

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH OCTOBER 2012 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** C. Dawson, D. James Mrs. C. McGovern, M. Reeves and CSO Allchurch. These apologies were accepted and approved.

Attending: H. Turvey (Chair), A. Bennett, K. Fincher, Mrs. D. Hewison, P. Richmond, Cllr. R. Adams (County and District Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

The Clerk reported that Wychavon DC has advised that the Parish Councillor vacancy may be filled by co-option. No response has been received to the notice placed on the notice boards. The Clerk will arrange for a notice to be placed in the next Parish Council newsletter.

3. Declarations of Interest

Cllr. Turvey reminded members of requirements as outlined in the agenda. There were no declarations made for this meeting. The Clerk confirmed that all forms have been received.

4. Minutes of the Parish Council Meeting Held on 27th September 2012

Approved as proposed by Cllr. Mrs Hewison, seconded by Cllr. Bennett and agreed by all.

5. 2012/246 Reports

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

Cllr. Adams referred to the New Homes Bonus application that is being considered by Wychavon DC and a report in the Worcester News about development proposals by Malvern Hills DC as an alternative to the SWDP. These proposals will be considered at an extraordinary meeting of Malvern Hills DC on 13th November. It was agreed for Cllr. Turvey to attend and to provide a response during the public question time after consultation with Cllr. Fincher. The Clerk will register the Parish Council to speak at the meeting. Cllr. Adams will follow up on investigation of the Salamanca Drive grass bank by the safety officer and also on the request for additional road markings outside NJK First School with Highways.

b) Planning

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

Approvals - None

Refusals - None

Awaiting Decision

Land at Court Farm, Church Lane, 6 no employment buildings as extension to existing site and alterations to existing access. Parish does not support.
Norton. Ref: W/12/00285

Wadborough Road, Littleworth
Norton. Ref: W/12/01705

Proposed new sewage pumping station required in connection with the first time sewerage project along Wadborough Rd, Littleworth alterations to existing access. Parish supports subject to conditions.

Internal Consultation
NJK CE First School,
Ref: 12/000066/REG3

New hall and 2 classroom extension to replace temporary double mobile.

Following discussions it was agreed for the Clerk to submit a supportive response to the NJK First School application but highlighting concerns regarding the apparent reduction in on-site parking, particularly in view of the problems currently experienced with parking at school times.

(ii) See agenda items 7, 8 and 9.

c) Allotments

In the absence of Cllr. Mrs McGovern, the Clerk advised that recently vacated plots have been let and one plot is in the process of being split. Also see agenda item 19.

d) Playing Fields

The Clerk confirmed that the existing adult team continue to use the pitches on a Sunday morning. Also see agenda items 15 and 16.

e) Public Rights of Way

Cllr. Turvey advised that a meeting will be held shortly with the new owners of Woodhall Farm to discuss PRow issues.

f) Finance

(i) The current account balance was £4,005.21 on 10th October with the deposit account balance at £84,197.21 on 1st October. The Clerk advised that total S.137 spend agreed to date remains unchanged at £1,694.45.

(ii) There were no questions regarding the monthly accounts to the end of September.

g) West Mercia Police

CSO Allchurch was unable to attend the meeting. The Clerk provided the Police report on crimes in the Parish since 1st September. No further information has been received regarding the speed survey data and the Clerk will chase this. Cllr. Bennett provided a report following the PACT meeting and will post a summary of recent crimes within the Parish on the notice boards for information to residents. The new non-emergency 101 Police phone number was noted.

h) Parish Plan

Cllr. Turvey advised that the aim remains to finalise as soon as possible.

i) EnviroSort

No further news.

6. 2012/247 Fidelity Guarantee Insurance

The Clerk advised that there would be no additional premium to increase the Fidelity Guarantee insurance cover to £90k or £100k. It was agreed for the Clerk to increase the cover to £100k.

