

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 29<sup>TH</sup> SEPTEMBER 2016 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** P. Richmond, Mrs S. Way-Vautier, Cllr. Adams (District & County Councillor) and Mr. Reeves. These apologies and the reasons for them, were accepted and approved.  
**Attending:** H. Turvey (Chair), R. Brooker, Mrs A. Clinton, C. Dawson, K. Fincher, M. Hughes, J. Sparling, Mrs. J. Greenway (Clerk & Responsible Finance Officer).
  
- 2. Changes to Membership**  
Cllr. Mrs Clinton tendered her resignation with effect from 1<sup>st</sup> October 2016 due to an imminent move out of the Parish. Cllr. Mrs Clinton was thanked for her contribution to the Parish Council. The Clerk will advise Wychavon DC. **Action: Clerk**
  
- 3. Declarations of Interest**
  - a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.
  - b) None
  - c) Existing dispensations were noted.
  - d) None.
  
- 4. Minutes of the Parish Council Meeting held on 21<sup>st</sup> July 2016**  
Approved as proposed by Cllr. Mrs Clinton, seconded by Cllr. Sparling and agreed by all.
  
- 5. 2016/219 Reports**
  - a) Cllr. R.C. Adams (District & County Councillor)**  
Cllr Adams was unable to attend the meeting. The Clerk will contact Cllr. Adams regarding various meetings being arranged as will be discussed under later agenda items. **Action: Clerk**
  
  - b) Finance**
    - (i) The current account balance was £3,654.25 on 14<sup>th</sup> September with the deposit account balance at £75,512.95 on 1<sup>st</sup> September (including £37,000 New Homes Bonus funds). There has been no S.137 expenditure during 2016/17 to date.
    - (ii) There were no questions relating to the previously circulated monthly accounts and bank reconciliation to 31<sup>st</sup> August 2016.
    - (iii) The Clerk advised that the Annual Return and supporting documents have been submitted to Grant Thornton and a response is awaited.
  
  - c) West Mercia Police**  
The Clerk provided an update from the Police which included a burglary in Woodbury Lane, vehicle break ins along Church Lane and a fire at Norton Parish Hall play area. During a recent Safer Road Partnership (SRP) speed check along Church Lane, the SRP officer was approached by a resident advising that speeding is no longer an issue. The Police and SRP have asked for the Council's view on this. It was agreed to discuss under agenda 21 following resident's feedback directly to the Parish Council.
  
  - d) St. James the Great Church, Norton**  
The Clerk provided an update from Mr Lucas advising that it is planned for St James to be open to the community for 3 days a week from 2<sup>nd</sup> January 2017 and that the Worcestershire Regiment colours are to be examined, repaired and rehung in Church if their condition allows.

The Clerk circulated a summary of actions agreed at the July Parish Council meeting, which included an

update on progress for each action point. This will be updated to include actions from future Parish Council meetings, with completed actions removed from the summary, and used as a tool to monitor actions agreed at Parish Council meetings.

**Action: Clerk**

#### **6. 2016/220 S106, New Homes Bonus (NHB) and Other Funding Opportunities**

Cllr. Fincher advised that the draft Parish Hall Plan (PHP) has been revised as agreed and the Clerk will circulate. The PHP includes works to the Hall and outside space.

**Action: Clerk**

Proposed works included in the PHP are all subject to planning permission at present, although enquiries continue regarding the outside space developments. Funding opportunities are being explored whilst planning requirements are being investigated and plans are being drawn up. The Tesco funding was not successful. Concerns were expressed regarding the outdoor gym proposals in terms of level of use and abuse of equipment (following the play area fire). It was agreed to give this further consideration.

Positive feedback has been received from Hall users relating to the running track. It was agreed for Cllr. Dawson to continue to progress the proposals for the running track and outdoor gym (with various equipment options) and to seek further feedback from Hall users.

**Action: Cllr. Dawson**

It was noted that the Landfill Grant is not available to Parish Councils and therefore the Hall Trustees would need to apply, but they would need to evidence that they have the right to use the land and have proof of ownership to support their application. It was suggested that the Parish Council considers passing physical, but not financial, control of the land to the Hall Trustees. The Clerk will investigate how this could be undertaken and the implications of this, for further consideration.

