

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 20TH OCTOBER 2016 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

- 1. Apologies for Absence:** K. Fincher (late arrival), P. Richmond and Mrs S. Way-Vautier. These apologies and the reasons for them, were accepted and approved.
Attending: H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, M. Hughes, M. Reeves, J. Sparling, Cllr. Adams (District & County Councillor), Mrs. J. Greenway (Clerk & Responsible Finance Officer).
- 2. Changes to Membership**
Following the resignation of Cllr. Mrs Clinton, it was agreed to appoint Cllr. Hughes to the group of councillors considering planning applications, to appoint Cllr. Hughes as a bank account signatory and for the Assistant Clerk to progress with website development and to become the deputy for NEST Pensions matters/system access. **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 29th September 2016**
Approved as proposed by Cllr. Dawson, seconded by Cllr. Sparling and agreed by all. It was agreed to reduce the level of detail included within the minutes, whilst ensuring these reflect the agreed action points and include, where necessary, key supporting information. **Action: Clerk**
- 5. 2016/248 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams gave his report after item 5e. Cllr. Adams advised that further copies of the SWDP document will cost £20 each and that a Parkway/Highways meeting with Worcs CC representatives has been arranged; Cllrs Fincher and Turvey to attend. The Eastfield planning application (W/16/01648/PN) has been refused by the Wychavon Planning Committee and Cllr. Adams is monitoring Hatfield Lane flooding. It was noted that there may be a need to obtain a wayleave from Eastfield Farm relating to its water supply, which appears to run across the allotment land.
 - b) Finance**
 - (i) The current account balance was £6,876.78 on 6th October with the deposit account balance at £90,677.50 on 30th September (including £37,000 New Homes Bonus funds and the second tranche of the precept). There has been no S.137 expenditure during 2016/17 to date.
 - (ii) There were no questions relating to the monthly accounts and bank reconciliation to 30th September.
 - (iii) The External audit has been completed with an unqualified audit opinion given. One matter was drawn to the Council's attention, with the auditor's report read to the Council. This advised that the Council should ensure that the minute references clearly demonstrate that section 1 of the Annual Return (Annual Governance Statement) was approved before section 2 of the Annual Return (Accounting Statements). The Clerk confirmed that the sections of the Annual Return were approved in the required order, but that the approvals were included within the same minute reference. In future, separate minute references will be used. The Notice of Conclusion of Audit will be displayed as required. **Action: Clerk**
 - c) West Mercia Police**
The Clerk advised that burglaries have been reported in Norton and that the Police are seeking details of the speed check tolerance being used by the Safer Road Partnership for local speed checks.

d) St. James the Great Church, Norton

No further report.

e) Minute Action Summary

The summary of actions from the July and September Parish Council meetings, including progress to date, was reviewed and will continue to be monitored. Actions agreed at the October meeting will be added and actions completed from previous meetings removed. **Action: Clerk**

Cllr. Adams arrived at 7.50pm and Cllr. Fincher arrived at 7.55pm during Cllr. Adams' report.

6. 2016/249 Delegations

Agreed delegation to the Clerk, in consultation with the Chair or Vice-Chair, for purchase of routine/administrative/maintenance items up to £500, that are within the Council's budget, for report at the next Parish Council meeting. Approved Cllr. Fincher, seconded Cllr. Dawson and agreed by all.

Action: Clerk

7. 2016/250 Parish Council Workload/Priorities

The pressures of the Parish Council workload, issues contributing to this and ways to ease the situation were considered. The subject of delayed responses/actions from Wychavon DC and Worcs CC will be raised at forthcoming meetings. **Action: Cllr Fincher and Cllr. Turvey**

Parish Councillors will take on actions where they can to assist in sharing the workload. **Action: All**

8. 2016/251 S106, New Homes Bonus (NHB) and Other Funding Opportunities

Clarification continues to be chased regarding the need for planning permission for the proposed developments in/around the Parish Hall. It was agreed for Cllr. Fincher to advise Wychavon Planning that following discussions with them, but in the absence of a formal response, internal works to the Hall (relating to the coffee shop project) are being progressed, as it is the Parish Council's interpretation that planning permission is not required for the internal works e.g. new flooring, ceiling modifications and electrical works. It was agreed to progress with the internal works on this basis and to make a payment of £15,000 from the New Homes Bonus to the Parish Hall for this purpose. Proposed Cllr. Sparling, seconded Cllr Turvey and agreed by all. **Action: Cllr. Fincher**

The planning application relating to the coffee shop, field drainage, swamp garden, trim trail and outdoor gym is being finalised for submission. **Action: Cllr. Fincher**

An update was provided on the outside projects (also see agenda item 15). It was agreed to consider the situation regarding control of the Parish Hall outside space until after completion of the coffee shop project, which could potentially involve a lease, licence or service level agreement.

