MINUTES OF THE MEETING OF THE NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON THE 29TH MARCH 2018 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

1. Apologies for Absence: D. Lucas, P. Richmond, Mrs R. Ritter and Cllr. R Adams (District and County Councillor). These apologies and the reasons for them, were accepted and approved.

Attending: H. Turvey (Chair), C. Dawson, K. Fincher, M. Hughes, Mrs D. Kelly, M. Reeves and Mrs. J. Greenway (Clerk and Responsible Finance Officer).

2. Changes to Membership

It was agreed to co-opt Mr. M. Pollard as a member of the Parish Council. Proposed Cllr. Fincher, seconded Cllr. Turvey and agreed by all. The offer of co-option was accepted, and the acceptance of office was signed by Cllr. Pollard who joined the meeting. A copy of the Code of Conduct has been provided to Cllr. Pollard and a register of interest form will be completed and submitted to Wychavon District Council. The Parish Council website and contact list will be updated.

Action: Clerk

3. Declarations of Interest

- a) Reminder and requirements noted.
- **b)** None.
- c) None.
- d) Dispensation requests granted:
 - i. To Cllr. Pollard, 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 Cllr. Fincher, seconded Cllr. Turvey and agreed by all.

4. Minutes

- **a)** Minutes of the Parish Council Meeting held on 15th February 2018 were approved. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all.
- b) The minutes action summary was reviewed and will be updated following the meeting, to include removal of completed actions.

 Action: Clerk

5. 2018/56 Reports

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

Cllr. Adams was unable to attend the meeting.

b) Finance

- (i) Balances: current account £3,154.80 (20 March), deposit account £70,882.83 (1 March). These include £25,130 Severn Trent Water land sale proceeds (allocated to resurfacing the Parish Hall car park). 2017/18 S.137 expenditure is currently £50.
- (ii) There were no questions relating to the monthly accounts and bank reconciliation to 28th February.
- (iii) The financial year end of 31st March was noted, along with an overview of the process for production of the annual accounts, arrangements for the internal and external audits and completion of the Annual Return. The Clerk will progress.

 Action: Clerk

c) West Mercia Police

A report on recorded crimes/incidents was received. A disturbance by those using the Salamanca Drive bench late at night was considered and it was agreed to monitor the situation. The resident will be requested to advise the Council and the Police if problems continue and to phone the non-emergency Police phone number 101 to report any issues at the time, to allow the Police the opportunity to attend to speak to those creating any disturbance. A report of a dog being allowed off lead in a field of sheep in Littleworth was considered and will be reported to the Police and the Wychavon Dog Warden to seek their assistance. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all.

Action: Clerk

d) St. James the Great Church, Norton

No further news to report.

6. 2018/57 Annual Risk Assessment and Review of Fixed Asset Register

The previously circulated 2017/18 annual risk assessment was approved with revision to include that the Parish Hall is leased to the Norton Parish Hall Charity, that an area of the Parish Hall site is leased to Norton Pre-School, and how the risks relating to these lease arrangements are managed. The previously circulated Fixed Asset Register to the end of March 2018 was approved. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all.

7. 2018/58 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR) The Clerk and Cllr. Mrs Kelly have met to review the NALC GDPR toolkit and other guidance material received (which has been circulated to Council members for information). An action plan is being developed based on the NALC toolkit and a further update will be provided at the April Parish Council meeting. Action: Clerk and Cllr. Mrs Kelly

8. 2018/59 Annual Parish Meeting (APM) – 3rd May

Invitations have been issued and reports for the APM Information Pack have been requested. The local branch of the Royal British Legion will also be invited to attend. Road side signs will be arranged at a cost of up to £150 plus VAT for 8 signs. The coffee shop will be closed for the APM, and whilst the room is being set up, but will open after the APM has closed. A complimentary drinks voucher will be provided for each attendee to use after the meeting. Clarification will be sought on requirements to read out the previous year's minutes and it was suggested that the sound system may improve verbal reports given. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all. **Action: Clerk**

9. 2018/60 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

5 Vimiera Close, Norton Ref: W/17/02452/HP

Increase in roof height, rear dormer window, single storey rear and side extensions. Parish supports subject to neighbour's views.

1 Regiment Close, Norton Ref: W/18/00236/HP

Demolition of existing single storey extension at side and replacing with two storey extension. Parish supports subject to neighbour's views.

Refusals - 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 mixeduse development with local centre to the south of Worcester. Application approved subject to the s106 agreement being agreed.

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.

Lavender Cottage, Woodbury Lane, Norton. Ref: W/18/00395/CLE

Application for a Lawful Development Certificate for an existing use - use of outbuilding. Parish objected to.

