

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 22ND JULY 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

1. **Apologies for Absence:** K. Fincher, Mrs. C. McGovern, M. Reeves, P. Richmond, G. Dyer.
These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, Mrs. D. Hewison D. Lucas, Mrs. J. Greenway (Clerk/
Responsible Finance Officer).
2. **Changes to Membership**
The Clerk advised that no applications or expressions of interest have been received regarding the co-opted Councillor vacancy advertised in the summer Parish Council Newsletter.
3. **Declarations of Interest** - None
4. **Minutes of the Annual Parish Council Meeting Held on 26th May and 24th June 2010**
As only one of the Parish Councillors attending the July meeting also attended the May meeting approval of the minutes could not be seconded and therefore the May minutes will be presented to the September meeting for approval.

It was proposed by Cllr. Lucas, seconded by Cllr. Bennett **and all were in agreement** that the minutes of the 24th June be approved.

5. **2010/130 Reports**

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

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

b) **Planning**

(i) In the absence of Cllr. Richmond, the Clerk summarised the current applications:

Approvals

Pound House Farm, Church Lane Norton. Ref: W/10/01237 Erection of block of 4 stables to replace existing building (retrospective).

High Park Cottage, Pershore Rd Ref: W/10/00980 Rear and side extension. Revision to planning approval W/08/W/08/00416. Parish supports.

Refusals - None

Awaiting Decision

The Old Barn, Hatfield Bank Ref: W/10/01166 Demolition of existing out houses and construction of a garage and forecourt. Parish supports subject to conditions.

Norton Parish Hall, Littleworth (Pre-School). Ref: W/10/01132 Installation of a portable modular building to house preschool facilities. On land owned by Norton Parish Council, at Norton Parish Hall. Land for proposed site is adjacent to tennis court currently on site. Parish supports in principle, subject to conditions.

10 Wadborough Road, Littleworth Ref: W/10/01570 Retrospective application for a conservatory. Parish commented rather than supported/not supported.

Internal Consultation

Morganite Crucible, Woodbury Lane, Norton. Ref: W/10/01616

Proposed change of use of existing industrial unit and attendant office. Accommodation to an education training centre providing special needs training.

Morganite Crucible, Woodbury Lane, Norton. Ref: W/10/01615

Change of use from existing use to sui generis for use as an indoor karting centre using petrol and electric go karts, with cafe.

6 The Hidage, Littleworth Ref: W/10/01719

Two storey extension over garage and across the rear elevation to form additional living accommodation.

Other - None

Wychavon DC has offered to provide some guidance/training for Parish Councillors with responsibility for planning as this is a complex area and may assist when reviewing applications received and providing consultation responses. It was agreed to arrange for the autumn.

Following receipt of another retrospective planning application it was agreed to repeat as a regular item the newsletter notice recommending that residents considering home improvements contact Wychavon DC Planning Department for guidance.

In response to concerns noted regarding compliance with planning conditions for 25A Wadborough Road, it was agreed that the Clerk will contact Wychavon DC for this to be reviewed.

(ii) See agenda item 10.

(iii) See agenda item 11.

c) Allotments

In the absence of Cllr. Mrs. McGovern, the Clerk advised that a request has been received regarding the possibility of a joint tenancy, where a plot is rented by one tenant but is also being worked by a second party. A number of such informal arrangements are coming to light. After discussion and in view of clause 5e of the Tenancy Agreement 'The tenant shall not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden; furthermore, no other party may be allowed to cultivate the allotment garden save for members of his immediate family, which in the context of this agreement shall mean mother, father, spouse, partner, child or grandchild', it was agreed that the Clerk will write to all tenants reminding them of clause 5e and the need to contact the Parish Council if they are unable to work their entire plot so that this can be split, with the spare section offered to the very long waiting list.

d) Playing Fields

The Clerk advised that the goal mouth has been reseeded, the line burning will be done in early autumn and the line marking machine is in the process of being mended.

