

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 21ST MAY 2015 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. Election of Chairman

Cllr. Turvey was proposed as Chair by Cllr. Dawson, seconded by Cllr. Miss Poole and all were in favour. Cllr. Turvey accepted this position and was elected as Chairman. Cllr. Turvey signed the Chairman's undertaking and declaration of acceptance of office.

2. Apologies for Absence: K. Fincher, M. Reeves, P. Richmond, Mrs S. Way-Vautier. These apologies were accepted and approved.

Attending: H. Turvey (Chair), C. Dawson, Miss A. Poole, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

3. Election of Vice-Chairman

Cllr. Fincher was proposed as Vice-Chairman by Cllr. Dawson, seconded by Cllr. Miss Poole and all were in favour. Cllr. Fincher had advised in advance of the meeting and in his absence, that if elected he would accept the position of Vice-Chairman. Cllr. Fincher will sign the Vice-Chairman's undertaking and declaration of acceptance of office at the June Parish Council meeting.

4. Signing of Undertakings and Declarations of Office following Uncontested Election

Cllr. Turvey, Cllr. Dawson and Cllr. Miss Poole signed their undertakings and declarations of acceptance of office as Parish Councillors. It was agreed for Cllr. Fincher, Cllr. Richmond and Cllr Mrs Way-Vautier to sign their undertakings and declarations of acceptance of office at, or before, the next Parish Council meeting that they attend.

5. Changes to Membership

Following the uncontested election result there are 3 Parish Councillor vacancies. Mr. Paul Brooker was considered for co-option as a Parish Councillor as proposed by Cllr. Dawson, seconded by Cllr Miss Poole and co-option was agreed by all. The Clerk will forward information relating to this role to Mr Brooker including the Parish Council Code of Conduct and a Declaration of Interests Form for completion. It was agreed for Mr Brooker to sign his undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting that he attends.

6. Declarations of Interest

a) Cllr. Turvey reminded re-elected Councillors of the need to update their register of interests if necessary and newly elected Councillors of the need to complete and return a Register of Interests Form to the Wychavon Monitoring Officer within 28 days of their election.

b) and c) None.

d) Dispensation requests granted:

- i.** To Cllr. Miss Poole, up to the next ordinary election (2019), to enable provision of independent guidance/advice and participation in any discussion or vote on any matter concerning pension auto-enrolment. Proposed by Cllr. Dawson, seconded by Cllr. Turvey and agreed by all.
- ii.** To all Parish Councillors who live within the Parish, up to the next ordinary election (2019), to enable them to participate in any discussion or vote on any matter concerning the setting of the council's budget and annual precept. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.
- iii.** To Mr Reeves, up to the next ordinary election (2019), to participation in discussions, but not to vote, on any matter relating to the Severn Trent Water Wadborough Road pumping station proposals. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

- iv. To Cllr. Dawson and Cllr. Fincher, up to the next ordinary election (2019), to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall. Proposed by Cllr. Miss Poole, seconded by Cllr. Turvey and agreed by all.
- v. To Cllr. Richmond, up to the next ordinary election (2019), to enable participation in discussions, but not to vote, on Parish Council matters relating to the Parish pantomime. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.
- vi. To Cllr. Turvey, up to the next ordinary election (2019), to enable participation in any discussion or vote on any matter concerning Worcester Norton Sports Club and potential development of a new sports centre on this site. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.
- vii. To Cllr. Mrs Way-Vautier, up to the next ordinary election (2019), to enable participation in any discussion, but not to vote, on any matter concerning Worcester Norton Croquet Club and Worcester Norton Sports Club. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.
- viii. To Cllr. Fincher, up to the next ordinary election (2019), to enable participation in any discussion or vote on any matter concerning Worcester Norton Sports Club and the potential developments on this site. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

7. To consider and adopt Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation

Re-adoption of the existing Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation was proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

8. To Note Council's Code of Conduct

The Code of Conduct was noted.

9. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

Agreed to review and allocate areas of responsibilities made vacant after the election at the June Parish Council meeting, when more members may be in attendance.

10. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 14th and 29th January and 26th March 2015.

