

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 25<sup>th</sup> FEBRUARY 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

**1. Apologies for Absence:** H. Turvey, G. Dyer.

**Attending:** Mrs. C. McGovern (Chair), A. Bennett, Mrs. D. Hewison, K. Fincher, D. Lucas, P. Richmond, M. Reeves, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

**2. Changes to Membership**

The Clerk reported that no applications for the co-opted Councillor position had been received and that Mr. Dyer wishes to remain as a co-opted member at the current time. This was agreed. The Clerk will advertise the co-opted Councillor vacancy in the forthcoming Parish Council newsletter.

**3. Declarations of Interest**

Cllr. Lucas declared a personal interest in agenda item 7, SWJCS and Cllr. Mrs. McGovern in agenda item 18b.

**4. Minutes of the Parish Council Meeting Held on 28<sup>th</sup> January 2010**

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas **and all were in agreement** that the minutes of the 28<sup>th</sup> January be approved.

**5. 2010/27 Reports**

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

Cllr. Adams was unable to attend the meeting and there was no report.

**b) Planning Committee**

Cllr. Richmond summarised the current applications:

Approvals

Land adj. to Merryfield House, Change of use to extend garden area. Parish supports Woodbury Park. Ref: W/09/02824 subject to comments.

Refusals - None

Awaiting Decision

Woodside, Hatfield Lane

Ref: W/09/02055

(Resubmission of W/09/00042)

Demolition of bungalow and redevelopment of three no. dwellings plus various amendments. Parish does not support. To Development Control Committee.

Internal Consultation

Wits End Stables, Broomhall

Ref: W/09/02772

Block of 5 free standing kennels with attached free standing runs for the use of housing stray dogs.

8 Toulouse Drive, Norton

Ref: W/10/00247

Conversion of integral garage into living space with bay window.

Grange Farm, Hatfield Lane

Ref: W/10/00274

Steel framed building for the storage of farm machinery.

Hatfield Court, Hatfield Bank

Ref: W/10/00142

Domestic extensions. (Resubmission of W/09/02794)

19 The Hidage, Littleworth

Ref: W/10/00274

2 x solar panels (retrospective).

Cllr. Richmond referred to a meeting attended with Cllr. Turvey, Cllr. Adams and Wychavon Planning Officers and advised that it is felt likely that the Woodside application will be approved. Compliance with the SMH planning conditions was discussed at this meeting and it is understood that SMH has been contacted to request road cleaning or wheel washing to alleviate the highways hazard along Church Lane. The Clerk read out an email advising that landscaping plans for the SMH site are now available on the Wychavon DC website. CSO Fogwill advised that SMH has been given an informal warning relating to the danger caused to other road users due to the state of Church Lane. In view of the lack of real improvement in the road condition, a revisit will be made by the Police to reinforce this message. It is understood that the infill work on site is c. 75% complete. The Clerk will write to SMH advising that many complaints are being received from residents and request effective road cleaning, as supported by the Police, until the work is completed. This letter will be copied to Cllr. Adams and Wychavon DC.

**c) Allotments Committee**

Cllr. Mrs. McGovern advised that no problems have been noted or new issues reported. The Clerk reported upon a quote received to split plot 21A. This was substantially higher than expected and was considered inappropriate in view of the rental income that will be generated by splitting the plot. It was agreed that if the allotment holder wishes to split the plot then the tenant needs to arrange, in liaison with Cllr. Mrs. McGovern/the Clerk and in recompense, the plot will be rent free for 12 months. The Clerk will contact the tenant.

**d) Playing Fields Committee**

The Clerk provided an update on repair of the line marking machine. It was agreed for Graham Yarnold to inspect the machine and quote for repair which is envisaged to require welding. The Clerk will liaise with Cllr. Lucas. Cllr. Reeves advised that mole activity has been noted on the field. Cllr. Reeves will provide the Clerk with a contact to seek advice.

**e) Footpaths Committee**

In the absence of Cllr. Turvey, the Clerk advised that the fence to the side of the new car park at Norton Church is to be moved to accommodate the public right of way. The proposed new line of the fence and hedge differs to that detailed within the approved landscaping plans and therefore Rev. Sloggett has been advised to seek the approval of Planning to the revised location.

**f) Finance**

(i) The current account balance was £6,076.84 on 17<sup>th</sup> February with the deposit account balance at £35,666.02 on 3<sup>rd</sup> February, plus Treasury Stock of c. £15k.

(ii) No queries were raised regarding the monthly accounts circulated with the agenda. The Clerk reported that where there is a shortfall in income against budget e.g. bank interest, this is covered by a surplus of income against budget on other lines. Expenditure may end the year under budget depending on items such as when the allotments French drainage work can be undertaken, if grass cutting is required during March and when invoices become due.

