

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 22ND OCTOBER 2015 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** Miss A. Poole, Mrs S. Way-Vautier, M. Reeves. These apologies were accepted and approved.

Attending: H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, M. Hughes, P. Richmond, J. Sparling, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

- 2. Signing of Outstanding Undertakings and Declarations of Office**

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. Declarations of Interest**

- a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.
- b) and c) None. Existing dispensations were noted.
- d) None.

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

Consideration will be given to a CALC representative at the November Parish Council meeting.

- 5. Minutes of the Parish Council Meeting held on 24th September 2015**

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

- 6. 2015/244 Reports**

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

Cllr Adams was unable to attend.

- b) Finance**

(i) The current account balance was £29,056.47 on 7th October with the deposit account balance at £40,181.080 on 1st October. The deposit account balance includes the second half of the precept. S.137 expenditure for 2015/16 totals £100 to date and is within the s.137 allowance.

(ii) There were no questions relating to the monthly accounts and bank reconciliation to 30th September.

- c) West Mercia Police**

The Clerk provided a report from PCSO Steven Tinkler and advised that West Mercia Police initiatives and Neighbourhood Watch items are included in the Parish Council newsletter to update residents. Cllr. Fincher highlighted that the Police have attended reports of cars blocking pavements in the vicinity of the livery yard on Church Lane and it is understood that they will be providing a supply of leaflets to the yard for circulation. As PACT representative, Cllr. Sparling advised that the Church Lane speed checks have ceased following the latest set of figures and the speed check along Crookbarrow Road showed most vehicles travelling at, or below, the speed limit.

- c) EnviroSort**

The Clerk will ask for the information to be re-sent, or provided as hard copies, due to problems opening the files.

Cllr. Richmond arrived at 7.40pm.

7. 2015/245 Current Planning Applications

a) Cllr. Turvey summarised the following current applications.

Approvals

6 Dunkirk Drive, Norton Two storey extension to side and porch to front elevation. Parish supports.
Ref: W/15/02021

3 Dunkirk Drive, Norton Two storey side extension and single storey rear extension with .
Ref: W/15/02256 associated reconfiguration. Parish supports.

Refusals

35 St. James Close, Littleworth Remove existing substandard conservatory and erect new purpose
Ref: W/15/02197 built conservatory on new concrete base. Parish supports.

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.

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & 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 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 at Broomhall Way Worcester City Ref: P14L0266 (amended application) Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application in respect of the lack of coherence with plans for adjacent sites within the SWDP.

Land at Broomhall Way Worcester City Ref: P15L0319 Use of land for car boot sales to be held on more than 14 days per year. Parish submitted comments re parking and limitation on dates.

Birch House, 48 Wadborough Road, Littleworth. Ref: W/15/02318 Attached garage. Parish supports.

Internal Consultation - None

Other

Appeal re Tree Preservation Order application decision:

19 Salamanca Drive, Norton TPOA/15/040 Removal of tree from TPO protected tree from grass verge adjacent to property.

8. 2015/246 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters

The 'main modifications' consultation was noted and it was agreed that for Cllrs. Fincher and Turvey to write the response for submission by the Clerk (before the closing date of 20th November). It was agreed that the Parish Council is not in support of a traveller's site within the Parish, or in immediate proximity to it, as it is not believed that this is the right place for a site, or where the travellers wish to be. It was also agreed to support the Worcs CC bid for funding to dual the Carrington Bridge and the drafted response will be submitted by the Clerk.

9. 2015/247 Land adjacent to St. Peters Garden Centre

The Clerk advised that Taylor Wimpey has provided details of the sizes of the grass verges along Crookbarrow Road that it owns/jointly owns and Persimmon Homes is being chased for similar information so that commuted sums can be calculated. The Council will then consider the potential for adopting any of these areas of land. It is understood from Worcs CC that there is some progress with adoption of Crookbarrow Road, however the Parish Council will not be able to adopt those verges being adopted by Highways. It may be possible for an agreement with Highways where the Parish Council arranges verge maintenance and is reimbursed by Worcs CC. This will be explored further once Worcs CC Highways has completed the adoption. The bus stop timetables are being moved to within the bus shelters by Worcs CC, who are also arranging for the old bus stop sign posts to be removed. The Clerk will chase the developers for the invoice for the Worcester bound bus shelter, repair and re-installation/replacement of the broken bin (by the Pershore bound bus shelter) and removal of the pile of excess soil on the verge.

