

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH OCTOBER 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

- 1. Apologies for Absence:** G. Dyer, K. Fincher, M. Reeves. These apologies were accepted and approved.

Attending: H. Turvey (Chair), A. Bennett, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, P. Richmond, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Changes to Membership

The Clerk advised that two applications have been received for the co-opted Parish Councillor vacancy. After consideration it was agreed by all to invite Mr. Sparling to join the Parish Council to fill the vacancy of co-opted Parish Councillor and to invite Mr. Stefanovic to join as a co-opted member (without voting rights). The Clerk will progress.

3. Declarations of Interest

Cllr. Turvey declared a personal interest in the allotments as he has joined the waiting list.

4. Minutes of the Parish Council Meetings Held on 30th September 2010

It was proposed by Cllr. Lucas, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 30th September be approved.

5. 2010/180 Reports

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

Cllr. Adams suggested adding his comments during specific agenda items during the meeting and this was agreed.

b) Planning

(i) Cllr. Richmond and the Clerk summarised the current applications:

Approvals

**Eastfield, Wadborough Road,
Kempsey. Ref: W/10/01752**

Construction of 2 no. fishing lakes comprising 29 fishing pegs including 3 disabled angling pegs and facilities building, new access and associated works.

Amendment 1: Additional information: flood risk assessment and amended plans to show amended site layout to accommodate footpath.

Amendment 2: Revised Design & Access Statement and flood risk assessment.

Parish does not support.

Refusals - None

Awaiting Decision

**2 Black & White Cottages,
Church Lane. Ref: W/10/01865 & 1866**

Rear conservatory. Parish supports.

**16 Dunkirk Drive, Norton
Ref: W/10/01865 & 1866**

Proposed conservatory to rear. Parish supports.

Internal Consultation

**Touchwood, 2A Wadborough Rd,
Littleworth. Ref: W/10/02392**

Proposed extension to form granny annex.

Other

Boulterley Cottage, Broomhall, Norton. Ref: W/10/02092 & 2093 Proposed extensions, removal of internal staircase and replacement garage. Parish supports. Withdrawn by applicant.

Cllr. Turvey advised that the Eastfield fishing lakes application has been approved subject to a change in design including the entrance and car parking area. These changes are to be agreed by Cllr. Adams as the local member. Cllr. Adams advised that he is due to meet the applicant and the planning officer on site to discuss the conditions and required amendments. The approval notice from Wychavon is awaited.

The Clerk advised that Wychavon DC has investigated concerns regarding breach of planning conditions at 25A Wadborough Road and is liaising with the owners and Highways to resolve issues noted.

(ii) The Clerk will update Neil Pearce Acting Development Manager (Planning), Wychavon DC regarding Parish Councillor availability for the suggested training sessions.

(iii) The 'No Parking' signs that are understood to have been installed by residents in the High Park lay by, along the B4084, have been removed by Highways.

(iv) See agenda item 7.

(v) See agenda item 10.

(vi) Cllr. Lucas will progress the Morganite Crucible Business Park Liaison Group. A response is awaited from Wychavon DC relating to planning requirements regarding the Molten Metal Products signs adjacent to Woodbury Lane.

c) Allotments

(i) Cllr. Mrs. McGovern advised that the drainage work has been completed. The Clerk confirmed that costs are in line with those agreed at the October 2009 Parish Council meeting with labour costs at £2,650 plus materials at £1,150 (£1,250 agreed). An additional cost of £175 has been incurred relating to removal of excess soil as the plot preparation work has been delayed until early spring 2011 following concerns that if plots are prepared at the current time, they may deteriorate over the winter months.

(ii) Cllr. Mrs. McGovern advised that one plot has been re-let and another will be reallocated shortly. Further plots will be available in the spring once the plots have been split and the ground prepared.

(iii) Also see agenda item 14.

d) Playing Fields

The Clerk advised that a contractor has been instructed to reduce the level of the exposed concrete around the goal post nearest to the Hall and to install soil and turf to cover the concrete surface at a cost of £50. This was agreed by all. Also see agenda item 15.

e) Public Rights of Way

(i) Cllr. Turvey advised that Worcs CC has been contacted again regarding use of the farm accommodation bridge over Crookbarrow Way as a cycle route. Worcs CC has advised that it is seeking funding and investigating obtaining right of access across a piece of land to complete the access route. More news is anticipated in early 2011.

(ii) Cllr. Turvey advised that last year Worcs CC indicated that it could provide guidance and equipment to lay part of the hedge adjacent to the public right of way that runs from the allotments towards the Parish Hall. This would need the support of 8-10 volunteers for 2 days. Cllr. Turvey will establish if Worcs CC is still able to provide this support and if so will place a notice in the next newsletter seeking volunteers to assist.