11. Minutes of the Parish Council Meeting held on 29th April 2015

Approved as proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

12. 2015/131 Reports

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

Cllr. Adams was unable to attend.

b) Finance

(i) The current account balance was £18,965.23 on 7th May with the deposit account balance at £35,537.15 on 1st May. The Clerk provided an update on outstanding cheques (i.e. final Eibe invoice of £13,177.69 gross) and advised that the first 50% of the precept is included within the deposit account balance. There is currently no s.137 expenditure for 2015/16.

(ii) Monthly accounts and bank reconciliation are not available due to preparation of the year end accounts.

(iii) The Clerk provided an update on the audit process including account preparation, internal audit, advertising of the audit, Annual Return completion and the external audit. The accounts and Annual Return will be approved before the 30th June 2015 deadline.

c) West Mercia Police

(i) In the absence of PCSO Julie Pardoe or PCSO Steven Tinkler, the Clerk referred to the Police report

circulated at the Annual Parish Meeting.

(ii) A new Parish Council PACT representative will be considered at the June Parish Council meeting.

13. 2015/132 Current Planning Applications

a) Cllr. Turvey summarised the following current applications.

Approvals

**Derwent, Hatfield Bank,
Norton. Ref: W/15/00557** Loft conversion including raised roof with front and rear dormers.
Single storey rear kitchen extension and front porch.

**84 Mandalay Drive, Norton
Ref: W/15/00861** Single storey rear and side extension to form a family room, study
and utility.

**St Annes, 5 Wadborough Road,
Littleworth. Ref: W/15/00842** Extend garage and extension at side of dwelling to form a utility
and bedroom. Parish supports.

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.

**Land north of Taylors Lane,
South of and part north of A4440
Broomhall Way, Worcs.
Malvern Hills DC Ref:
W/13/01617 St. Modwen
Developments** Outline application with all matters reserved except for access, for
a mixed use development comprising residential development up
to 255 dwellings, employment (B1) (b and c), B2 and/or B8,
access, footpath, cycleways and highway infrastructure,
pedestrian/cycle bridge over A4440, public open space, landscaping and
associated development and drainage.

**Land adjacent to Lobelia Close,
Cranesbill Drive, Broomhall
Green and the A4440 Broomhall
Way, 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
to 255 dwellings and employment (B1) (b and c), B2 and/or B8,
on land between Taylors Lane and the A4440 Broomhall Way.

**Middle Battenhall Farm
Worcester City Ref: P13B0632
Miller Homes** Outline planning application for the construction for up to 200
dwellings, open space, new vehicular junction and access and
associated infrastructure

**Land at Broomhall Way
Worcester City Ref: P14L0266** Outline planning permission for the erection of up to 103
dwellings with all matters reserved, excluding access. Parish supports subject
to revision of application.

**Land to the east and south
of The Crucible Business Park,
Norton, Worcester
Ref: Worcs CC 15/000007/REG3** A full planning application for the development of a new rail
station and associated infrastructure. The application comprises of new
platforms on the Birmingham – Bristol railway line and one platform on
the Cotswold railway line, a new station building, a public right of way
footbridge over the Birmingham – Bristol railway line, car parking, flood
attenuation and a new roundabout on the B4084. Parish supports in principle
but with concerns raised.

**Eastfield, Wadborough Road,
Kempsey. Ref: W/15/00769** Construction of 3no. stock lakes together with the provision of
4no. 'glamps' and the temporary permission of a mobile home for use of the
fishery manager. Parish does not support.

Norton Hall Nursing Home, Woodbury Lane. Ref: W/15/00890 Siting of portacabin for temporary period.

The Elms, Hatfield Lane Ref: W/15/01102 Proposed single storey rear extension to kitchen and dining area. Parish supports.

Unit 1-2 Court Farm, Church Lane. Ref: W/15/00857 Change of use from B1 to sui generis beauty parlour. Parish not supported without additional parking provision.

Internal Consultation

3 Peninsula Road, Norton Ref: W/15/01091 First floor extension above garage.

Other - None

14. 2015/133 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters

Cllr. Turvey advised that Worcs CC is being chased for a response to queries raised regarding traffic flow data. Cllr. Turvey will also contact Wychavon and Malvern Hills Planning for assistance in clarification of the data and to highlight issues of concern.

15. 2015/134 Land adjacent to St. Peters Garden Centre

The Clerk and Cllr. Turvey confirmed that the developers continue to be chased to resolve the outstanding remedial works. A meeting is being arranged to discuss adoption of green verges along Crookbarrow Road with Worcs CC Highways, Wychavon DC Parks Officer and the developers. Taylor Wimpey continues to be chased for reimbursement of the 2014 verge cutting costs.

