

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 28<sup>TH</sup> FEBRUARY 2013 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** C. Dawson, Mrs. D. Hewison, D. James, P. Richmond, H. Turvey, Cllr. R. Adams (County & District Councillor) and CSO Allchurch. These apologies were accepted and approved.

**Attending:** Mrs. C. McGovern (Chair), A. Bennett, K. Fincher, M. Reeves, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

**2. Changes to Membership**

The Clerk advised that a vacancy notice has been placed in the Parish Council newsletter.

**3. Declarations of Interest**

a) Cllr. Mrs McGovern reminded members of requirements as outlined in the agenda.

b) and c) The dispensations granted to Cllr. Fincher relating to Parish Hall matters, to Cllr. Mrs McGovern relating to Norton Theatre Group/panto matters and to Mr. Reeves regarding the Severn Trent Water Wadborough Road pumping station proposals were noted.

**4. Minutes of the Parish Council Meeting Held on 31<sup>st</sup> January 2013**

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

**5. 2013/33 Reports**

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

The Clerk provided a report from Cllr. Adams in his absence. The mobile speed activated sign has been ordered and consideration will need to be given to locations for installation. WCC officers have made contact with Severn Trent representatives to discuss the compatibility of both proposed schemes. Cllr. Adams will continue to press for resolution of the issues delaying the Crookbarrow Road island development and will enquire whether the pedestrian crossing can progress independently of this. Enquiries are being made relating to maintenance and safety issues relating to the Salamanca Drive bank. The Wychavon Regeneration Manager as offered assistance with faster broadband activities within the Parish. WCC is planning to bid for Government funding to progress the Parkway Station project to develop a station and parking spaces (with no enabling development included). Cllr. Adams is liaising with the Youth Club about re-siting the old Barracks HQ portacabin at the Cricket Club.

**b) Planning**

(i) The Clerk highlighted the following current applications:

Approvals

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

**Land adj. Hatfield Farm, Hatfield Bank. Ref: 12/02828**      Certificate of lawful use for use of land as domestic garden. Parish supports.

Refusals - None

Awaiting Decision

**Land at Court Farm, Church Lane, Norton. Ref: W/12/02418**      Extension to unit. Parish supports subject to conditions.

Internal Consultation

**Satsuma, 20 St. James Close,**      Outline application for replacement dwelling.

**Littleworth. Ref: W/12/02489**

**1 Black & White Cottage,  
Church Lane. Ref: W/13/00317**

3 bay garage and log store room

**2 Roselawn, Church Lane  
Ref: W/13/00320**

Rear extension (single storey) to enlarge kitchen

Other - None

(ii) See agenda items 6 and 7.

**c) Allotments**

Cllr. Mrs McGovern advised that all matters are in hand. Any plots given up will be re-allocated shortly and most of the annual rents have been paid. The Clerk is chasing those that remain outstanding. The waiting list has reduced significantly and fencing quotes are being sought.

**d) Playing Fields**

The Clerk advised that the adult team is not playing at present due to the pitch being either frozen or waterlogged. A report has been received relating to tree branches encroaching on the goal mouth area which the Clerk is investigating. Dogs on leads signs are being displayed around the Hall.

**e) Public Rights of Way**

The Clerk confirmed that the P3 Grant application has been submitted for £500 and that quotes are being sought for footpath maintenance for 2013 for consideration at the March meeting.

**f) Finance**

(i) The current account balance was £8,251.92 on 14<sup>th</sup> February with the deposit account balance at £81,233.41 on 1<sup>st</sup> February. S.137 spend agreed to date remains at £1,325.70 which is within the total allowance.

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

**g) West Mercia Police**

CSO Allchurch was unable to attend, but provided a summary of crimes in the Parish since 1<sup>st</sup> February which was reported by the Clerk.

**h) Parish Plan**

No further news to report.

**i) EnviroSort**

Cllr. Bennett was unable to attend the next Liaison Group meeting on 20<sup>th</sup> February and minutes from the meeting are awaited for information.