**Action: Clerk**

Other ideas for NHB funding were considered including allotment provision and a green area for walking/relaxation, both close to Brockhill. It is understood that allotments land is earmarked within the SWDP, off Taylors Lane, being part of the St. Modwen's land. This was felt to be too far from Brockhill and too close to major vehicle routes e.g. the southern link road (due to pollution). The Parish Council pressed for allotments to be included in the SWDP on land south of St Peter's Garden Centre, but this was dismissed due to issues with vehicular access. The SWDP has allocated land across the Parish and if land isn't included, then development is unlikely to now be successful. It was noted that it is understood that the Garden Centre is seeking land to expand its car parking facilities, but without success to date. In terms of a green area for walking/relaxation, it is believed that such land is included in the SWDP on land owned by Welbeck, in an area beyond the Garden Centre, towards Hatfield Bank. The problem of securing land close to Brockhill for community/recreation use has been a long term issue, which hampered provision of a play area at Brockhill, due to an unwillingness of land owners to either sell or lease land to the Parish Council, a situation not helped by speculation regarding land allocations within the SWDP. Land at the back of Winnells Farm, Church Lane was highlighted as once being considered for allotments, but understood to have been dismissed as part of the SWDP due to access problems. It was agreed for Cllr Hughes to gather further information from the land owner. The Clerk will put Cllr Hughes in contact with the land owner.

**Action: Cllr. Hughes/Clerk**

#### **7. 2016/221 Current Planning Applications**

The following applications were noted.

##### Approvals

**Land at Bath Road (OS 8571 5128),  
Broomhall. MHDC Ref: 16/00623/FUL**

Proposed vehicular access on to Norton Road. No comments submitted.

**Manti, Hatfield Lane,  
Hatfield. Ref: W/16/01701/PP**

Erection of single storey oak framed garden room to rear elevation.

**Winnells Farm, Church Lane,  
Norton. Ref: W/16/01235/PP**

Construction of detached garage with annexe over. Resubmission of planning permission W/15/02627/PP. Concerns submitted.

Refusals – None

## Other

Appeal re Wychavon DC decision to refuse consent for the following application:

**19 Salamanca Drive, Norton  
TPOA/15/040**

Removal of tree from TPO protected tree from grass verge adjacent to property.

**Inspector's Decision: Appeal allowed and consent granted to undertake work subject to conditions.**

## 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 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.

**Eastfield, Wadborough Road, Kempsey. Ref: W/16/01648/PN**

Construction of 3no stock lakes together with provision of 4no "glamps" and the temporary permission of a mobile home for the use of the fishery manager. Parish does not support.

**Land adj. to Field House, 4 The Orchards, Hatfield Lane. Ref: W/16/01786/CU**

The use of land for the stationing of caravans for residential purposes, together with the formation of hard standing, utility/dayroom and erection of no.2 loose box stables. Parish does not support.

**Windsor Cottage, Church Lane, Norton. Ref: W/16/02061/PP**

Rear ground floor extension to form a kitchen utility and cloak room. No comments submitted.

## Internal Consultation – None

It was agreed to seek an update from Worcester City Council regarding planning application P13A0617 (detailed above) including its status and when it will be determined. **Action: Clerk**

Submission of further objection comments regarding the above Eastfield planning application W/16/01648/PN was agreed as drafted. **Action: Clerk**

To assist in informing Parishioners about planning applications being considered by the Parish Council,

details of these applications will be added to the original Parish Council website, with a link added to the new website to direct viewers to this information. A weekly list of planning applications being considered will also be added to the noticeboards. **Action: Clerk**

#### **8. 2016/222 South Worcestershire Development Plan (SWDP) and Associated Matters**

It was agreed to remove SWDP as a regular item from future agendas and for any SWDP related planning matters to be included under the 'Current Planning Applications' agenda item. **Action: Clerk**

#### **9. 2016/223 Worcester Parkway Station**

Cllr. Fincher provided an update on gateway artwork meetings attended, with the artist to be selected at a meeting on 5th October. Cllr. Turvey and Cllr Fincher reported on a meeting attended with Worcs CC and representatives of other local Parish Councils, which included discussions relating to traffic, calming measures and footpath changes. Worcs CC is considering closing Woodbury Lane from The Retreat, over the railway bridge, as it believes that Woodbury Lane will become untenable when the Parkway Station opens, in terms of traffic volumes and their inability to provide walkway access from the SWUE; the bridge is seen as a 'pinch point'. Cllr. Adams has been asked to arrange a meeting with Worcs CC Officers to discuss this further, a suggestion for one-way traffic light control of the bridge (as at Eckington) and a request for public consultation. A traffic light controlled bridge would complement other traffic calming measures that are planned to discourage use of the Parish lanes as a rat run. Worcs CC Officers appear reluctant to meet to discuss the situation further. It was agreed to advise Cllr. Adams that in view of the difficulties he has been experiencing in arranging meetings/obtaining responses, the Parish Council is contacting the Chief Executives of Worcs CC and Wychavon DC to highlight the lack of responses to various matters raised by the Parish Council (e.g. Parkway Station meeting and adoption/maintenance matters). This correspondence will be copied to Nigel Huddleston MP (in advance of the meeting with him on 14<sup>th</sup> October). **Action: Clerk**