7. 2012/248 South Worcestershire Development Plan (SWDP)

Cllr. Turvey and Cllr. Fincher provided an update from the working group which continues to liaise with Wychavon DC/SWDP Team and has held a meeting with Welbeck Land to discuss its development proposals. Key issues for discussion remain the strategic green gaps, gypsy and traveller sites and housing numbers. It was agreed for the working group to continue to liaise with Wychavon DC and the SWDP Team and to meet with Welbeck Land to pursue the Parish Council agreed objectives. The Clerk advised that a meeting has been suggested between representatives of the Parish Council, Norton Community Games Group and the Cricket Club following the July public meeting regarding the SWDP. It was agreed for the Clerk to arrange and to attend.

8. 2012/249 Land adjacent to St. Peters Garden Centre

Cllr. Turvey will draft a Parish Council welcome letter to be sent to new residents. The Clerk advised that the road name signs are being produced following confirmation of the Worcestershire Regiment Crest to be included. The developer has advised that the roundabout plans are yet to be approved by Worcs CC resulting in the delayed construction. Cllr. Adams will follow up with Worcs CC to progress.

9. 2012/250 Woodbury Lane Development Proposals

The Planning Consultant has arranged a further consultation event on 26th October for those residents living near to the proposed site that did not receive notification of the original consultation. The Planning Consultant will respond more fully to the Parish Council following this consultation event. Following discussions it was agreed for Cllr. Turvey to write to the Wychavon Head of Planning highlighting that this is not a site allocated within the SWDP for business/employment use, that this could set a precedent for future development proposals outside the development boundary/SWDP allocated sites and that the proposal does not meet the criteria for the existing Local Plan. The Clerk will send on behalf of the Parish Council.

10. 2012/251 Flooding Issues

- a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – Worcs CC has confirmed that this project is included within the 2012/13 budget and that it will liaise with Severn Trent regarding project plans and undertaking the work at the same time to minimise the impact on the community.
- b) Severn Trent sewerage scheme - Cllr. Turvey provided an update, including a meeting with Halls to discuss a valuation and land agency services. Severn Trent Water will cover the costs of a valuation and land agent fees. After discussion it was agreed that the offer made by Severn Trent Water, for purchase of a plot of land within the field between Coppice Cottage and Courtnellan bungalow, is not considered appropriate. It was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all for the Clerk to advise Dalcour Maclaren that the Parish Council does not wish to accept the current offer. It will be requested that the site in the corner of the Parish Hall car park be reconsidered and that plans are provided for a pumping station on this site for the Parish Hall to consider. It was agreed not to instruct Halls to undertake a valuation at this stage.

11. 2012/252 Norton Pre-school

- a) Extended opening hours from 8am to 6pm (Monday to Friday) and opening during school holidays to cater for pre-school age children were considered. It was noted that whilst the lease allows access to the premises from 8am to 10pm, these are not necessarily operating hours. Extended opening was agreed on the basis that Pre-school will not offer services that compete with the holiday/after school club that operates at the Parish Hall and that it will employ suitably qualified staff to provide the services offered. The extended opening hours will result in Pre-school operating when the Hall and grounds have increased use and Pre-school must accept the other uses/users of the Hall and grounds, particularly in view of plans to redevelop the recreation facilities. In view of Pre-school's financial situation, due to funding changes, it was agreed not to increase rent to reflect the extended opening. The Clerk will advise Pre-school.
- b) Cllr. Fincher provided an update regarding Parish Hall water costs and payments by Pre-school. As is the case for electricity, it was agreed that Pre-school should pay the Parish Hall directly for its water supply. This cost should include disposal of used water (i.e. a proportion of the septic tank emptying cost). It was also agreed for the Parish Council to cover the cost of the next emptying the septic tank (c. £330) which will allow for the Parish Hall and Pre-school to agree water supply/disposal costs from a zero basis for the future. The Clerk will advise the Parish Hall.

12. 2012/253 Grass Verges along Crookbarrow Road

The Clerk provided an update from Wychavon DC and Worcs CC. Whilst Wychavon DC would be willing to adopt all of the verges, Worcs CC wishes to continue to adopt those proposed as these are required for highways purposes. It was agreed for the Clerk to enquire what level of commuted sum Wychavon DC would expect to receive from the developers to allow them to adopt the verges proposed (to include the necessary top up for the Worcs CC adopted verges).

13. 2012/254 Employment Matters

The Clerk advised that 4 applications were received for the litter picker position, with 3 being interviewed on 14th November by the Clerk, Cllr. Dawson and Cllr. Fincher.