41 Peninsula Road, Norton Ref: W/18/00400/GPDE

Notification for Prior Approval for a Proposed Larger Home Extension - erection of single storey rear extension

Internal Consultation - None

Other

Granary Barn House, Hatfield Lane,

Norton. Ref: W/18/00164/HP

Proposed single storey orangery extension onto an existing detached house. Withdrawn by applicant.

Appeals

Bevere Lodge, Church Lane,

Norton. Ref: W/17/01308/OUT

Bevere Lodge, Church Lane, Norton. Ref: W/17/01308/OUT (amendment) 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. Re-submission of

17/00235/OUT. Parish does not support.

Outline application with all matters reserved for new build single storey bungalow, to include partial demolition of Bevere lodge to facilitate plot width. Resubmission of W/17/00235/OUT. Parish supports subject to neighbours' views being fully considered.

b) The SWDP consultation on sites for traveller's and travelling showpeople was considered. It was noted that whilst the SWDP still includes the potential for sites within the urban extensions, it is understood that there will be none in the SWUE. The sites proposed within the consultation are not within the SWUE. Cllr. Turvey will draft a response to the consultation for circulation and approval prior to submission (which is required by 18 April).

Action: Cllr. Turvey

10. 2018/61 Parish Hall

Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) provided a report including community events at the Hall, progress to complete the kitchen and re-decoration of the Sparling Room by Tesco volunteers. The Hall Manager has resigned, and recruitment of a new Hall Manager is underway. An energy efficiency review has been undertaken which has highlighted efficiencies to be made by installing LED lights/bulbs. Quotes are being sought to replace external doors to the side of the Hall facing the car park. The Parish Council may be approached for a contribution towards energy efficiency improvements and replacement of external doors. Longer term improvements being planned include replacement of the main front door and other external doors, replacement of the kitchen off the main hall, toilet improvements and roof improvement/replacement.

11. 2018/62 Parish Hall Recreation Facilities and Outside Space

Proposals for resurfacing the Hall car park were discussed, including the impact upon drainage and the lifespan of different surfacing materials. The nature of the ground conditions of the Hall site, the sub-soil composition and water table levels were highlighted. It was agreed that improvements to the car park are needed and also noted that planning approval has been granted for resurfacing using free-draining tarmac. Alternative surfacing options were suggested for consideration which would withstand the type of vehicles that may access the site, including HGVs, buses and refuse wagons. Concerns that free-draining tarmac could 'clog up' after a period of time and reduce its drainage efficiency were noted. A plan of action was proposed to move the Pre-school container (in hand), to clear the ditch to the perimeter of the car park and then to obtain new quotes for resurfacing (to include survey and drainage considerations to alleviate any flooding risk). It was agreed for Mr Reeves to seek quotes from Shear Perfection Ltd for ditch clearance and to fill in the existing car park pot holes (pending full resurfacing work) for consideration by the Council.

Action: Mr Reeves

Cllr. Fincher will obtain revised resurfacing quotes once the Pre-school container has been moved and the ditch cleared.

Action: Cllr. Fincher

A quote will be sought from Yarnold Welding Services for repair of the Parish Hall metal fencing. The groundsman will be instructed to clear any obvious trip hazards from the gate in the corner of the playing field (to provide a clear access route to the field) and to paint yellow the front edge of the steps, from the Hall patio to the playing field. Consideration will be given to installation of a handrail. **Action: Clerk** Purchase of 2 green bike racks, each holding 6 bikes, was agreed at a cost of £450 plus VAT. Exact installation sites will be agreed on site post delivery and fixing instructions will be clarified as part of the

order process. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. **Action: Cllr. Turvey** Overflow Hall parking will be considered under agenda item 26.

12. 2018/63 Norton Pre-school

The draft lease has been reviewed by the Clerk and Cllrs Turvey and Fincher, with a revised draft to be provided by the Council's solicitor for consideration by the Council. The Pre-school container move is in hand and a Parish Council representative will be on site for delivery of the new container, date to be agreed. The groundsman is undertaking clearance work around the new container site to ensure that the Public Right of Way remains accessible. A new waymark post will be installed. **Action: Cllr. Turvey** It was agreed for Pre-school to plant up to 10 fruit trees on the edge of the playing field by the coppice area used for Forest School. Pre-school will be advised. A new Forest School agreement will be drawn up and a copy of Pre-school's risk assessment for use of the areas of land on the Parish Hall site will be requested. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all.