10. 2015/248 Worcester Parkway Station

Feedback regarding vehicular/pedestrian/cyclist access to the station along with traffic calming measures was noted. Concerns relating to parking, access (including safety of Woodbury Lane for pedestrians and cyclists), traffic flows and flooding have been highlighted to Worcs CC. Traffic calming measures are being explored with Worcs CC and a changed road layout along Norton Road at Broomhall is planned (as part of the SWDP) to assist in managing traffic flow. There are many elements to alleviating the impact of the Parkway Station and the SWDP, which includes making the Parish unattractive to vehicles for use as a rat run.

11. 2015/249 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that a response from STW relating to the contract terms is awaited and that the whips in the allotment field hedge are due to be planted on 24th October. The Clerk will chase the Parish Council solicitor for news. A revised Parish Hall site plan, including the OS line of the Public Right of Way, has now been received and was agreed by the Council. The Clerk will provide a copy to the owners of Coppice Cottage to reflect the agreed boundary position and will liaise with the Parish Council solicitor to progress land registration. If no response is forthcoming from STW about the contract terms, the Clerk will contact the Council's land agent for guidance and advice regarding a potential complaint to OFWAT or other appropriate body.

12. 2015/250 Employment Matters

a) It was agreed by all that Mr Fletcher has satisfactorily completed the probationary period as Parish groundsman and litter picker. The Clerk will advise Mr Fletcher and express the Council's appreciation for his good work.

b) The Clerk advised that the Disclosure and Barring Service (DBS) has advised that there is no eligibility for DBS checks for the Parish groundsman or litter picker roles. The Clerk will advise Pre-school.

c) The Clerk highlighted potential tasks for an Assistant Clerk. Cllr. Sparling offered his assistance and left the meeting at 8.10pm for this to be considered. After discussion, it was agreed that Cllr. Sparling's assistance with certain items of work would be welcomed, but as a Parish Councillor, rather than an Assistant Clerk. Cllr. Sparling returned to the meeting at 8.15pm and was advised of the outcome of the discussions. Cllr. Sparling offered his assistance on this basis. It was agreed for the Clerk to benchmark

the Assistant Clerk role and cost out on the basis of 5 hours per week. The Clerk will forward the Clerk's job description to Cllr. Fincher for drafting of an Assistant Clerk job description.

d) The Clerk provided an update on the pensions auto-enrolment process including employee eligibility, potential schemes for consideration, estimated contribution costs and a CALC training session attended. The Clerk will liaise with Cllr. Miss Poole to explore the situation and potential schemes further and will circulate the CALC training slides to Councillors for information. The Clerk will also provide a helpline number to Cllr. Dawson to explore the Parish Hall's requirements. The Parish Council staging date is 1st June 2016.

13. 2015/251 Parish Council IT Provision

The Clerk advised that a Parish Council laptop, including Microsoft Office 365 software has been purchased as agreed at a cost of £508.99 and a Parish Council printer at a cost of £149.99. It was agreed for McAfee to be used as anti-virus software via the Clerk's broadband connection. The Clerk will seek CALC's view on cloud storage prior to using Microsoft One Drive cloud storage. As an alternative back up method, a Parish Council external hard drive may be considered. The Clerk will clarify costs for an upgraded broadband connection e.g. BT Infinity in order for the Council to consider a contribution.

14. 2015/252 Parish Hall Recreation Facilities

The Clerk advised that the Eibe project manager has left the company and his replacement has suggested contacting Lappett directly regarding supply and installation of the new nets. Cllr. Dawson offered to assist. The groundsman has raised a query regarding maintenance of the toddler swing seats and the Clerk will seek assistance from Eibe. The Clerk confirmed that the final tranche of the Wychavon Community Grant of £531.50 has now been received. The groundsman is considering options for attending a formal safety inspection training course.

