

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH OCTOBER 2018 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** D. Lucas, M. Pollard, M. Reeves, Cllr. R. Adams (District and County Councillors). These apologies and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Dawson, D. Kelly, P. Richmond, H. Turvey, Mrs. J. Greenway (Clerk and Responsible Finance Officer).
2. **Changes to Membership**
There have been no enquiries or applications received regarding the 2 Parish Councillor vacancies. An advert will be included in the winter edition of the Parish Council newsletter. **Action: Clerk**
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None
4. **Minutes**
 - a) Minutes of the Parish Council Meeting held on 27 September 2018 were approved. Proposed Cllr. Dawson, seconded Cllr. Turvey and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**
5. **2018/231 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
No report.
 - b) **Finance**
 - (i) Balances: current account £3,385.06 (16 Oct), deposit account £91,222.20 (3 Oct). 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 is currently £398.94.
 - (ii) The monthly accounts and bank reconciliation to 30 September will be circulated to members for review. **Action: Clerk**
 - (iii) The 2017/18 Annual Governance and Accountability Return is with the external auditor for review. It was noted that the Council's 2019/20 budget requirement is due to be submitted to Wychavon DC no later than 1 February 2019. It was agreed for the budget to be considered for approval at a Parish Council meeting held on 24 January 2019. **Action: Clerk**
 - c) **West Mercia Police**
The Police provided an update on crimes reported within the Parish, responses to anti-social behaviour reports and actions to assist in easing these problems. A new PCSO has joined the local Policing Team.
 - d) **St. James the Great Church, Norton**
A Church update was received.
6. **2018/232 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**
An update was received including re-run of the GDPR Parish Councillor training session and setting up of new dedicated Parish Councillor Gmail addresses, with future emails sent from councillor/member email address to include the Council disclaimer and GDPR wording. **Action: All Council members**
The GDPR action plan will continue to be progressed as quickly as possible. **Action: Cllr. Kelly/Clerk**
7. **2018/233 Planning**
 - a) **Current Planning Applications**
The following applications were noted.

Approvals

St James the Great Church, Norton
Ref: W/18/01801/FUL

New external render finishes to tower, and stone repairs. Parish supports.

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

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

Jockey Orchard, rear Closes Cottage Hatfield Bank. Ref: W/18/01819/FUL

Change of use of land to equine use and erection of 2 stables for private use only. Parish Council supports subject to conditions.

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. Approved with s106 agreement outstanding.

Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 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.

39 Mandalay Drive, Norton Ref: W/18/01906/HP

Two storey rear extension. Parish supports subject to conditions.

Internal Consultation - None

Other - None

Appeals - None

Cllr. Lucas is liaising with Cllr. Adams regarding an EnviroSort Community Liaison Group meeting.

8. 2018/234 Reports of Anti-Social Behaviour

Feedback from residents was considered along with the Police update. It was noted that the Wychavon Community Safety Team is not currently able to assist with loan of mobile CCTV equipment. The issue of anti-social behaviour will be included within the Chairman's report in the next Parish Council newsletter.

9. 2018/235 Parish Hall Recreation Facilities and Outside Space

An update was received on the car park resurfacing project, including publication on the Contracts Finder website. A Parish Council meeting will be arranged for 20 November to consider quotes received. An update regarding the project will be provided to the residents of Coppice Cottage. **Action: Clerk**
Issues relating to a grey water drain from the kitchen were considered and it was agreed for this to be undertaken in parallel with the car park resurfacing work. Quotes will be sought as part of the car park resurfacing project specifications as emergent work. Proposed Cllr Richmond, seconded Cllr Kelly and agreed by all. **Action: Cllr Pollard**

Plans of the main sewer pipework installed will be located for reference purposes. **Action: Clerk**
It was agreed to explore costs for trimming of the pine tree by the pumping station and to accept a quote of up to £300 plus VAT. Proposed Cllr Dawson, seconded Cllr Turvey and agreed by all. **Action: Clerk**
Management of trees on Parish Council owned sites was discussed, along with the difficulties

experienced in obtaining a survey report and quote following an inspection of the Parish Hall site. Alternative surveyors have been identified via the Arboricultural Association, and these will be contacted to seek quotes for tree surveys of Parish Council owned land. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all. **Action: Assistant Clerk**

Permits will be arranged for the Groundsman to dispose of green waste generated. **Action: Clerk**
Ongoing maintenance of the ditches around the site and the coppice area in the far corner of the playing field were considered. It was agreed to accept the Shear Perfection quote for annual ditch maintenance in 2019 at a cost of £350 plus VAT. This will be included in the Council's 2019/20 budget. Maintenance of the coppice area will be undertaken as required, with brambles/undergrowth cleared as needed, but the area not necessarily flailed. Funds will be included in the 2019/20 budget for such work. **Action: Clerk**

10. 2018/236 Norton Pre-school

The draft lease is in the process of being finalised with Pre-school.