16. 2015/135 Worcester Parkway Station

No further news. Feedback received relating to concerns about parking in Littleworth and at the Parish Hall by users of the Parkway Station was noted.

17. 2015/136 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk will chase the Council's land surveyor for the revised Parish Hall site plan reflecting the Coppice Cottage boundary as defined by the newly installed fence. The Council's land agent has supported the Council's request for an uncapped time limit on the Parish Council being given first refusal to buy back the site and for a covenant in the contract restricting any future use of the land. The Clerk will liaise with the Council's solicitor to progress.

18. 2015/137 Employment Matters

The Clerk advised that the groundsman, litter picker and grounds contractor are working well and are providing a positive impact to the Parish. The Clerk will arrange a Clerk annual review with Cllr. Turvey and Cllr. Fincher. Following the granting of a dispensation to Cllr. Miss Poole, the Clerk will liaise with Cllr. Miss Poole regarding the pensions auto-enrolment process.

19. 2015/138 VAT Procedures

The Clerk reported that no response has yet been received from HMRC regarding the application for clearance for exemption to register for VAT. The Clerk will complete and submit the 2014/15 VAT refund claim as soon as possible.

20. 2015/139 Parish Hall Recreation Facilities

Cllr. Dawson and the Clerk provided an update on the play area and MUGA remedial work. It was agreed to request remedial work to the MUGA/tennis court tarmac where weeds have broken up the tarmac. The Clerk will arrange for the MUGA/tennis court and play area safety surfacing to be weed sprayed and if the problem then reoccurs, further remedial work to the surfaces will be requested. It was

agreed to request a replacement seesaw centre handle as the remedial work has been ineffective and also to monitor the roundabout handle marking. The final invoice will be paid once the remedial work has been satisfactorily completed. The Clerk will seek an extension to the deadline for submission of the final claim for the Wychavon Community Grant claim in view of the remedial work required.

Maintenance work to the area around the MUGA/tennis court was considered, with major tree work deferred until September in view of the bird nesting season. Work necessary from a health & safety perspective e.g. growth through the fencing, will be undertaken by the Groundsman and Ground Contractor. The Clerk will arrange. Signage for the play area and MUGA was considered and Cllr Dawson will obtain proofs for 2 safety signs and a commemorative plaque for approval, with costs estimated at £42 for each. Proposed by Cllr. Miss Poole, seconded by Cllr. Turvey and agreed by all. Eibe have obtained a quote from Lappset for replacement nets for the Semele climber and are obtaining a quote from a bespoke netting manufacturer for cost comparison purposes.

21. 2015/140 Parish Hall Car Park/Playing Fields/Outside Space

Following discussions, it was agreed that catering vans cannot visit the site 'on spec' and that if a hirer of the Hall wishes to use one as part of a booking, this must be agreed in advance. Consideration was given to new signage at the entrance to the Parish Hall, to highlight that the outside facilities are provided by the Parish Council, that they are public open space and that they are used at your own risk. Wording will be considered further at the June Parish Council meeting. Cllr. Turvey will investigate flag provision and costs.

22. 2015/141 Parish Hall

As landlord representative and Parish Hall Trustee, Cllr. Dawson provided an update summarised as follows. Payroll operation is being progressed with Wychavon DC. The 2014/15 accounts are being prepared by Cllr. Dawson and income/expenditure figures for April 2015 show good income streams, but recent expenditure has been high e.g. cladding work. New regular bookings are being received and the Hall is 80% full during many weeks, which will have a positive impact upon income levels. A new front door and card entry system are being considered.

23. 2015/142 Pre-School

Cllr. Dawson provided an update on the Parish Hall electricity bill situation summarised as follows. The Parish Hall direct debit to Scottish Power has been increased in view of the large bill received and it appears that Scottish Power will accept repayment by this method, rather than in a lump sum or small number of large payments. Cllr. Fincher will contact Scottish Power to seek a reduction in the bill. In terms of future Pre-school electricity charges it was suggested that an arrangement be put in place whereby Pre-school pays for its electricity usage on a monthly basis, with the cost calculated on actual monthly meter readings, including its share of the standing charge, green levy and VAT. Cllr. Dawson will clarify whether the Parish Hall is required to pay VAT at 20% on its electricity supply or whether the reduced rate of 5% would be applicable. It was agreed for the Parish Council to consider making a contribution to the Parish Hall towards the electricity bill once Cllr. Fincher has contacted Scottish Power and the subject of previous electricity usage and a contribution has been revisited with Pre-school.