e) Public Rights of Way

Cllr. Turvey and the Clerk advised that the P3 Scheme Grant allocation has been awarded at £60 rather than the £760 applied for. The reduction is due to use of volunteers and the Probation Service to undertake much of the work required. Due to the length of time elapsed from P3 submission to an award being made, the public rights of way have become very overgrown and the Parish Council agreed for a contractor to be instructed to undertake a first cut of entrances and sections of the footpaths/bridleways (at a cost of £350) to ensure that paths remained passable. This work is now underway. A second cut will be undertaken via Worcs CC and the Probation Service during September.

Cllr. Turvey commented upon the fencing adjacent to the public right of way by the new car park

at the Church and concern that the fence may not be in the correct position. It was agreed that Cllr. Turvey will draft a letter to Wychavon DC requesting that this is reviewed in accordance with the planning application and conditions.

Cllr. Turvey added that Mr. Kite has advised that he is planning to clean out the ditch running alongside the bridleway from opposite the War Memorial towards the railway line.

f) Finance

(i) The current account balance was £6,761.68 on 7th July with the deposit account balance at £40373.50 on 2nd July, plus Treasury Stock of c. £15k.

(ii) No questions were asked regarding the monthly accounts circulated with the agenda. The Clerk and Cllr. Mrs. Hewison will arrange a quarterly financial review during August.

g) Parish Hall Management Committee (PHMC)

The Clerk advised that monthly accounts for April, May and June are not currently available. Concern was expressed regarding the lack of information. The Clerk will contact the Hall Manager to confirm when the figures will be available and that a budget is in place for the current financial year. Cllr. Lucas commented upon the electrics work proposed by the PHMC and it was agreed that he should contact the Hall Manager for an update, to review quotes received and to discuss appointment of a contractor. It was noted that the Pilates group will not be using the Hall in the future.

h) West Mercia Police

CSO Fogwill thanked the Parish Council for the letter sent in his support. He advised that since 22nd June, 25 logs/calls have resulted in 2 crimes within the Parish; one of criminal damage and one domestic related. Following the recent PACT meeting, the priority highlighted was speeding and speed traps are planned within the Parish via the Traffic Section. It is understood that a replacement CSO is being arranged for the end of August/beginning of September, with this being an experienced CSO who is moving area. Following reports of youths attempting to harm sheep in the field behind the allotments, CSO Fogwill advised that a Police presence will be made in this area. The improvement in cars being parked on the pavement outside Smiths Livery Yard was noted along with the support of the owner. In connection with speeding incidents, CSO Fogwill advised that individuals can report these to the Police which can result in warnings being issued.

i) Brockhill Recreation Area

The Clerk reported on email correspondence from the MoD regarding the disposal of the Norton Barracks HQ. It was suggested that this may be an ideal community area to supplement the Parish Hall. It was agreed to continue to pursue and investigate opportunities as they arise. Also see agenda item 10.

j) Parish Plan

Cllr. Turvey advised that sections of report are being drafted. These will be collated and finalised with the aim that the Plan will be published by the end of this year.

k) Parkway Station

No further news.

6. 2010/131 EnviroSort

Cllr. Lucas advised that tonnage is predicted to peak at 70T, below the 105T forecast which was based on completion of the SWJCS housing developments. Worcs CC may consider the facility taking in commercial paper and cardboard for recycling. The maximum storage time on site for plastics is 2 weeks. Complaints regarding litter along the B4084 and Woodbury Lane appear to be being followed up quickly. A vacancy has arisen on the Liaison Group and it was agreed to support the suggestion for this to be filled by another resident from Woodbury Park.

7. 2010/132 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey provided an update following the question to the Wychavon Full Council Meeting and advised that the District and City Councils are continuing to work together on a revised strategy following abolishment of Regional Assemblies. It is likely to be 2011 before the revised strategy is submitted and there may still be some development in South Worcestershire. It was agreed for the working group to meet to discuss the current position and consider possible future actions.

