

**MINUTES OF THE MEETING OF THE**  
**NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON**  
**THE 29<sup>TH</sup> JUNE 2017 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** R. Brooker, C. Dawson, P. Richmond, H. Turvey. These apologies and the reasons for them, were accepted and approved.  
**Attending:** K. Fincher (Chair), M. Hughes, Mrs R. Ritter, M. Reeves and Mrs. J. Greenway (Clerk and Responsible Finance Officer). The meeting was quorate with 3 Parish Councillors in attendance.
- 2. Changes to Membership**  
The resignation of Cllr. John Sparling was accepted and the vacancy will be advised to Wychavon DC.  
**Action: Clerk**
- 3. Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) None.
  - c) None.
  - d) None.
- 4. Minutes**
  - a) Minutes of the Annual Parish Council Meeting held on 25<sup>th</sup> May 2017 were approved. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all. Minutes of the Parish Council Meeting held on 19<sup>th</sup> June 2017 were approved. Proposed Cllr. Hughes, seconded Cllr. Mrs Ritter and agreed by all.
  - b) The minutes action summary was reviewed in detail. This will be updated following the meeting, with completed actions removed and a new category added for items not currently active, which such actions moved to the end of the summary and colour coded blue.  
**Action: Clerk**
- 5. 2017/131 Reports**
  - a) **Cllr. R.C. Adams (District & County Councillor)**  
Cllr. Adams was not in attendance.
  - b) **Finance**
    - (i) Balances – current account £7,111.64 (14<sup>th</sup> June), deposit account £60,659.57 (1<sup>st</sup> June), including £7,514.41 New Homes Bonus not yet spent. Completion proceeds, relating to the sale of a parcel of land in the Parish Hall car park to Severn Trent Water Ltd (STW), have been received amounting to £25,130, which are not included in the balances quoted. Balances including outstanding items of payment were also reported. S.137 expenditure for 2017/18 is nil. Following receipt of the STW land sale proceeds, the Parish Hall car park re-surfacing quotes will be renewed.  
**Action: Cllr. Fincher**
    - (ii) There were no questions regarding the monthly accounts and bank reconciliation to 31<sup>st</sup> May.
    - (iii) The Clerk referred to the Parish Council meeting held on 19<sup>th</sup> June. The audit has been advertised as required and the Annual Return, with supporting papers, will be submitted to the external auditor before 7<sup>th</sup> July 2017.  
**Action: Clerk**
  - c) **West Mercia Police**  
A report provided by the Police was noted, including speeding/incidents along Church Lane and parking in St. James Close at school times. Traffic calming measures proposed as part of the Parkway Station/SWDP developments were highlighted, which should assist with management of traffic and speeds along Church Lane. A traffic warden visit will be sought relating to school parking and a meeting arranged for Cllr. Mrs Ritter to meet with School to discuss ideas to assist with the parking problems. Cllr. Mrs Ritter agreed to become the PACT (Police and Communities Together) Parish Council representative for liaison with the Police.  
**Action: Clerk and Cllr. Mrs Ritter**
  - d) **St. James the Great Church, Norton**  
Apologies were noted from Rev'd Mark Badger, with a report received in his absence.

## 6. 2017/132 Planning

### a) Current Planning Applications

The following applications were noted.

Refusals – None

#### Approvals

**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.

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

General purpose agricultural building for storage of feed and equipment.

**Orchard House, 4 Wadborough Road Littleworth. Ref W/17/01016/HP**

Domestic single storey extensions. Parish Council supports.

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 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.

**Cooksholme Farm, Wadborough Rd Littleworth. Ref W/17/00972/FUL**

Conversion of 3 agricultural buildings to residential dwellings, erection of 4 new dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings. Parish Council supports with comments/conditions.

#### Internal Consultation

**2 Coronation Road, Littleworth Ref W/17/01123/HP**

Proposed 2 storey side extension to existing dwelling.

**Orchard House, Church Lane, Norton Ref W/17/01148/HP**

Attached single storey annex and first floor extension.