#### **10. 2016/224 Southern Link Road Improvement Works and Crossing Points**

Feedback from Parishioners relating to difficulties in crossing the SLR was noted, as was the response from Worcs CC to the request for safe crossing points. Whilst some improvements have been made, these were not felt to be sufficient and that crossing points remain inadequate and not safe. It was agreed to contact Worcs CC to highlight feedback received and request further improvements such as improved/differentiated bollards to make the crossing points much more visible, flashing signs to highlight pedestrian crossing points and temporary traffic lights, as cars are often not slowing/stopping to allow pedestrians to cross. More pedestrians are attempting to cross the SLR to access bus services from St. Peters due to the reduction in services from our Parish. **Action: Clerk**

The speed limit consultation regarding phase 3B of the SLR improvements was considered. It was agreed that the proposed speed limits (of 40mph and 60mph) were acceptable, but only if methods of enforcing and reinforcing these limits are introduced e.g. speed cameras and 'rumble strips', and that the bridge crossings are installed prior to increased speed limits. Concern will also be expressed that the new Norton roundabout will be of sufficient size that drivers may not reduce their speed to 40mph around the island, resulting in difficulties accessing the island safely from Norton Road. **Action: Clerk**

#### **11. 2016/225 Adoption/Maintenance of Development by Garden Centre**

The Clerk provided an update on correspondence with the developers and Wychavon DC regarding the various maintenance matters previously discussed by the Parish Council and the lack of progress with land adoptions. It was agreed to arrange a meeting with Wychavon Officers and Cllr Adams to discuss the situation and to agree a plan to resolve the maintenance issues and progress the adoptions. It has been stressed to both Wychavon and the developers that there are health and safety matters that require urgent attention and Wychavon has been asked whether these matters can be pursued by them, using Planning Enforcement, if co-operation isn't received from the developers. **Action: Clerk**

An article will be included in the next Parish Council newsletter to highlight actions the Parish Council is taking to try to resolve the maintenance/adoption matters. **Action: Clerk**

## 12. 2016/226 Neighbourhood Plans

The content of the presentation by Andrew Ford, Wychavon Policy Planning Officer, provided before the start of the Parish Council meeting, was considered. Following discussions, it was agreed to progress with development of a Neighbourhood Plan, with the designated area being the Parish boundary. The Plan will provide a measure of planning control and additional policies against which planning applications will be determined. It was noted that Neighbourhood Plans should conform to the SWDP. 'Locality' grant funding will be sought (£9,000 understood to be available), against a likely total cost of c. £15,000. Grant funding will be explored for the shortfall of c. £6,000, or this will be funded from Parish Council reserves. A steering group, which sits outside the Parish Council, will be set up to develop a Neighbourhood Plan, with consultant support, and adoption hoped for in 2018/19 following consultations, examination and a Parish referendum. A letter will be sent to Wychavon DC regarding designation of the Neighbourhood Plan area.

**Action: Clerk**

Volunteers who assisted with the Parish Plan will be contacted to seek their involvement in developing a Neighbourhood Plan.

**Action: Cllr. Turvey**

Cllr. Turvey and Cllr. Fincher offered to join the steering group and other volunteers were welcomed, as was a volunteer to Chair the group (advice received has suggested that this shouldn't be the Chair or Vice-Chair of the Parish Council). The Clerk will update Parish Councillors not in attendance of the meeting and seek volunteers for the group and the position of Chair.

**Action: Clerk**

Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all.

## 13. 2016/227 Employment Matters

a) The Clerk will arrange a date for an annual review for the groundsman.

**Action: Clerk**

b) The Clerk left the meeting at 9.15pm for discussions. Upon return, at 9.20pm, the Clerk was advised that a one-point increase in the Clerk's pay scale to SCP30 had been agreed, with effect from 1<sup>st</sup> October 2016. Proposed by Cllr. Fincher, agreed by Cllr. Brooker and agreed by all. The Clerk will advise Wychavon payroll.

**Action: Clerk**

## 14. 2016/228 Parish Hall Recreation Facilities and Outside Space

The Clerk reported on correspondence with the Parish Council insurers relating to Parish Council owned land being managed by the Hall Trustees and the fireworks event being planned by the Hall Trustees. For the fireworks event, the Parish Council needs to ensure that the land is risk assessed prior to the activities taking place and again after the event, and proof of insurance must be obtained from the event organisers, which should cover all activities taking place, including fireworks, along with their risk assessment. The Hall Trustees will provide copies of the Hall and public liability insurance, the insurance from the fireworks display company and the event risk assessment.

**Action: Cllr. Fincher**

It was agreed for the Parish Hall Trustees to hold a Halloween, fireworks and bonfire event at the Parish Hall. Proposed Cllr. Dawson, seconded Cllr. Sparling and agreed by all.

In terms of the Hall Trustees taking over responsibility for managing the Hall outside space, an agreement would need to be made regarding which party is responsible for insuring, maintaining and undertaking risk assessments of the land and events/activities being arranged.

