Coppice Cottage.

22. 2012/184 Community Games (8th July)/Parish Fun Run (15th July)

It was agreed that the Parish Council Chairman will present the inter-school athletics medals at the Community Games subject to availability. If unavailable, another representative of the Parish Council will present the medals.

23. 2012/185 Brockhill Road Signs

It was agreed for the Clerk to contact Wychavon DC to request that when road name signs on the existing Brockhill development are replaced, the new signs include the Worcestershire Regiment Crest, as is being included on the road name signs on the new development by St. Peter's Garden Centre.

24. 2012/186 Parish Pack for New Residents

Development of a pack for new residents was agreed as a good idea. Suggestions for the pack included: a copy of the newsletter, a map, fact sheet (e.g. schools, Churches, doctors, local businesses, pubs and local events/facilities), Parish Council details. The Clerk will enquire whether Cllr. Dawson or Mr. James would be interested in developing.

25. 2012/187 Grit Bins

After discussion it was agreed not to purchase a Parish Council grit bin in addition to the Highways bins already installed around the Parish.

26. 2012/188 Finance

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

Accounts for Confirmation: None

Accounts for Payment:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing of churchyard and around car park (£177 plus VAT) plus Norton verges (£173) + VAT (9 June)	420.00
Severn Trent Water Ltd	Allotments water Dec 2011 to June 2012	84.14
R. Pullen	Parish maintenance May/June (mowing/strimming, play area inspections). 22.5 hrs (£136.80 gross) plus £8.18 petrol. Pay slip from Wychavon DC includes April/May (agreed at May meeting) and May/June timesheets. Net pay shown.	179.34
Mrs J. Greenway	Honorarium June 2012 (pay slip from Wychavon DC) plus taxable mileage of £20.44 to be paid via payroll (from May and June). Net pay shown.	641.46
Mrs J. Greenway	Expenses (June) £73.06 less taxable mileage of £10.22 to be paid via payroll.	62.84
HMRC	Quarterly Tax, Employee's NI and Employer's NI due	301.09
	TOTAL	1,688.87
	GRAND TOTAL	1,688.87

b) Renewal of the CPRE annual membership at a cost of £29 was proposed by Cllr. Richmond, seconded by Cllr. Mrs Hewison and agreed by all. The Clerk will arrange.

27. 2012/189 Correspondence for Information

See Appendix 1 for a list of correspondence received. The following correspondence was discussed:

- Zurich Insurance: Car park gate/car insurance claim – notification that Zurich has denied liability as there have been no previous incidents or complaints. It was agreed to consider installing a sign in the car park that entry is at your own risk. The Clerk will add to the agenda for the next meeting.
- Malvern Hills DC: Land adjacent to Little Treasures Nursery, Norton Road, Broomhall – the owners are in the process of removing the debris from site and hope for this to be completed by end of August 2012

28. 2012/190 Clerk's Report on Urgent Decisions since the Last Meeting

Items as discussed within the agenda.

29. 2012/191 Items for Update to Local M.P.

None.

30. 2012/192 Councillors' Reports and Items for Future Agenda

In response to a question about the odour issue at Stoulton, it was noted that it is understood that inspectors have been back out to the site in question and that a report is due back to Wychavon DC for review and consideration. It appears that this is being dealt with as an environmental issue. Mr. Reeves explained the nature of the flag pole installation that is being considered.

31. 2012/193 Date of Next Meetings: Thursday 19th July.

The meeting closed at 10.20pm.

Correspondence Received for 28th June 2012 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training (forwarded to Parish Councillors for information) incl. Localism Act, Code of Conduct, General Power of Competence,
Community First	Newsline magazine Spring 2012
CPRE	Annual membership
CSO Allchurch	Crime report and Young Good Citizen Award (forwarded to Parish Councillors)
Gregory Gray Associates	Proposed development Woodbury Lane, Norton – pre-application consultation
Malvern Hills DC	Land adjacent to Little Treasures Nursery, Norton Road, Broomhall – owners are in the process of removing the debris from site and hope to be completed by end of August 2012
Marie Curie Cancer Care	Walk Ten for Marie Curie Cancer Care – 25 th August Croome Park
Mr Berisford	Allotments
NALC	People in Action Conference
Norton Fun Run	Copy correspondence to Parish Hall re Fun Run
Norton Parish Hall	Minutes from Annual General Meeting 25 th May 2012
Peter Luff MP	Apologies for not providing an article for the summer Parish Council newsletter
Power On Connections	Response to letter re traffic light problems and dog bin damage associated to work in Crookbarrow Road. An ex-gratia payment made of £400 to cover the cost of the dog bin and installation.
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Soc. Local Council Clerks	Localism Act and Code of Conduct
St. Peter's Parish Council	Neighbourhood Plans
St. Richard's Hospice	Heartbeat magazine Summer 2012
West Mercia Police	Crime reports (forwarded to Parish Councillors for information)
Worcs CC	Agenda for next EnviroSort Liaison Group meeting and notes from previous meeting
Worcs CC	National Travel Pass Renewal Scheme
Worcs CC Highways	Highways drainage
Worcs CC Highways	Response to correspondence received from a resident re highways repairs
Wychavon DC	Annual canvass for Register of Electors
Wychavon DC	Confirmation of membership of the new Wychavon Bursary Award Scheme
Wychavon DC	Confirmation that the Parish Council can co-opt to the fill the Councillor vacancy
Wychavon DC	Invitation to Parish Council Briefing Event re SWDP (26/28June)
Wychavon DC	Member Conduct Committee meeting 18 th June
Wychavon DC	Significant Changes to the SWDP Policies document (forwarded to Parish Councillors for information)
Wychavon Strategic Partnership	Communicate Newsletter June 2012 (forwarded to Parish Councillors for information)
Zurich Insurance	Car park gate/car insurance claim – notification that Zurich has denied liability as there have been no previous incidents or complaints.

Public Question Time Discussions

Laura Synnuck attended to provide information regarding the support and services offered by the Pershore Volunteer Centre which are summarised as follows:

- Funded via DEFRA and under the Worcs CC LEADER Project remit.
- The Pershore Centre has 5 part time employed staff plus volunteers.
- Provide support for transport needs in the form of a Social Car Scheme:
 - Recruiting volunteer drivers
 - Providing transport for those who can't access public transport or who don't have their own transport (often older or less mobile members of the community)
 - One off transport e.g. to/from medical appointment plus some regular bus services in outlying areas to/from Pershore
 - A chargeable service being run in partnership with the Worcester and Evesham Support Centres
 - A local transport questionnaire was supplied to be circulated to interested groups/individuals for completion and return. The Clerk will arrange.
- Assistance can be provided to support development plans within the Parish e.g. redevelopment of the recreation facilities at the Parish Hall, funding and community consultation. This could be provided by Laura on a no cost basis, but if more in depth support was provided by the Chief Officer of the Centre (Kate Walton) this may be chargeable. Any costs would be advised for agreement before being incurred.

Laura was thanked for attending and for the information provided. The Clerk will liaise with Laura regarding no cost assistance with redevelopment of the Parish Hall recreation facilities.