

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 16<sup>TH</sup> JULY 2015 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** K. Fincher, Mrs S. Way-Vautier, M. Reeves. These apologies were accepted and approved.  
**Attending:** H. Turvey (Chair), R. Brooker, C. Dawson, Miss A. Poole, P. Richmond, M. Hughes, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**  
Cllr. Richmond signed his undertaking and declaration of acceptance of office as a Parish Councillor. It was agreed for Cllr Mrs Way-Vautier to sign her undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting that she attends.
- 3. Changes to Membership**  
Two applications for the two Parish Councillors to the vacancies were considered. As proposed by Cllr. Dawson, seconded by Cllr. Richmond and agreed by all, with the exception of one abstention, Mr Hughes and Mr Sparling will be co-opted to the Parish Council. Mr Hughes signed his undertaking and declaration of acceptance of office and the Clerk will arrange completion by Mr Sparling. The Clerk will provide Register of Interests forms for completion and advise Wychavon of the co-options.
- 4. Declarations of Interest**
  - a) Cllr. Turvey reminded 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) None. Existing dispensations were noted.
  - c) Cllr. Brooker – Matters relating to the Coppice Cottage/Parish Hall boundary. A dispensation will be sought at the September Parish Council meeting to enable Cllr. Hughes, as a Parish Hall Trustee, to participate in discussions and votes concerning Parish Council matters relating to the Parish Hall. Existing dispensations were noted.
  - d) Dispensation requests granted:
    - i. To Cllr. Brooker, 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. Richmond, seconded by Cllr. Miss Poole and agreed by all.
- 5. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**  
The Clerk will arrange to meet with Cllr. Brooker to review allotment requirements/responsibilities. Cllr. Sparling was agreed as the PACT representative. Consideration will be given to a CALC representative at the September Parish Council meeting.
- 6. Minutes of the Parish Council Meeting held on 25<sup>th</sup> June 2015**  
Approved as proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all.
- 7. 2015/189 Reports**
  - a) **Cllr. R.C. Adams (District & County Councillor)**  
Cllr Adams gave his report after agenda item 9. The New Homes Bonus is continuing for another year and the Clerk will clarify the amount available. The Parkway Station planning application will be heard by the Worcs CC Planning Committee on 25<sup>th</sup> August. Cllr. Adams confirmed that the Parish Council comments have been noted. Concerns relating to the potential for parking at High Park and also for excessive parking charges at the station were also highlighted. Cllr. Adams will follow up these concerns. The Clerk will enquire whether the Parish Council can make representations at the Planning Committee meeting. Cllr. Adams commented upon a Wychavon grant for flood alleviation schemes,

speeding along Hatfield Bank, weight limit restrictions within the Parish and signage. Suggestions for amended/re-located signs and an extended weight restriction area will be put to Highways for consultation with the Police and the Parish Council. Cllr. Adams was previously unaware of the Highways Agency plans for M5 junction 7 which are separate to Worcestershire County Council highway improvements.

#### **b) Finance**

(i) The current account balance was £10,409.84 on 1<sup>st</sup> July with the deposit account balance at £35,962.62 also on 1<sup>st</sup> July. The Clerk reminded councillors that the final play area project invoice for Eibe (£13,177.69 gross) has yet to be released pending satisfactory completion of remedial work. S.137 expenditure for 2015/16 totals £100 to date and is within the s.137 allowance.

(ii) The monthly accounts and bank reconciliation to 30<sup>th</sup> June 2015 are being produced by the accountants and will be circulated to Councillors once received.

(iii) Annual audit progress – the Annual Return has been submitted to the External Auditor.

#### **c) West Mercia Police**

(i) PCSO Julie Pardoe/PCSO Steven Tinkler were unable to attend. Cllr. Richmond highlighted a report of a prowler at a property in Church Lane.

(ii) Cllr. Sparling has offered to become the Parish Council PACT representative. The Clerk referred to previously circulated ePACT information and requested suggestions for PACT priorities before 31<sup>st</sup> July.

### **8. 2015/190 Reserve Levels**

The Reserves Levels Policy was reviewed and agreed on the basis of a general reserve at the equivalent of one year's precept and earmarked reserves for future projects including resurfacing of the Parish Hall car park. The 2015/16 precept is £37,894, which results in earmarked reserves of £19,318 as at 31<sup>st</sup> March 2015. £25,000 will be received from Severn Trent Water upon completion of the land sale and a further c. £29,000 from the 2014/15 VAT reclaim. The Reserves Levels Policy was proposed by Cllr. Richmond, seconded by Cllr. Miss Poole and agreed by all.

Cllr. Adams arrived at 7.55pm.