15. 2015/253 Parish Hall Car Park/Playing Fields/Outside Space

Following discussion, purchase of a 'garden vac' for use by the groundsman, at a cost of up to £250, was proposed by Cllr. Fincher, seconded by Cllr. Brooker and agreed by all. Quotes will be sought from suitably qualified/experienced contactors and the Grounds Contractor, for pruning of the tree adjacent to the flag pole and for removal of dead/encroaching trees by the fence at the front of the Parish Hall car park. The Clerk will contact the Grounds Contractor about weed spraying of the MUGA/tennis court/play area and the area around the Hall, to assess the need for any spraying before the spring. Further thought will be given to a suitable site for installation of the bench removed during the play area re-development.

The Clerk advised that the Parish Council mower has gone in for annual service and this has highlighted some additional maintenance work. It was agreed that this cost could provide a contribution to a new mower that may be more robust for the increased workload. The Clerk provided an example cost for a new mower. It was agreed for the Clerk to liaise with the Groundsman to consider the specifications of a new mower, including storage and portability, and to explore any trade-in opportunity. Purchase of a new mower, at a cost of up to £800, was proposed by Cllr. Fincher, seconded by Cllr. Brooker and agreed by all. This will be funded from reserves.

The Clerk provided feedback from Pre-school regarding their use of/need for the storage container and re-location (including the fencing). Cllr. Brooker will assess whether the container would fit between Pre-school and the ditch, and remain clear of the public right of way. The quote for clearance of the undergrowth and the ditch between Pre-school and Coppice Cottage was considered, along with a quote to prune the trees at the back of the field adjacent to Coppice Cottage and to remove the undergrowth from beneath them. It was agreed for Cllr. Brooker to explore costs further with the Grounds Contractor. The Clerk provided an update on Grounds Contractor costs to date, which are within the annual budget agreed.

It was agreed for Cllr. Fincher to order the flags for the Parish Hall flag pole and to liaise with Mr Reeves regarding the lanyards and how to secure. As proposed by Cllr. Fincher and seconded by Cllr.

Richmond, it was agreed for the groundsman to purchase and plant daffodil bulbs in the area at the front of the Hall. The quote to burn in the football pitch lines, at a cost of £217 plus VAT, was agreed by all, as proposed by Cllr. Fincher and seconded by Cllr. Richmond.

16. 2015/254 Parish Hall

As landlord representatives and Parish Hall Trustees, Cllrs Fincher and Dawson provided an update summarised as follows. The cladding remedial work has been completed, with one or two leaks to be followed up. The Trustees and Hall Manager are looking at community activities and are considering a Parish quiz night in February and an Easter egg hunt in the spring. The success of these will inform a decision regarding future events. A request has been received from the British Heart Foundation (BHF) for defibrillators at the Hall, one inside and one outside. It was agreed in principle for the Parish Council to make a contribution towards the cost of an outside defibrillator. Costs are understood to be in the region of £1,600, although there may be funding available from the BHF and Sports England. The Hall Trustees will seek further information about costs, funding and the best installation locations. The Hall Manager and Cleaner roles will in future be separate and consideration is being given to equipment to assist with changing of light bulbs in the high ceiling in the main hall. The Clerk will pass on the Wychavon 'Get Active' details to Cllr. Fincher.

17. 2015/255 Parish Council Newsletter

Items for the winter edition of the newsletter are required by 1st November.

18. 2015/256 Allotments

Cllr. Brooker provided an update including completion of plot clearance work, staking out/re-measuring of plots, splitting of the large plot on the 'garage' side of the allotments and submission of a request to STW for a quote to provide a mains water supply. The Clerk added that vacated plots have been reallocated to new tenants and annual billing is planned during November. There have been a couple of complaints following the clearance work and a request has been received for installation of a more sound, level path through the allotment to be split, to assist with safe access. These points were noted. A request has also been received for a tenant giving up part of a plot, to have input to who will be allocated the vacated section. It was agreed that the Parish Council allocates vacated plots/sections of plots based on the waiting list. The Clerk will liaise with Cllr. Brooker and Cllr. Hughes to progress allotment matters.