8. 2010/133 Flooding Issues

a) Allotments French Drains

The Clerk advised that the site meeting with affected tenants, Cllr. Mrs. McGovern, Cllr. Reeves, the Clerk and the contractor took place as planned. The Clerk will write to all tenants to update them on the proposals. The work is planned for early October.

b) Proposed Ditch Re-instatement Work

The Clerk advised that a response has been sent to Wychavon DC following their recent recommendations and a reply is awaited. Once this has been received the Clerk will contact the land owner and tenant farmer to seek their assistance and approval of the work.

9. 2010/134 Norton Pre-school Proposals

Cllr. Lucas provided an update from Pre-School. The Clerk confirmed that the planning application has been supported in principle subject to full details and a tenancy agreement being approved by the Parish Council. It was agreed that the level of ground rent to be charged would be considered at the September Parish Council meeting and Cllr. Lucas will establish the annual level of booking income paid to the Parish Hall. Cllr. Lucas will also clarify with Pre-School whether water and electricity supplies will be metered and billed separately to Pre-School and seek photos of the proposed buildings so that the Parish Council can consider these at the September Parish Council meeting.

10. 2010/135 Land adjacent to St. Peters Garden Centre

The Clerk advised that a report summarising the feedback from the public exhibition has been received and this will be circulated to members of the Parish Council. It was agreed that the Clerk should again request a response to the Parish Council letter to allow this to be considered prior to the meeting. It was also agreed for the Clerk to write to the developers seeking reimbursement for the maintenance costs incurred relating to the large grass verges along Crookbarrow Road amounting to c. £8k since the beginning of 2006.

11. 2010/136 Morganite Site

Cllr. Lucas advised that he has received a copy of the QC opinion from Wychavon DC and will pass this to the Clerk for the Parish Council files. The QC opinion is that the Gypsum Arrow activities are covered by the B2 approval. Wychavon DC is clarifying if this part of the site is within the existing B2 classification. It would appear that any conditions will need to be negotiated and agreed on a voluntary basis with the operators.

A planning application has been received for the karting proposal. Feedback received is that residents of Woodbury Park do not support this application, particularly Sunday opening. An application for a training facility has also been received.

It was agreed for Cllr. Lucas to pursue setting up a Morganite Crucible Business Park Liaison Group, inviting Cllr. Adams to join this, with a first meeting suggested during September. The Clerk will forward the owner's details to Cllr. Lucas and continue to chase Wychavon DC for a response to the recent Parish Council letters concerning this site.

12. 2010/137 Land Ownership

The Clerk advised that Cllr. Lucas has offered assistance. The Clerk will liaise with Cllr. Lucas to progress.

13. 2010/138 Allotments

- a) The two fencing quotes were reviewed. It was agreed to consider whether to progress with this project at the September meeting when more Councillors will be in attendance.
- b) The revised quotes were considered. In view of the substantial increase, the Clerk will contact the contractor to discuss and seek a reduction. The Clerk will approach those on the waiting list to establish if they are willing to take on the plots in question in their current state.

14. 2010/139 Playing Fields

The Clerk reported upon playing field costs incurred and booking income received during the previous 12 months. Based on this information and as hire costs are broadly in line with other facilities in the area, it was agreed to retain charges at £7.50 per hour for hire of one pitch plus £15 for use of the changing rooms (which is reimbursed to the Parish Hall). Costs and hire charges will be reviewed again next year.

15. 2010/140 Parish Council Newsletter

The Clerk provided an update on outstanding advertising invoices. It was agreed that in view of the lack of response to our previous 2 letters, a third letter should be sent by recorded delivery asking for the Parish Council to be contacted regarding settlement of the outstanding invoices otherwise the Parish Council will have no alternative but to consider what other action may be open to it. The Clerk will ask Duplikate not to include adverts in the newsletter if the previous invoice remains unpaid.

