

**MINUTES OF THE ANNUAL MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 25<sup>TH</sup> MAY 2017 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

**1. Election of Chairman**

Cllr. Turvey was proposed as Chair by Cllr. Fincher, seconded by Cllr. Hughes and all were in favour. Cllr. Turvey accepted this position and was elected as Chairman. Cllr. Turvey signed the Chairman's undertaking and declaration of acceptance of office.

**2. Apologies for Absence:** R. Brooker (early departure), C. Dawson (early departure), P. Richmond, Mrs R. Ritter and M. Reeves. These apologies and the reasons for them, were accepted and approved.

**Attending:** H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, M. Hughes, J. Sparling, Cllr. R. Adams (District and County Councillors), Mrs. J. Greenway (Clerk and Responsible Finance Officer).

**3. Election of Vice-Chairman**

Cllr. Fincher was proposed as Vice-Chairman by Cllr. Turvey, seconded by Cllr. Sparling and all were in favour. Cllr. Fincher accepted this position and was elected as Vice-Chairman. Cllr. Fincher signed the Vice-Chairman's undertaking and declaration of acceptance of office.

**4. Changes to Membership**

Wychavon DC will be advised of the vacancy following Mrs Way-Vautier's departure from the Council.

**Action: Clerk**

**5. Declarations of Interest**

a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.

b) None

c) None.

d) Dispensation requests granted:

- i. To Cllr. Mrs Ritter, up to the next ordinary election (2019), to enable participation in any discussion or vote on any matter concerning the setting of the council's budget and annual precept. Proposed by Cllr. Fincher, seconded by Cllr. Hughes and agreed by all.

**6. To consider and adopt Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation**

The existing Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation were re-adopted. It was noted that new model Standing Orders and Financial Regulations are available and agreed that these will be reviewed and considered in due course. Proposed by Cllr. Fincher, seconded by Cllr. Sparling and agreed by all.

**Action: Clerk**

**7. To Note Council's Code of Conduct**

The Code of Conduct was noted.

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

The existing allocation of responsibilities was agreed. Responsibilities for new members of the Council will be considered on an ongoing basis.

**9. To Note the Council's Risk Assessment and Insurance Requirements**

These were noted as agreed at the Parish Council meetings of 26<sup>th</sup> January and 30<sup>th</sup> March 2017.

**10. Minutes**

a) Minutes of the Parish Council Meeting held on 27<sup>th</sup> April 2017 were approved. Proposed Cllr.

Sparling, seconded Cllr. Dawson and agreed by all.

b) The minutes action summary was reviewed. This will be updated following the meeting, with completed actions removed.

**Action: Clerk**

## 11. 2017/101 Reports

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

Cllr. Adams arrived at 9pm, following agenda item 25 and commented on subsequent items as detailed within the minutes for each agenda item.

### b) Finance

(i) Balances - current account £6,242.34 (18<sup>th</sup> May), deposit account £60,467.44 (2<sup>nd</sup> May), including £7,514.41 New Homes Bonus and the first 50% of the 2017/18 precept and grant of £22,771. Balances including outstanding items of payment were also reported. S.137 expenditure for 2017/18 is nil.

(ii) Monthly accounts and bank reconciliation to 30<sup>th</sup> April are not available due to preparation of the year end accounts.

(iii) The Clerk provided an update on progress regarding production of the annual accounts, internal audit, external audit and completion of the Annual Return, which continue to be a short term priority.

### c) West Mercia Police

A report provided by the Police was noted.

### d) St. James the Great Church, Norton

A report from Rev'd Mark Badger was provided to the meeting. A letter of support will be provided by the Council regarding the proposed repair of the Church Tower and community access to the Church.

**Action: Cllr. Turvey and Clerk**

## 12. 2017/102 Planning

### a) Current Planning Applications

The following applications were noted.

Refusals - None

Approvals

**Granary House Barn, Hatfield Lane, Norton. Ref: W/17/00684/HP**

Single storey extension (amendment to W/16/00548/PP) and new window to rear elevation.

Other - None

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. **To Malvern Hills DC Planning Committee meeting 31 May 2017. Amendment/**  
**Additional Information:** Updated ecology summary May 2017

**Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up

**and the A4440 Broomhall Way  
Worcester City Ref: P13A0617  
St. Modwen Developments**

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.