**g) Parish Hall Management Committee (PHMC)**

Cllr. Lucas referred to the monthly accounts circulated and advised that quotes are being received for the electrics, flooring and suspended ceiling work. Advice is being sought from Severn Waste Services regarding the proposed grant application. The PHMC has been approached by Wychavon DC to consider use of the Hall as a Children's Centre to deliver integrated services. This would involve a pre-booked number of days with a contribution paid to the PHMC for use of the Hall. This suggestion will be discussed at the March PHMC meeting.

**h) West Mercia Police**

CSO Fogwill provided his report prior to agenda item 5c to enable him to leave to undertake other work commitments. There have been 21 calls to the Police since the last meeting relating to 6 crimes; criminal damage at the Cricket Club, antisocial behaviour and thefts (shop lifting) at the Garden Centre. In response to continued complaints about parking outside Smiths Livery Yard,

Church Lane, CSO Fogwill advised that the owner has advised visitors and users of the Livery Yard that they should park in the space provided on site and not on the road/pavement. As the problem continues, CSO Fogwill will discuss enforcement by way of issuing tickets for unnecessary obstruction of the footpath with PC Woods. Reports of speeding buses will be followed up by the Police if this issue is not resolved following the letter from the Parish Council. Parking outside School was highlighted at the recent PACT meeting. The area continues to be patrolled periodically at drop off/pick up times and Police cones have been placed outside School to reinforce the considerate and safe parking message. Following a couple of spates of vandalism over recent months, CSO Fogwill will meet with the Hall Manager and the Neighbourhood Watch Safe & Sound Co-ordinator at the Hall to consider any measures that could be adopted to assist in reducing the likelihood of further incidents.

**i) Brockhill Recreation Area**

The Clerk will contact Persimmon Homes for an update on when the proposed meeting with Wychavon DC is planned as this was envisaged during February.

**j) Parish Plan**

In the absence of Cllr. Turvey, the Clerk advised that it is understood that the Parish Plan is progressing as planned.

**k) Parkway Station**

The Clerk advised that a meeting has been arranged with Worcs CC for an update. This meeting will be attended by Cllr. Reeves, Cllr. Adams and Mr. Ives. Cllr. Bennett will attend if possible.

**6. 2010/28 EnviroSort**

Cllr. Lucas advised that the official opening is planned for March to which members of the Parish Council and local residents will be invited. Severn Waste is applying for an extension to the Permit by asking for permission to park up to 5 of its own vehicles (that are used for transport to the land fill at Hill and Moor) on site, behind the barrier/fence and out of view from the road.

**7. 2010/29 South Worcestershire Joint Core Strategy (SWJCS)**

Cllr. Fincher reported on the response from Peter Luff M.P. which has been previously circulated to councillors and advised that a meeting has been arranged with the SWJCS Project Manager on 12<sup>th</sup> March to discuss developments. A SWJCS update will be included within the forthcoming edition of the Parish newsletter which will highlight a further public meeting on this issue planned for the end of April/early May. It was commented that the Worcester West and North West development plans are progressing and appear to be at a more advanced stage. The Clerk advised that Parish Council comments upon the Worcester Transport Strategy have been specifically sought. Submission of comments from the Parish Council was considered further and it was agreed that as these have been specifically invited that Cllr. Fincher and Mr. Dyer will formulate a broad response for confirmation by Cllr. Turvey and submission before the 12<sup>th</sup> March deadline.

**8. 2010/30 Flooding Issues**

The Clerk advised that the ground at the allotments remains too wet to start work. It is likely that ground conditions will delay the work until mid/end March. A site meeting has been arranged with Wychavon DC, Cllr. Adams, Cllr Reeves and the Clerk to discuss the ditch maintenance work undertaken by Network Rail (which appears less extensive than was expected), to review the impact of this upon drainage of the field where the ditch reinstatement is proposed, to discuss the proposed work and for Wychavon DC to undertake surveying work as required by the Environment Agency in relation to the consent application.

**9. 2010/31 Norton Pre-school Proposals**

Cllr. Lucas advised that Pre-School will be submitting a planning application to Wychavon DC and that formal notice of this has been provided to the Parish Council. It is likely that any planning permission granted will only be for 5 years due to portacabin use. If a reapplication is made at the

end of the suggested 5 year term, then it is possible that a further 3/5 year period would be approved, but at the end of this term it is envisaged that no further extension would be provided. This confirms the need for Pre-School to have a plan in place to either replace the portacabin or to remove it and return the site to its original state at the expiry of any planning permission given. Cllr. Lucas advised that Pre-School is aware of this requirement and the need for a long term plan.

