

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH APRIL 2018 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** K. Fincher, Mrs D. Kelly, M. Pollard, P. Richmond, Mrs R. Ritter. These apologies and the reasons for them, were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, M. Hughes, D. Lucas, M. Reeves, Cllr. R Adams (District and County Councillor) and Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**
Cllr. Turvey provided advance notification that he will not be seeking re-election as Parish Council Chairman at the Annual Parish Council Meeting on 24 May 2018.
- 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 29 March 2018 were approved. Proposed Cllr. Dawson, seconded Cllr. Hughes 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. 2018/86 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams arrived at 8.25pm, during agenda item 8, and reported as detailed within specific agenda items.
 - b) **Finance**
 - (i) Balances: current account £11,670.24 (19 April), deposit account £61,090.58 (3 April). These include £25,130 Severn Trent Water land sale proceeds (allocated to resurfacing the Parish Hall car park). Balances including outstanding items of payment were also reported. 2018/19 S.137 expenditure nil.
 - (ii) The monthly accounts and bank reconciliation to 31st March 2018 were not available due to preparation of the year end accounts.
 - (iii) The Clerk reported that revised guidance has been circulated to members regarding completion of the Annual Governance and Accountability Return (AGAR), which has replaced the Annual Return, and provided an update on progress regarding production of the annual accounts, internal audit, external audit and completion of the AGAR, with this work continuing to be a short term priority.
 - c) **West Mercia Police**
A report and updates on recorded crimes/incidents were received, including the annual Police report for the Parish, sheep being worried by a dog and disturbances by those using the Salamanca Drive bench late at night (a situation that the Council agreed to continue to monitor). Appointment of PC Zoey Carter was noted, and an invitation will be issued for PC Carter to attend a future meeting. **Action: Clerk**
 - d) **St. James the Great Church, Norton**
No further news to report.
- 6. 2018/87 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**
The Clerk and Cllr. Mrs Kelly are developing a GDPR action plan and are undertaking an audit of personal data held by the Council. The need for Council files to be reviewed, with records archived or disposed of securely, as appropriate, was noted. Bulk shredding/shredder options and costs will be explored for consideration, as a new shredder is required. **Action: Clerk and Cllr. Mrs Kelly**

7. 2018/88 Risk Assessment Procedures

Development of risk assessment procedures was discussed. Suggestions included these forming part of councillor's responsibilities for specific or new areas/activities (to identify and mitigate risks associated with the particular activity) or for risk assessments across all council activities to become a specific councillor responsibility. Agreed to discuss further at the May Annual Parish Council Meeting and to agree how to progress. The Clerk will add to the agenda. **Action: Clerk**

8. 2018/89 Annual Parish Meeting (APM) – 3rd May

Preparations were discussed, and provision of a microphone will be explored. **Action: Cllr. Lucas**

9. 2018/90 Planning

a) Current Planning Applications

The following applications were noted.

Approvals

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

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 mixed-use 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.

Internal Consultation

Ingwelala, Hatfield Lane, Norton. Ref: W/18/00740/FUL

Amendments to previously approved scheme for the erection of 4 no. dwellings (W/11/00181/PN) including raising of eaves, increase in ridge heights, alterations to porches, solar panels and enlarged garage to plot 1 without compliance with conditions 4, 9, 10, 12 to remove conifer hedge on southern boundary and replacement hedge planting. Hedge proposals supported, with further information requested regarding other proposals.

2 Coronation Road, Littleworth Ref: W/18/00685/HP

Ground floor side extension – resubmission of 17/01123/HP Parish supports subject to neighbours' views and restriction on working hours.

Other - None

Appeals

**Bevere Lodge, Church Lane,
Norton. Ref: W/17/01308/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. Re-submission of 17/00235/OUT. Wychavon DC refused. Appeal dismissed.

**Bevere Lodge, Church Lane,
Norton. Ref: W/17/01308/OUT
(amendment)**

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. Wychavon DC refused. Appeal dismissed.