**6. 2013/34 South Worcestershire Development Plan (SWDP)**

Cllr. Fincher provided an update from the working group which continues to liaise with Wychavon DC/SWDP Team and Welbeck Land to discuss and try to influence the development plans.

Discussions continue and include the strategic green gaps in terms of size/layout/allowable content, the location of the proposed Traveller Site(s), local infrastructure issues and inclusion of all land available (rather than just that owned/controlled by Welbeck or St. Modwen's). The Parish Council comments to the SWDP consultation were noted and confirmed. The revised Worcester South Urban Extension plan was discussed along with subsequent amendments and a more detailed master plan provided at the Welbeck public exhibition on 27<sup>th</sup> February. Despite some disappointing outcomes, positives points were noted including a larger green buffer between Yew Tree Court and the proposed business development, housing set back along Broomhall Lane, the

green buffer at the end of Crookbarrow Road to maintain the open aspect across to the Malvern Hills, along with green buffer zones along Norton Road to improve the aspect from Regiment Close. Details of the road network are still to be agreed, in particular how to manage access along Norton Road to the SWDP development and towards the Garden Centre and Norton. At this stage phasing of the development is unclear but is likely to commence in 2015. Feedback from most residents is that they would prefer that the SWDP was not progressing but that the current plans could have been worse without the green strategic gaps. There appears to be various phases of improvements to the southern link road, with the aim to dual track from Whittington to The Ketch, but with no plans to provide an additional bridge, The Ketch is likely to remain a bottle neck.

A Parish Council led public meeting will be held on 4<sup>th</sup> March to update residents following the Welbeck public exhibition. Peter Luff's offer to raise any issues on behalf of the Parish Council was noted and consideration of this will be given by the working group.

Information concerning 'Community Assets' was considered and it was proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all for Cllr. James to investigate on behalf of the Parish Council and to report back to the March meeting.

#### **7. 2013/36 Land adjacent to St. Peters Garden Centre**

The Clerk advised that responses are awaited from Wychavon and Festival homes regarding affordable homes allocations and eligibility criteria. The developers have confirmed that legal issues are in the process of being resolved which will allow the Crookbarrow Road island and pedestrian crossing work to progress. Reimbursement of 50% of the 2012 Crookbarrow Road grass verge mowing costs has been received with the remaining 50% promised over the next week or so. Confirmation has been received that the Parish Council should continue to arrange this grass cutting for 2013 or until adoption, if this is earlier. The developer continues to be chased for the dimensions/areas of these verges to allow Wychavon DC to calculate the commuted sum payable to progress adoption. The Clerk will contact the developer for a play area completion date.

Following discussions, it was agreed for the Clerk to contact Peter Luff MP to seek his assistance in progressing the outstanding adoption issues and to contact Cllr. Adams to request a meeting with WCC to discuss this situation and press for early resolution.

#### **8. 2013/37 Flooding Issues**

**a)** Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – The Clerk advised that WCC Officers are in contact with STW representatives to discuss the compatibility of both of the proposed schemes.

**b)** Severn Trent Water (STW) Wadborough Road sewerage scheme – The Clerk referred to correspondence previously circulated relating to removal of a section of hedge from the allotments opposite the Parish Hall and STW proposals regarding tarmacking of the Parish Hall car park. The Clerk advised that STW is planning a 'walk over' survey of the proposed car park site over the next couple of weeks with a bore hole topographical survey due following this (date to be advised). The Clerk has updated Mrs Collins on the current position to keep local residents in the picture. The continued assistance of the land agent and the conditions relating to the hedge removal were noted. The car park tarmacking proposals were considered and it was agreed to request a meeting with STW representatives and the land agent to discuss this further. Cllr. Fincher and Mr. Reeves offered to attend. The Clerk will request advice from the land agent regarding the value of the land proposed for this project, draft Heads of Terms from STW for consideration and will contact the Parish Council solicitors to provide an update on progress and the prospective land sale.