**Cooksholme Farm, Wadborough Road  
Littleworth. Ref W/17/00795/FUL**

General purpose agricultural building for storage of feed and equipment.

Internal Consultation - None

#### Appeals

Planning appeal ref: APP/J1860/W/16/3165260:

**Land adj. Pattann Bungalow,  
Abbotswood, Littleworth  
MHDC Ref: 16/00008/FUL**

1 no. 4 bed house (Parish Council did not support the original application which was refused by Malvern Hills DC). Objection comments submitted to the Planning Inspector. **Appeal dismissed.**

An update was received regarding SWUE pending applications, s106 agreements, traffic calming measures and bridges over the A4440 Southern Link Road. News on the Worcs CC review of the A4440 temporary crossings will be sought.

**Action: Clerk**

It was agreed for Cllr. Turvey to speak on behalf of the Parish Council, at the Malvern Hills DC Planning Committee meeting, in respect of application W/13/01617 (details above) and for this application to be supported.

### **13. 2017/103 Parish Hall**

Cllr. Fincher will continue as the Parish Council Hall representative. Proposed Cllr. Sparling, seconded Cllr. Cllr. Hughes and agreed by all. A report was received summarised as follows. Following the Parish Hall AGM there are 8 Hall Trustees and information is being gathered to finalise the accounts. The Hall Manager and cleaner have been reinstated. The coffee shop is re-opening over the May Bank Holiday weekend. The Hall online booking forms will be revised to reflect the changed offerings. Future plans for the Hall are being reviewed by the Trustees. The Parish Council will be provided with a copy of the Hall year end accounts once finalised and the Trustees will give consideration to provision of monthly Hall accounts in future.

### **14. 2017/104 Parish Hall Recreation Facilities and Outside Space**

The £5,000 Wychavon Community Grant application for the Trim Trail (submitted by the Parish Hall) was not successful. An update will be sought regarding the £5,000 s106 funding application for the Trim Trail, with an enquiry regarding the possibility of increasing this application to £10,000. **Action: Clerk**  
The s106 application for the playing field drainage proposals, prepared by Cllr. Brooker, will be submitted. **Action: Clerk**

Repair of a section of Parish Hall fencing and modification to provide a removable section for access to the Hall field (for community events) at a cost of £400 plus VAT, was proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. Yarnold Welding Services Ltd will be instructed. **Action: Clerk**

Following feedback regarding the youth shelter in the Hall grounds, Mr Simms will review the shelter and provide his observations and recommendations for consideration.

### **15. 2017/105 Norton Pre-school**

A report was received following a meeting between the working group and Pre-school. Pre-school has become a Community Interest Company (CIC). Pre-school has agreed to pay for a valuation in relation to a new lease and it was agreed for the Parish Council to instruct the District Valuer at an estimated cost of £600 plus VAT (for reimbursement by Pre-school). **Action: Clerk**

The terms of the existing lease will be reviewed, with suggestions for amendments made to the Council

for consideration.

**Action: Clerk, Cllr. Turvey, Cllr. Fincher**

Pre-school has agreed to pay 50% of the Parish Hall electricity standing charge, which the Parish Hall Trustees will include in future bills to Pre-school. As Pre-school is now a CIC, it was agreed for the Parish Hall Trustees not to levy an administration fee relating to the utility billing process. Pre-school is considering its storage needs, with a view to a reducing the size of its storage facility; once this has been decided upon, a new location will be discussed further.

#### **16. 2017/106 Worcester Parkway Station**

An update was received following the last stakeholder's meeting (next meeting due at the end of June). Opening of the Station is planned for 2019. The Worcs CC Parkway Active Travel Corridor Phase 2 proposals relating to pedestrian/cycle access to the Station and traffic calming measures, have been supported. Feedback from the Annual Parish Meeting was considered. An update relating to the Station gateway artwork will be requested at the next stakeholder meeting. **Action: Cllr Fincher**

#### **17. 2017/107 Southern Link Road (SLR) Improvement Works and Crossing Points**

As discussed at the end of agenda item 12. Feedback from the Annual Parish Meeting was considered, along with that relating to layout of the lanes from Whittington roundabout heading towards the Norton roundabout. News will be sought regarding funding to dual the Carrington Bridge. **Action: Cllr Turvey**