## 7. 2017/133 Parish Hall

As the Parish Council Hall representative, Cllr. Fincher provided an update. There are 9 Trustees in place with the coffee shop open and being run by volunteers. The fireworks event is due to be held in November and the Trustees are due to consider an events programme for 2018. As previously agreed, a

grant will be made to the Hall for £345, being 50% of the cost of the external box to house the defibrillator. A grant of 50% of the box installation cost was also agreed, up to an additional cost of £100. Proposed Cllr. Hughes, seconded Cllr. Mrs Ritter and agreed by all. **Action: Clerk**  
The Hall lease and trust deed will continue to undergo review.

#### **8. 2017/134 Parish Hall Recreation Facilities and Outside Space**

Wychavon DC has earmarked s106 funding, that had been applied for to develop the Trim Trail, to potential developments at Norton Sports Club. It was therefore agreed to instead apply for s106 'general open space' funding of £4,792. It was also agreed to apply for £4,000 New Homes Bonus funding for this project, with the Parish Council funding the shortfall (c. £3,000) from reserves. **Action: Clerk**  
Efforts will be made to identify and secure external funding to minimise the need to draw upon Parish Council reserves. **Action: All**

The two Parish Council purchased litter bins installed at Norton Cricket Club will be relocated to the Parish Hall site, following the Cricket Club's request for removal, at a cost of c. £100. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all. **Action: Clerk**

The Parish Hall recreation facilities annual safety inspection report was considered, with the facilities assessed as low risk within the report. It was agreed not to paint the play area gates a different colour and not to install additional signage by the MUGA (in view of existing signage). The Clerk has met with the groundsman to review the report and items of maintenance e.g. loose fixings are being attended to. Items highlighted for monitoring will be reviewed as part of the groundman's weekly safety checks. It was agreed to instruct The Play Inspection Company Ltd to undertake the annual safety check of the Parish Hall recreation facilities, until further notice, at a cost of £160 per year (to include groundsman's attendance), reserving the right to cease this agreement should costs increase. **Action: Clerk**  
Playing field hire charges were reviewed, with agreement for these to remain at £8 per hour, per pitch.

#### **9. 2017/135 Norton Pre-school**

The District Valuer has been instructed to carry out a valuation in respect of the proposed new lease. Potential locations for a new, smaller (10' x 8'), replacement Pre-school container were considered. Potential sites will be submitted to Wychavon Planning for approval, along with an enquiry regarding amendment of the original planning approval, to remove the need for the container to be fenced, if the Parish Council agreed that this is no longer required. **Action: Clerk**  
Clarification will be sought regarding the Pre-school trade-in/re-location quote, as this is significantly higher than the previous quote for re-location of the existing container (excl. fencing). **Action: Clerk**

#### **10. 2017/136 Worcester Parkway Station**

The development is progressing, with Stakeholder feedback appearing to be considered/acted upon. Cllr. Adams is making enquiries to establish the position regarding the artwork for the station. The locations of the bridges proposed as part of the SWDP and Parkway Station were clarified.

#### **11. 2017/137 Southern Link Road (SLR) Improvement Works and Crossing Points**

Feedback following the public exhibition regarding proposals to dual the Carrington Bridge was received. Contractor representatives advised that the temporary SLR crossing point by the Norton/St. Peters roundabout is being reviewed and that the 'lollipop' men would be there until the situation was resolved. Safety concerns regarding the crossing were highlighted (particularly outside the hours of the 'lollipop' men) along with ideas to improve safety/slow down traffic, with points noted. In view of continued feedback from Parishioners, Worcs CC will be asked to provide an article that can be passed to Parishioners by way of update regarding the crossing review. **Action: Clerk**

#### **12. 2017/138 Adoption/Maintenance of Development by Garden Centre**

Wychavon has advised that the developers may wish to transfer the areas of public open space to a management company. Concerns regarding this have been highlighted to Wychavon and a further request has been made for prompt completion of outstanding works. Worcs CC has advised that new 20mph zones are not being introduced at present, but has agreed to review the play area signage along

Talavera Road and a suggestion for road markings by the play area, in an attempt to slow traffic. A request will also be made for centre white road markings to be painted to encourage drivers not to drive down the centre of the road. **Action: Clerk**

### **13. 2017/139 Neighbourhood Plans**

The next meeting is due later in July, with funding, costs and consultant fees being reviewed.