24. 2015/143 Parish Council Newsletter

A volunteer has not yet been found to collect the newsletters once printed and to distribute these, with any fliers, to the deliverers. The Clerk will enquire whether Mr Brooker would be willing to undertake this responsibility on a quarterly basis.

25. 2015/144 Annual Parish Meeting – 5th May

Feedback from the Annual Parish Meeting is included under the relevant agenda items: SWDP, Parkway Station, Highway matters and Worcester Norton Sports Club.

26. 2015/145 New Website

Cllr. Miss Poole advised that the Parish Councillors section of the website has been updated post election.

27. 2015/146 Allotments

The Clerk advised that people on the waiting list are being contacted to establish if they still want plots and an allotments action plan has been drawn up for action by the Clerk and Groundsman. The content of the Worcester Scientific Services asbestos survey was considered. The Clerk will contact Hintons for a quote to carry out the recommended work including garage and sheds removal.

28. 2015/147 Wadborough Road Garages

As detailed above under allotments.

29. 2015/148 Public Rights of Way (PRoW)

Cllr. Turvey advised that the first cut of the PRoWs has been completed by the Grounds Contractor. The Clerk reported on a meeting with Cllr. Fincher and the resident of 1 Jubilee Row to review maintenance work to the hedge/trees along the boundary of the property and the PRoW. In view of the potential magnitude of the work, Cllr. Turvey will contact Worcs CC Countryside Services to seek a site meeting to review the work and agree a plan of action. It was noted that any work is likely to be delayed until the end of the bird nesting season and that the Parish Council does not own the land over which the PRoW runs. The Clerk will update the resident.

30. 2015/149 Worcester Norton Sports Club (WNSC)

Following the request received from Mr Goode (Chairman of WNSC), consideration was given to the Parish Council providing 2 additional litter bins for the Cricket ground, as this effectively used as public open space. It was agreed for the Clerk to obtain costs and establish whether Wychavon DC would empty; the situation will then be considered further. The Clerk will update Mr Goode.

31. 2015/150 Croquet Club

No further news.

32. 2015/151 Community Games Event (21st June) and Fun Run (4th October)

Due to a lack of availability of Councillors to attend the Community Games, it was agreed to arrange for a 'feedback box' to be provided at the event, along with feedback slips for completion. The Clerk will liaise with Cllr. Adams/Wychavon Officers to enquire whether this box can be displayed on their stand.

33. 2015/152 Highways Matters

Feedback from the Annual Parish Meeting relating to the Church Lane speed limit and speed checks was considered, with mixed views evident on the speed limit and enforcement. It was noted that the majority of residents at a previous Annual Parish Meeting were not in favour of increasing the speed limit. Similarly a vote by the Parish Council in the past was not in favour of an increased limit. It was considered that the majority of residents were not in support of an increased speed limit. The Clerk will seek an updated report from the Safer Roads Partnership (SRP) to assess the effectiveness of the recent speed checks. It is understood that the speed checks are planned to continue until the 85% percentile speed is less than 35mph. Feedback relating to the weight limit area within the Parish and misleading signage relating to this at the 'new' Crookbarrow Road roundabout was also considered. Cllr. Turvey will draft a letter to Highways to propose changes to the weight limit area.

The Clerk advised that Wychavon DC is chasing Network Rail for ditch maintenance around Littleworth junction.

34. 2015/153 World War I Centenary

See public question time discussions.

35. 2015/154 Badges for Parish Councillors/Clerk

Cllr. Turvey offered to explore costs as proposed by Cllr. Miss Poole, seconded by Cllr. Dawson and agreed by all.

36. 2015/155 Wychavon DC Consultation on Draft Street Trading Policy

It was agreed by all not to submit a response to this consultation.