### **9. 2015/191 Current Planning Applications**

a) Cllr. Turvey summarised the following current applications.

#### Approvals

**36 Orchard Grove, Littleworth** Alterations to fenestration and external elevation of dwelling.  
**Ref: W/15/01273** Parish supports.

#### Refusals

**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.

#### 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. MHDC 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.

<b>Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green and the A4440 Broomhall Way. Worcester City Ref: P13A0617. St. Modwen Developments</b>	Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.
<b>Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes</b>	Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure
<b>Land at Broomhall Way Worcester City Ref: P14L0266 (see amended application below)</b>	Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.
<b>Land to the east and south of The Crucible Business Park, Norton, Worcester Ref: Worcs CC 15/000007/REG3</b>	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.
<b>22 Talavera Road, Norton Ref: W/15/01578</b>	Single storey side extension and garage conversion. Parish supports provided off road parking retained.
<b>Boulterley Cottage, Broomhall, Norton. Ref: W/15/01478/PP and W/15/01479/LB1273</b>	Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage. Parish supports provided meets listed building requirements.
<b>Granary Barn House, Hatfield Lane. Ref: W/15/01461</b>	Single storey rear extension. Parish supports.
<b>16 St James Close, Littleworth Ref: W/15/01480</b>	Removal of existing single garage and provision of new bedroom extension. Parish supports.
<b>Morelands, Wadborough Road, Littleworth. Ref: W/15/01473</b>	Demolition of existing garage and store and construction of new garage/car port and workshop. Parish supports with comments.

Internal Consultation

<b>Land at Broomhall Way Worcester City Ref: P14L0266 (amended application)</b>	Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.
<b>Norton Fields Farm, Mucknell Farm Lane, Stoulton. Ref: W/15/01754</b>	Variation of condition 12 of planning permission W/14/01569/PN to substitute the need for temperature sensors with appropriate warning signage.

Other - None

The Clerk referred to Planning Enforcement training being offered by Wychavon Planning and it was agreed to offer the Parish Hall as a venue if required (subject to availability).

**10. 2015/192 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters**

Cllr. Turvey advised that traffic calming issues continue to be pursued along with clarification of traffic modelling data and its impact. A meeting to discuss these matters is still being sought with Worcs CC

Highways. The Planning Inspector's response is anticipated in September.

#### **11. 2015/193 Land adjacent to St. Peters Garden Centre**

The Clerk advised that the developers have clarified ownership of the grass verges along Crookbarrow Road and have asked whether the Parish Council would adopt any of these areas of land. It was agreed to consider this further once implications have been fully considered and commuted sums explored. The Clerk has requested details of the sizes of the verges and will seek assistance from Wychavon DC to calculate commuted sums for grass cutting and tree/hedge maintenance. The Clerk will also enquire whether Worcs CC would pay a commuted sum to the Parish Council if it adopted its verges, as concern was expressed that these will otherwise only be cut 6 times a year.

The developers have started the outstanding remedial work relating to the new development and concerns have been expressed to the developers about seeding/turfing of the roundabout at this time of year. The new bus shelters are due to be installed on 20<sup>th</sup> July.

#### **12. 2015/194 Worcester Parkway Station**

As discussed under agenda item 7a. The potential for parking problems is a major concern.

#### **13. 2015/195 Severn Trent Water (STW) Sewerage Scheme and Associated Matters**

Cllr. Brooker left the meeting in view of his connection to Coppice Cottage.

The Clerk will chase the Council's solicitor for an update on the contract position. The Parish Hall site plan was reviewed and following discussion, inclusion of the Ordnance Survey line of the Public Right of Way (which should reflect the definitive line) was agreed as proposed by Cllr. Miss Poole and seconded by Cllr. Richmond.

Cllr. Brooker returned to the meeting.

#### **14. 2015/196 Employment Matters**

The need for Disclosure and Barring Service (DBS) checks for employees was considered. The Clerk will contact the DBS helpline to clarify whether a check is deemed necessary for the groundsman role.

#### **15. 2015/197 VAT Procedures**

The Clerk advised that HMRC has been chased for a response to the Council's application for clearance for exemption to register for VAT. The 2014/15 VAT refund claim has been drafted for review by Cllr. Turvey and Cllr. Fincher prior to submission.

#### **16. 2015/198 Parish Hall Recreation Facilities**

Contact details to be included on the new signs were considered and it was agreed to include the website address, which includes contact details for both the Parish Hall and the Parish Council. The Clerk advised that remedial work is in progress, although not yet completed. Costs for replacement nets for the Semele equipment were noted and the Clerk will seek a quote from Eibe to install a ground anchor for the side net. Eibe are also obtaining costs for replacement nets from a bespoke net provider.