### **14. 2017/140 Employment Matters**

a) The Assistant Clerk annual review is being arranged.

b) It was agreed for the Assistant Clerk to carry forward 9 hours unused holiday entitlement from 2016/17 into 2017/18. **Action: Clerk**

### **15. 2017/141 Allotments**

An update was provided and considered. It was agreed for the groundsman to weed spray the path to allotment 31B and to undertake this as needed during the growing season. **Action: Clerk**

Additional quotes will be sought to bring plots 26 and 31 (excl. 31B) back to usable states. It was agreed that the ideal would be for new tenants to take the plots on as they are, with the first year's rent waived in view of the need for plot clearance work. **Action: Clerk, Assistant Clerk and Cllr. Hughes**

Agreement was given to up to £700 costs being incurred, depending on the nature of work needed. It was agreed not to set a precedent that plots would be fully prepared for new tenants, due to the costs involved. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all.

### **16. 2017/142 Public Rights of Way (PR oW)**

Cllr. Turvey is progressing outstanding work with the Worcs CC PRoW team.

### **17. 2017/143 Bus Services**

Cllr. Hughes provided an update following a meeting First, which included an informal offer of a 6 day service to include 2 hourly (if not hourly) buses from September 2017. This would involve re-routing of services to/from Pershore, but would continue to serve the existing 382 route through our Parish. The additional Wednesday/Friday 382 services that terminate at the Parish Hall would cease, being replaced by a more regular 382 service. A provisional timetable should be available shortly, which is subject to agreement by the Traffic Commissioner. The changes will be publicised within the Parish and on the Parish Council websites and Facebook page. An article will also be included in the autumn Parish Council newsletter. First will be contacted to consider issuing local press releases. **Action: Cllr. Hughes**

### **18. 2017/144 Worcester Norton Sports Club (WNSC)**

The Community Games on 11<sup>th</sup> June was a successful event.

### **19. 2017/145 Highways and Drainage Matters**

Mr Reeves is meeting with the Wychavon Land Drainage Officer on 10<sup>th</sup> July. The nature of the drainage work proposed to the Parish Hall playing field, as detailed in the s106 funding application, will be clarified and advised to Mr Reeves. **Action: Clerk**

Work relating to fencing and drainage by the entrance to the Parish Council owned fields adjacent to 'Green Lane' was highlighted. It was agreed for Mr Reeves to obtain quotes for ditch clearance and fencing work. **Action: Mr Reeves**

Worcs CC maintenance to the hedge on the corner of Salamanca Drive/Crookbarrow Road was considered insufficient, as the hedge continues to encroach over the pavement, creating a hazard to pedestrians and impeding visibility for drivers exiting Salamanca Drive. Re-report to Highways for additional cutting back. **Action: Clerk**

Updates were received regarding other ongoing highways matters.

It was agreed for the groundsman to remove the bench on the grass verge towards the top of Wadborough Road for maintenance at the end of the summer/early autumn. **Action: Clerk**

## 20. 2017/146 Parish Council Meeting Venue

The Parish Hall licence (which includes operation of the new coffee shop/café bar) was considered alongside the wording of Schedule 12 of the Local Government Act 1972 relating to Parish Council meetings being held in licensed premises. Following discussions, members agreed for the Parish Council to continue to meet at the Parish Hall, using the Committee Room for meetings. By meeting in a separate room to that supplying or serving alcohol, members felt that this did not interfere with Parish Council business and that it complied with the spirit of the regulations.