Action: Clerk

11. 2018/237 Worcester Parkway Station

It was agreed to press for completion of the Norton element of the Parkway Active Travel Corridor prior to the station being operational. Slides detailing the revised active travel corridor proposals will be sought from Worcs CC and once received, a public consultation event will be arranged. **Action: Clerk**

12. 2018/238 Southern Link Road (SLR) Improvement Works and Crossing Points

Road closures during w/c 29 October were noted which relate to completion of the dual lane section under the new railway bridge. It is understood that the new bridleway bridge between the Norton and Whittington roundabouts should be in place before Christmas 2019. The temporary crossing point will remain in place until this time.

13. 2018/239 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Worcs CC has advised that the overgrown hedge on the corner of Salamanca Drive/Crookbarrow Road will be removed and the area finished off with tarmac.

14. 2018/240 Neighbourhood Plans

An update was received including appointment of a new consultant, costs and grant funding. Pending receipt of grant funding, it was agreed to fund 50% of the first stage costs of the Plan, amounting to £1,650 plus VAT. Budgeted costs for the Plan total £15k, with £9k Locality Grant being applied for and the remaining up to £6k costs to be funded by the Parish Council. It was noted that the Locality Grant would not cover Plan printing costs, and these will require funding by the Council.

15. 2018/241 Employment Matters

A date will be arranged for Cllr Fincher and Cllr Richmond to undertake the Clerk's annual appraisal.

Action: Cllr Fincher

It was agreed to reimburse the £59 cost of a printer for the Assistant Clerk, with the printer being added to the Council's asset register.

Action: Clerk

16. 2018/242 Allotments

An update was received from Cllr Kelly. It was agreed to purchase 3 signs for the plot of allotment land opposite the Parish Hall entrance to highlight this as Parish Council owned land, at a cost of up to £50 plus VAT. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. **Action: Cllr Kelly**

A quote will be sought for removal of fly tipping from this parcel of allotment land, to trim back the internal sides of the hedges and to reduce the front hedge to c. 4 feet tall. **Action: Clerk**

It was agreed for the groundsman to obtain stickers to highlight 'Danger – Water' for the allotment water troughs. Proposed Cllr Kelly, seconded Cllr Dawson and agreed by all. **Action: Clerk**

17. 2018/243 Public Rights of Way (PRoW)

An update was received from the Parish Paths Warden, including a meeting planned in November with Worcs CC Countryside Services to discuss improvements to the bridleway from Wadborough Road,

Littleworth to Stonehall Common, and maintenance/usage of the Radley bridleway.

18. 2018/244 Bus Services/Littleworth Bus Shelter

An update on bus services was received, including the Worcs CC Bus Scrutiny Task Group consultation. It was noted that there is no news regarding bus services to the Parkway Station and how these may impact upon the current services. Maintenance work to the Littleworth bus shelter continues to be explored, with relocation of a bench from the Parish Hall site to this bus shelter being considered.

19. 2018/245 Parish Hall

Maintenance work to the Hall (in particular refurbishment of the toilets) was discussed, along with the terms of the lease and trust deed and the potential for other external grant funding to be secured by the Hall Trustees. It was agreed that the Hall is an important asset to both the Council (as the landlord and freehold owner) and to the community, and therefore, in principle, the Council does not dismiss the idea of contributing towards the cost of the toilet refurbishment. It was also agreed for Cllr. Fincher, as Chairman of the Hall Trustees, to write to the Council to request a review of the lease and trust deed. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all. The Clerk will explore whether a more up to date model lease and trust deed document is available via CALC. **Action: Clerk**

20. 2018/246 The Norton Worcestershire Regiment Group (NWRG)

Completion of the NHB funding application is being progressed with the NWRG. **Action: Clerk**

21. 2018/247 Worcester Norton Sports Club (WNSC)

No further news.

22. 2018/248 Parish Council Owned Lands

An update was received, with information to be circulated to members for review. A quote for land registration and tenancy agreement work will be sought from the Council's solicitor.

Action: Clerk/Cllr Lucas

23. 2018/249 Parish Council Newsletter

Content to be submitted to the Clerk by 1 November.

24. 2018/250 Remembrance Sunday – 11 November

It was agreed for Cllr Fincher to lay the wreath and Cllr Dawson or Cllr Turvey to give the reading if required. Members not in attendance will also be offered the reading opportunity. **Action: Clerk**

25. 2018/251 Wychavon DC Review of its Statement of Licencing Policy

It was agreed not to submit a Council response.