Locking of the Parish Hall car park gates was considered, in view of the recent play area fire and instances of cars speeding around the car park late at night. It was agreed not to proceed, as the cost was considered to outweigh the benefit (the play area fire was started by people arriving via the pedestrian gate) and also additional CCTV coverage and signage will improve security.

The need for planning permission for the proposed playing field drainage work is being explored and a response is awaited from Wychavon Planning.

One quote has been received for refurbishment of the metal fencing and gates at the front of the Parish Hall and another is being obtained by the Assistant Clerk. The Clerk will review quotes received with Cllr. Turvey and Cllr. Fincher, with agreement to costs of up to £800 proposed by Cllr. Fincher, seconded by Cllr. Brooker and agreed by all.

**Action: Clerk**

Re-location of the Pre-school container to the tarmac area adjacent to the Pre-School building was considered. Wychavon Planning have advised that they don't think that planning permission will be required, but will confirm. The Parish Council will cover the cost of re-location (required for the coffee

shop and car park resurfacing projects) at a cost up to £100. Proposed Cllr. Dawson, seconded by Cllr. Sparling and agreed by all. Cllr. Brooker will liaise with Pre-school. **Action: Cllr. Brooker**  
Following relocation of the container, consideration will be given to the need for external 'decoration' e.g. cladding.

Consideration was given to provision of a temporary pedestrian access point in the corner of the playing field, at the end of Wadborough Road, to improve access when using the rented fields as overflow car parking. Cllr. Brooker will obtain a quote to straighten out the section of metal fencing and installation to provide a temporary access point. **Action: Cllr. Brooker**

It was noted that the playing fields have not been rented to a new 'home' football team due to the plans being considered for the playing fields and the lack of showers in the changing rooms. One off bookings are being taken (subject to availability) and showers/changing rooms not being required. This was agreed by all.

Eibe have now visited the site and are preparing a quote for the work to the play area following the fire. Once this has been received, the Clerk will submit with the insurance claim form. **Action: Clerk**

## 15. 2016/229 Parish Hall

Cllr. Fincher provided an update on Parish Hall matters, including the successful outcome of the Macmillan coffee morning and harvest festival fun day. The Halloween and fireworks event will be held on 29<sup>th</sup> October, a Christmas fayre on 10<sup>th</sup> December and carol concert on 12<sup>th</sup> December.

Planning permission is required for works associated with the coffee shop (e.g. new windows) and Wychavon is investigating whether permission is required for outside works. It was noted that as the contractors identified to carry out the coffee shop work are no longer available in the short term, the Hall Trustees are considering undertaking the project management and using separate contractors for specific items of work. It was suggested that one planning application is submitted covering all aspects of the internal and external development work on the Parish Hall site. Mr Simms is drawing up supporting plans. The planning application fee is anticipated at around £300, with additional costs for supporting drawings/plans. A total cost of up to £500 plus VAT was proposed, with this split 50:50 between the Parish Council and Parish Hall. Proposed by Cllr. Mrs Clinton, seconded by Cllr. Sparling and agreed by all.

To improve security at/around the Hall, additional outside lighting has been installed and 4 more CCTV cameras will be installed to provide additional coverage. The CCTV cameras have been purchased by the Hall Trustees at a cost £350. As these will cover the Parish Hall grounds, car park and recreation facilities, a Parish Council contribution of £150 was proposed by Cllr. Hughes, seconded by Cllr. Sparling and agreed by all. This will be funded from reserves if necessary. **Action: Clerk**

The Hall Trustees will display an extra sign to highlight operation of CCTV.

The Garden Centre have confirmed that they are happy to host a 'pop up shop' and consideration is being given to operation. A marquee and display boards have been purchased by the Hall Trustees for this Hall Trustee led initiative, which the Parish Council will also use as a means of engaging with the local community. Councillors were asked to provide suggestions for operation and offers to attend proposed events. **Action: All Parish Councillors**

The Hall Trustees are now regularly arranging community events/activities at the Parish Hall as encouraged by the Parish Council. A request was made for a donation towards the running of these events. The Trustees are aiming to break even across the harvest fun day and Halloween/fireworks event. A £500 donation was suggested, with a similar figure included in the 2017/18 budget, provided that events continue to be arranged. Proposed by Cllr. Sparling, seconded by Cllr. Hughes and agreed by all. The donation for the current financial year will be funded from reserves. **Action: Clerk**

The Hall Trustees have considered undertaking hiring of the Beechill Room at St James Church and this has raised matters for clarification, which are being followed up with the PCC.