#### **18. 2017/108 Adoption/Maintenance of Development by Garden Centre**

Work undertaken, that believed to be outstanding and feedback from the Annual Parish Meeting were considered. Concerns were noted regarding the potential for areas of land to be transferred to a management company and these will be communicated to Wychavon DC. It was agreed that the best outcome is for adoption of the areas by Wychavon. Suggestions for uses of the area around the balancing pond were noted and a site visit will be undertaken to review these. **Action: Cllrs Hughes and Turvey**

#### **19. 2017/109 Severn Trent Water (STW) Land Sale**

As agreed at the 27<sup>th</sup> April Parish Council meeting (agenda item 7, minute ref: 2017/79), the final land transfer document relating to sale of a parcel of land to STW for the pumping station in the Parish Hall car park, was signed on behalf of the Parish Council by Cllr. Turvey (as Chairman) and Cllr. Fincher (as Vice-Chairman), witnessed by the Clerk.

#### **20. 2017/110 Neighbourhood Plans**

A report was received following the last steering group meeting. The grant application will be submitted shortly and the target date to complete the Plan is the end of 2018.

#### **21. 2017/111 Employment Matters**

An annual review will be arranged for the Assistant Clerk.

**Action: Clerk and Cllr Fincher**

#### **22. 2017/112 Annual Parish Meeting – 3<sup>rd</sup> May 2017**

Better attendance was welcomed and feedback considered, which included matters relating to the Parkway Station proposals, parking and speeding along Church Lane, adoption and maintenance of the Talavera Road play area, bus services and the A4440 crossing points. Actions relating to these items are included within agenda items 16, 27, 18, 25 and 17. Enquiries will be made regarding the camera at the junction of Norton Road and Taylors Lane. **Action: Clerk**

#### **23. 2017/113 Allotments**

An update was received from Cllr. Sparling including removal of the rotten tree, fitting of hose connectors to the new water supply tap, access to the water tank, non-working of plots, plot reallocations and new hose purchases. Cllr. Sparling will liaise with tenants regarding hoses required to access the new water supply. **Action: Cllr. Sparling**

Feedback was considered relating to the new chicken charge for tenants with allotments on the garage side of Wadborough Road. It was agreed that the aim remains for the allotments to operate on a 'cost

neutral' basis.

#### **24. 2017/114 Public Rights of Way (PRoW)**

Cllr. Turvey provided an update on PRoW matters, including maintenance work planned/requested/undertaken. The first 'cut' of the PRoWs has been undertaken.

#### **25. 2017/115 Bus Services**

Feedback from the Annual Parish Meeting was considered and Cllr. Hughes provided an update on arrangements for a meeting with First. Discussions will focus on service improvements, with suggestions for re-routing other services to include our Parish and reintroduction of Saturday services.

Cllr. Brooker gave apologies and left the meeting at 9pm. The meeting remained quorate.

Cllr. Adams arrived at 9pm.

#### **26. 2017/116 Worcester Norton Sports Club (WNSC)**

An update was received including relocation of the dog waste bin at the entrance to the cricket ground from Vimiera Close. It was noted that the 2 litter bins recently installed at the cricket ground have been partly disposed of. These litter bins were installed by the Parish Council, at the request of the Cricket Club, as the grounds were being used by members of the community. Feedback from the Cricket Club was received regarding use of these bins, along with a request for the Parish Council to arrange for the litter bins to be removed. The Cricket Club request was agreed by all. Proposed Cllr. Sparling, seconded Cllr. Fincher.

**Action: Clerk**

#### **27. 2017/117 Highways and Drainage Matters**

An enquiry relating to the Salamanca Road grass bank was noted. It was agreed to forward this to the potential land owner for a direct reply to the resident (with the resident's consent). **Action: Clerk**

Feedback relating to parking along St James Close was considered. It was agreed to advise residents to report problems at the time to the Police (using the 101 service) and also to school. **Action: Clerk**

Arrangements will be made for a meeting between Mr Reeves and the new Wychavon Land Drainage Inspector to discuss Parish drainage matters. **Action: Clerk**

It was noted that drainage along Hatfield Lane, by the Radley footpath, appears improved.