14. 2012/255 Parish Clerk Contract

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

15. 2012/256 Parish Hall Recreation Facilities

a) The Clerk advised that there are fewer active members of the working group and that consultation events are being planned to gather feedback on the designs obtained.

b) The Clerk reported on correspondence received from the Worcs Football Association regarding facility developments. After consideration it was agreed that the Parish Council is not able to progress this at this time.

16. 2012/257 Parish Hall Grounds

a) The Clerk read out the Zurich Insurance response regarding installation of an 'entry at your own risk' sign in the Parish Hall car park. On this basis, it was agreed not to proceed with installation of such a sign.

b) The problem of dogs being allowed off leads and fouling around the Parish Hall grounds was considered further. It was agreed for the Clerk to contact the Wychavon DC Dog warden to establish whether the Parish Council can authorise the Dog Warden to enter the Hall grounds and to act on behalf of the Parish Council.

c) Two contractors have undertaken site visits and one quote has been received for tarmacking of the Parish Hall car park. The Clerk will chase the other quote for consideration. It was agreed that this would be a longer term project for which grant funding would need to be sought.

d) In view of the condition of the car park surface and the longer term nature of the tarmacking project, it was proposed by Cllr. Richmond, seconded by Cllr. Fincher and agreed by all to instruct Shear Perfection to supply and install stone to all potholes at a cost of £750 plus VAT. The Clerk will instruct.

17. 2012/258 Parish Hall Security

The Charity Trustees are seeking new quotes for CCTV installation for consideration.

18. 2012/259 Parish Hall

a) Cllr. Fincher (Parish Council landlord representative) provided an update. Pre-school water billing and the septic tank were discussed under item 11b. Consideration of installation of a portacabin in the Parish Hall car park was requested, to provide addition storage for the Hall and in particular for the panto equipment. It was noted that when the Hall was extended, the storage area was increased to allow for the panto. It was agreed that the Parish Council would not be in favour of additional storage outside the current building. Cllr. Adams advised that his understanding was that the portacabin on the old Barracks HQ site has already been offered to another group.

b) The Clerk advised that a meeting will be held on 8th November between representatives of the Charity Trustees and the Parish Council, plus the Clerk, to discuss the Lease and Trust Deed and the response received from CALC. A report will be provided to the next Parish Council meeting.

c) The Hall insurance situation was considered. It was agreed that despite the relationship not being that of a usual landlord/tenant, the Parish Council would consider making a contribution towards the Hall buildings insurance. The Clerk will request a breakdown of the current insurance premium to establish the likely costs involved plus an alternative quote for consideration.

19. 2012/260 Allotments

a) The Worcester CC allotment bonfires nuisance advice previously circulated to Councillors was agreed for adoption. The Clerk will include with the annual bills which will be issued shortly.

b) The quote to maintain the hedge between the allotments and 72 Wadborough Road (opposite the Parish Hall) was considered. The Clerk advised that the hedge is estimated at between 12-15 feet tall at present. The Clerk will request maintenance to 6 feet (rather than 8 feet as detailed in the quote) and any difference in cost will be approved by Cllr. Turvey, as proposed by Cllr. Bennett, seconded by Cllr. Mrs Hewison and agreed by all.

20. 2012/261 Grass Bank Salamanca Drive

Cllr. Bennett provided photographs of the area of land purchased by the new owner. The Clerk provided an aerial view and advised that contractor maintenance costs totalled c. £600 pa (for 4 cuts of the visible bank area). After discussion it was agreed to obtain a land valuation and for the Clerk to contact Wychavon DC to seek assistance. The Clerk will reply to the land owner that the Parish Council is interested in pursuing this proposal and will be obtaining a valuation to enable further consideration to be given. Cllr. Adams is following up the enquiry regarding fire safety.

21. 2012/262 Church Lane Parking

The Clerk reported that Mr Smith has advised that costs for a remote activated gate are c. £1,500 and will provide details for review. The Clerk also reported on public feedback received objecting to the potential use of Parish Council funds to assist with this purchase. During discussions, concern was expressed that livery yard users may still not use the yard parking resulting in no improvement in the parking situation. It was agreed for the Clerk to contact CSO Allchurch to request a further visit to the yard as a reminder to users of the livery, placement of Police no parking cones outside the yard to improve road safety and to establish whether photographs of cars parked on the pavement can be used for enforcement by the Police.