## 21. 2017/147 Parish Council Owned Lands

It was agreed to ask the Parish Council's solicitor to arrange for the Parish Hall Land Registry Proprietorship Register to be revised to reflect an estimated land value of £150,000, as provided by the Parish Council's land agent, Paul Bowness. In view of the solicitor's error regarding the land value currently included, this amendment will be requested at no cost to the Parish Council. **Action: Clerk**

## 22. 2017/148 Finance

a) It was proposed by Cllr. Mrs Ritter, 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	Strimmer repair (£34.02 plus VAT)	40.82
Duplikate	Summer 2017 Parish Council newsletter	460.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field x 2 (£143) plus one perimeter cut (£17) May plus VAT	192.00
Shear Perfection Ltd	One cut St. James churchyard 27/5/2017 (£88.50 per cut + VAT)	106.20
The Richards Sandy Partnership Ltd	Final 50% of annual accountancy fee for year ended 31 <sup>st</sup> March 2017 (£425 plus VAT)	510.00
Norton Community Games	Donation to Norton Community Games (as agreed at 25 May 2017 Annual Parish Council meeting)	700.00
Shear Perfection Ltd	One cut St. James churchyard 9/6/2017 (£88.50 per cut), cut of FP20 (£60) plus cut of field adj. to Coppice Cottage (£60) + VAT	250.20
G. Smith	Reimbursement for hose & connector for new mains water supply	34.97
	<b>TOTAL</b>	<b>2,294.19</b>

### Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium June 2017 – gross incl. expenses paid via payroll	1,242.84
NEST	Employer pension contributions June payroll	7.18
D. Fletcher	Groundsman and litter picking work May/June 2017 and holiday paid in lieu (Gross incl. materials purchased and mileage)	681.01
Miss K. Watkinson	Assistant Clerk Honorarium May/June 2017 (Gross including expenses paid via payroll)	177.46
J. Greenway	Expenses May and June 2017 (excluding those paid via payroll)	99.58
The Play Inspection Co Ltd	Annual inspection of recreation facilities at Norton Parish Hall (£160 plus VAT)	192.00
Iain Selkirk FCA	Annual internal audit fee	80.00
K. Gill	Clearance of overgrown allotment plot (£120 + VAT) and side Wadborough Road Parish Council owned hedges (£120 + VAT)	288.00
Shear Perfection Ltd	One cut of St. James churchyard 23/6/2017 (£88.50 plus VAT)	106.20
HMRC	Quarterly PAYE Tax ad NI	606.57
	<b>TOTAL</b>	<b>3,480.84</b>
	<b>GRAND TOTAL</b>	<b>5,775.03</b>

b) Renewal of the annual CPRE membership at a cost of £36. Proposed Cllr. Hughes, seconded by Cllr. Mrs Ritter and agreed by all. **Action: Clerk**

c) Acceptance of The Richards Sandy Partnership Ltd quote of £900 per annum for provision of accountancy services for the years ending 31 March 2018 and 31 March 2019 was proposed Cllr. Hughes, seconded by Cllr. Mrs Ritter and agreed by all. **Action: Clerk**

**23. 2017/149 Correspondence for Information**

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

**24. 2017/150 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting**

As reported during the meeting, including allotment plot clearance work of £120.

**25. 2017/151 Items for Update to Local M.P.**

Nothing to report at the current time.

**26. 2017/152 Councillors' Reports and Items for Future Agenda**

Cllr. Fincher provided a summary of the Wychavon Parish Council Chairmans' meeting organised by Crophorne Parish Council. The date of the next CALC Wychavon Area Meeting will be circulated to Parish Councillors. **Action: Clerk**

**27. 2017/153 Date of Next Meeting**

Parish Council meeting: Thursday 20<sup>th</sup> July.

Advance apologies were received from Cllr. Mrs Ritter and Cllr. Turvey.

The meeting closed at 10.20pm.