The Clerk advised that correspondence has been received from Worcs CC relating to prioritising maintenance work on public rights of way. The Clerk will liaise with Cllr. Turvey.

f) Finance

(i) The current account balance was £12,363.07 on 14th October with the deposit account balance at £45,078.40 on 1st October, plus Treasury Stock of c. £15k.

(ii) The Clerk explained the monthly accounts circulated with the agenda. It was agreed to review mowing of the churchyard and the Clerk will agenda for the November Parish Council meeting. The Clerk highlighted the possibility of registering the Parish Council regarding PAYE and it was agreed for the Clerk to investigate this further. The precept for 2011/12 will be considered at the November Parish Council meeting and the Clerk will prepare a draft budget for consideration.

g) Parish Hall Management Committee (PHMC)

(i) The Clerk advised that the August and September figures are not yet available. It was agreed for the Clerk to contact the Hall Manager to express concern about the lack of up to date financial information and to establish when this will be available. The Clerk will seek a projection of the figures for the current financial year without Pre-school income from 1st January 2011 and also an indication of the loss of income for a full 12 month period.

(ii) Cllr. Lucas advised that the trade waste agreement has now been submitted to Wychavon and that it is understood that annual costs will be c. £200. Hall users will be advised that they need to take their waste away from site or contribute towards the trade waste collection costs. Pre-school has advised that it will take away its waste to minimise costs.

(iii) Also see agenda item 16.

h) West Mercia Police

PC Woods was unable to attend the meeting and no report was available. Feedback received confirmed that speed checks have been undertaken along Wadborough Road, Littleworth and Church Lane, Norton.

i) Parish Plan

Cllr. Turvey advised that a meeting was held on 25th October. The Plan is c. 70% written with the aim to complete and collate by the year end for printing.

6. 2010/181 EnviroSort

Cllr. Lucas advised that at the September Liaison Group meeting Severn Waste advised that it continues to monitor paper dispersal from wagons and litter from the site to the M5, which is collected regularly. Severn Waste is investigating an issue relating to noise disturbance to Woodbury Park residents when the containers holding reject material are loaded on to trailers for transportation to Hill and Moor. Methods to minimise the noise as the container drops onto the trailer are being reviewed. Severn Waste has applied for an operator's licence to enable up to 5 of its own empty vehicles to be parked on site overnight. The facility is operating at about 60/70% capacity and is fully operational. Accepting commercial cardboard may be considered although this would require an amendment to the existing planning approval.

7. 2010/182 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that the SWJCS is being replaced with the South Worcestershire Development Plan (SWDP) and that Parish Councillors have been invited to briefing sessions to outline the new proposals. The Clerk will provide details of the sessions to those Councillors not on email. It is hoped that the situation will become clearer after the briefing sessions.

8. 2010/183 Flooding Issues

The Clerk reported on the second stage of work now completed to improve the flow of water and the efficiency of the alleviation measures, which has piped a section of the ditch in the corner of Mr. Gill's field. Costs total c. £4,900 to date and will be reimbursed from the Wychavon DC Flood Grant of £5,000.

The Clerk advised that Natural England has been contacted to seek permission to remove a c. 50

metre section of pipe in the field between the railway lines and to reinstate an open ditch. This proposal carries the support of Wychavon. Natural England has raised some queries regarding this work which are being investigated with the help of Wychavon DC.

Cllr. Adams advised that Worcs CC may be able to jet under Wadborough Road to assist in ensuring that drainage is working efficiently. Cllr. Adams will liaise with Cllr. Reeves to review this suggested work and will investigate whether any funding may be available from Worcs CC regarding the work in the Natural England field if permission is given.

9. 2010/184 Norton Pre-school Proposals

a) The Clerk advised that the draft lease has not yet been received from the solicitors. In view of the time constraints it was agreed by all to circulate the draft lease to Parish Councillors upon receipt for review and comment. The Clerk will liaise with Cllr. Lucas and Cllr. Turvey to review any queries raised and obtain a second draft from the solicitors as necessary. The Clerk will then forward a copy of the draft lease to Pre-school to enable it to obtain legal advice.

Cllr. Lucas advised that the Pre-school Committee has agreed the cost of the building purchase and refurbishment and will set aside a contingency fund. Additional fund raising will be required to finance the fenced outdoor play area to the rear of the building. In terms of service connection, it was agreed that the electrician carrying out the work must be appropriately qualified and registered. Cllr. Lucas will request that the contractor's details are provided to the Parish Council for review prior to a quote being accepted.

In terms of Pre-school arranging for part of the car park to be tarmacked, it was agreed to encourage this commitment for the future bearing in mind the current financial constraints.