Cllr. Hughes is stepping down from the group of councillors that reviews planning applications and a replacement group member will be sought at the May Annual Parish Council Meeting. **Action: Clerk**

10. 2018/91 Parish Hall

Apologies from Cllr. Fincher (Parish Hall representative and Chairman of the Hall Trustees) were noted. The Trustees report to the Annual Parish Meeting will be circulated to members. **Action: Clerk**

11. 2018/92 Parish Hall Recreation Facilities and Outside Space

Options for resurfacing the Hall car park continue to be explored. Playing field drainage work is likely to be undertaken during early September. Refurbishment and relocation of the youth shelter/millennium seat were considered. Subject to the location detailed on plans submitted with the Parish Hall planning application (W/16/03003/PN) being checked, relocation to the flat area of the field by the flag pole was agreed, with a slabbed base to be installed and the work being undertaken by the groundsman. A quote to fill the Hall car park potholes was considered. In view of the likely timescale to undertake the car park resurfacing project and the nature/number of potholes, it was agreed to instruct Shear Perfection Ltd at a cost of £1,050 plus VAT. To minimise disruption to Pre-school, timing of the work will be agreed with them in advance. Proposed Cllr. Lucas, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

12. 2018/93 Norton Pre-school

An amended draft lease has been received and will be reviewed prior to circulating to councillors for consideration at the May Annual Parish Council Meeting. Following agreement of the draft lease, this will be submitted to Pre-school for consideration. The new Pre-school container is now on site and the old container is due to be removed shortly.

13. 2018/94 Worcester Parkway Station

An update was provided following the April stakeholder's meeting, with the station due to be operational in late 2018/early 2019. Concern was expressed about the impact of overnight closures along the B4084 (from 6.30pm) for roundabout work, despite Worcs CC providing signed diversion routes. The B4084 speed limit consultation was considered with no objections noted. An update was received regarding the Norton Active Travel Corridor, which includes pedestrian and cyclist access to the Parkway Station, although there is no firm news on the specific proposals for such access and traffic management.

14. 2018/95 Southern Link Road (SLR) Improvement Works and Crossing Points

The new railway bridge between the Whittington and Norton roundabouts is due to be installed towards the end of May, although there remains no news on a date for installation of the pedestrian bridleway bridge in this vicinity. Concerns regarding the impact on traffic from events on fields on the Norton and Kempsey side of the A4440 (between the Norton and Ketch roundabouts) were noted and Cllr. Adams will pass on these concerns.

15. 2018/96 Adoption/Maintenance of Development by Garden Centre

Items of concern relating to public open space have been highlighted to the developer for attention, but no response has been received. An update on when the landscape maintenance company is due to take over the site will be sought and depending on the timescales for this, the developer will be chased for action or the items of concern will be forwarded to the landscape maintenance company. **Action: Clerk**

16. 2018/97 Neighbourhood Plans

An update was received including the current 20% response rate to the consultation questionnaires circulated with the Parish Council newsletter, analysis of responses, production of a summary report and planning of public events to provide further consultation opportunities and to gather additional feedback. Whilst the response rate is disappointing, the Neighbourhood Plan Group understands that it is sufficient to support progression of a Neighbourhood Plan and is seeking clarification from Wychavon DC regarding the weight of Neighbourhood Plans in planning matters.

17. 2018/98 Employment Matters

a) Nothing to report.

b) It was agreed that the Clerk was not required to leave the meeting for discussion of agenda item 17b.

It was agreed for the Clerk to carry forward 31.5 extra hours worked into 2018/19 as 'banked hours' and to carry forward 19.75 hours holiday from 2017/18 to 2018/19. Proposed Cllr. Lucas, seconded by Cllr. Dawson and agreed by all.

Action: Clerk

18. 2018/99 Allotments

Allotment matters are in hand, most are let (or being let), outstanding bills are being chased and tenants not working plots will be contacted by the Assistant Clerk. Feedback from tenants was considered and it was agreed that the lock on the main allotments gate to reduce unauthorised access by dog walkers was not effective, that the groundsman will be asked to attend to the fault with the water trough towards the back of the main allotments and the Assistant Clerk will be authorised to purchase a large tape measure to measure and mark out plots.