9. 2016/252 Current Planning Applications

The following applications were noted.

Approvals

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.

Refusals

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. To Wychavon Planning Committee meeting 20th October 2016.

Other – None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. 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.
MHDC Ref: W/13/00656/OUT
Welbeck Land

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. 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.
MHDC Ref: W/13/01617
St. Modwen Developments

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & the A4440 Broomhall Way. Worcester City 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.
Ref: P13A0617. St. Modwen Developments

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

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

Land at Broomhall Way Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.
Worcester City Ref: P14L0266
(amended application)

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

Internal Consultation

Cooksholme Farm, General purpose agricultural building for storage of feed and equipment.
3 Wadborough Road, Littleworth.
W/16/02262/PN

No update has yet been received from Worcester City Council regarding planning application P13A0617 (detailed above) including its status and when it will be determined.

10. 2016/253 Worcester Parkway Station

A meeting is being arranged with Worcs CC representatives to discuss provision of safe pedestrian and cycle access to the station, without closure of a section of Woodbury Lane; Cllr. Fincher and Cllr. Turvey to attend. The artwork for the gateway entrance to the station has now been agreed by Worcs CC, with external funding being sought.

11. 2016/254 Southern Link Road (SLR) Improvement Works and Crossing Points

Feedback continues to be received from Parishioners relating to difficulties in crossing the SLR. A further request has been made to Worcs CC for improved crossing points, with safety concerns highlighted; no response has yet been received. This subject, along with the potential for Worcs CC to 'forward fund' the bridge being provided by the developers, will be raised at the meeting being arranged to discuss Parkway Station and highway matters. **Action: Cllr Fincher and Cllr. Turvey**

12. 2016/256 Adoption/Maintenance of Development by Garden Centre

Wychavon has agreed to meet to discuss the outstanding maintenance and adoption matters but are keen for this meeting to include the developers. Wychavon has agreed to progress with the developers, using planning enforcement if necessary. Cllr. Adams agreed to arrange a meeting with Jack Hegarty, (Wychavon Chief Exec) to discuss this situation and other matters involving Wychavon, such as Hall planning permission requirements; Cllr. Fincher and Cllr. Turvey to attend. **Action: Cllr. Adams**

13. 2016/257 Neighbourhood Plans

A letter has been sent to Wychavon DC designating the Neighbourhood Plan area and volunteers have been identified to join a steering group, which will sit outside the Parish Council. Parish Council representatives on the steering group will provide progress reports to the Parish Council. An initial meeting of the group will be arranged as soon as possible, with a Chair being agreed by the steering group members. **Action: Cllr. Turvey**

14. 2016/258 Employment Matters

The groundsman annual review will be undertaken on 2nd November by Cllr. Fincher and the Clerk. **Action: Cllr Fincher and Clerk**

15. 2016/259 Parish Hall Recreation Facilities and Outside Space

The Assistant Clerk is seeking further quotes for refurbishment/painting of the Parish Hall gates. Trim trail feedback from potential users is positive, with specifications, usage and maintenance being explored further for consideration by the Council. **Action: Cllr Dawson**

It was agreed for a mobile fish and chip wagon to use the Parish Hall car park every other Saturday (4pm -7.30pm) for a 3 month trial basis. There will be occasions when the wagon will not be able to attend e.g. due to Hall bookings/events, and the Hall Manager will be asked to liaise with the provider. Any associated litter should be cleared up at the end of each visit and the wagon stationed on the car park by the tennis court/MUGA. The provider will be asked to produce evidence of insurance. The arrangement will be reviewed after 3 months, with the Council reserving the right to introduce a fee at the end of the trial period. The Clerk will advise. **Action: Clerk**

The insurance claim for the play area fire has been submitted and a site meeting is being arranged with an insurance assessor. The need for planning permission to relocate the Pre-school storage container is being explored and the Hall Manager is seeking quotes for reconstruction of the fencing after any agreed move. No response has been received regarding the need for planning permission for proposed drainage works and this is being chased.

16. 2016/260 Parish Hall

A fireworks and Halloween event will be held on 29th October, which includes links with NJK CE First School and Norton Pre-school. There will not be a bonfire at this event. Coffee shop opening hours are being considered.