#### **17. 2015/199 Parish Hall Car Park/Playing Fields/Outside Space**

Dispensations were noted for Cllr. Dawson, Cllr. Fincher and Cllr. Brooker as Parish Hall Trustees. Cllr. Hughes took no part in discussions or votes on matters relating to the Parish Hall.

The project to resurface the car park is currently on hold pending receipt of the STW land sale proceeds and a decision relating to whether Pre-school is to progress with its own electricity supply. The Clerk reported on playing field drainage suggestions from the Grounds Contractor and will seek a quote. The Clerk has met with the Hall Manager to explain the process for bookings field/football pitches and the Hall Manager is considering the situation. The Clerk will progress with weed spraying via the Grounds Contractor if a licence is held or another contractor if not. The Clerk confirmed that the contractor has been instructed to fabricate and install the flag pole, liaising with Mr Reeves. Cllrs. Fincher and Turvey are reviewing flag options. The Clerk reported that Red Kite Pest Control has reviewed the playing field for mole activity and has advised that the moles are currently out of trapping range. The situation will be

monitored by Red Kite Pest Control who will provide a quote once trapping becomes an option.

#### **18. 2015/200 Parish Hall**

Dispensations were noted for Cllr. Dawson, Cllr. Fincher and Cllr. Brooker as Parish Hall Trustees. Cllr. Hughes took no part in discussions or votes on matters relating to the Parish Hall.

As landlord representative and Parish Hall Trustee, Cllr. Dawson provided an update summarised as follows. A meeting with Pre-School has now been held and Pre-School has offered a contribution of £1,000 towards the electricity bill, subject to this being agreed by the Pre-School Committee. Procedures for future billing on a quarterly basis have been agreed with Pre-School, with monthly readings provided by Pre-School and a quarterly joint reading taken prior to billing by the Hall. Pre-School has agreed to explore costs to install its own mains electricity supply. The Scottish Power VAT position is being clarified with HMRC. Following the £1,000 contribution from Pre-School the Parish Hall electricity bill will be reduced to £2,227 and the Trustees requested consideration of a £1,000 contribution towards this from the Parish Council. This contribution was agreed as proposed by Cllr. Turvey and seconded by Cllr. Miss Poole. The Clerk will arrange. Remedial work required to the cladding was highlighted and quotes are being obtained for this work along with painting of external wood work, including window frames. Costs are estimated c. £7,500. The contractor that carried out the initial work is not being receptive to completing remedial work.

#### **19. 2015/201 Parish Council Newsletter**

The Clerk advised that there appear to be some areas within the Parish without deliverers. The Clerk will circulate details to Councillors for volunteers to deliver. A notice will be included in the next newsletter to seek additional deliverers. Content for the autumn edition is required by 1<sup>st</sup> August. The Clerk will contact Mr Hodgkins and Mr Lucas regarding the WW1 Group content.

#### **20. 2015/202 Allotments**

The Clerk advised that work will be progressed as quickly as possible with assistance from the groundsman. The Clerk will arrange to meet with Cllr. Brooker to assess the work required and progression of this. The Clerk is meeting with the asbestos contractor on 6<sup>th</sup> August to obtain a quote for removal of the asbestos garage, sheds and fragments as recommended in the site survey report.

#### **21. 2015/203 Public Rights of Way (PRoW)**

The Clerk reported that Pre-school has sought advice from Worcs CC regarding the PRoW query and has advised that Worcs CC is content with the situation. The Clerk will confirm with Worcs CC. Pre-School has agreed to attach a sign to the temporary barrier to highlight that the PRoW remains open and that the barrier can be moved for access. Cllr. Turvey will contact Worcs CC to request a visit to review hedge/tree maintenance requirements at the Wadborough Road end of NJ543 (old footpath 20). The Clerk will instruct the Grounds Contractor to carry out the second cut of the PRoWs.

#### **22. 2015/204 Worcester Norton Sports Club (WNSC) and Croquet Club**

No further news. Agreed to remove from the agenda until further news.

#### **23. 2015/205 Highways Matters**

The Clerk provided an update on the Safer Road Partnership Church Lane speed surveys with results suggesting a significant reduction in speed. The Clerk will include an update in the next Parish Council newsletter. The Clerk provided a report from Wychavon DC regarding drainage matters along Woodbury Lane and maintenance work proposed. It was noted that improved drainage of Woodbury Lane and the surrounding area is important for the Parkway Station proposals.

#### **24. 2015/206 World War I Centenary**

Cllr. Turvey reported on the Commemorative Garden opening and highlighted the recently published Mercian Regiment/Norton Barracks book and new Norton village names signs that are due to be installed in September.

