

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 20TH JULY 2017 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** R. Brooker, Mrs R. Ritter, P. Richmond, H. Turvey. These apologies and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chair), C. Dawson, M. Hughes, M. Reeves, Cllr. R. Adams (District and County Councillor) and Mrs. J. Greenway (Clerk and Responsible Finance Officer). The meeting was quorate with 3 Parish Councillors in attendance.
- 2. Changes to Membership**
Wychavon DC notices have been displayed relating to the two existing Parish Councillor vacancies.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) None.
 - c) None.
 - d) None.
- 4. Minutes**
 - a) Minutes of the Parish Council Meeting held on 29th June 2017 were approved. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all.
 - b) The minutes action summary was reviewed in detail. This will be updated following the meeting, with completed actions removed. **Action: Clerk**
- 5. 2017/154 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams provided his report after agenda item 12, which highlighted a visit to NJK CE First School, a request for pavement issues to be reported via himself and a surgery at the Parish Hall to provide an opportunity for residents to give feedback to Cllr. Adams and the Parish Council. Cllr. Adams will discuss Parish surgeries with Cllr. Turvey and will also seek further Worcs CC maintenance work to the hedge on the Salamanca Drive/Crookbarrow Road junction. **Action: Cllr. Adams**
 - b) Finance**
 - (i) Balances – current account £26,469.16 (13th July), deposit account £55,852.34 (3rd July). These balances include £7,514.41 New Homes Bonus not yet spent (relating to the coffee shop/community hub project) and £25,130 Severn Trent Water Ltd land sale proceeds (which have been allocated to the Parish Hall car park resurfacing project). Balances including outstanding items of payment were also reported. S.137 expenditure for 2017/18 is nil.
 - (ii) There were no questions regarding the monthly accounts and bank reconciliation to 30th June.
 - (iii) The Annual Return, with supporting papers, has been submitted to the external auditor in accordance with the required deadline.
 - (iv) The Clerk will complete the 2016/17 VAT reclaim. Costs for external provision of this service were noted. **Action: Clerk**
 - c) West Mercia Police**
An update was received and the Clerk will check that the Police drop in sessions are correctly advertised in the Parish Council newsletter. **Action: Clerk**
 - d) St. James the Great Church, Norton**
Rev'd Mark Badger provided an update including the Heritage Lottery Funding application, the new Church noticeboard, the 'come on in' initiative and the Harvest Festival being planned as a community event on 1st October. Discussions took place to explore the potential for support to be provided by Parish Hall facilities. Consideration may be given to future financial support by the Parish Council and

the Parish Council Grant Funding Policy will be provided to Rev'd Badger in case of need. The Harvest Festival will be added to the community events calendar in the Parish Council newsletter. **Action: Clerk**

6. 2017/155 Planning

a) Current Planning Applications

The following applications were noted.

Refusals – None

Approvals – 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.

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

Proposed 2 storey side extension to existing dwelling. Parish supports subject to conditions.

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

Attached single storey annex and first floor extension. Parish supports subject to comments.

Internal Consultation

Bevere Lodge, Church Lane, Norton. Ref: W/17/00235/OUT

Outline application with all matters reserved for a new build 3 bedroomed, 2 storey dwelling, to include partial demolition of Bevere lodge to facilitate plot width.

Appeals

Planning appeal ref: APP/J1840/W/17/3174675:

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

Construction of 3no stock lakes and 4 “glamps” and temporary permission of a mobile home for use of fishery manager.

7. 2017/156 Parish Hall

As the Parish Council Hall representative, Cllr. Fincher provided an update. The lease and trust deed is being reviewed and a draft document will be provided to the Parish Council for consideration, with the Trustees being keen to retain the charitable status of the Hall. The Hall 2016/17 annual accounts have been approved by the Trustees and a copy will be provided to the Parish Council. The coffee shop is open and being well used. In view of slightly increased installation costs, a grant of £125 was agreed as a 50% contribution towards the cost of installation of the external box to house the defibrillator.