## 16. 2016/230 Allotments

Cllr. Brooker advised that following STW inspection of the mains connection point that has been installed, minor amendments have been undertaken and the inspector is due back on site on 30<sup>th</sup> September to confirm the works. Following this, the main connection should be installed in about 3

weeks. There is one person on the waiting list. The Assistant Clerk will send out the annual billing letters and is writing to the tenant who appears to be bringing waste to the allotments to burn. **Action: Clerk**

#### **17. 2016/231 Public Rights of Way (PRoW)**

Cllr. Turvey advised that Worcs CC will provide 2 new metal kissing gates for PRoW entrances to the Parish Hall grounds at no cost. It was agreed by all to replace the missing wooden gate in the corner of the Parish Hall playing field and to seek permission of the land owner for replacement of the gate on the far side of the playing field, into the adjoining field. **Action:**

##### **Clerk/Cllr. Brooker**

Quotes for installation of the gates were considered and Mr Gill will be instructed at a cost of up to £300. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all. **Action: Clerk**

Feedback relating to PRoWs from the Brockhill area into Kempsey Parish has been received, which Cllr. Turvey will investigate as Parish Paths Warden. **Action: Cllr. Turvey**

Cllr. Turvey will chase for replacement of the finger post at the Wadborough Road end of NJ543 and will review the PRoWs around Hatfield for broken stiles etc. **Action: Cllr. Turvey**

#### **18. 2016/232 Bus Services**

Feedback from residents was received and considered, which supported the need for additional services. Cllr. Hughes reported on a provisional offer from First Group to provide an additional bus on 2 days during the week (not including weekends). The offer is limited to 2 days per week due to the cost of providing the extra service. A round trip service from Worcester bus station to the Norton Parish Hall, leaving Worcester at around 12 noon was suggested. It was highlighted that this service has to be cost effective and earn at least £25 to cover the cost of operation, so use by sufficient passengers is vital. It was agreed to accept First's offer of this additional service and enquiries will be made to ascertain which days of the week would be best for regular bus users. A request will also be made for First to consider provision of a Saturday bus service, with a bus potentially leaving the Parish around mid-morning, returning mid-afternoon. **Action: Cllr. Hughes/Cllr. Sparling**

Reduced bus subsidies and the impact of this will be raised with Nigel Huddleston MP at the meeting arranged for 14<sup>th</sup> October. **Action: Cllr. Turvey/Cllr. Fincher**

The invitation to the Pershore Public Transport Forum on 13<sup>th</sup> October was circulated, with this also advertised on the Parish Council noticeboards.

#### **19. 2016/233 Increasing the Effectiveness of the Council**

Following discussions, the meeting actions summary was agreed as a good means of monitoring action and progress, to assist with timely completion of action points. It was noted that delays can often be experienced due to 3<sup>rd</sup> party involvement and the need to persist for responses/co-operation. Where support and co-operation is hampering progress, consideration should be given to what representations can be made to achieve the required outcome. Parish Councillors support in progressing/taking on actions is an important element to achieve progress and is both appreciated and welcomed. The Clerk will produce an action summary for future meetings. **Action: Clerk**

A one page monthly newsletter, to highlight activities of the Council and current issues, was suggested for display on the Parish Council noticeboards and websites and for email circulation to residents (where the consent relating to data protection is held). Other reports could be added to the websites relating to particular issues e.g. bus services. Councillors were asked to consider producing such a newsletter and specific reports. **Action: All Parish Councillors**

Development of a Facebook page and use of Twitter were also discussed. It was agreed to explore development of a Facebook page with the Assistant Clerk and that Twitter was not appropriate at the current time. **Action: Clerk**

Addition of the quarterly Parish Council newsletter to the Council websites will be explored. **Action: Clerk**

Cllr. Mrs Clinton advised that work is underway to add QR code information to the 'new' website in support of the WW1 Group activities and it was agreed for Cllr. Mrs Clinton to continue with this work following resignation as a Parish Councillor. **Action: Cllr. Mrs Clinton**

To develop the resident email communications address list, it was suggested that when the Clerk is contacted by residents, the residents are sent the consent form for completion and return if they wish to join the Parish Council residents email circulation list. **Action: Clerk**

#### **20. 2016/234 Worcester Norton Sports Club (WNSC)**

The Clerk reported that Wychavon DC has advised that permission was given to a resident to fell the TPO tree at the edge of the top cricket pitch. A community groups meeting will be arranged, which will include discussion of planned community events/activities. **Action: Clerk**

#### **21. 2016/235 Highways and Drainage Matters**

Speed checks Hatfield Bank and Church Lane: Feedback from a resident of Church Lane objecting to the speed checks along Church Lane was considered. It was agreed for the Clerk to reply explaining that the checks have been requested following complaints about speeding, that the hedge has been cut back to improve visibility and that the Council will explore the possibility of Worcs CC Highways extending the yellow lines near to the livery yard down towards the Hatfield Lane junction. **Action: Clerk**

Speeding along Broomhall Lane and request for extension of 30mph speed limit: Worcs CC Highways has considered the request but feels that an extension to the 30mph speed limit wouldn't be justified as the road in this area is predominantly rural and the character of the road is narrow with bends, which will constrain speeds. There are also warning signs in place highlighting the bends, horse riders and cycle routes, which should all encourage drivers to be mindful of speeds. There is only one recorded accident during the last 3 years which was attributed to icy conditions. The Clerk will update the resident reporting the problems. **Action: Clerk**

Southern Link Road Crossing: As discussed under agenda item 10.