22. 2012/263 Radley Bridleway Maintenance

It was noted that the hedge has been cut and no further maintenance appears required at this time.

23. 2012/264 Coppice Cottage/Parish Hall Grounds Boundary

The Clerk reported on additional correspondence received regarding the boundary query raised by the owners of Coppice Cottage. The content of this was considered, but the Parish Council view remained that the previous owner erected the fence on what they believed to be the new boundary following purchase of land from the Parish Council. It was agreed that the information supplied by the current owners had not been sufficient to clarify the situation and that a definitive decision would need to be provided for the Parish Council to consider this further. The Clerk will respond to the owners that of the options they provided, the Parish Council suggests that they approach the Land Registry to request a definitive decision about where the boundary line lies.

24. 2012/265 Flag Pole Installation at the Parish Hall

The Clerk provided a summary of the guidance received from Wychavon Planning. It was agreed for the Clerk to circulate this to Councillors for review. When specific plans have been agreed, specific advice will be sought from Wychavon Planning.

25. 2012/266 Parish Council Logo

After discussion of the sample designs, it was agreed for the Clerk to request variations on design 3 to also include the words Parish Council. The Clerk will also clarify whether this can be done as a local sponsorship or if this will be chargeable.

26. 2012/267 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 £
Mrs J. Greenway	Honorarium October 2012 (pay slip awaited)	623.42
Mrs J. Greenway	Expenses October £94.78 less mileage pd via payroll	82.76
Mrs C. McGovern	Councillor expenses July and September 2012 (ink cartridge and paper)	39.46

Mr M. McGovern	Litter picking (FP20), bench maintenance/varnishing (8.25 hrs), £38.47 materials (varnish, teak oil, sand paper) plus holiday entitlement calculated as 12.07% of hours worked and paid in lieu (£2.20). Gross figure reported. Pay slip awaited for net figure.	90.83
Parish Hall	Reimbursement of changing room fees collected 30 th March to 22 nd October (8 bookings at £15)	120.00
Shear Perfection Ltd	Mowing of churchyard (£177) and Norton verges (£173) + VAT (28/9)	420.00
New Farm Grounds Maintenance	September mowing of playing field (£57.50 x 3) plus final cut of FP20 (£105.50) plus VAT	333.60
Fleet (Line Markers) Ltd	2 bags of line marker	13.15
Mr. Weale	Refund of allotment refundable deposit	30.00
Mr B. Roberts	Winner of number puzzle in Autumn newsletter	10.00
Mrs T. Smith	Runner up for number puzzle in Autumn newsletter	5.00
R. Pullen	Mowing, strimming, play area maintenance Sept/Oct (16.5 hours plus £7.93 petrol). Net figure reported	86.65
Fleet (Line Markers) Ltd	2 bags of line marker	13.15
S. Narburgh	Repair of vandalised bench at Norton	50.00
Shear Perfection Ltd	Mowing of churchyard (£177) and Norton verges (£173) + VAT (22/10 – last cut of the season)	420.00
	TOTAL	2,338.02
	GRAND TOTAL	2,338.02

27. 2012/268 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk highlighted the correspondence from Wychavon DC seeking a nomination for the Community Recognition Award (previously the Bursary Award). The Clerk will agenda for discussion at the next meeting when Councillors will have had the opportunity to consider nominees. The Wychavon DC response regarding the Tree Preservation query was reviewed and the Clerk will seek clarity after liaising with Cllr. Turvey.

28. 2012/269 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

29. 2012/270 Items for Update to Local M.P.

It was agreed for the Clerk to raise concerns regarding changes to school funding.

30. 2012/271 Councillors' Reports and Items for Future Agenda

The Clerk reminded Councillors that newsletter items are needed by 18th November. Cllr. Fincher will prepare a SWDP update flier for inclusion. Additional copies of the newsletter will be printed for delivery to the new development. Due to issues relating to payment of advertising invoices, it was confirmed that in future advertisers should be invoiced prior to the newsletter being printed. The Remembrance Service will be held on 11th November at St. James Church. Cllr. Turvey offered to give the reading and the Clerk will invite Cllr. Mrs McGovern to lay the wreath.