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

Action: Clerk

8. 2017/157 Parish Hall Recreation Facilities and Outside Space

The area around the new Parish Hall gas tank is being rectified by the Trustees following its installation, with the old oil tank to be removed from the site. See agenda item 9 regarding relocation of the Pre-school container. Projects proposed for the Hall outside space were discussed, including priorities and resources. It was agreed to progress with the playing field drainage, utilising the £10,000 s106 funding, but to place the swamp garden project on hold, for review 12-18 months after completion of the playing field drainage work, to better assess the site conditions and need for a swamp garden. It was also agreed to defer the Trim Trail project until the outcome of the playing field drainage work is known, as this may remove the need for 'ground support' for the Trim Trail, so reducing costs and funding needs. Mr Reeves offered support for the playing field drainage project, working with a Parish Councillor. The Clerk will clarify whether Cllr. Brooker will continue to lead this project, working with Mr Reeves. The Clerk will forward the draft s106 application and supporting quotes to Mr Reeves for information. Proposed Cllr. Hughes, seconded Cllr Dawson and agreed by all. **Action: Clerk**

9. 2017/158 Norton Pre-school

The District Valuer has undertaken a site visit and is preparing the valuation. Proposed locations for a new 10' x 8' replacement Pre-school container have been submitted to Wychavon Planning for consideration, including the need for fencing. It was noted that the location adjacent to the Hall could require a deterrent to prevent access being gained to the Hall roof. The proposed location between the Pre-school building and the Public Right of Way was agreed as the preferred site, although this would result in work to bring the route of the Public Right of Way more in accordance with the definitive line. Relocation of the container will assist with the car park resurfacing project. An update was received regarding costs to part exchange and relocate the container and a more detailed breakdown of the £600 quote will be sought from Pre-school. It was agreed to consider costs further once the breakdown has been received, along with a response from Wychavon Planning. **Action: Clerk**

10. 2017/159 Worcester Parkway Station

The next stakeholder meeting is due in August when a further update will be available.

Cllr. Adams arrived at 8.30pm.

11. 2017/160 Southern Link Road (SLR) Improvement Works and Crossing Points

Continued feedback was received regarding the safety of the temporary A4440 crossing point by the Norton/St Peters roundabout. This has been highlighted to Worcs CC, with a request for provision of an article to pass to residents by way of update. Cllr. Adams is continuing to press for news regarding a crossing upgrade. A letter will be sent to the Worcs CC Chief Executive, copied to Nigel Huddleston MP, pressing for action to improve the temporary crossing. **Action: Cllr. Fincher**

12. 2017/161 Adoption/Maintenance of Development by Garden Centre

In view of the lack of progress regarding outstanding maintenance/safety matters and adoption of areas of public open space, Cllr. Adams will seek a site meeting with the Wychavon DC Chief Executive, Mr Hegarty, potentially linking this to a Ward Walk. An update was received from Highways relating to play area signage and road markings. It was agreed that road markings would be requested to improve safety around the play area. Cllr. Adams will pursue options with Highways. **Action: Cllr. Adams**

13. 2017/162 Neighbourhood Plans

The next meeting is due in September, when it is hoped that a Parish questionnaire will be agreed for distribution.

14. 2017/163 Employment Matters

The Assistant Clerk annual review is being arranged and the Groundsman/Litter Picker review is due in November. A Clerk annual review will be arranged with Cllrs Fincher and Turvey. **Action: Clerk**

15. 2017/164 Allotments

An update was considered. Additional quotes have been sought to bring plots 26 and 31 (excl. plot 31B) back to a usable state, with a further quote awaited. It was agreed for Cllr. Hughes and the Clerk to consider the quotes and to instruct a contractor at a cost of up to £700. It was reiterated 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) and not to set a precedent that plots would be fully prepared for new tenants, due to the costs involved. Costs for a new hose and hose/tap connectors of £63.88 were agreed. Proposed Cllr. Dawson, seconded Cllr. Fincher and agreed by all. **Action: Clerk and Cllr. Hughes**

16. 2017/165 Public Rights of Way (PRoW)

Cllr. Turvey is progressing outstanding work with the Worcs CC PRoW team. Cllr. Adams will chase for progress with outstanding items. Mr Reeves discussed the Radley bridleway with the Wychavon Land Drainage Officer during a site visit on 10th July. **Action: Cllr. Adams**

17. 2017/166 Bus Services

An update was received following the Pershore Transport Group meeting. Confirmation of the new bus service for the Parish is awaited, along with a new timetable. The service is understood to be due to start on 24th September and will be publicised once details have been confirmed. **Action: Cllr. Hughes**

18. 2017/167 Worcester Norton Sports Club (WNSC)

No further news.

19. 2017/168 Highways and Drainage Matters

Mr Reeves has met with the Wychavon Land Drainage Officer and his report will be circulated to Parish Council members. **Action: Clerk**

A quote received for fencing and drainage work to the entrance and ditch to 'Green Lane' was considered. The Clerk will clarify that the quote includes both the drainage and fencing work and if so, Shear Perfection will be instructed to undertake the work at a cost of £475 plus VAT. Proposed Cllr. Hughes, seconded By Cllr. Dawson and agreed by all. **Action: Clerk**

Cllr. Mrs Ritter is arranging to follow up school parking problems in Littleworth with a meeting with School in September. Updates were received regarding other ongoing highways matters.