Action: Assistant Clerk

19. 2018/100 Public Rights of Way (PRoW)

Cllr. Turvey continues to chase Worcs CC regarding outstanding items. The Worcs CC P3 grant has been confirmed and Shear Perfection Ltd will be instructed to undertake the 2018 PRoW maintenance work as previously agreed.

Action: Clerk

20. 2018/101 Bus Services

An update on services and Hall signage was received and a draft risk assessment has been prepared for review by the Council (which will link with the First Midland Red risk assessment). A map of the concrete area of the car park will be provided to Cllr. Hughes.

Action: Clerk

Provision of a late night weekend bus services continues to be explored, with support from other local areas suggested to help to reduce the potential cost contribution by the Parish/Town/City Councils that the service could serve. An update on proposals will be provided once available.

Action: Cllr. Hughes

21. 2018/102 Parish Council Newsletter

The deadline for content to be submitted to the Clerk is 1st May.

22. 2018/103 Parking in Littleworth at School Times

NJK CE First School has been advised of the Parish Council's agreement to provide a donation for purchase of signage to assist with parking problems in Littleworth. School will provide an invoice to support release of the donation payment.

23. 2018/104 The Norton Worcestershire Regiment Group (NWRG)

An update was received from the NWRG. The Group is progressing with a planning application for the sentry statue project and once approval has been obtained it will progress with fund raising. No grant applications have yet been received by the Parish Council. In terms of New Homes Bonus funding for the project, the Group will prepare a community consultation flier, liaising with the Parish Council, to seek residents' views.

24. 2018/105 Worcester Norton Sports Club (WNSC)

A visit to the shooting club will be arranged for Council members.

Action: Cllr. Lucas

25. 2018/106 Lengthsman Scheme

The 2018/19 Lengthsman Scheme details have now been received, with funding levels unchanged. The Lengthsman agreement papers for 2018/19 will be completed and submitted. **Action: Clerk**

26. 2018/107 Highways, Verges and Drainage Matters

Cllr. Adams and Cllr. Turvey are due to meet with Highways on 30 April to discuss signage, traffic and road conditions along Hatfield Bank. Speeding traffic through Littleworth will be considered at the May Annual Parish Council Meeting, in view of the absence of Cllr. Mrs Kelly, along with additional Parish grit bins, in the absence of Cllr. Mrs Ritter. The Parish Council mower has broken and with the cost of a new mower included within the 2018/19 budget, it was agreed for the proposed new mower to be purchased at a cost of £1,192.50 plus VAT. Proposed Cllr. Dawson, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

27. 2018/108 Parish Council Owned Lands

Meetings are being arranged with the tenants of the two Parish Council owned fields adjacent to Green Lane, to discuss potential projects to develop use of the fields. Registration of land ownership with the Land Registry will be progressed when resources allow. Following registration of the Parish Hall site with the Land Registry, inclusion of the land within the Parish Council's fixed asset register will be explored along with the land value to be recorded. **Action: Clerk**

28. 2018/109 Social Media Policy

It was agreed to use the Wychavon DC Policy as a guidance document for the Parish Council and its members. Proposed Cllr. Dawson, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

29. 2018/110 Finance

a) It was proposed by Cllr. Dawson, 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 £
Water Plus Ltd	Water bill - original allotment water meter 1/1/2018 - 28/3/2018	49.24
Westcotec Ltd	2 x vehicle activated speed sign batteries (£160 plus VAT)	192.00
New Farm Grounds Maintenance	Playing field mowing March 2018 (one cut at £71.50 plus VAT and one perimeter cut at £17 plus VAT)	106.20
OHMS Ltd	Strimmer repair (£15.09 plus VAT)	18.11
	TOTAL	365.55