31. 2012/272 Date of Next Meetings: Thursday 29th November.

The meeting closed at 10.30pm.

Correspondence Received for 25th October 2012 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training, 10 th October AGM agenda and supporting papers, Wychavon Area meeting minutes (forwarded to Parish Councillors for information)
Community First	E-bulletin incl. funding opportunities. Invitation to AGM 14 th November.
CPRE	Campaigns Updates incl. planning reforms (forwarded to Parish Councillors for information)
Festival Housing	Wychavon Home Choice Plus newsletter
Gregory Gray Associates	Woodbury Lane development (Spies) - additional consultation event on 26 th October at Norton Parish Hall 6-8pm
Hartlebury Parish Council	Acknowledgement of letter sent re waste incinerator
HMRC	PAYE Real Time Information wef April 2013
Littlethorpe Shelters	Bus shelter flier
Mr Brooker	Coppice Cottage/Parish Hall boundary query
Mr Morgan	Development proposals Woodbury Lane, Norton
Mr Morter	Development proposals Woodbury Lane, Norton
Mr Watson	Development proposals Woodbury Lane, Norton
Norton Pre-school	Extended opening hours
OHMS Ltd	Lawn mower servicing
Pershore High School	October/November newsletter
Queensbury Shelters	Bus shelter supply and refurbishment brochure
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
St. Richard's Hospice	Autumn newsletter
West Mercia Police	Crime alerts and reports (forwarded to Parish Councillors for information). New Neighbourhood Watch System and registration information. Supply of 'no trick or treat' posters. PACT meeting 18 th October (forwarded to Cllr. Bennett).
Western Power Distribution	Invitation to stakeholder workshop lunch (various dates/locations in November)
Worcs CC	Children's Trust newsletter October 2012
Worcs CC	Demand Faster Broadband consultation
Worcs CC Highways	Verge adoptions at Brockhill, Norton
Worcs CC Highways	Winter maintenance service and parish grit bins
Worcs Football Association	Development of football facilities using New Homes Bonus/s106 funding
Worcs Heritage Garden	Events Diary 2013
Wychavon DC	Code of Conduct adoption
Wychavon DC	Communicate newsletter Oct 2012 (forwarded to Parish Councillors for information)
Wychavon DC	Confirmation that HMRC PAYE Real Time Information will be organised by Wychavon Payroll.
Wychavon DC	Diamond Jubilee Community Recognition Award (nominations by 4 th January 2013)
Wychavon DC	Notification that the Parish Council may co-opt to fill the Parish Councillor vacancy
Wychavon DC	Planning guidance re installation of flag poles
Wychavon DC	Tree Preservation Order and work to a protected tree around the cricket ground
Wychavon DC	Verge adoptions at Brockhill, Norton

Public Question Time Discussions

Mr. Sparling attended the meeting as Hall Manager and a member of the public to raise the matters summarised below:

- A complaint was made regarding the condition of the surface of the Parish Hall car park, with particular concerns relating to the hazard due to pot holes. Cllr. Turvey advised that this matter will be discussed during the Parish Council meeting under agenda item 16.
- Suggestions were made relating to the future running of the Hall, including the existing lease and trust deed being surrendered by the Parish Hall and the Parish Council taking over the running of the Hall. This was expressed as a personal view as the subject has not yet been discussed with the other Charity Trustees. Cllr. Turvey advised that the lease and trust deed situation is also due to be discussed during the Parish Council meeting, under agenda item 18.
- The proposed extended opening of Pre-school will increase demand for electricity and use of water/the septic tank which will need to be discussed with Pre-school. Under the lease Pre-school is required to pay a fair proportion of the costs of supply of water and electricity used. There will also be increased use of the car park which is likely to result in a further deterioration in the condition of the surface. Cllr. Turvey advised that these points will be discussed during the Parish Council meeting under agenda items 11 and 16.

Mr. Sparling was thanked for attending the public question time session.