The Parish Grounds Contractor (Mr Gill) will be requested to trim the pavement side of the hedges by the allotment and the field adjacent to Coppice Cottage, as branches are encroaching and becoming a hazard to pedestrians. **Action: Clerk**

Feedback was received relating to hedges along Crookbarrow Road encroaching on to the pavements. It was agreed for residents to be asked to report the issues via the Worcs CC website/phone service for this adopted highway. **Action: Clerk**

In view of problems with HGV access to Hatfield Bank, improved weight limit signage will be requested via Worcs CC. **Action: Cllr. Turvey**

Feedback from the Annual Parish Meeting was considered. A meeting will be arranged with Mr Smith (Smiths Livery Yard) to discuss Church Lane parking and speeding. **Action: Cllrs Turvey and Fincher**  
Cllr. Adams will seek an update from Worcs CC Highways following their site visit to Church Lane and meetings with residents.

Feedback was received regarding speeding along Talavera Road, in the vicinity of the play area.

Highways will be asked for an update on introduction of 20mph speed limit zones. **Action: Clerk**

#### **28. 2017/118 Parish Council Owned Lands**

No news to report.

#### **29. 2017/119 Parish Council Newsletter**

Content for the autumn newsletter is needed no later than 1<sup>st</sup> August. Cllr. Turvey will check the newsletter proof prior to printing.

### 30. 2017/120 Finance

a) It was proposed by Cllr. Fincher, seconded by Cllr. Sparling **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>
New Farm Grounds Maintenance	Mowing of Parish Hall playing field x 2 (£143) plus one perimeter cut (£17) April plus VAT	192.00
Duplicate	Road side signs plus printing of Parish Information booklet and agenda for Annual Parish Meeting on 3 <sup>rd</sup> May	184.80
Shear Perfection Ltd	One cut of St. James churchyard 28/4/2017 (£88.50 per cut) plus first cut of FP20/NJ543 (£60) plus VAT	178.20
Wychavon DC	Annual charge for emptying and cleaning 3 dog waste bins including admin fee, incl. VAT	240.38
K. Gill	Removal of rotten tree at allotments (£340 plus VAT)	408.00
Norton Parish Hall	Refreshments for Annual Parish Meeting on 3 <sup>rd</sup> May	40.00
	<b>TOTAL</b>	<b>1,243.38</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Mrs J. Greenway	Clerk Honorarium April 2017 - Gross including expenses paid via payroll	1,214.70
NEST	Employer pension contributions May payroll	7.18
D. Fletcher	Groundsman and litter picking work April/May 2017 (Gross incl. materials purchased and mileage)	611.93
Miss K. Watkinson	Assistant Clerk Honorarium April/May 2017 (Gross including expenses paid via payroll)	251.27
Yarnold Welding Services Ltd	Alterations to Parish Hall car park gates (£200 plus VAT)	240.00
Shear Perfection Ltd	One cut of St. James churchyard 12/5/2017 (£88.50 plus VAT)	106.20
Mr K. Daly	Allotments tap/hose connectors and 6 additional keys for tenants to access area containing mains water supply	36.85
K. Gill	First cut of public rights of way (£300 + VAT)	360.00
	<b>TOTAL</b>	<b>2,828.13</b>
	<b>GRAND TOTAL</b>	<b>4,071.51</b>

b) Donation of £700 to the Norton Community Games event on 11<sup>th</sup> June was agreed. A request will be made for the Parish Council's contribution to be recognised. Proposed Cllr. Fincher, seconded by Cllr. Hughes and agreed by all. **Action: Clerk**

### 31. 2017/121 Correspondence for Information

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

### 32. 2017/122 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

### 33. 2017/123 Items for Update to Local M.P.

Nothing to report at the current time.

**34. 2017/124 Councillors' Reports and Items for Future Agenda**

Items for June meeting agenda:

- CPRE membership renewal.

**Action: Clerk**

Cllr. Dawson left the meeting at 9.45pm. The meeting remained quorate.

**35. 2017/125 Date of Next Meeting**

Parish Council meeting: Thursday 29th June.

The meeting closed at 9.55pm.