17. 2016/261 Allotments

All plots are let, with 2 prospective tenants on the waiting list. The STW water connection is due to be made on 2nd November. The Assistant Clerk is preparing the annual billing letters. It was agreed not to replace the combination lock on the main allotments gate after repeated damage. Cllr. Brooker will provide an allotments newsletter report. **Action: Cllr. Brooker**

18. 2016/262 Public Rights of Way (PRoW)

Land owner permission has been obtained for replacement of the gate on the far side of the playing field, into the adjoining field. This work will now be arranged. **Action: Cllr Turvey and Clerk**

Issues relating to PRoWs near to Brockhill (in Kempsey Parish) have been reviewed and reported to Worcs CC for action.

19. 2016/263 Parish Council Newsletter

Reports and articles to be sent to the Clerk by 31st October.

Action: All

20. 2016/264 Bus Services

An update was received following discussions with First Group and a bus visit to review access to the Parish Hall car park and turning on site. Approval from First for the additional bus on Wednesdays and Fridays is awaited, along with service times and a start date. Whilst access is possible, this is tight and First has requested widening of the access through the Hall gates. After discussion, it was agreed to remove/widen the gates to make the access wider if this proved necessary. The tree that is encroaching on the access area, will be trimmed. Proposed Cllr. Sparling, seconded Cllr. Hughes and agreed by all.

Action: Cllr. Hughes and Clerk

The need for the concrete surfaced area to remain clear was also noted. It was agreed to purchase 2 'no parking on concrete area' signs at a cost of up to £250. It was further agreed to purchase CCTV signs for display around the Hall site at a cost of up to £250. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all.

Action: Cllr. Dawson

The Hall Manager will be asked to include in the Hall hire booking conditions that there must be no parking on the concrete surfaced area.

Action: Cllr. Fincher

It is imperative that the additional services are sufficiently used to cover the cost of the service, otherwise these will cease. First will provide a weekly report on passenger numbers. A Saturday service will be explored further with First, if it can be shown that the new Wednesday/Friday services are being sufficiently used. An update will be included in the Parish Council newsletter.

Action: Cllr. Hughes

A report was received following the Pershore Transport Group meeting.

21. 2016/265 Increasing the Effectiveness of the Council

Volunteers were sought to produce a one page monthly newsletter, to highlight activities of the Council and current issues and to also produce reports on specific matters e.g. bus services, for public display/circulation.

Action: All

The Assistant Clerk will start to develop at Parish Council Facebook page.

Cllr. Hughes offered to assist with quotes for installation of the new noticeboard and will contact the Assistant Clerk.

Action: Cllr. Hughes

22. 2016/266 Worcester Norton Sports Club (WNSC)

Disappearance of the banner advertising the Norton Community Trust fireworks event was noted. An update will be sought on WNSC development plans.

Action: Cllr. Fincher

23. 2016/267 Highways and Drainage Matters

Following prior circulation of the Wychavon Engineer's report following the meeting with Cllr Brooker and Mr Reeves, Mr Reeves provided further information regarding the drainage work proposed to the Parish Hall playing field/surrounding area and the section of watercourse towards the end of FP20/NJ543 towards the STW pumping station/sewage works. These proposals were discussed, along with funding. It was noted that £10,000 s106 funding is earmarked for playing field drainage. It was agreed for the s106 funding application to be submitted for the proposed works to improve drainage of the Parish Hall playing fields. It is believed that planning permission is not required for this maintenance work to the existing ditches/watercourse.

Action: Cllr. Brooker

In terms of the 'FP20/NJ543 work' funding via the Wychavon Flood Alleviation Grant was considered, but the closing dates for applications and for completion of the works does not fit with the proposals. It was suggested that the 'FP20/NJ543 work' could be completed in 2 phases and agreed for Mr Reeves to obtain quotes for further discussion, consideration of responsibilities, planning requirements and funding.

Action: Mr Reeves

In view of the proximity of the PRow and the impact of flooding upon this, Worcs CC Countryside Services will be approached for assistance with the work and funding.

Action: Cllr. Turvey

24. 2016/268 Parish Council Owned Lands

Once registration of the Parish Hall site has been completed with the Land Registry, registration of other Council owned lands will be progressed. Cllr. Brooker will explore land rental values. It was agreed for Cllr. Brooker to be authorised to access and remove items from the Parish Council archives at The Hive and to establish what form of authorisation is required. **Action: Cllr. Brooker**

25. 2016/269 Litter Bins

It was agreed not to replace the bin on the verge outside The Retreat, as litter hasn't been a problem since the broken bin was removed. Litter is being experienced along Regiment Close and a new, post-mounted, 50L bin, was agreed for installation next to the pathway by the hedge, at a cost of up to £250 (emptying will be free of charge as this is a replacement bin). Proposed Cllr. Fincher, seconded Cllr Brooker and agreed by all. **Action: Clerk**

26. 2016/270 Business Cards

Purchase of business cards at a cost of £60 was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all. **Action: Cllr. Turvey**

27. 2016/271 ID Cards

Based on responses received by Cllr. Hughes, it appears that some Councillors do not wish to have ID cards. Due to the minimum order for the ID cards, it was agreed to wait until the Hall door entry system is introduced and to consider ID cards again then, when they may be able to be combined with the door 'key card'. Badges are available for all Parish Councillors and Council employees.