In addition to any planning conditions the nature of the necessary tenancy agreement was briefly discussed and the importance of protecting the Parish Council position. The Clerk will contact CALC for any advice it may have regarding such tenancy agreements and following this, general legal advice may be sought prior to any agreement being drafted.

**10. 2010/32 BBQ Area at the Parish Hall**

The quote and the nature of the facility to be provided were discussed. The Clerk will establish whether there are any insurance implications in providing such an area.

**11. 2010/33 Hedge Maintenance within the Parish**

Cllr. Fincher circulated a list of hedges that have been noticed as encroaching on pavements around the Brockhill area. Whilst some are worse than others, the situation has been assessed on the basis of whether a person with a pushchair could pass without needing to walk in the road. The Clerk will write to the residents highlighting the situation and asking for the hedges to be trimmed and regularly maintained to ensure that the full width of the pavement is clear of the hedge.

**12. 2010/34 Parish Volunteer Group**

After a brief discussion it was agreed to reword the newsletter advert thanking those residents who have offered to help and advising that as opportunities arise they will be contacted. At present there are insufficient volunteers to form a volunteer group and this will be reviewed in the autumn.

**13. 2010/35 Maintenance of Public Rights of Way**

The Clerk reported on one quote received to cut the small grass verges at Brockhill. A second comparable quote will be sought by the Clerk.

**14. 2010/36 Parish Council Newsletter**

After discussion of digital printing costs it was agreed that the Clerk will chase Duplikate for a more formal quote and explore the possibility of agreeing an annual (4 edition) contract.

**15. 2010/37 Use of the Playing Fields by NJK CE First School PTA/Norton Pre-School**

Cllr. Mrs. McGovern provided information regarding the suggested event which includes erection of a circus tent on the playing field on 4<sup>th</sup> July. The main concern was the possibility of damage to the playing field, particularly in the event of a period of wet weather and parking capacity. After discussion it was agreed that the Clerk will advise the PTA representatives that whilst the Parish Council would like to support this event, it needs the guarantee from the PTA that the playing field surface will not be damaged and if it is that the PTA/School will return the field to its original state. PTA representatives will be invited to attend a future Parish Council meeting to discuss the proposal further. Whether the Parish Council would charge for use of the field is yet to be decided.

**16. 2010/38 Archive of Local Historic Photographs**

Cllr. Bennett advised that he has met with Mr. Corbett (Head Teacher, Pershore High School) who has agreed to supervise this archive. Cllr. Bennett is liaising with Mr. Jaynes and Mr. Corbett to progress. The archive will be put on disc and will be available as a presentation with an editorial for each slide.

**17. 2010/39 Parish Hall**

It was agreed to review the proposal to consider changing the name of the Parish Hall and to extend its uses in 3 months time.

## 18. 2010/40 Finance

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

### Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Southern Electric	Regiment Close street lighting January 2010	2.31
Society of Local Council Clerks	Annual membership subscription	95.00
L. Mason	Signs for public meeting held on 4 <sup>th</sup> November 2009	120.00
Mrs. D. Woolford	Refund of booking fee due to cancellation of event	15.00
	<b>TOTAL</b>	<b>232.31</b>

### Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Mrs J. Greenway	Honorarium February 2010	483.47
Mrs J. Greenway	Expenses February 2010	31.27
NALC	Subscription to Direct Information Service (DIS) Extra	105.75
Security Patrol Services	Locking of Parish Hall gates 11/1/2010 to 7/2/2010	115.16
Fleet (Line Markers) Ltd	2 bags of line marker	17.48
Mr. J. Roach	Litter picking (Jan/Feb 18 hours)	104.40
	<b>TOTAL</b>	<b>857.53</b>
	<b>GRAND TOTAL</b>	<b>1,089.84</b>

b) It was agreed by all to donate £525 to NJK C.E. First School as a contribution towards swimming transport costs. The Clerk will arrange and will enquire how the balance of the transport cost is funded.

## 19. 2010/41 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk provided an update on the Rooftop/Regiment Close street lighting situation. Cllr. Bennett commented on the CALC Wychavon Area meeting on 4<sup>th</sup> March and provided the agenda for information.

## 20. 2010/42 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk reported on a Brockhill Lane tree felling request from Highways and the response provided after liaison with Cllr. Turvey and Cllr. Mrs. McGovern. This was agreed by all. In response to a question raised, it was agreed that neither the tree, nor any damage that may have been caused by it, are considered to be the responsibility of the Parish Council.

## 21. 2010/43 Items for Update to Local M.P.

Nothing further to report at this time.