<b><u>Correspondence Received for 25<sup>th</sup> May 2017 Annual Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
Aon Insurance	Insurance promotion
Broxap	Litter and recycling bins brochure
CALC	Updates on various matters and training sessions, including Wychavon Area Meeting 1 <sup>st</sup> June, My Parish webpages, Velo Birmingham, Workplace Pensions, visiting councillors, 'what does CALC do?', Connecting the Community (mobile connectivity), dog fouling, Local Council Award Scheme, phone box refurbishment, Remembrance Day, Transparency Fund, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine May 2017
Community First	E-bulletin
CPRE	Campaigns Updates, including the impact of the General Election and membership renewal
Crothorne Parish Council	Wychavon Parish Council Chairmans' meeting – 28 <sup>th</sup> June 2017
Highways England	Oldbury viaduct work update and J1-2 M5 traffic management
Malvern Hills DC	<ul style="list-style-type: none"> <li>• Adoption of Supplementary Planning Documents (SPDs): Malvern Hills District Council- Shop Front Design Guide Supplementary Planning Document (SPD)</li> <li>• Planning application 13/01617/OUT (land north of Taylors Lane, south of and part of A4440 Broomhall Way, Worcs) to be heard at Planning Committee meeting on 31 May. Registration to speak at the meeting required by 5pm on 30 May.</li> </ul>
Mr & Mrs Williams	Report of stolen 'highway mirror' from outside a property on Hatfield Bank
Mr Pask	Maintenance of grass bank area adjacent to Salamanca Drive
Mrs B Abalti	Parking problems in St James Close, Littleworth
Mrs Tarling	Removal of goal posts on bottom field at Norton Cricket Club
NJK CE First School	Letter of thanks for donation towards school swimming transport costs
Norton Community Trust	Request for donation for the Norton Community Games event on 11 <sup>th</sup> June
Norton Cricket Club	Litter bins and dog mess
Open Spaces Society	Donation request for special legal fund
Police & Crime Commissioner	Newsletter
Rural Services Network	Rural opportunities bulletins, funding opportunities, rural transport
Soc. Local Council Clerks	The Clerk magazine May 2017
St Richard's Hospice	Open afternoon Sunday 11 <sup>th</sup> June – booking required in advance
Superfast Worcestershire	Broadband update
Taylor Woodrow/Balfour Beatty	M5 newsletter April 2017, M5 J4a to 6 closures, M5 smart motorway opening letter and information relating to driving on smart motorways
West Mercia Police	Crime report
West Mercia Police	New Telephone Fraud Trend Hits South Worcestershire
Whitehill Direct Ltd	Noticeboard flier
Worcs CC	<ul style="list-style-type: none"> <li>• Roadworks reports</li> <li>• 'My Parish' website service</li> <li>• Parkway Station Stakeholder meeting information</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Registering to vote for the General Election</li> <li>• Work to the new Waitrose store in Evesham due to start soon</li> <li>• Business Information Roadshow – 17 May and 14 June</li> <li>• Candidates in Mid Worcs and West Worcs General Election</li> <li>• Get Wychavon Active initiative</li> <li>• Wychavon Business News</li> <li>• Pinvin to host more art classes</li> </ul>

	<ul style="list-style-type: none"> <li>• Active Spaces Programme</li> <li>• Credit Union launched in Droitwich</li> <li>• New Chairman for Wychavon - Cllr. Liz Eyre</li> <li>• Vandalism in Abbey Park, Pershore</li> <li>• Electoral accreditation</li> <li>• Query re maintenance of trees on grass verge at entrance to Gazala Drive</li> <li>• Prosecution for rat infestation re business on Hartlebury Trading Estate</li> <li>• Chairman’s letter to Manchester following terrorist attack</li> <li>• New storytelling and visual arts project</li> <li>• Business information roadshow – 14th June</li> <li>• Land Drainage Inspector and assistance with watercourse/ditches matters</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Drakes Broughton and Wadborough with Pirton Neighbourhood Plan Adopted 26 April 2017</li> <li>• Agenda and minutes for Planning Committee meeting 11 May 2017</li> <li>• Agenda for Planning Committee meeting 1 June 2017</li> <li>• Changes to planning application suffixes and Planning Information Pack</li> </ul> <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> <li>• W/17/00684/HP: Granary Barn House, Hatfield Lane – single storey extension (amendment to W/16/00548/PP) and new window to rear elevation</li> </ul>