Parish drainage issues (other than the Parish Hall playing fields): The Clerk will circulate the Wychavon Engineer's report following the meeting with Cllr Brooker and Mr Reeves for consideration at the October Parish Council meeting. **Action: Clerk**

#### **22. 2016/236 Litter Bins**

The Clerk advised that Persimmon Homes has provided reimbursement for the replacement bin installed by the Pershore bound bus shelter along Crookbarrow Road. Wychavon has provided details of an alternative bin for the verge outside The Retreat and details will be circulated for consideration at the October Parish Council meeting. **Action: Clerk**

#### **23. 2016/237 Business Cards**

The Clerk will obtain a quote from Duplikate for business cards for the Chairman, Vice-Chairman, Clerk and Assistant Clerk, for comparison to online costs. **Action: Clerk**

#### **24. 2016/238 ID Cards and Badges**

Cllr. Hughes requested outstanding responses about ID card provision by 14<sup>th</sup> October and will email a reminder to Councillors. The minimum order of 25 cards was noted. **Action: Cllr. Hughes**

The Clerk will forward contact details for Parish Council employees to Cllr. Hughes to allow contact to be made regarding employee ID cards. **Action: Clerk**

Cllr. Brooker gave his apologies and left the meeting at 10.50pm. The meeting remained quorate.

#### **25. 2016/239 Press and Media Policy**

The draft policy circulated in advance of the meeting was adopted as proposed by Cllr. Sparling, seconded by Cllr. Fincher and agreed by all. The Clerk will finalise. **Action: Clerk**

#### **26. 2016/240 Local Government Finance Settlement 2017/18**

The consultation was considered and it was agreed to respond that the Council does not believe that Parish Councils should be included within the 'precept capping' proposals. Parish Councils have relatively low budget levels and the cost of a referendum would be a significant cost to carry. It is



important that any decision provides longer term clarity (e.g. for the next 5 years), so that Councils do not remain unclear as to whether or not they will be caught up in the proposals each year. If Parish Councils are to be included as detailed in the consultation, the proposed figures above which precepts would be capped appear satisfactory. The Clerk will submit the response before the 28<sup>th</sup> October deadline.

**Action: Clerk**

## 27. 2016/241 Boundary Commission Parliamentary Constituencies Boundaries Review

It was agreed for Cllr. Turvey to draft a response for consideration and submission before the 5<sup>th</sup> December deadline.