## 25. 2015/207 Finance

a) It was proposed by Cllr. Richmond, seconded by Cllr. Brooker **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>
HMRC	Quarterly payment of PAYE tax and NI	558.99
	<b>TOTAL</b>	<b>558.99</b>

### Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
New Farm Grounds Maintenance	2 cuts of Parish Hall playing field during June (£66.67 + VAT each) plus one perimeter edge cut (£15.75 + VAT)	178.91
Mrs J. Greenway	Honorarium July 2015 (including any mileage and computer allowance paid via payroll)	1,075.81
Shear Perfection Ltd	Mowing of Norton verges (£170), churchyard mowing (£88.50) and FP20 mowing (£60) plus VAT	382.20
Shear Perfection Ltd	Mowing of Norton verges (£170) plus VAT	204.00
I. Selkirk	Replacement cheque for internal audit as original damaged in the post (and returned to the Parish Council)	80.00
M. Ellison	Winner summer newsletter number puzzle	10.00
B. Roberts	Runner up summer newsletter number puzzle	5.00
Fleet (Line Markers) Ltd	Line marker	31.20
Pershore Town Juniors	Refund of booking fee paid for cancelled game (due to pitch condition)	15.00
	<b>TOTAL</b>	<b>1,982.12</b>
	<b>GRAND TOTAL</b>	<b>2,541.11</b>

b) The Clerk advised that the quote for continuance of accountancy services is yet to be received. Cllr. Turvey provided details of a quote for badges for Parish Councillors, the Clerk and the Groundsman, to include the Council logo and Councillor/employee name with a £40 set up cost plus £6 per badge. All agreed for Cllr. Turvey to proceed as proposed by Cllr. Richmond, seconded by Cllr. Brooker. Cllr. Turvey will contact Councillors to confirm details to be included on their badge.

## 26. 2015/208 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk will circulate the Wychavon DC Flood Alleviation Grant Scheme information to Councillors for consideration of any eligible schemes.

## 27. 2015/209 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

## 28. 2015/210 Items for Update to Local M.P.

Cllr. Turvey will invite Nigel Huddleston to meet with the Parish Council.

## 29. 2015/211 Councillors' Reports and Items for Future Agenda

- Newsletter items are required by 1<sup>st</sup> August.
- The road side ditch running from the allotments opposite the Parish Hall, to the bend, is in need of some clearance work. The Clerk will ask the Lengthsman to attend to.

## 30. 2015/212 Date of Next Meeting: Thursday 24<sup>th</sup> September 2015

The meeting closed at 9.55pm.

Cllr. Miss Poole gave her apologies in advance of the September and October meetings.

<b><u>Correspondence Received for 16<sup>th</sup> July 2015 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
Broxap	Street furniture brochure
CALC	Updates on various matters and training sessions, including Parish Council bill, Three Counties traditional orchard project, West Mercia Police and Crime Commissioner weekly newsletter, Area meeting speakers, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerk & Councils Direct	July 2015 magazine
DCK Beavers Ltd	Offer of services to undertake VAT partial exemption calculations 2014/15
Mr & Mrs Collins	Parkway Station proposals and potential parking impact at High Park
Mrs Brighton	Play area feedback
Norton Pre-school	Temporary 'obstruction' of public right of way and Wores CC feedback
Parker's Wholesale	Plant catalogue
R. Stepniewski	Enquiry re use of basket ball court at Parish Hall
Society of Local Council Clerks	The Clerk magazine July 2015
St. Peter's Parish Council	Newslink magazine June 2015
West Mercia Police	<ul style="list-style-type: none"> <li>• Speed checks Church Lane and Safer Road Partnership update</li> <li>• ePACT</li> </ul>
Wores CC	Worcestershire Minerals Local Plan: Call for sites, resources and infrastructure and consultation on background evidence
Wychavon DC	<ul style="list-style-type: none"> <li>• Flood Alleviation Grant Scheme</li> <li>• Woodbury Lane, Norton drainage system maintenance</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Minutes for Planning Committee meeting 25 June 2015</li> <li>• Agenda for Planning Committee meeting 23 July 2015</li> </ul> Approval notices: <ul style="list-style-type: none"> <li>• W/15/01273: 36 Orchard Grove – Alterations to fenestration and external elevation of dwelling</li> </ul> Refusal notices: <ul style="list-style-type: none"> <li>• W/15/00769: Eastfield, Wadborough Road, Kempsey – Construction of 3 no. stock lakes together with the provision of 4 no. 'glamps' and the temporary permission of a mobile hole for use of the fishery manager</li> </ul>