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Clerk Honorarium April 2018 - Gross incl. expenses via payroll	1,253.81
NEST	Employer pension contributions April payroll	14.87
D. Fletcher	Groundsman and litter picking work April payroll (Gross incl. materials purchased, mileage and holiday paid in lieu)	815.94
Miss K. Watkinson	Assistant Clerk Honorarium April payroll (Gross including expenses paid via payroll)	177.46
Shear Perfection Ltd	2 cuts of Norton churchyard (@ £88.50 per cut + VAT) 6 April	212.40
E. Narburgh	Winner of spring newsletter number puzzle	10.00
Mrs. W. Street	Runner up spring newsletter number puzzle	5.00
Water Plus Ltd	Allotments water supply (second meter) first bill	231.93
Shear Perfection Ltd	One cut of Norton churchyard (£88.50 per cut + VAT) 19 April	106.20
J. Greenway	Expenses April 2018	63.49
	TOTAL	2,891.10
	GRAND TOTAL	3,256.65

b) Renewal of the CALC annual subscription at a cost of £868.81 plus VAT was agreed. Proposed Cllr. Hughes, seconded by Cllr. Dawson and agreed by all. **Action: Clerk**

30. 2018/111 Correspondence for Information

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

31. 2018/112 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

32. 2018/113 Items for Update to Local M.P.

Nothing to report at present.

33. 2018/114 Councillors' Reports and Items for Future Agenda

- The Parish Hall AGM will be held on 30 April.

- Maintenance of the Littleworth bus shelter will be added to the May Annual Parish Council meeting agenda for consideration, along with costs to replace. **Action: Clerk**

34. 2018/115 Date of Next Parish Council Meeting

Annual Parish Meeting: 3rd May

Annual Parish Council Meeting: 24th May

The meeting closed at 10.00pm.

<u>Correspondence Received for 26th April 2018 Parish Council Meeting</u>	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including GDPR/data protection, new model standing orders, NALC Legal Topic Note updates, LEADER Programme deadline (25 May), CALC subscriptions, S137 limit 2018/19, Police & Crime Commissioner survey of Town and Parish Councils, Police & Crime Commissioner newsletter, external audit, 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
CPRE	Campaigns Updates – 'planning for people', Fieldwork newsletter
Grant Thornton UK LLP	Change of bank account details
Highways England	E-bulletins and weekly updates
HMRC	Changes to how to make VAT126 claim (VAT refund claim)
Mr Murphy	Parking on double yellow lines along Church Lane
Mrs Arrow	Fly tipping Norton Road
Ms Harvey	Fly tipping of green waste in Regiment Close
Ms Manuschka	Reports of dog worrying sheep/lambs
NEST	Changes to Employer's Terms and Conditions
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Severn Trent Water Ltd	Transfer of accounts re allotment water meter supplies to Water Plus Limited and Severn Trent Water exiting the retail market for business customers on 1 July 2018
St Peter's Parish Council	Newslink magazine April 2018
TTB Supplies	GDPR approved confidential waste shredding service
West Mercia Police	<ul style="list-style-type: none"> • Community messaging service • Appointment of PC Zoey Carter to replace PC Paul Acaster
West Mercia Police & Crime Commissioner	March Update - Improving Police and Fire Collaboration
Worcester Norton Croquet Club	Permission to site banner advertising try croquet for free sessions
Worcs CC	<ul style="list-style-type: none"> • Roadworks reports • Adoption of Planning Validation Document
Worcs Regulatory Services	Statutory Nuisance Guide
Wychavon DC	<ul style="list-style-type: none"> • Changes to New Homes Bonus • Clear plan and economic focus wins praise for Wychavon • Funding available to help deliver affordable homes • Community Led Housing Fund • Programme of community workshops – short survey • Wychavon in top 3 for rural quality of life • New Homes Bonus, Intelligently Green Awards and Event for Parish and Town Councils (5 July) • Time to Change Champions - free training opportunity • Leading environmentalist to host local green awards • Work underway on £3m extension to Evesham Leisure Centre
Wychavon DC Planning	<ul style="list-style-type: none"> • Planning enforcement news • Agenda for Planning meeting 3 May 2018 • Agenda and minutes for Planning meeting 5 April 2018 • Planning Inspector's Appeal Decision Bevere Lodge planning application W/17/01308/OUT, refused by Wychavon DC. Appeal dismissed.