16. 2010/141 Worcestershire Budgerigar Society

The Clerk provided an update following discussions with the Treasurer of the Society. To enable the Society to consider the situation further, it was agreed that annual ground rent would be payable of £100. The location, nature of the shed/container and the situation should the Society cease or move to a different venue still need to be agreed by the Parish Council. The Clerk will advise the Treasurer.

17. 2010/142 Parish Hall

There were no volunteers to replace Cllr. Lucas on the PHMC. Cllr. Lucas agreed to remain the Parish Council representative until a replacement can be found. Agenda for consideration at the September meeting.

18. 2010/143 Parish Emblem/Logo

A competition within the Parish for ideas that could be developed into a Parish logo was agreed as a good idea. Agenda for further consideration at the September meeting.

19. 2010/144 Wychavon DC Public Consultation: Statement of Licensing Policy 2011

Cllr. Lucas offered to review. The Clerk will forward the information. It was agreed for Cllr. Lucas to submit a draft response to the Clerk by 7th September if this is considered appropriate.

20. 2010/145 Worcestershire Partnership Restructure

Cllr. Turvey offered to review. The Clerk will forward the information. It was agreed for Cllr. Turvey to submit a draft response to the Clerk by 22nd September if this is considered appropriate.

21. 2010/146 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
CPRE	Annual membership	29.00
Security Patrol Services	Locking of Parish Hall gates (17/5/2010 to 27/6/2010)	176.85
New Farm Grounds Maintenance	Playing field grass cutting – 2 cuts in June	122.60
R. Pullen	Mowing/strimming May/June (24 hrs plus petrol and strimmer cord)	148.20
Duplikate	Summer 2010 Newsletter plus Housing Development flier	486.23
J. Roach	Litter picking April/May (18.5 hrs)	107.30
Shear Perfection Ltd	Mowing of churchyard (2 cuts @ £177) and Brockhill large grass verges (2 cuts @ £173) plus FP20 clearance (£126)	826.00
	TOTAL	1,896.18

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium July 2010	495.04
Mrs J. Greenway	Expenses July 2010	54.71
Mrs. T. Hodgkins	Winner of newsletter number puzzle	10.00
Mrs. T. Collins	Runner up of newsletter number puzzle	5.00
	TOTAL	564.75
	GRAND TOTAL	2,460.93

22. 2010/147 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk will explore costs to install a mains water supply to the small plot of allotments along Wadborough Road for consideration at the September Parish Council meeting. The Clerk will agenda the Queen Elizabeth II Fields Challenge for the September Parish Council meeting.

23. 2010/148 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

24. 2010/149 Items for Update to Local M.P.

Nothing further to report at this time.

25. 2010/150 Councillors' Reports and Items for Future Agenda

The Clerk advised of holiday dates. Newsletter items should be provided to Cllr. Mrs. McGovern by 18th August.

26. 2010/151 Date of Next Meeting: Parish Council meeting Thursday 30th September 2010

The meeting closed at 10.05pm.