Action: Clerk

13. 2018/64 Worcester Parkway Station

The next stakeholder's meeting is due in April and Worcs CC continues to progress the Parkway active travel corridor project, gathering traffic flow data and working towards assessing preliminary designs.

14. 2018/65 Southern Link Road (SLR) Improvement Works and Crossing Points

Enquiries regarding Worcs CC forward funding the pedestrian bridge between the Norton and the Ketch roundabouts, to bring forward the installation date, indicate that this is unlikely to be considered prior to s106 agreements being agreed with the developers.

15. 2018/66 Adoption/Maintenance of Development by Garden Centre

The Landscape Maintenance Plan is not yet fully in place and therefore details of outstanding maintenance and items of concern have been sent to the developer for attention. It is understood that the maintenance company is likely to take over the site in the next few months. Further traffic data from Worcs CC was reviewed, which indicates that the vast majority of traffic is travelling at around 20mph in the vicinity of the play area. The maximum speed recorded was 25mph. It was agreed that the data does not support the Council's request for additional road markings or introduction of a 20mph zone, although concerns remain regarding the speed of some vehicles by the play area.

16. 2018/67 Neighbourhood Plans

A report was provided from Cllr. Lucas in his absence and the Locality Grant application will be submitted shortly. A grant application has been received to support the £574 funding request considered at the February Parish Council meeting.

17. 2018/68 Employment Matters

It was agreed to pay the Groundsman and Litter Picker for unused annual holiday entitlement of 28.8 hours and 9 hours respectively. Proposed Cllr. Fincher, seconded Cllr. Mrs Kelly and agreed by all. The Clerk will arrange.

Action: Clerk

18. 2018/69 Allotments

Allotment matters are in hand, most are let (or being let), bills have been issued and most rents paid. Any outstanding payments are being chased and comments on the billing payment slips will be collated for consideration at the April Parish Council meeting.

Action: Assistant Clerk Quotes will be sought to weed spray the allotments opposite the Parish Hall playing field. Action: Clerk When quotes are sought for resurfacing the Parish Hall car park, enquiries will be made regarding the potential for the allotment garden opposite the Parish Hall playing field to become an overflow Hall parking area.

Action: Cllr. Fincher

19. 2018/70 Public Rights of Way (PRoW)

Cllr. Turvey continues to chase Worcs CC regarding outstanding items. It was agreed to continue as a member of the P3 Scheme for 2018/19 and for the Clerk to submit a £500 grant application on the same

basis as for 2017/18. Action: Clerk

Correspondence from Kempsey Parish Council regarding a collaborative project to improve the bridleway from Wadborough Road to Stonehall Common was considered and it was agreed for Cllr. Turvey (as Parish Paths Warden) to meet with Kempsey Parish Council representatives to explore the project. The Clerk will seek dates from Kempsey Parish Council and suggest that a representative of the Worcs CC Countryside Service Team joins the meeting.

Action: Clerk

20. 2018/71 Bus Services

An update on services and bus stops was received. Cllr. Hughes is liaising with First Midland Red regarding use of the Parish Hall car park as a terminus for a new weekday 6pm service from Worcester. New signs have been installed in the car park to request no parking on the concrete areas. Concerns were expressed about the speed of traffic using the car park and it was agreed for Cllr. Hughes to explore costs for a 10mph sign for installation by the car park entrance.

Action: Cllr. Hughes

Late night weekend bus services were considered, along with a request for the Parish Council to fund one third of the cost of running such a service. An 11pm Saturday night service from Worcester (to Pershore) would require an annual contribution of c. £1,200 (less fares paid). It was noted that no funds have been included in the 2018/19 budget for this proposal and that this would need to be funded by reserves for 2018/19. It was agreed that the Council is interested in exploring this proposal further for future consideration.

Action: Cllr. Hughes

To formalise and evidence discussions relating to risk assessment of use of the Hall car park as a bus terminus, Cllr. Hughes is drafting a risk assessment document for review by the Council. Consideration was given to the need to advise Severn Trent Water (STW) that one bus, on each weekday, will be using the Hall car park as a terminus point and turning on the concrete area. After discussions, it was agreed not to advise STW on the basis that the land is owned by the Parish Council and that there appears no requirement in the land transfer document with STW for the Parish Council to notify STW if different vehicles access/use the site. It is understood that the concrete areas installed by STW are built to a specification sufficient for HGV type vehicles/tankers accessing the pumping station and therefore are believed to be suitable for one weekday bus to turn, without this impacting upon maintenance needs. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all with the exception of one abstention. Mr Reeves did not vote.

21. 2018/72 Parking in Littleworth at School Times

The Clerk will seek an update from Cllr. Mrs Ritter.

