

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24th SEPTEMBER 2009 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

- 1. Apologies for Absence:** A. Bennett, M. Reeves, P. Richmond, R. Phillips, G. Dyer, Cllr. Adams (District & County Cllr).
Attending: H. Turvey (Chair), Mrs. C. McGovern, Mrs. D. Hewison, D. Lucas, K. Fincher, Mrs. J. Greenway (Clerk/Responsible Finance Officer).
- 2. Changes to Membership**
The Clerk advised that two parishioners are considering applying for the position of co-opted Parish Councillor and that they will have decided whether to apply prior to the October Parish Council meeting. It was agreed to review at the October Parish Council meeting.
- 3. Declarations of Interest**
Cllr. Lucas declared a personal interest in agenda item 23, SWJCS. This revised interest was noted. Cllr. Lucas advised that despite the revised declaration of interest he won't vote on any SWJCS matters.
- 4. Minutes of the Parish Council Meeting Held on 23rd July 2009**
It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Mrs. C. McGovern **and all were in agreement** that the minutes of the 23rd July be approved.
- 5. 2009/182 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend the meeting. The Clerk advised that Cllr. Adams had requested that Parish Councillors note the date of the Pershore Area Forum on 8th October at 7pm at Peopleton Village Hall and attend if possible. Matters for discussion include: Recycling/ EnviroSort, Regional Spatial Strategy and flooding.
 - b) Planning Committee**
 - i) In the absence of Cllr. Richmond, the Clerk summarised the current applications:**
Approvals
Norton Hall Nursing Home Two storey and single storey extensions to provide additional bedrooms, new dining room and lounge. New access & drive and new sewage treatment plant. Parish supports with concerns noted. To Development Control Committee.
Ref: W/07/00182

 - Refusals - None

 - Awaiting Decision - None

 - Internal Consultation

Land adj. Hatfield Farm, Hatfield Bank, Retrospective application for change of use of land to domestic and siting of garden store.
Ref: W/09/01956

 - Woodside, Hatfield Lane** Demolition of bungalow and redevelopment of three no. dwellings. Resubmission of Ref: W/09/00042.
Ref: W/09/02055

 - Other – None

The Clerk will contact Cllr. Adams for an update on the SHM landscaping proposals.

c) Allotments Committee

Cllr. Mrs. McGovern advised that most plots are looking good. One plot has been given up and another two are awaiting ground preparation once a decision has been made regarding the proposed additional French drainage work (see agenda item 7a).

d) Playing Fields Committee

The Clerk advised that the football team has asked if there are any alternatives to the current line marking materials which may provide a longer lasting finish. The Clerk will research alternatives and costs for consideration.

e) Footpaths Committee

Cllr. Turvey advised that the PIP is slowly progressing; lots of work has been completed and new equipment installed. The Clerk advised that a letter has been sent to residents regarding maintenance of the Crookbarrow Road hedge and that some work has been undertaken. Two phone calls were received objecting to receipt of the letter despite the polite wording. The Clerk also advised that due to delays encountered in completion of footpath maintenance work by the footpath handyman, urgent attention became necessary. After liaison with Cllr. Turvey, Shear Perfection has undertaken clearance of sections of various footpaths and footpath entrances at a cost of £520, which will be covered by the £575 P3 grant. Due to the lateness of the work, only one cut will be undertaken this year, rather than two as was planned. This was agreed by all.

f) Finance

(i) The current account balance was £7,587.44 on 3rd September with the deposit account balance at £32,138.62 on 3rd September, plus Treasury Stock of c. £15k.

(ii) In response to a query regarding the subscriptions expenditure line in the monthly accounts, the Clerk advised that Worcs CALC was late in sending out annual subscription requests and therefore no subscription cost was included in the accounts for the previous financial year. The subscription is usually paid in March (at the end of the financial year), but this year was paid in May. Where changes in expenditure are expected, due to changes in circumstances since the budget was set, the Clerk will reflect this with transfers of budget between expenditure lines.