Correspondence Received for 22nd July 2010 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters. Date of next Worcs CC Parish Conference: 7 th September at County Hall (7pm)
Chris Morag and Jo Manuschka	Incident report re youths disturbing and causing harm to sheep in the field at the back of the allotments in Wadborough Road.
Clerks & Councils Direct	Magazine July 2010
Community First	Membership renewal pack and service discount voucher
CPRE	Campaigns Update
Durasport	Play area surfaces
Engage Planning	Report summarising public exhibition and arrangement of a future meeting with the Parish Council and developers.
Glasdon	Product brochure
MoD	Formally declared no future interest in Norton Barracks HQ building and that the move into the premises is likely at the end of August. The Parish Council's interest in acquiring the site has been lodged.
Mr. Dunphy	Planning application W/10/01570: 10 Wadborough Rd (conservatory – retrospective)
Mr. Dunsdon	Proposed development of land adj. to St. Peters Garden Centre. Update provided.
Mr. Watson	Maintenance of public rights of way, land drainage and water supply at the allotments on the opposite side of Wadborough Road to the main plots.
NALC	Events Bulletin. Direct Information Service Updates and survey. Local Council Review online.
Norton Pre-School	Update on proposals
Pershore High School	Newsletter June/July
Peter Morgan	Contacted new owners of Morganite site to arrange a meeting to discuss plans for the site and residents' concerns (to include the Nursing Home)
Rural Services Community	Weekly Rural Focus newsletters
Rural Services Network	Parish Newsletter
Sam Fletcher (representative of owner of Morganite site)	Acknowledgement of Parish Council letter and advice that the public right of way will remain as it is for the foreseeable future.
Shear Perfection	Quotes for allotment clearance and ground preparation plus allotment fencing
Soc. Local Council Clerks	The Clerk magazine July 2010
West Mercia Police	Acknowledgement of letter sent re COS Fogwill and confirmation that the intention is to fill this vacancy.
Worcs CC	Public notice: Closure of part of Wadborough Road for work by Severn Trent. Expected for 4 days commencing 23 rd August.
Worcs CC	Worcestershire Hub survey
Worcs Partnership	Children's Trust Newsletter June 2010
Wychavon DC	Annual Report of Wychavon Standards Committee 2009/10. The future of the Standards Board regime is unclear following the Government announcement 'to abolish the Standards Board regime' and the relevant bill is not likely to be published until the autumn. In the meantime, the Code of Conduct and the Council's Standards Committee will function as normal.
Wychavon DC	Community Planning Event – Summary of key outcomes/recommendations from the event
Wychavon DC	Consultation: Statement of Licensing Policy 2011.
Wychavon DC	Copy correspondence sent to 8 Wadborough Rd confirming satisfactory nature of work done to clear the watercourse.
Wychavon DC	Copy letter to Mr. Watson re land drainage issues investigated.
Wychavon DC	Full Council Meeting minutes 29 th June 2010 (incl. Parish Council question and response)
Wychavon DC	Planning approval notice: W/10/01237 – Pound House Farm, Church Lane: Erection of block of 4 stables to replace existing building (retrospective)
Wychavon DC	Queen Elizabeth II Fields Challenge to safeguard playing fields for future generations.

Public Question Time Discussions

One Parishioner attended and raised the following main points.

Newsletter

Print quality and lay out is much improved.

Public Rights of Way

Clearance work has been slow and some footpaths are not easily passable. Cllr. Turvey advised that Worcs CC has been slow this year in agreeing the P3 parish paths grant which has delayed work and also delays have been experienced with the contractor undertaking the maintenance work which is now underway and should be completed very shortly. In future Worcs CC will be utilising the Probation Service to complete some public right of way maintenance work.

Horses riding on pavements/horse manure on pavements

The Clerk advised that stables and livery yards are contacted regularly to remind them that it is an offence under the Highway Code to ride horses on pavements and also highlighting safety concerns where pedestrians walk in the road to avoid horse manure on pavements. CSO Fogwill confirmed that Smiths Livery Yard has been visited concerning the issues raised and that if he observes riders on the pavements they will be dealt with appropriately.

Speeding Cars

Speeding along Wadborough Road was highlighted as a concern, particularly when combined with parked cars which reduces visibility. CSO Fogwill will request speed traps along Wadborough Road as part of the issue highlighted at the recent PACT meeting along Church Lane and Crookbarrow Road. CSO Fogwill advised that where a driver is observed to be persistently speeding, the car registration number can be passed to the Police who may then be able to issue a warning to the driver.

Allotments Gate

The barbed wire placed on the allotments gate has been removed. The Clerk advised that it isn't known who installed this, but it is believed to have been in response to children swinging on the gate and causing a problem with the hinges and the smooth operation of the gate.