20. 2017/169 Parish Council Owned Lands

A letter of authorisation will be provided to Cllr. Fincher to allow access to Parish Council records held in archive at the Hive. **Action: Clerk**

21. 2017/170 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
New Farm Grounds Maintenance	Mowing of Parish Hall playing field x 3 (£214.50) plus one perimeter cut (£17) June plus VAT	277.80
	TOTAL	277.80

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium July 2017 - Gross incl. expenses paid via payroll	1,215.19
NEST	Employer pension contributions July payroll	7.18

D. Fletcher	Groundsman and litter picking work June/July 2017 (Gross incl. materials purchased and mileage)	481.25
Miss K. Watkinson	Assistant Clerk Honorarium June/July 2017 (Gross including expenses paid via payroll)	177.46
M. Williams	Winner of number puzzle in Summer newsletter	10.00
B. Narburgh	Runner up for number puzzle in Summer newsletter	5.00
	TOTAL	1,896.08
	GRAND TOTAL	2,173.88

22. 2017/171 Correspondence for Information

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

23. 2017/172 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting, plus £23 expenditure reported to purchase a reference book relating to Public Rights of Way. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all.

24. 2017/173 Items for Update to Local M.P.

The letter to Worcs CC regarding the A4440 Norton/St Peters crossing point will be copied to Nigel Huddleston MP (as detailed under agenda item 11).

25. 2017/174 Councillors' Reports and Items for Future Agenda

Items for the September Parish Council meeting agenda:

- Consideration of a grant funding application from the Norton WW1 Group relating to a statue of a WW1 soldier in the Parish.
- Consideration of a proposal for the Parish Council to submit an Arts Council funding application for purchase of a statue of a WW1 soldier for the Parish.

Action: Clerk

26. 2017/175 Date of Next Meeting

Parish Council meeting: Thursday 28th September.

The meeting closed at 9.50pm.

<u>Correspondence Received for 20th July 2017 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training sessions, including Red Ensign Day, Pensions, reminders from CALC, Internal Audit services, Transparency Fund, internal audit, Wyre Forest DC Local Plan Review, PCC fire governance proposals, Wi-fi grant for rural halls in Worcestershire, Police & Crime Commissioner newsletter, Wychavon wellbeing week, Highways England West Midlands update, Internal Audit services, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Clerks & Councils Direct	July magazine
CPRE	Building on Green Belt is not solving the housing crisis
DCK Accounting Solutions Ltd	Quote to carry out VAT partial exemption calculations 2016/17
Highways England	Major Renewal Scheme - Oldbury Viaduct M5 project and traffic management/ road closure information
Highways England	Traffic Management Bulletin
J. Parker's Wholesale	Wholesale bulb catalogue
Kempsey Parish Council	Project to build a new sports and community centre in Kempsey
Open Spaces Society	'Restoring the Record' 2nd edition pre-publication offer
Police & Crime Commissioner	Proposed changes to fire governance
Primary Care Supplies	Defibrillator supplies
Rural Services Network	Rural opportunities bulletins, funding opportunities, rural transport, Rural news digest, spotlight on older people in rural areas
Soc. Local Council Clerks	The Clerk magazine July 2017
Worcs CC	<ul style="list-style-type: none"> • Public Health newsletter • New accounting scheme and delays in reimbursement of lengthsman invoices • Commissioning of artwork for Parkway Station • Roadworks reports • Worcestershire Rail Investment Strategy
Wychavon DC	<ul style="list-style-type: none"> • Come and meet your local councillor – Badsey Ward • 'What do you think?' survey • Wychavon saddened at damage to Wych barge • Advertising your local events - Your Life Your Choice website • 'What do you think?' survey • Growers United FC event a huge success
Wychavon DC Planning	<ul style="list-style-type: none"> • Minutes for Planning Committee meeting 29 June 2017 • Agenda for Planning Committee meeting 27 July 2017 • 'Track that app' function

Public Question Time

One member of the public highlighted damage to a pillar and gates at the Church Lane entrance to St James the Great Church, Norton. A request was received for the Parish Council to consider making a contribution towards the cost of refurbishment/repair of the gates, which it appears may have been donated to the Church with assistance from the Parish Council in 1937. The Clerk will provide a Parish Council grant application to the resident for completion and submission to the Parish Council for consideration. **Action: Clerk**