(iii) The Clerk advised that the external auditor has given an unqualified audit opinion. Following correspondence with the external auditor, the Annual Return figures for the year ended 31st March 2008 were amended in line with the revised method applied to the 2008/9 figures regarding the treatment of the Treasury Stock investment. Details of Cllr. Turvey as the new Parish Council Chairman were also provided to the external auditor as requested.

g) Parish Hall Management Committee (PHMC)

The Treasurer's Report for September was noted and discussed. A new Secretary has been appointed and the situation is looking positive regarding a new Treasurer. Cllr. Lucas met with the Hall Manager to discuss a rolling maintenance programme and a further meeting is arranged to draw up a draft programme during October.

h) West Mercia Police

PC Woods reported the year on year quarterly figures which are low and show a downward trend. Anti-social behaviour levels tend to be higher during the summer months in part due to the school holidays. PC Woods advised that other areas such as Drakes Broughton are experiencing higher levels of crime and reminded residents to be mindful of security and to keep items of value locked away. Police will be patrolling the parish to highlight issues and provide assistance as required.

A Schools Involvement Programme has been introduced with a visit to NJK First School on 20th October. The mobile Police Station has not been as successful as was hoped in Littleworth and Norton. This service will be advertised, with a further visit in about a month. PACT has been revamped and will in future include a public session within the meeting. Our Parish will be linked with Whittington, with 2-3 meetings a year. The Clerk will establish if Cllr. Bennett will remain the Parish Council PACT representative and advise PC Woods.

In response to questions, PC Woods advised that the camera on Crookbarrow Road remains live and that as far as he is aware there are no plans to remove this at present. Following the attempted burglary at the Parish Hall and incidents of vandalism to the Hall and the play area, patrols have been made but no problems noted. The stables/livery yards have been visited to explain responsibilities and to provide signs as a reminder of these. The continued problem of horse mess on pavements was raised and PC Woods will follow this up. The Clerk advised upon the complaint received regarding horse riders not respecting the Highway Code and not riding safely. This was noted.

i) Brockhill Recreation Area

In the absence of Cllr. Reeves and Cllr. Richmond, the Clerk advised that a meeting has been held with the working group involved with the Kempsey natural play area proposals, to discuss the possibility of submitting a joint funding application as suggested by David Manning, the Wychavon DC Play Builder Scheme contact. Applications are required by 16th October. The Kempsey group will discuss whether a joint application is possible with their Play Builder Scheme contact at Malvern Hills DC and let us know. The Clerk advised that no responses have been forthcoming from the developers regarding permission to use the parcels of land suggested, despite chasing. Mr. Fincher has made further enquiries of the MoD regarding the Mercian HQ site, but the future of this site will not be decided until towards the end of 2010. The interest of the Parish Council has been noted.

j) Parish Plan

Cllr. Turvey advised that the questionnaire has been circulated and volunteer collectors are being sought. A good response will add weight to the findings reported within the Parish Plan. The photograph competition ends on 30th September and winners will be announced in the next Parish Council newsletter.

k) Parkway Station

No further news to report. Cllr. Turvey advised that recent newspaper articles linking the Parkway to the SWJCS relate to options rather than definite plans. Also see agenda item 23 SWJCS.

6. 2009/183 EnviroSort

Cllr. Lucas advised that due to installation delays, the opening has been delayed until the end of November. The Environmental Permit will be granted shortly and a draft has been forwarded to the Parish Council. Severn Waste will replace the 'turn right only' sign that has been removed from the site exit. The temporary fence contravenes the planning application and this is being pursued. A noise attenuation fence has been installed. The range of recyclables to be recycled has been expanded, but full details have not yet been provided. Satellite tracking software has not yet been installed and the situation will be monitored. Noise and air quality level readings have not been forthcoming from Severn Waste or Wychavon DC. After discussion it was agreed that the Clerk will contact Worcs CC for a copy of the noise attenuation measures required within condition Q of the planning approval and for details of how noise and air quality will be monitored. The Clerk will contact Wychavon DC requesting the baseline data for noise and air quality.