19. 2015/257 Public Rights of Way (PRoW)

The Clerk reported that Worcs CC has undertaken some maintenance work to the first section of PRoW NJ543 (old footpath 20), to where it opens up, to improve access to the path. Correspondence received from the resident of 1 Jubilee Row regarding additional hedge and tree maintenance work was considered. On the basis that neither the hedge, the trees, nor the land that they sit on, is owned by the Parish Council and there is no recollection of previous hedge/tree work being undertaken by the Parish Council (only undergrowth clearance work to maintain access to the PRoW), it was agreed that the Parish Council is not considered responsible for maintenance of the trees or the hedge. Information provided at the September Parish Council meeting indicated that the previous owner of the land where the Jubilee Row cottages have been built, sold the whole site to the developer, including the hedge land, as part of the overall building plot. The Clerk will advise the resident of the outcome the Parish Council discussions.

20. 2015/258 Worcester Norton Sports Club (WNSC) and Croquet Club

The Community Groups meetings will be recommenced as soon as possible.

21. 2015/259 Highways Matters

Highways has advised that an inspection of the Wadborough Road pavement, from school to The Retreat, was carried out earlier in 2015 and remedial work completed. If specific problems in specific areas can be identified, Highways will inspect these. Feedback about the pavement is that this is a general deterioration in the surface along the length of the path. Cllr. Adams was planning to visit the

site to assess the situation and the Clerk will seek an update. Following the request for a 20mph speed limit along Talavera Road, Highways has advised that it is assessing the impact of recently introduced 20mph zones and further zones may be considered once this assessment is complete. Highways are progressing the request for play area safety warning signs along Talavera Road in liaison with the developers (as the area remains unadopted). It is understood that the Police have undertaken a speed check along Crookbarrow Road, with the vast majority of motorists travelling at, or below, the limit. The proposed extension to the 30mph speed limit along Hatfield Bank was supported. The Clerk will advise Highways.

22. 2015/260 World War I Centenary

The new Norton village name signs have now been installed and an opening ceremony held which included Cllr. Adams and Cllr. Turvey.

23. 2015/261 Superfast Broadband

No further news.

24. 2015/262 Community Orchard

The Clerk will investigate Parish Council powers to undertake this activity, insurance/risk assessment and VAT implications if the apple juice was to be sold as soon as possible.

25. 2015/263 Wychavon Diamond Jubilee Community Recognition Award

Nominations will be considered further at the next Parish Council meeting. Nominations are required by 8th January 2016.

26. 2015/264 Remembrance Sunday – 8th November 10.15am

Cllr. Turvey will give the reading and Cllr. Fincher will lay the wreath. Cllr. Richmond offered to assist if required.

27. 2015/265 Parish Council Christmas/New Year Dinner

It was agreed to hold in the New Year and Cllr. Fincher offered to arrange.

28. 2015/266 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
HMRC	Quarterly payment of PAYE tax and NI	94.11
	TOTAL	94.11

Accounts for Payment:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing churchyard £88.50, Norton verges £170 and FP20 (NJ543) £60 (3/10/2015) plus VAT	382.20
New Farm Grounds Maintenance	3 cuts of Parish Hall playing field during September £66.67 each plus 2 perimeter edge cuts £15.75 each, plus VAT	277.81
The Richards Sandy Partnership Ltd	First 50% of 2015/16 accountancy fees £425 plus VAT	510.00
K. Gill	Clearing of allotments, overgrowth, rubbish, old sheds, greenhouses and chicken runs (£1,200) plus skip (£150) for removal of debris £1,350 plus VAT	1,620.00
Mrs J. Greenway	Honorarium October 2015 (Gross) incl. mileage and computer allowance	1,075.81

D. Fletcher	September – Groundsman duties (£422.38) and litter picking (£69.05) (Gross incl. materials purchased and mileage)	491.43
Mr B. Narburgh	Winner of autumn newsletter number puzzle	10.00
Mr W. Raggett	Runner up of autumn newsletter number puzzle	5.00
J. Greenway	Expenses October 2015 (including new Parish Council laptop and printer)	720.15
	TOTAL	5,092.40
	GRAND TOTAL	5,186.51

29. 2015/267 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

30. 2015/268 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

31. 2015/269 Items for Update to Local M.P.