26. 2018/252 The Wychavon Chairman's Diamond Jubilee Recognition Award 2018/19

Details of the award will be circulated for members to consider nominees and writing a supporting statement. **Action: Clerk**

27. 2018/253 Finance

a) It was proposed by Cllr. Turvey, seconded by Cllr. Dawson **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category of Expenditure	Detail	Amount £
Administration	Planning fee - amendment to planning approval 16/03003/PN re car park resurfacing element	117.00
	Annual Open Spaces Society subscription	45.00

	Reimbursement of costs for provision of/copying of maps re Parish Council land ownership and Neighbourhood Plan	54.14
	Winner of Autumn newsletter number puzzle	10.00
	Runner up Autumn newsletter number puzzle	5.00
Capital Expenditure	2 bike racks and fixings (£360 + VAT)	432.00
Grounds Maintenance	Repair of strimmer (£31.67 + VAT)	38.00
	Playing field mowing September 2018	192.00
	One cut of Norton churchyard, maintenance to NJ543 and hedge trimming allotment by Parish Hall	358.20
	TOTAL	1,251.34

Accounts for Payment:

Category of Expenditure	Detail	Amount £
Staff Costs	September 2018 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions	2,124.14
Administration	Reimbursement of costs incurred by the Clerk for August, September and October	227.95
Capital Expenditure	Grit bin and associated items for the Parish Hall site	429.04
	TOTAL	2,781.13
	GRAND TOTAL	4,032.47

b) A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed and noted as s137 expenditure. Proposed Cllr. Richmond, seconded Cllr. Fincher and agreed by all.

Action: Clerk

28. 2018/254 Correspondence for Information

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

29. 2018/255 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

30. 2018/256 Items for Update to Local M.P.

Following feedback regarding bus service provision, it was agreed for members to consider other subjects that they wished to raise with Nigel Huddleston MP, and to advise Cllr Fincher and the Clerk to allow an agenda to be drafted and an invitation to be extended.

Action: All Members

31. 2018/257 Councillors' Reports and Items for Future Agenda

None.

32. 2018/258 Date of Next Parish Council Meeting

20th November – Car park resurfacing project

29th November – Monthly Parish Council meeting

The meeting closed at 10.30pm.

<u>Correspondence Received for 25th October 2018 Parish Council Meeting</u>	
Sender	Subject
Broxap	Sunshine Gym outdoor fitness equipment
CALC	<ul style="list-style-type: none"> • Minutes from Wychavon Area Meeting 5 September 2018 • Updates on various matters & training sessions, incl. Worcs CC Neighbourhood Planning Support Service, Elections workshop, Worcs CC Parish Conference 9 October, CALC AGM 14 November, Notice of Conclusion of Audit, Bus Scrutiny Consultation, PCC Newsletter, Superfast Worcestershire Update: Broadband Vouchers for Businesses, Community Engagement workshop 27th November, St Richard's Hospice Open Afternoon 21st October, Age UK Free Home Energy Checks, Reconnections, Electric Vehicle Workshop, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)
Community First	E-bulletins
CPRE	Campaigns update incl. Green Belt lost, green clean litter picks, nuclear waste under National Parks, influencing the Agriculture Bill
Kompan	Equipment flier
NALC	Newsletters, Spring Conference
PCC	Police & Crime Commissioner Newsletters
Rural Services Network	Bulletins: Rural opportunities, Rural Vulnerability Service, Rural News Digest
Saltex	Inst. of Groundsmanship industry show 31 Oct/1 Nov
St Peter's Parish Council	Newslink October 2018 newsletter
St Richard's Hospice	Invitation to open afternoon 21 October, 12-3pm
West Mercia Police	<ul style="list-style-type: none"> • Crime report summary • New team member – PCSO Jenny Humphries • GDPR consent to hold personal data
Worcs Assoc'n of Carers	AGM 17 th October
Worcs CC	<ul style="list-style-type: none"> • Bus Scrutiny Task Group • Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Wychavon leader steps down • 'Protect Your Farm, Protect Yourself' event 22 November • New film and sound installation to commemorate Evesham's WW1 sacrifices • Campaign to 'open the door' on empty homes • Musical performances for people living with dementia • Chance for Upton Snodsbury residents to meet their local councillors at event • Waste collection changes come into force on 15 October 2018 • Views needed on tourism provision in Wychavon to inform future activities • Free workshops and funding opportunities for you and your communities • Workshops offer information on running a successful village hall in Wychavon • Review and consultation on Statement of Licensing Policy • Recognition for unsung heroes who keep us safe • Event to provide valuable advice to landlords in Wychavon and Malvern
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning meeting 18 October 2018 • Minutes for Planning meeting 20 September 2018 <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/18/01801/FUL – St James the Great Church, Norton: new external render finishes to tower, and stone repairs • W/18/01819/FUL – Jockey Orchard Rear Of, Closes Cottage, Hatfield Bank: Change of use of land to equine use and erection of 2 stables for private use only