7. 2009/184 Flooding Issues

a) The Clerk reported on quotes received and estimated costs for materials. In view of the costs involved, it was agreed to defer a decision until the October meeting when further information will be sought regarding the life span of the proposed solution with consideration given to a long term maintenance plan for the allotments.

b) The Clerk advised that the land owner appears reluctant to agree to the proposed work on the basis that he believes that work is required to ditches further down the watercourse (which are the responsibility of British Rail) and that this work will improve the flow of water from his land. In the absence of Cllr. Reeves, the Clerk, Cllr. Turvey and Cllr. Adams will meet the land owner on site to observe the wider problem outlined and to seek agreement for initial pipe inspection work.

8. 2009/185 Norton Pre-school Proposals

Cllr. Lucas advised that the grant decision has been further delayed. A decision was hoped by the end of September, but Pre-School has not received any further contact from Worcs CC. No information has been forthcoming regarding the reason for the delay and Cllr. Lucas will contact Cllr. Adams for further news.

9. 2009/186 Housing Needs Survey

After discussion it was agreed in principle to proceed with a Housing Needs Survey. The Clerk will establish when this could be scheduled in with the Rural Housing Enabler.

10. 2009/187 Planting of Roundabout at Brockhill

- a) The Clerk advised that SMH has confirmed an annual sponsorship.
- b) The quote from Shear Perfection and the suggested planting scheme to include one centre plant in each of the four beds, surrounded by slate was agreed. The Clerk will liaise with Shear Perfection to agree the colour of the slate and suggested feature plants of ornamental grasses.
- c) The area between the grass verge and the wall in front of The Retreat was suggested as an alternative option for sponsorship by St. Peters Garden Centre, as this would benefit from additional planting and is still in a very visual area of the parish for advertising. The Clerk will contact the Garden Centre.

11. 2009/188 Worcs CC Street Lighting Initiative

The Clerk advised upon the Scheme and cost estimates received. After discussion it was agreed to clarify ownership of the street lights and the Clerk will contact Rooftop. To confirm the status of Regiment Close in terms of adoption, the Clerk will contact Worcs CC. Once responses have been received the matter will be considered further.

12. 2009/189 Parish Council Notice Boards

- a) The Clerk will ask Mr. Pullen as parish handyman to undertake maintenance of the notice boards such as staining/varnishing as appropriate.
- b) In terms of access to the notice boards, it was agreed to place a postcard sized notice in each notice board advising what notices may be displayed and for this to be included in the next Parish Council newsletter. To prevent the notice boards from becoming over crowded, it was agreed that permitted notices include those from the Parish Council, the Parish Hall Management Committee and for events being held within the Parish.

13. 2009/190 Field adjacent to Coppice Cottage

After discussion of the quote received to clear the over grown area of the field (which has recently been mowed), it was agreed not to proceed at this time due to the cost involved and also that consideration is being given to the future use of this field, which may involve preparation of the land for allotments, which would encompass the work included within the quote received. The Clerk will update the resident of Court Nellan.

14. 2009/191 Archive of Local Historic Photographs

In the absence of Cllr. Bennett, carry forward to the next meeting for an update.

15. 2009/192 Adoption of Phone Box St. James Close, Littleworth

After discussion of the correspondence from Wychavon DC and BT, it was agreed that the Parish Council does not wish to adopt the Telephone Box in St. James Close due to future costs that would be incurred, including maintenance and insurance, along with possible misuse/vandalism.

16. 2009/193 Parish Volunteer Group

The Clerk advised that two Parishioners have expressed an interest in volunteering within the Parish. It was agreed for the Clerk to establish whether the existing Parish Council insurance covers volunteer group activities and if not the cost involved in obtaining such cover. The Clerk will also contact the two volunteers and suggest that they meet up to consider ideas and how

activities could be organised, with a view to sharing their ideas at a future Parish Council meeting.