37. 2015/156 Finance

a) It was proposed by Cllr. Dawson, seconded by Cllr. Miss Poole **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 £
Richards Sandy Partnership Ltd	Final 50% of 2014/15 accountancy fee (£410 + VAT)	492.00
New Farm Grounds Maintenance	2 cuts of Parish Hall playing field during April (£66.67 + VAT each) plus one perimeter edge cut (£15.75 + VAT)	178.91
Shear Perfection Ltd	One cut of Norton Verges (£170 + VAT)	204.00
Fleet (Line Markers) Ltd	2 bags of line marker (£13 + VAT)	15.60
Mrs J. Greenway	Honorarium May 2015 (Gross)	1,067.48
D. Fletcher	April/May – Groundsman duties (£405.88) and litter picking (£77.60) (Gross including materials purchased and mileage)	434.48
Shear Perfection Ltd	Mowing of Norton verges (£170) and share of churchyard mowing (£88.50) plus VAT	258.50
K. Gill	Public Rights of Way maintenance (£217 plus VAT)	260.40
P. Skeys	Lengthsman duties April and May 2015	315.00
	TOTAL	3,226.37
	GRAND TOTAL	3,226.37

It was agreed to purchase gifts for those Parish Councillors that stood down at the election to express the Council's appreciation for their support. The Clerk will arrange gifts for Mrs McGovern, Mrs Hewison, Mr Bennett and Mr James up to a total cost of £100. Proposed by Cllr. Dawson, seconded by Cllr. Miss Poole and agreed by all.

38. 2015/157 Correspondence for Information

See Appendix 1 for a list of correspondence received.

39. 2015/158 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

40. 2015/159 Items for Update to Local M.P.

The Clerk will write to our new MP, Nigel Huddleston, to ask if he would like to include a report in future editions of the Parish Council newsletter.

41. 2015/160 Councillors' Reports and Items for Future Agenda

None.

42. 2015/161 Date of Next Meeting: Thursday 25th June 2015

The meeting closed at 9.40pm.

<u>Correspondence Received for 21st May 2015 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training, including after the election procedures, 3 Counties traditional orchards project, WCC 11 th Parish Conference, PCC update, funding opportunities for local projects, Shaw Funding bulletin, annual area meetings, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks& Councils Direct	Newsletter May 2015
Ms Teakle	Littleworth flood alleviation measures
Norton Community Trust	Community Games medal sponsorship, invitation to official opening of new rooms at Norton Youth Club
Soc. Local Council Clerks	The Clerk magazine May2015 and training sessions
The Pensions Regulator	Pensions auto-enrolment
West Mercia Police	Crime report
Worcs Assoc'n Carers	Caring News Summer 2015
Worcs Scientific Services	Allotments asbestos report
WPAG Team	Update on chicken farm
Wychavon DC	<ul style="list-style-type: none"> • Land drainage matters – Network Rail, Littleworth junction • Parish Matters newsletter
Wychavon DC Planning	<ul style="list-style-type: none"> • Minutes for Planning Committee 30th April 2015 • Agenda for Planning Committee Meeting 28th May 2015 Approval notices: <ul style="list-style-type: none"> • W/15/0008427/PP: St Annes, 5 Wadborough Road, Littleworth – Extend garage and extension to side of dwelling to form a utility and bedroom • W/15/005577/PP: Derwent, Hatfield Bank – Loft conversion including raised roof with front and rear dormers. Single storey rear kitchen extension and front porch. • W/15/00861/PP: 84 Mandalay Drive – Single storey rear and side extension to form a family room, study and utility

Public Question Time Discussions

Mr Lucas attended to provide an update relating to the WW1 Group activities and a book that includes details of the Worcestershire Regiment and its history within the Parish.

- Worcester Regiment Book
This is being printed and will be available from the beginning of July, with a launch at St. Peters Garden Centre, hopefully at the opening of the WW1 memorial garden at the Garden Centre. Copies may be available for sale at the Community Games event on 21st June and will also be sold via a selection of shops in Worcester.
- WW1 Memorial Garden
This has been developed at St. Peters Garden Centre with the design provided by NJK CE First School pupils.
- Information Boards for Church Lane/Crookbarrow Road Verge
Being progressed by the WW1 Group.
- Parish Leaflets
A tri-fold leaflet is being progressed by the WW1 Group to show items of interest in the Parish relating to WW1/the Worcestershire Regiment/the Barracks and the history of the road name signs.
- Village Name Signs
Being progressed by the WW1 Group via Wores CC to include reference to the Parish formerly being the home to the Worcestershire Regiment.

Details relating to the Mercian Regiment Museum and the Friends of the Museum were left with the Council for review and consideration of joining. The Clerk will circulate this information to Parish Councillors.