## 22. 2010/44 Councillors' Reports and Items for Future Agenda

Cllr. Fincher commented upon discrepancies noticed for the Parish within Google Maps. Cllr. Fincher will investigate how these can be corrected. Cllr. Reeves reported that the ditches at the School end of the Radley bridleway have not yet been cleared by the land owner. The Clerk will contact Wychavon DC for assistance.

## 23. 2010/45 Date of Next Meeting – Thursday 25<sup>th</sup> March 2010

The meeting closed at 10.05pm.

<b>Correspondence Received for 25<sup>th</sup> February 2010 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters
Caloo	Play area/outdoor gym equipment
Community First	E-bulletin, Newline magazine Winter 2010
CPRE	Campaigns Update: Vote for the countryside
Fleet (Line Markers) Ltd	Product mailing and new website
Marshalls	Product update
Mr. Harrison	Copy email correspondence to Wychavon DC Planning re mud on road by SMH
NALC	Direct Information Service Update
NJK CE First School	Request for assistance with swimming lesson transport costs
Norton Pre-School	Formal notice of intention to submit a planning application to Wychavon DC to site a portable building on land at Norton Parish Hall.
NSPCC	Campaign to raise profile
Pershore High School	Newsletter Jan/Feb 2010
Pershore Volunteer Centre	Invitation to Volunteer Forum – 10 <sup>th</sup> March 9.30-1.30pm, Hindlip Hall
Peter Luff MP	Reply to recent letter re SWJCS (copy previously circulated)
Rooftop Housing Group Ltd	Details of properties owned within the Parish
Rooftop Housing Group Ltd	Street lighting in Regiment Close – transfer of electricity supply and fault reporting for maintenance
Rural Outreach Project, Droitwich CVS	Pershore newsheet
Rural Services Network	New features, Parish News, Local Food Study (call for evidence of good practice)
Safe & Sound Playgrounds	Product update
Society of Local Council Clerks	Practitioners' Conference, Regional Conference, Playground safety
SWJCS	Acknowledgement of recent letter and offer to meet to discuss points raised
Wickstead Playscapes	Product mailing
Worcs CC	Acknowledgement of Parish Council support for initiative to use farm accommodation bridge at the end of Brockhill Lane as a pedestrian/cycle route to/from St. Peters area. Endeavouring to secure funding and land owner support.
Worcs CC	Acknowledgement of response to the Waste Core Strategy: Emerging Preferred Options Report Pre-submission Public Participation
Worcs CC	Confirmation that 20mph zone is being considered outside NJK CE First School. Sites will be assessed and prioritised against the limited budget available to identify sites for installation.
Worcs CC	Invitation to submit an official point of view to the Worcester Transport Strategy
Wychavon DC	Copy correspondence to Network Rail confirming satisfactory completion of watercourse maintenance work
Wychavon DC	Copy letter confirming satisfactory maintenance of watercourse work at 10 Wadborough Road
Wychavon DC	Planning approval notice: W/09/02824: Land adj. to Merryfield House, Woodbury Park – change of use to extend garden area.
Wychavon DC	Play Area Workshop: Sat 20 <sup>th</sup> February, Civic Centre, Pershore – 9.30-4.30pm
Wychavon DC	Request for information about parish sports facilities
Wychavon DC	SHM landscape plans

**Notes from the Public Question Time Prior to the Parish Council Meeting**

Mr. Walters attended to provide background information regarding his planning application relating to 19 The Hidage, Littleworth for 2 x solar panels (retrospective).

Mr. Walters advised that he started to use solar energy in response to increasing energy bills and following the success of this, decided to develop installation of solar panels as a business opportunity. Mr. Walters explained the nature of the solar panels installed at his property and that he was approached by Wychavon DC, to advise that planning permission was required, after a visit to the area by Wychavon relating to a separate matter.

The business operates as JW Solar Solutions and photographs of the panels installed are available on the business website ([www.jwsolarsolutions.co.uk](http://www.jwsolarsolutions.co.uk)). Photographs are included within the planning application. Mr. Walters advised that no complaints have been received from neighbours, just interest. It is likely that as schemes and incentives available for solar panel installations become greater then demand will increase and therefore the number of planning applications submitted.

Mr. Walker advised that the separate matter being investigated by Wychavon DC related to erection of a shed on a parking space which belongs to one of Mr. Walters' neighbours and that this has been confirmed as satisfactory.

Cllr. Richmond explained that the Parish Council is consulted by Wychavon DC on planning matters and that applications are circulated to Parish Councillors for their comments which inform the response submitted to Wychavon DC for consideration as part of its decision making process. Cllr. Richmond confirmed that the application had been received and was circulating for comments.

Mr. Walters confirmed that he appreciated the nature of the Parish Council's contribution to the process and thanked the Council for the time to provide the background information.