28. 2016/272 Remembrance Sunday – 13th November 10.15am

Cllr. Fincher may be able to lay the wreath, but this is dependent on work commitments. Volunteers were sought to give the reading and to lay the wreath (should Cllr. Fincher not be available). **Action: All**

29. 2016/273 Wychavon Diamond Jubilee Community Recognition Award

It was agreed to nominate the Norton WW1 Group and for Cllr. Fincher to write the nomination for submission before 23rd December. **Action: Cllr. Fincher**

30. 2016/274 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
OHMS Ltd	Parts to repair strimmer (£31.67 plus VAT)	38.00
New Farm Grounds Maintenance	2 cuts of playing field plus one perimeter cut for September £155.50 plus VAT	186.60
	TOTAL	224.60

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium October 2016 - Gross including expenses paid via payroll	1,202.67
NEST	Employer pension contributions October payroll	7.10
Mrs J. Greenway	Expenses for October 2016 (£140.80 less £6.50 paid via payroll)	134.30
D. Fletcher	September/October – Groundsman and litter picking work (Gross incl. materials purchased and mileage)	449.56

Miss K. Watkinson	Assistant Clerk Honorarium September/October 2016 - Gross including expenses paid via payroll	174.34
Grant Thornton UK LLP	External audit cost for year ended 2015/16 - £300 plus VAT	360.00
	TOTAL	2,327.97
	GRAND TOTAL	2,552.57

31. 2016/275 Correspondence for Information

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

32. 2016/276 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

33. 2016/277 Items for Update to Local M.P.

Cllr. Turvey and Cllr. Fincher met with Nigel Huddleston MP on 14th October and Mr Huddleston is due to report back to the Council on the points raised.

34. 2016/278 Councillors' Reports and Items for Future Agenda

Cllr. Hughes reported splitting in the wood of the new bus shelters and will provide photographs to the Clerk.
Action: Cllr. Hughes

35. 2016/279 Date of Next Meeting:

Wednesday 23rd November 2016.

The meeting closed at 10.40pm.

<u>Correspondence Received for 20th October 2016 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including Parish conference & CALC AGM on 26 th October, Register of Interests, Three Counties Traditional Orchard Project, Neighbourhood Planning Bill, Transparency Fund, Precept capping, Superfast Broadband newsletter, CALC meetings, community speed watch, Age UK reconnections, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
CPRE	Campaign updates
First Group	Additional bus services and stakeholder survey
Grant Thornton UK LLP	External audit and completion of audit and delay in issuing invoices
Highways England/Taylor Woodrow	M5 J4a-6 closure details and news bulletins
Kier Services	A46 Beckford pavement resurfacing and drainage plus A46 Beckford Inn northbound footway reconstruction plus A46 Hillview Cottages resurfacing
Malvern Hills DC	Drainage enforcement action Brockhill Lane, Norton
Mr & Mrs Skeys	Additional allotment plot
Mr Lucas	<ul style="list-style-type: none"> • Parish Plan information to assist PCC with Church proposals and funding applications • Parish/Neighbourhood Plan information
Open Space Society	Newsletter Autumn 2016
Rural Services Network	Rural vulnerability Service updates including rural transport
Shear Perfection	Unable to carry out War Memorial maintenance work as instructed
Sovereign	Recreation equipment brochure
St Peter's Parish Council	Newslink magazine October 2016
Worcs CC	<ul style="list-style-type: none"> • Highways roadworks reports • Highways Winter Service parish newsletter • Change of start time for Parish Conference on 26 October to 6pm, preceded by information market place from 5pm. County Hall
Wychavon DC	<ul style="list-style-type: none"> • Notice of Vacancy for noticeboards • The Chairman's Diamond Jubilee Community Recognition Award 2016/17 (nomination by 23rd December)
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning Committee meeting 22 September 2016 • Agenda for Planning Committee meeting 20 October 2016 • Supplementary papers for Planning Committee meeting 20 October 2016 • Notification that planning application W/16/01648/PN, Eastfield, Wadborough Road, Kempsey, is due to be decided at the Wychavon Planning Committee meeting on 20 October <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/16/02061/PP: Windsor Cottage, Church Lane, Norton – rear ground floor extension to form a kitchen utility and cloak room
Wychavon Parishes Action Group	Update on Frogmore Farm Environmental Permit