<b><u>Correspondence Received for 29<sup>th</sup> June 2017 Annual Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including Consultation on new Fire Governance proposals, Superfast Worcestershire newsletter, Quality Awards, Velo Birmingham, cuts to Malvern and Evesham fire stations, planning training (Bromsgrove & Redditch), Wychavon Area Meeting report, precept increases/capping matters, Internal Audit services, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Community First	E-bulletin including funding alerts
CPRE	Worcs Branch Newsletter, Annual Report 2016/17 and invitation to AGM 29 <sup>th</sup> June
First Midlands	Annual Stakeholder Report
Highways England	West Midlands Update events
Lloyds Bank Plc	Financial Services Compensation Scheme information
Locality	Neighbourhood Plan grants and support
Mr Crump	Woodbury Lane consultation questionnaire response
Mr Wiggins	Maintenance of hedge on the corner of Salamanca Drive/Crookbarrow Road
Mrs B Abalti	Parking problems in St James Close, Littleworth
Mrs Bowman	Verge maintenance by 11 Gazala Drive and dog fouling problems
Mrs Guest	Maintenance of trees on grass verge at the entrance to Gazala Drive
Mrs Hatfield	Overgrown hedge – corner of Salamanca Drive and Crookbarrow Road
Mrs Strickland	Speeding along Church Lane
NALC	Local Council magazine summer 2017
New Farm Grounds Maintenance	Strimmer stolen from truck at Parish Hall playing fields
Open Spaces Society	Invitation to AGM 6 <sup>th</sup> July, Annual Report and Accounts 2016, Open Space magazine summer 2017
Police & Crime Commissioner	Newsletter
Rural Services Network	Rural opportunities bulletins, funding opportunities, rural transport, Rural Conference 5/6 <sup>th</sup> September
Seafarers UK	Fly the Red Ensign for Merchant Navy Day 3 <sup>rd</sup> September
St Peter's Parish Council	Newslink magazine June 2017
SWDP	Notice of Adoption of Community Infrastructure Levy for the South Worcs Councils
Taylor Woodrow/Balfour Beatty	M5 J4a to 6 closures
Worcs Assoc'n of Carers	Bulletin for professionals
Worcs CC	<ul style="list-style-type: none"> <li>• Roadworks reports</li> <li>• SLR Phase 4 public exhibition dates</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Closure of Old Brewery Car Park in Evesham</li> <li>• Business start-up event 28 June</li> <li>• Waitrose work in Evesham begins</li> <li>• Evesham Festival of Words – telephone kiosk libraries</li> <li>• Parish Matters newsletter June 2017</li> <li>• National Clean Air Day 15<sup>th</sup> June 2017</li> <li>• Asparagus eating competition (2<sup>nd</sup> – 4<sup>th</sup> June)</li> <li>• Pershore Plum Festival roles</li> <li>• True tales exhibition: 'Moving in: Moving on' Evesham Library 19 June to 8 July</li> <li>• Warning against using rogue traders to remove garden waste – reports of fly tipping for garden waste have substantially increased e.g. around Stoulton Woodland</li> <li>• Funding available for enterprising new businesses – clinic: 23 June</li> <li>• Upcoming Festivals and Events in Wychavon</li> </ul>

	<ul style="list-style-type: none"> <li>• Business owner sent to prison for lying to the High Court</li> <li>• Wychavon magazine for residents</li> <li>• Flag is flown for Armed Forces Day</li> <li>• 10 year flooding anniversary marked by Wychavon</li> <li>• Wychavon Business News June 2017</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Committee updates for Planning Committee meeting 29 June 2017</li> <li>• Minutes for Planning Committee meeting 11 May 2017</li> <li>• Agenda for Planning Committee meeting 29 June 2017</li> </ul> <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> <li>• W/17/00795/FUL: Cooksholme Farm, 3 Wadborough Road, Littleworth – general purpose agricultural building for storage of feed and equipment</li> <li>• W/17/01016/HP: Orchard House, 4 Wadborough Road, Littleworth – domestic single storey extensions</li> </ul>

Public Question Time

One member of the public attended to seek assistance/guidance relating to improvements to a front garden wall. The Clerk will provide contact details for Wychavon Planning, to enable the resident to clarify any planning requirements or input necessary from Highways.

**Action: Clerk**