None.

32. 2015/270 Councillors' Reports and Items for Future Agenda

The Clerk will invite Rev. Don Sloggett to attend Parish Council meetings, on a quarterly basis, to provide a report on Church activities.

33. 2015/271 Date of Next Meeting: Thursday 26th November 2015

The meeting closed at 9.50pm.

<u>Correspondence Received for 22nd October 2015 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including CALC AGM 25 th November and 'market place' exhibition from local organisation, Standards and Code of Conduct, CiLCA 2013, PCC newsletter, Three Counties Traditional Orchard Project, CPRE Wyre Forest meeting, Local Council Award Scheme, Fly a Flag for the Commonwealth, Transparency Code for smaller authorities, Gifts and Hospitality, Cloud Computing, TCTOP volunteers wanted, dispensations for the budget and precept, Broadband connection voucher scheme, Wyre Forest Village Halls, Superfast extension programme, Disability Hate Crime conference, Parish youth clubs, ACT Local, orchard walk, funding bulletins, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Disclosure and Barring Service	Clarification that DBS checks are not required for the roles of Parish Council groundsman and litter picker (based on the current nature of the roles)
EM Highways Services Ltd	Work to M5 carriageway and bridge in the vicinity of junction 7 (12 to 19 October)
Environment Agency	Heating oil tank press release (forwarded to Parish Hall Manager)
Mr & Mrs Poole	Dogs loose on Hatfield Lane
Mr Churchill	Dog fouling around entrance to Gazala Drive, Norton
Mr Goode	Fireworks event 6 th November at Worcester Norton Sports Club
Mr Lucas	Parkway station, vehicle/pedestrian/cyclist access and traffic calming measures
Mrs Collinson	Maintenance of hedge and trees along NJ543
Mrs Hatfield	Operation Christmas Child notices for notice boards
Neil Allen Associates	Wychavon DC Parish Halls survey
Rural Services Network	Rural housing spotlight, Rural Vulnerability Service - Rural Broadband
St. Richards' Hospice	Autumn/Christmas events
SWDP	Notification of consultation relating to main modifications (closes 20 th November)
Taylor Wimpey	Norton verges information for consideration of adoption and potential calculation of commuted sums
Tim Underwood	Flooring supplies (forwarded to Hall Manager)
Worcs CC	Bus stop signs at Crookbarrow Road, Norton
Worcs CC Highways	<ul style="list-style-type: none"> • Consultation on proposed extension to 30mph speed limit along Hatfield Bank (responses by 3rd November) • Grit bin supplies • Dualling of the Carrington Bridge • A4440 lane closures from 7pm on 23rd October for approx. 10 days for delivery of underground utility works
Wychavon DC	<ul style="list-style-type: none"> • Network Rail maintenance of watercourse at Abbotswood junction, Littleworth • Chairman's Christmas Fayre 27th November
Wychavon DC Planning	<ul style="list-style-type: none"> • Minutes for Planning Committee meeting 17 September 2015 • Agenda for Planning Committee meeting 15 October 2015 • Minutes for Planning Committee meeting 15 October 2015 Approval notices: <ul style="list-style-type: none"> • W/15/02021: 6 Dunkirk Drive – Two storey extension to side and porch to front elevation • W/15/02256: 3 Dunkirk Drive – Two storey side extension and single storey rear extension with associated reconfiguration Refusal notices: <ul style="list-style-type: none"> • W/15/02197: 35 St James Close – Removal of existing substandard conservatory and erect new purpose built conservatory on new concrete base
Zurich Municipal Insurance	Increase in Insurance Premium Tax from 6 to 9.5% wef 1 st November 2015