#### **9. 2013/38 Employment Matters**

The Clerk advised that due to minimal litter picking over the past 12 months, there has been a build up of litter within the Parish. The new litter picker is enthusiastically working to improve the situation but this will require hours in addition to the agreed 8 hours per month. Agreement to

payment of up to 20 hours per month was proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all to improve the current situation.

#### **10. 2013/39 Parish Clerk Contract**

The Clerk was asked to arrange a meeting with Cllr. Turvey as soon as possible to enable the draft contract and benchmarking information to be considered at the March Parish Council meeting.

#### **11. 2013/40 Parish Hall Recreation Facilities**

The Clerk advised that consultations with Guides and Youth Club are planned for w/c 4<sup>th</sup> March and this will be followed up by a working group meeting to assess progress and next steps. The Clerk has contacted various play specialists to seek assistance with project management and grant funding and is awaiting further information/contact. Two of the three play companies that have provided designs and quotes are also keen to assist, but this will be limited to some extent prior to a decision being made about which company to instruct. Funding of the multi-use play area will be via s106 funding, with the remainder of the project from a variety of sources including grant funding (e.g. Biffa/Land Fill grant) and potentially New Homes Bonus funds.

#### **12. 2013/41 Parish Hall Car Park/Grounds/Outside Space**

Mr. Reeves advised that the flag pole should be available shortly and provided details of a verbal quote received to construct and install a steel support for this. The Clerk will request a written quote. Acceptance of a quote of c. £200 to construct and install the support was proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all. The location for installation will be agreed in due course along with the flag to be flown (with a suggestion for this to display the Parish Council logo once finalised). Mr. Reeves will advise the Clerk of the height of the flag pole, to allow the need for planning permission to be assessed once a location and flag have been agreed.

#### **13. 2013/42 Parish Hall**

- a) No further news to report other than covered by the items below. The Clerk will enquire whether the Trustees have received a letter from Severn Trent relating to the first time sewerage project and if so, whether a decision has been made regarding connection.
- b) The Clerk advised that the Chair of the Hall Trustees has confirmed that replacement of the main hall flooring is the top priority for use of the 'up to £5,000' funding for capital type projects from the Parish Council. On this basis and upon presentation of the invoice for £8,743 for the flooring, it was proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all for £3,772 to be contributed towards this cost, in addition to the £1,228 New Homes Bonus previously agreed. This fully utilises the £5,000 funding previously agreed.
- c) The request for installation of a container/pre-fabricated garage in the car park to alleviate storage problems in the Hall was considered. It was agreed that this would not be progressed at this time, due to car park tarmacking plans and the understanding that new stacking tables and chairs should help relieve the current storage issues. The Clerk will advise the Hall Trustees.
- d) The Clerk advised that the draft HMC terms of reference are being finalised and will be circulated to Parish Councillors for review and comments.
- e) Cllr. Fincher will review progress regarding CCTV installation with the Hall Trustees.

#### **14. 2013/43 Grass Bank Salamanca Drive**

The valuation received from the District Valuer was considered. It was proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all for the Clerk to seek a quote from the Parish Council solicitor to review the covenants associated with this parcel of land and the implications of these if the Parish Council was to purchase the land. It was noted that Cllr. Adams continues to chase the Fire Safety Officer for his report on this site.

#### **15. 2013/44 Church Lane Parking**

The Clerk advised that Highways has observed the parking outside the livery yard and was concerned about the safety implications. It appears that consideration may be given to road markings to restrict parking in this area. As proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all, the Clerk will forward a request to Highways for parking restrictions on both

sides of Church Lane, from the junction with Wadborough Road to the livery yard entrance and the same distance beyond this entrance. It is hoped this will reduce the number of cars parked in the vicinity of the yard and improve road safety in view of the number of reported near misses. The Clerk will review the approved planning application for the livery yard to clarify the number of parking spaces and stables that should be available on site.

#### 16. 2013/45 Timed Traffic Regulation Order (TRO), Wadborough Road

The Clerk reported on a positive meeting with Highways, Cllr. Adams and representatives of both the Parish Council and NJK CE First School. Highways has agreed to install an additional timed TRO, opposite the keep clear zigzags, as detailed on the plan reviewed at the meeting. As proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all, the Clerk will write in support of this proposal to Highways.