17. 2009/194 Email of Parish Council Meeting Summons and Agenda

It was agreed by all to email Parish Council meeting summons and agendas in place of delivery of paper copies, where this method is available to Councillors.

18. 2009/195 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
NALC	Local Council Review subscription	13.50
Shear Perfection Ltd	Mow churchyard (£169) & verges at Brockhill (£165). 1/8/09	334.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 visits in July) and football pitch maintenance work (reinstate goal mouth turf, reposition one set of goal posts, reseed one centre spot, pitch marking to burn both pitches)	786.37
R. Pullen	Mowing, strimming, hedge cutting, weeding, play area maintenance (July - 19 hrs) plus petrol	114.52
Security Patrol Services	Locking of Parish Hall gates 13/7/09 to 26/7/09	56.36
Cotswold Teak	2 additional security fixings for new benches	30.00
Southern Electric	Regiment Close street lighting July 2009	2.31
Environment Agency	Fee for application for consent to undertake ditch reinstatement work to alleviate Parish flooding	50.00
Worcs CALC	Reference publication: Charles Arnold Baker 8 th edition	53.60
Shear Perfection Ltd	Mowing of churchyard (£169) and verges at Brockhill (£165) plus mowing small verges within Brockhill. 15/8/09	404.00
Shear Perfection Ltd	Public Right of Way entrance clearance work 18/8/09	180.00
Shear Perfection Ltd	Public Right of Way clearance work 20/8/09	340.00
P. Skeys	Lengthsman work July & August 2009	315.00
Southern Electric	Regiment Close street lighting August 2009	2.31
Clement Keys	External audit fee	327.75
J. Roach	Litter picking July/August (18.5 hours)	106.01
R. Pullen	Mowing, strimming, varnishing, weeding, play area maintenance (Aug - 18.5 hrs) plus petrol & varnish	124.50
Shear Perfection Ltd	Mow churchyard (£169) & verges at Brockhill (£165) 28/8/09	334.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 visits in August)	117.07
TOTAL		3,691.30

Accounts for Payment:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mow churchyard (£169) & verges at Brockhill (£165) 10/9/09	334.00
Shear Perfection Ltd	Mowing small verges within Brockhill. 4/9/09	70.00
Mrs J. Greenway	Honorarium August & September 2009	799.30
Mrs J. Greenway	Expenses August & September 2009	100.82
Security Patrol Services	Locking of Parish Hall gates 27/7/09 to 23/8/09	112.72
Duplikate	Autumn Newsletter (£521.25), Parish Plan questionnaires (£348.40) and SWJCS Update leaflet (£34)	903.65
Duplikate	Additional 200 Parish Plan questionnaires	69.68
TOTAL		2,390.17
GRAND TOTAL		6,081.47

b) It was agreed that a £100 donation would be made to the Parish Hall Management Committee to fund the prizes at the Halloween Fireworks event on 24th October. The Clerk will advise the Hall Management Committee.

19. 2009/196 Correspondence for Information

See Appendix 1 for a list of correspondence received. No items were requested for discussion.

a) The date of the CALC AGM was noted.

b) The date of the Worcs CC Parish Conference was noted. Cllr. Turvey and Cllr. Lucas will attend if possible.

20. 2009/197 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

21. 2009/198 Items for Update to Local M.P.

There was nothing for report at this time.

22. 2009/199 Councillors' Reports and Items for Future Agenda

No items were reported and there were no items for future agendas.

23. 2009/200 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that the timetable with Wychavon DC has been put back by 6/9 months. A meeting has been arranged between the Parish Council working group and the new SWJCS Project manager, Sian Griffiths. A meeting is also being arranged with Worcs CC regarding the SWJCS impact on schooling generally and specifically to NJK C.E. First School. A presentation to Parishioners is being arranged for Wednesday 4th November in the new Beechill Room at the Church. Boards similar to those used for the Parish Plan event will be used to advertise the event and Cllr. Turvey, Cllr. Lucas and Mr. Fincher will liaise to organise this. Mr. Dyer will draft suitable wording.