22. 2018/73 The Norton Worcestershire Regiment Group (NWRG)

- a) No further news to report.
- **b**) The 'Silent Soldier' figure proposal was considered but agreed as a project that the Council doesn't have the resources to progress. Proposed Cllr. Hughes, seconded Cllr. Fincher and agreed by all.

Action: Clerk

23. 2018/74 Worcester Norton Sports Club (WNSC)

No further news.

24. 2018/75 Lengthsman Scheme

The 2018/19 Lengthsman Scheme papers have yet to be received, but it was agreed to continue as a member of the Scheme for 2018/19 if the terms remain unchanged.

25. 2018/76 Highways, Verges and Drainage Matters

It was noted that metal filter bars have disappeared from the drainage work undertaken at the end of Green Lane and agreed for Mr Reeves to seek a quote to replace these.

Action: Mr Reeves Verge cutting and biodiversity matters were considered following correspondence received. It was agreed to continue with the current verge cutting schedule to maintain the appearance of the Parish (which has received positive feedback), but to consider ways to improve biodiversity. The Clerk will respond to the correspondence received.

Action: Clerk

26. 2018/77 Parish Council Owned Lands

a) Suggestions for use of parts of the 2 Parish Council owned fields adjacent to Green Lane were discussed. These include planting of a woodland walk in part of the field to the left hand side of the Lane and development of an area for overflow Parish Hall car parking in one or both of the fields. It was agreed to arrange meetings with the field tenants to discuss these ideas. Cllrs. Fincher and Turvey offered to attend, with Cllr. Hughes acting as a deputy if needed.
Action: Clerk
b) As discussed under 26a).

27. 2018/78 Social Media Policy

It was agreed to consider at the April Parish Council meeting.

28. 2018/79 Wychavon Parish Games

It was agreed not to participate in the Wychavon Parish Games. The Clerk will forward correspondence received to Cllr. Mrs Kelly for information.

Action: Clerk

Action: Clerk

29, 2018/80 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Water Plus Ltd	Water bill for original allotment water meter 2 Dec 2016 to 1	
	Jan 2018 following transfer from STW to Water Plus Ltd	231.71
Duplikate	Spring newsletter net of advertising income (£425), bus	
	services flier (£17), Neighbourhood Plan questionnaires (£199)	
	and Neighbourhood Plan reply paid envelopes (£79 plus VAT)	735.80
	TOTAL	967.51

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium March 2018 - Gross incl. expenses via payroll	1,253.26
NEST	Employer pension contributions March payroll	7.56
D. Fletcher	Groundsman and litter picking work March payroll (Gross incl.	
	materials purchased and mileage)	420.49
Miss K. Watkinson	Assistant Clerk Honorarium March payroll (Gross including	
	expenses paid via payroll)	150.84
Red Kite Pest	Annual allotments rodent control (Feb 2018 – Feb 2019)	285.00
Control		
Red Kite Pest	Trapping of moles at Norton Parish Hall	100.00
Control		
Mrs J. Greenway	Expenses reimbursement December 2017 to March 2018	
	(excluding those paid via payroll)	459.51
P. Skeys	Lengthsman duties February and March 2018	315.00
City Signs	No parking signs for Parish Hall car park (£182 + VAT)	218.40
HMRC	Quarterly Tax/NI payment	582.72
	TOTAL	3,792.78
	GRAND TOTAL	4,760.29

b) A donation of £144 to Norton Theatre Group for the Panto portloos was agreed by all. Proposed Cllr. Fincher, seconded Cllr. Mrs Kelly. **Action: Clerk**

c) It was agreed to make a donation of £550 to NJK CE First School, towards the cost of transport for pupil swimming lessons. Proposed Cllr. Mrs Kelly, seconded by Cllr. Dawson and agreed by all. This is S137 expenditure which remains within the annual limit.

Action: Clerk

d) Renewal of the NALC Local Council Review subscription at a cost of £17 was agreed. Proposed Cllr. Fincher, seconded by Cllr. Dawson and agreed by all. **Action: Clerk**

30. 2018/81 Correspondence for Information

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

31. 2018/82 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting As reported during the meeting.

32. 2018/83 Items for Update to Local M.P.

Nothing to report at present.

33. 2018/84 Councillors' Reports and Items for Future Agenda

34. 2018/85 Date of Next Parish Council Meeting – 26th April.

Cllr. Pollard and Mr Reeves gave advance apologies.

Annual Parish Meeting: 3rd May.

The meeting closed at 11.20pm.