**Action: Cllr. Turvey**

## 28. 2016/242 Finance

a) It was proposed by Cllr. Dawson, seconded by Cllr. Fincher **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>
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT (23/7/2016)	106.20
Norton Parish Hall	Donation of cost of Fun Run Hall hire	56.00
K. Gill	Public Rights of Way maintenance (£300) and trenching work, supply and installation of water tank and fittings at the allotments (£700) plus VAT	1,200.00
M. Williams	Winner of summer newsletter number puzzle	10.00
Ms T. Smith	Runner up summer newsletter number puzzle	5.00
AG & A Pritchard (Watren Ltd)	Tracing water supply at adjacent to allotments £260 plus VAT	312.00
K. Gill	Flail trim allotments hedge and field hedge (pavement side) £120 plus VAT	144.00
New Farm Grounds Maintenance	2 cuts of playing field plus one perimeter cut for July £155.50 plus VAT	186.60
Severn Trent Water Ltd	Water connection on garage side of the allotments	1,932.03
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT (9/8/2016)	106.20
Wychavon DC	Supply and fit one litter 100L bin by Pershore bound bus shelter Crookbarrow Road (to be reimbursed by Persimmon Homes) incl. VAT	825.10
Wychavon DC	Supply and fit one litter 100L bin by Worcester bound bus shelter Crookbarrow Road and new lid to dog bin on cricket ground £596.89 plus VAT	716.27
Wychavon DC	Supply and fit 2 x 50L litter bins at cricket ground (£435.99), plus annual cost of cleansing/emptying (£129.26) plus VAT	652.45
Red Kite Pest Control	Treat wasp nest at Norton Parish Hall	50.00
Duplikate	Autumn newsletter cost net of advertising revenue	477.00
Fleet Line Marker Ltd	4 bags of line marker £26 plus VAT	31.20
D. Fletcher	July/August – Groundsman and litter picking work (Gross incl. materials purchased and mileage)	409.85
Mrs J. Greenway	Clerk Honorarium August 2016 - Gross including expenses paid via payroll (and back dated pay increment)	1,163.39
NEST	Employer pension contributions August payroll	6.71
Miss K. Watkinson	Assistant Clerk Honorarium July/August 2016 - Gross including expenses paid via payroll	220.80
	<b>TOTAL</b>	<b>8,610.80</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Shear Perfection Ltd	Churchyard mowing £88.50 and field mowing £70 plus VAT (22/8/2016)	190.20
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT (2/9/2016)	106.20
New Farm Grounds Maintenance	3 cuts of playing field plus one perimeter cut for August £225.00 plus VAT	270.00
K. Gill	Public Rights of Way maintenance – NJ542 £325 plus VAT	390.00
P. Skeys	Lengthsman duties April to August 2016	787.50
Mrs J. Greenway	Clerk Honorarium September 2016 - Gross including expenses paid via payroll	1,163.39
NEST	Employer pension contributions September payroll	6.71
Mrs J. Greenway	Expenses for August and September 2016 (£51.05 less £12 paid via payroll)	39.05
D. Fletcher	August/September – Groundsman and litter picking work (Gross incl. materials purchased and mileage)	582.01
Miss K. Watkinson	Assistant Clerk Honorarium August/September 2016 - Gross including expenses paid via payroll	193.12
Cllr. R. P. Brooker	Reimbursement of costs relating to Parish Hall coffee shop project – bottle cooler, refrigerated prep counter and chest freezer (to be funded by NHB)	1,485.59
HMRC	Quarterly NI and PAYE tax payment	604.93
Shear Perfection Ltd	Churchyard mowing £88.50 and final cut of FP20 (NJ543) £60 plus VAT (28/9/2016)	178.20
	<b>TOTAL</b>	<b>5,996.90</b>
	<b>GRAND TOTAL</b>	<b>14,607.70</b>

b) Renewal of the Open Spaces Society annual membership at a cost of £45 was proposed by Cllr. Dawson, seconded by Cllr. Fincher and all were in agreement. The Clerk will renew. **Action: Clerk**

**29. 2016/243 Correspondence for Information**

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

**30. 2016/244 Clerk's Report on Urgent Decisions since the Last Meeting**

As discussed during the meeting.

**31. 2016/245 Items for Update to Local M.P.**

Cllr. Turvey and Cllr. Fincher will prepare an agenda of items for discussion with Nigel Huddleston MP on 14<sup>th</sup> October and will circulate to members of the Council in advance of the meeting for comment.

**Action: Cllr. Turvey/Cllr. Fincher**

**32. 2016/246 Councillors' Reports and Items for Future Agenda**

Consideration of Parish drainage matters and action required will be added to the October Parish Council meeting agenda.

**Action: Clerk**

**33. 2016/247 Date of Next Meeting:**

Thursday 20<sup>th</sup> October 2016. Proposals regarding the date of the November Parish Council meeting will be circulated.

**Action: Clerk**

The meeting closed at 11.02pm.

<b><u>Correspondence Received for 29<sup>th</sup> September 2016 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including Precept capping, CALC AGM and trade fair 26 October, Area Meeting report, pensions auto-enrolment, CiLCA, Clerks' Gatherings, Neighbourhood Plans, Three Counties Traditional Orchard Project, Worcs Local Transport Plan, Transparency Fund, Council Tax benefit subsidy, P&CC newsletter, Local Government Resource Centre event 9 September, waste champions, information for carers, Safer West Mercia plan, new P&CC Ambassador, County Harvest Service, community buildings energy saving improvements, Worcs Pollinator conference, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine September 2016
Cllr. Middlesbrough	Neighbourhood Plan
CPRE	Countryside Voice magazine summer 2016 and campaign updates
Drakes Broughton PC	Lengthsman details
EnviroSort	Litter and glass collections
Fresh-air fitness	Outdoor gym equipment brochure
Glasdon	Street furniture brochure
Hags SMP	Recreation equipment information
Highways England/Taylor Woodrow	M5 J4a-6 closure details and news bulletins
Malvern Hills DC	Approval notice for planning application 16/00623/FUL – St. Modwen Developments Ltd: Proposed vehicular access onto Norton Road
Mr & Mrs Aldridge	Planning application W/16/01786/CU – land adj. to Field House, 4 The Orchards, Hatfield Lane
Mr & Mrs Hammond	Query regarding route of PRoW 524(C)
Mr Apps	Southern Link Road works and crossing points
Mr Gardner	Reduced 382 bus service
Mr Lucas	<ul style="list-style-type: none"> <li>• Poor state of repair of footways/pavements along Church Lane and request for maintenance</li> <li>• Reducing bus service provision, lack of safe Southern Link Road crossing points and planning matters. (Also sent to Simon Geraghty, Leader of Worcs CC)</li> </ul>
Mr Palfrey	Invitation to Pershore Public Transport Forum 13 October, 7pm, Pershore Town Hall
Mr Wallace	Reduced 382 bus service
Mr Watson	Abbotswood bridge closure/repair and Parkway Station/Woodbury Lane access
Mr Whitworth	Objections to speed checks along Church Lane
Mr Wilkins	Report of severe odour from dog bin at the entrance to the cricket ground and request for relocation
Mrs Berisford	Reduced 382 bus service
Mrs Smith	Reduced 382 bus service
Ms Bowley and Ms Brookes	Reduced 382 bus service
NALC	Local Council Review magazine autumn 2016
Notts Sport	Surfacing for children's play and kick about areas
Open Spaces Society	Annual renewal
Parish Hall Trustees	Record of decisions following meeting on 21 September 2016
Parker's Wholesale	Bulb catalogue
RCA Regeneration Ltd	Housing needs surveys
RTC Safety	Safety surfacing repairs
Rural Services Network	Rural vulnerability Service updates,
SmartWater	Searchlight newsletter