Cllr. Lucas commented upon population projections used by Worcs CC and the fact that these appear not to be based upon natural growth, but on Regional Spatial Strategy projections for housing.

24. 2009/201 Date of Next Meeting – Thursday 29th October 2009

Cllr. Mrs. Hewison gave her possible apologies for the October meeting.

The meeting closed at 10.10pm.

<u>Correspondence Received for 24th September 2009 Parish Council Meeting</u>	
Sender	Subject
Basepoint Business Centre	Availability of business centre facilities in Evesham
BT	Invitation to adopt red phone box at St. James Close, Littleworth.
CALC	Updates on various matters, Wychavon Area Meeting, Parish Lengthsman Scheme Steering Group minutes July 2009
Clement Keys	Completion of Annual Return 2008/9
Clerks & Councils Direct	September Magazine
Community First	E-bulletins, IT workshop, Newline magazine Summer 2009
CPRE	Fieldwork magazine September, campaign updates
Glasdon	Product brochure
Jo Manuschka and Chris Morag	Thank you for work undertaken at allotments
Linda Bilboe	Damage to play area equipment
M.C. Maintenance Ltd	Quote for French drain work at allotments
MoD	Mercian Regiment HQ, Crookbarrow Road
Mr. Watson	Tennis court re-surfacing – request for inclusion on list of projects to be undertaken
NALC	Local Council review magazine Autumn 2009
NJK Our Future	Update on meeting and activities
NJK Our Future	Updates on progress and activities
Parish Council Website	Offer to develop a Parish Council website
Parish Hall Management Committee	Request for a contribution towards the cost of the fireworks at the annual Halloween Fireworks Display on 24 th October.
Pershore Volunteers Centre	Recruiting and looking after volunteers, sports volunteer calendar
Peter Luff MP	Parkway station
Peter Luff MP	Support of Parish Council approach to SWJCS, copy correspondence with Gill Colin, Wychavon DC and press release. Strengthening local democracy consultation.
Rural Services Network	Monthly newsletter re parish issues, weekly rural focus digests, shaping your own rural manifesto, action for market towns (joint conference), ‘village hubs’ – community access and information points, offer to email weekly digest directly to Councillors, State of rural services in England.
Shaw’s Registers	Product brochure
Shear Perfection Ltd	Quote for French drain work at allotments
Shear Perfection Ltd	Quotes for maintenance of entrances to and sections of public rights of way and small grass verges within the Brockhill development.
Soc. Local Council Clerks	The Clerk magazine September
Society of Local Council Clerks	Notice of AGM – 24 th October 2.30pm, Staverton Park
St. Richard’s Hospice	Annual Review 2009
Timberline	Brochure – play systems and outdoor structures
Unlock Democracy	Including Local Councils in the Sustainable Communities Act
West Mercia Police	Policing Matters in Wychavon – have your say (23/9/09, Evesham Town Hall 7pm)
WM RSS	Acknowledgement of response to Phase III Revision Options consultation. WM RSS Update July 2009
Worcester City Council	Response to letter concerning vehicle routing – confirmation that vehicles will use the prescribed B4084 route
Worcester City Council	Worcester L DF: Adoption of City Centre Supplementary Planning Document and the Archaeology and the Historic Environment Supplementary Planning Document
Worcester Guides	Postcard from Czech Republic thanking the Parish Council for its donation
Worcs Assoc’n of Carers	Caring News September
Worcs Biological Records Centre	Protecting ancient trees and orchards
Worcs CC	Bus Bulletin September 2009 – changes to 382 service