#### 17. 2013/46 S106 Agreements and Potential Projects

The Clerk explained the correspondence received from Wychavon DC and will forward to Councillors for information. The Clerk will highlight the following potential projects to Wychavon DC: play/recreation area developments at the Parish Hall, tarmacking of the Parish Hall car park, drainage of the Parish Hall playing fields.

#### 18. 2013/47 Parish Council Logo

The Clerk advised that feedback has been passed to the designers and a revised logo is awaited.

#### 19. 2013/48 Annual Parish Meeting – 22<sup>nd</sup> May 2013

The revised date was noted. It was agreed to develop the successful format from last year. An information pack will be provided and road side signs will be used to advertise the meeting. The Clerk will arrange, invite speakers and organise refreshments similar to the 2012 meeting.

#### 20. 2013/49 Finance

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

##### Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Duplikate	'SWDP' flier and road side signs	343.00
	<b>TOTAL</b>	<b>343.00</b>

##### Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
P. Skeys	Lengthsman duties November, December and January	472.50
Worcs CALC	Finance training event 19 <sup>th</sup> March (£10) and Clerks Gathering re external audit 12 <sup>th</sup> March (£10)	20.00
Wychavon DC	Cost of inclusion of Regimental Crest on road name signs at the new Crookbarrow Road development	86.40
R. Pullen	Jan/Feb 2013 – play area inspections and maintenance work (2.5 hrs), mileage and pay in lieu of holiday (Gross)	22.07
M. Abbott	Litter picking Jan 2013 – 11 hours plus mileage (Gross)	70.79
Mrs J. Greenway	Honorarium February 2013 (Gross)	623.42
Mrs J. Greenway	Expenses February 2013 (£96.91 less £9.54 mileage to be paid via payroll)	87.37
Valuation Office Agency	Valuation fee – land adjacent to Salamanca Drive	357.60
Shaw Loos Ltd	Portaloos for Parish Pantomime	120.00
	<b>TOTAL</b>	<b>1,860.15</b>
	<b>GRAND TOTAL</b>	<b>2,2203.15</b>

**21. 2013/50 Correspondence for Information**

See Appendix 1 for a list of correspondence received. The Clerk highlighted the Police & Crime Commissioner consultation and will circulate the papers for a response to be considered at the March Parish Council meeting. The Clerk provided an update on the Sunday and Bank Holiday bus service following the update received.

**22. 2013/51 Clerk's Report on Urgent Decisions since the Last Meeting**

As discussed during the meeting. It was also agreed for the Clerk to contact the letting agency of 1 Talavera Road to request hedge cutting along the boundary to Crookbarrow Road.

**23. 2013/52 Items for Update to Local M.P.**

Adoption issues at Norton as agreed under agenda item 7.

**24. 2013/53 Councillors' Reports and Items for Future Agenda**

The following items were requested to be added to the March agenda:

- Orchard Grove: installation of white lines across the junction in Orchard Grove and removal of the green area.
- Wadborough Road parking: visibility issues due to van parking.
- The balance of community events and commercial bookings at the Parish Hall.
- Other community events at the Parish Hall including a football tournament linked to Youth Club.
- Funding of medals and trophies at the 2013 Norton Community Games.
- Fun Run support e.g. marshalling
- Dog walking issues at the Cricket Club (possible newsletter notice to request that all dogs are kept on leads).

**25. 2013/54 Date of Next Meeting: Thursday 28<sup>th</sup> March 2013**

Mr. Reeves gave his apologies in advance of this meeting.

The meeting closed at 10.00pm.