<b>Sender (continued)</b>	<b>Subject (continued)</b>
Society of Local Council Clerks	<ul style="list-style-type: none"> <li>• Notice of AGM and EGM 14 October</li> <li>• The Clerk magazine September 2016</li> </ul>
St Peter's Parish Council	Newslink magazine August 2016
St Richard's Hospice	Event/activity fliers for noticeboards
SWDP	Community Infrastructure Levy (CIL) consultation (deadline 22 August 2016)
West Mercia Police	<ul style="list-style-type: none"> <li>• Crime reports</li> <li>• Safer West Mercia Plan consultation – deadline 16 September</li> </ul>
Western Power	New 105 phone service re power cuts
Worcs CC	<ul style="list-style-type: none"> <li>• Public notice and confirmation of public path stopping up order 2016 – NJ543 (part), NJ524 and NJ545 (part) and creation of alternative footpath</li> <li>• Walking and cycle access to the Parkway Station</li> <li>• Artwork for the Parkway Station – selection of artist</li> <li>• Abbotswood bridge repair timetable</li> <li>• Norton Road closure August 2016</li> <li>• Parkway Station update meeting</li> <li>• SLR improvement works and safe crossing points</li> <li>• SLR Phase 3 proposed speed limits consultation (deadline 7 October)</li> <li>• Parish Conference 26 October 5-7pm (prior to CALC AGM)</li> <li>• Speed limit Broomhall Lane</li> </ul>
WW1 Group	Invitation to Chairman and Vice-Chairman to attend information board unveiling on 20 September
Wychavon DC	<ul style="list-style-type: none"> <li>• Invitation to Chairman's picnic 7 August 2016</li> <li>• Annual Report 2015/16</li> <li>• Building Design Awards (deadline 9 September)</li> <li>• Presentation from SWDP presentation 28 July 2016</li> <li>• SmartWater initiative</li> <li>• Clean, green and safe places parishes event 15 September 2016 – invitation and event presentation/summary</li> <li>• Permission to fell TPO tree on cricket ground</li> <li>• Physical in/activity survey (deadline 23 September)</li> <li>• Planning enforcement review report</li> <li>• Local Government Finance Settlement consultation (deadline 28 October)</li> <li>• Partners Together Health Survey (deadline 3 October)</li> <li>• Wychmove scheme</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Minutes for Planning Committee meeting 28 July 2016</li> <li>• Agenda and minutes for Planning Committee meeting 25 August 2016</li> <li>• Agenda and minutes for Planning Committee meeting 22 September 2016</li> <li>• Inspector's appeal decision re TPO tree adjacent to 19 Salamanca Drive, Norton</li> </ul> <u>Approval Notices:</u> <ul style="list-style-type: none"> <li>• W/16/01235/PP: Winnells Farm, Church Lane, Norton – construction of detached garage with annexe over. Re-submission of planning permission W/15/02627/PP</li> <li>• W/16/01701/PP: Manti, Hatfield Lane, Hatfield – erection of single storey oak framed garden room to rear elevation</li> </ul>
Zurich Insurance	Increase in Insurance Premium Tax from 9.5% to 10% wef 1 October 2016

**Public Question Time Discussions**

Two Hatfield residents attended the Public Question Time to enquire about the Parish Council's view of planning application W/16/01786/CU Land adjacent to Field House, 4 The Orchards, Hatfield Lane.

Cllr. Turvey advised that the Parish Council has submitted an objection response to Wychavon DC and this should shortly be available to view on the Wychavon DC website.

The residents thanked the Parish Council and added that they are planning to submit comments to Wychavon DC and are investigating the nature of previous applications for this site which they believe were refused planning permission.