Sender	Subject
Worcs CC	Children & Young People's Strategic Partnership newsletter
Worcs CC	Droitwich Area Forum 18 th September
Worcs CC	Extension of 40mph speed limit on B4084 around the junction with Woodbury Lane
Worcs CC	Parish Street Lighting initiative and costs
Worcs CC	Pershore Area Forum: 7pm, Thursday 8 th October, Peopleton Village Hall
Worcs CC	Problems with new 382 bus service
Worcs CC	WoW magazine Summer 2009
Worcs CC Highways	Worcestershire Hub reporting
Worcs LSP	Partnership Matters newsletter
Wychavon Community Action Partnership	Green communities – funding out about energy seminar. Game on sports e-news. BT Community Connections Award.
Wychavon Community Action Partnership	Worcs CC Community Grants
Wychavon DC	Adoption of red telephone boxes and implications for Parish Councils
Wychavon DC	Agenda Standards Committee meeting 9 th September
Wychavon DC	Allotments review
Wychavon DC	Annual canvass for register of electors
Wychavon DC	Chairman of Wychavon DC – Charity BBQ 15/8/09 (previously notified)
Wychavon DC	Copy correspondence re maintenance of watercourse at 8 Wadborough Road
Wychavon DC	County Sports Partnership funding (adults)
Wychavon DC	Current Licensing consultation re taxi/private hire licensing and gambling (responses by 4 th October)
Wychavon DC	Gypsy and Traveller Issues Scrutiny Team – recommendations progress review
Wychavon DC	Householder Appeals reminder: for Householder Appeals no further representations can be made, when an Appeal has been received. This came into force on 6th April 2009. It is important your comments are made at the initial consultation request of the planning application.
Wychavon DC	Landscaping at Norton Brickworks site (SMH) re approved planning app w/08/2902
Wychavon DC	Parkway station and SWJCS
Wychavon DC	Pershore Area Forum 8 th October, 7pm, Peopleton Village Hall
Wychavon DC	Planning approval notice: W/07/00182: Norton Hall Nursing Home, Woodbury Park – Two storey and single storey extensions to provide additional bedrooms, new dining room and lounge. New access and drive and new sewage treatment plant.
Wychavon DC	Standards Boards complaints procedures (item for agenda at October Parish Council meeting)
Wychavon DC	Update on progress re shed erected on parking space and solar panels installed
Wychavon DC	Vale Arts Trail: 3 rd – 31 st October. Preview 2 nd Oct, 6pm Pershore Library. Launch event 3 rd Oct, 1.30pm, Pershore High School.
Your Views Form	Anti-social behaviour Wadborough Road, Littleworth (reported to the Police)
Your Views Form	Horse riders using mobile phones whilst riding, not giving way and not riding in single file on Parish roads, causing a hazard to cars and drivers.
Your Views Form	Maintenance to stile located by field gate next to Jennon, Hatfield Bank (advised to Parish Paths Warden)

Notes from the Public Question Time Prior to the Parish Council Meeting

Two residents attended the Public Question Time and raised the following topics:

1. Parking in Wadborough Road at School drop off/pick up times.

The situation has worsened over recent months with the residents attending the meeting suffering a blocked, or partially blocked, drive on 3 or 4 occasions. One such incident resulted in the residents incurring cost due to a skip being unable to be delivered due to access problems. Parking very close to driveways is also causing visibility problems when trying to exit from drives. When those parking have been approached by the residents, responses have not always been positive.

PC Woods agreed to patrol the area to try to alleviate the problem and is also due to visit the school to talk to pupils and he will also highlight the problem then.

It was noted that mention of considerate parking was made in the last newsletter and it was agreed that a further notice will be included in the next newsletter, with specific mention of school time parking.

It was also noted that the school frequently requests that parents park considerately in its newsletters and the Clerk will write to the school to advise of the recent problems.

2. Revised 382 Bus Service

The poor service of the revised 382 bus service was reported. Buses are late, or do not appear at all.

The Clerk advised that earlier reported problems have been advised to Worcs CC. The new timetable is being reviewed with a view to making amendments to improve reliability. A Bus Surveyor and the Monitoring Team have been on the buses to observe journeys to identify specific problems and how these can be resolved swiftly. If the service does not improve then the residents will advise the Clerk who will contact Worcs CC for a further update.