<b><u>Correspondence Received for 28<sup>th</sup> February 2013 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
Brian Johnson Insurance	Survey and insurance provision
CALC	Updates on various matters and training, including 2013/14 budget and precept, finance matters and new external auditor, bus passes for young people, funding opportunities, allotment tenancy agreements, dispensations, pensions, broadband, neighbourhood planning, training (forwarded to Parish Councillors for information). Agenda for Wychavon Area Meeting 7 <sup>th</sup> March 7.30pm
Community First	Cheaper Energy Together scheme
Dalcour Maclaren	Proposed Severn Trent Water sewerage scheme
EcoBorder	Product information
GBD Evesham Ltd	Grass cutting and grounds maintenance services
HMRC	PAYE Real Time Reporting
Information Commissioner's Office	Confirmation of renewal re Data Protection Act 1998
John Thompson & Partners	Invitation to South Worcester public exhibition event 27 <sup>th</sup> Feb, 2-8pm, St. Peter's Baptist Church (forwarded to Parish Councillors for information)
Mr & Mrs Whitworth	Parish logos, badges and pins
Mr Goode	Copy email sent to Rev. Sloggett re Norton Fun Run and a proposal for the Hatfield Lane road closure to stop at the entrance to the Church car park to allow unimpeded access from Church Lane.
Mr Hodgkins	SWDP proposals
Mr Wilson	Litter along Woodbury Lane
NALC	Putting Communities First Conference
National Allotment Society	Invitation to West Midlands Allotments Officers Forum 17 <sup>th</sup> April
Norton Parish Hall	Funding of capital projects
Now Print	Parish Council newsletter
Online Playgrounds	Playground spares service
Pershore High School	January/February newsletter
Police & Crime Commissioner	Local Policing Plans – deadline for comments 31 <sup>st</sup> March
RoSPA	Notification of play area inspection during March 2013
Rum Service	Newsletter production/printing
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
Soc. Local Council Clerks	Training opportunities, news bulletins
Stackstage	Staging product information (to Hall Manager for information)
SWDP	Reminder of 22 <sup>nd</sup> February deadline for comments to the current consultation (forwarded to working group for information)
Taylor Wimpey	Crookbarrow Road development – roundabout and pedestrian crossing work
West Mercia Police	Crime reports, wildlife crime, mobile police station dates (forwarded to Parish Councillors for information). PACT meeting 27 <sup>th</sup> February (forwarded to Cllr. Bennett). Parking outside school and livery yard in Church Lane.
Whitehill Direct	Seating solutions for outdoor spaces
Worcs Carer's Assoc'n	Caring News Spring 2013
Worcs CC Highways	Copy of Road Traffic Regulation Act 1984, Talavera Road, Norton, prohibition of HGVs over 7.5 tonnes order
Worcs CC Highways	Proposed parking restrictions Wadborough Road, Littleworth (opposite NJK CE First School)
Worcs CC Planning	Approval notices: <ul style="list-style-type: none"> <li>- 12/02828 Land adj. to Hatfield Farm, Hatfield Bank: Mr R Harris (Certificate of lawful use for use of land as domestic garden)</li> <li>- 12/00285 Land at Court Farm, Church Lane: Mr &amp; Mrs Kite (6 no. employment buildings as extension to existing site and alterations to existing access)</li> </ul>
<b><u>Correspondence Received for 28<sup>th</sup> February 2013 Parish Council Meeting continued</u></b>	

<b>Sender</b>	<b>Subject</b>
Wychavon DC	Agenda for Member Conduct Committee 11 <sup>th</sup> Feb 2013
Wychavon DC	Broadband Newsletter February 2013
Wychavon DC	Invitation to the Chairman's Charity Dinner evening 22 <sup>nd</sup> March (forwarded to Parish Councillors for information)
Wychavon DC	New Homes Bonus briefing session 27 <sup>th</sup> February at 6pm
Wychavon DC	Parish Matters newsletter February 2013 (forwarded to Parish Councillors for information)
Wychavon DC	Planning guidance regarding the need for planning permission for play area redevelopments
Wychavon DC	Regiment Crest on replacement Brockhill road name signs
Wychavon DC	S106 Agreements and identification of potential projects for funding
Wychavon DC	Wychavon Switch – bulk energy switching scheme (deadline for sign up 8 <sup>th</sup> April)
Wychavon Strategic Partnership and LSPs	Communicate newsletter February 2013 (forwarded to Parish Councillors for information)