Correspondence Received for 29th March 2018 Parish Council Meeting		
Sender	Subject	
Broxap	Litter and recycling bins product brochure	
CALC	 Updates on various matters and training sessions, including NALC GDPR toolkit, review of Local Government Ethical Standards, delivery of summons and agenda, Malvern Hills Parish and Town Council Forum, Malvern Hills AONB Management Plan review, Information Commissioner Interview, Governance and Accountability documents, views on Policing, consultation on revised National Planning Policy Framework, review of Local Government Ethical Standards, publication of Register of Interest forms, MHDC welcome leaflet, Pensions auto-enrolment ongoing duties, Data Protection (GDPR), WCC Spring Parish Conference, Clean Growth for Worcestershire, PACT, Funding and Networking Event, Hartlebury Castle Seeks Volunteer House Stewards, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors) Executive Officer's Report to Area Meetings – GDPR Update NALC GDPR toolkit 	
Clerk & Councils Direct	Magazine March 2018	
Community First	E-bulletins, including funding opportunities	
CPRE	Campaigns Updates: legal loophole slashing rural affordable homes, new future for planning & farming, deposit return system for England (for cans and plastic bottles)	
Elancity	Radar speed signs	
Glasdon	Street furniture brochure	
Helping Hands Environmental	Litter picking equipment	
Highways England	E-bulletins and weekly updates	
Local Council Public	• Review of Ethical Standards in Local Government	
Advisory Service	 Parish and Town Council Specific Data Protection Officer Service Data protection changes – General Data Protection Regulation (GDPR) 	
Mr Brooker	New Homes Bonus funding for coffee shop and Parish Hall car park surfacing	
Mr Morris	Parish Council budget/funding increase	
Mrs Needham	Request for contact details for Worcester Norton Sports Club and litter picking along Brockhill Lane	
Mrs Tarling	Unsociable behaviour Salamanca Drive and request for bench removal	
NEST	Change in contribution dates from 6 April 2018	
Norton Youth Club	Installation of a defibrillator	
Not known	Thank you card for work to achieve improved bus services	
Open Spaces Society	GDPR confirming communications, Restoring the Record - Rights of Way Training Days (to Parish Paths Warden)	
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest	
Soc. Local Council Clerks	GDPR update and action plan, News bulletin, The Clerk magazine March 2018	
SWDP	• SWDP Review – Briefing for Parish and Town Councils 20 March	
	 SWDP Review – Briefing for Parish and Town Councils 20 March presentation slides and workshop questions summary Adoption of revised Statements of Community Involvement Consultation on Traveller & Travelling Showpeople Sites (comments by 18 April) Adoption of the SWDP Design Guide 	
West Mercia Police	Security Event at Worcester Livestock Market 14/03/18, quad, landrover and trailer security marking event 29/03/18 @ Overbury	
West Mercia Police & Crime Commissioner	Commitment to support ex-military personnel	
Western Power Distribution	Preparations for bad weather	

Worcs CC	 Roadworks reports Old Road South, Kempsey - Temporary Closure Order 2018. Anticipated duration: 5 days commencing: 8 March 2018 Pollinator conference 27th March 2018 at Worcestershire Wildlife Trust HQ
	Power Point Presentations from the Parish Conference 6th March 2018
Wychavon DC	 Residents not to receive a poll card this year as there are no planned elections being held in the district Plan to invest in CCTV
	 Commitment to reducing our use of single-use plastics Homeless summit success
	• Parish/Town Council event 5 July 2018
	• Sites for travellers and travelling showpeople (comments by 18 April)
	• Disruption to refuse collections –Friday 2 nd March and w/c 5 March
	• Cold weather alerts
	• Commonwealth flag flying high 12 March 2018
	Meet Your Council events - Harvington ward and Droitwich South East ward
	Community Recognition Award winners
	• Launch of 2018 Intelligently Green Awards
	Your Council Tax explained
	W-Factor 2018 winners revealed
	Welcome to Worcestershire's Vale and Spa - new name for tourism in Wychavon
Wychavon DC Planning	Agenda for Planning meeting 5 April 2018
	• Review of South Worcestershire Development Plan begins
	Agenda and minutes for Planning meeting 8 March 2018
	Approval Notices:
	• W/18/00236/HP: 1 Regiment Close – Demolition of existing single storey
	extension at side and replacing with two storey extension
	• W/17/02452/HP: 5 Vimiera Close, Norton – Increase in roof height, rear dormer
Wychavon Parish Games	window, single storey rear and side extensions Invitation to join 2018 Games
THE STREET OF THE STREET	militation to John 2010 Onlines