No objections have been received following the newspaper public notices advertising the lease proposal.

b) See agenda item 15. In view of the proposal to obtain quotes to redesign and replace the play area at the Parish Hall (except the large multi play equipment), the youth shelter will be removed when necessary but a new site will be considered as part of the play area redesign process.

10. 2010/185 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that the planning application is due to be submitted in the next few weeks. Sample trenches have been dug as site investigation work. Cllr. Turvey and the Clerk will meet with the developers on 4th November to gather information regarding the current plans and seek responses to the points raised in the recent letter which was sent as agreed i.e. requesting a reduction in housing numbers and increased green space at the front of the site. A summary of the meeting will be circulated to Parish Councillors for review. The proposals will be considered in conjunction with the SWDP, settlement boundaries and village categories.

11. 2010/186 Old Barracks HQ

The Clerk reported that the MoD has advised that due to the Strategic Defence and Security Review there is unlikely to be news on land disposals until April 2011. Whilst a sale of Norton Barracks HQ is considered likely, no indication regarding sale price is available at present. It was agreed to await further news in 2011 and seek the support of Peter Luff MP should the Parish Council decide to proceed with this proposal. Future uses of the site will need to be considered, along with cost implications and how ideas can be progressed and delivered using volunteers.

12. 2010/187 Land Ownership

The Clerk advised that due to other work commitments/priorities there is nothing further to report at this stage. The Clerk will review the documentary supporting evidence from the archives held at County Hall and liaise with Cllr. Lucas and Stallards solicitors to progress.

13. 2010/188 Worcs Waste Core Strategy First Draft Submission Consultation

The Clerk advised that Cllr. Fincher has reviewed as agreed and submitted the response.

14. 2010/189 Allotments

The Clerk advised that despite chasing, quotes have not been received. Quotes will be sought from alternative suppliers.

15. 2010/190 Playing Fields

a) The offer from Norton Toddlers to donate an item of play equipment to the Parish Council for the play area at the Parish Hall was discussed. In view of the discussions in (b) below it was agreed for the Clerk to thank Norton Toddlers for its offer and to ask if this donation could take the form of provision of an item for a potential new play area at the Hall.

b) The Clerk advised that maintenance issues have been noted regarding the roundabout (loose handles) and one set of swings (top wooden bar showing signs of wear and will need replacing in due course). Mr. Pullen has tightened the roundabout and is monitoring the swings as part of his regular play area inspection. Mr. Pullen has been requested to take any equipment out of service that is considered to have a safety issue. In view of this and the previous suggestion to seek quotes to replace the climbing frame, it was agreed that a review of the play area would be undertaken with a view to redesign and replacement. The Clerk will liaise with Cllr. Richmond to seek new designs and quotes and also investigate grant funding opportunities. It was suggested that funds that had been earmarked for a play area at Brockhill may no longer be required for this purpose and could be diverted to the play area at the Parish Hall.

16. 2010/191 Parish Hall

a) 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 November meeting.

b) The Clerk will circulate comments received from Cllr. Lucas and Cllr. Fincher regarding the Hall Manager's job description for review by Parish Councillors and discussion at the November Parish Council meeting. The Clerk will establish whether CALC has a model Hall Manager job description.

17. 2010/192 Parish Council Newsletter

The Clerk provided an update on a further outstanding advertising invoice. It was agreed that in view of the amount involved (£40), this should be written off as any further work to obtain recovery is likely to cost in excess of that owed. No further adverts will be accepted from this advertiser.

18. 2010/193 Worcestershire Budgerigar Society

The Clerk advised that the PHMC has agreed for the Worcestershire Budgerigar Society to store its equipment in the Parish Hall store room. The PHMC is considering an annual storage cost and equipment will be stored at the Society's own risk.

19. 2010/194 Photograph Archive

Cllr. Bennett advised that he is seeking an update from Mr. Corbett, Head Teacher at Pershore High School. It appears that there may be an issue regarding equipment and Cllr. Bennett will clarify. It was agreed that if this archive cannot proceed quickly via the school then an alternative will need to be reviewed and agreed. Cllr. Bennett will update Mr. Jaynes. Review at the November Parish Council meeting.

20. 2010/195 Parish Liaison Officer

Interest in such a role was expressed by Mr. Sparling who has now been co-opted as a Parish Councillor. It was agreed that this role is no longer required as Mr. Sparling will be a liaison point for residents as part of his Parish Councillor responsibilities.

21. 2010/196 Parish Volunteer Group

It was agreed to review and discuss at the November Parish Council meeting.

22. 2010/197 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 £
Bredon Aggregates Ltd	20 tonnes of chippings for drainage work in Mr. Gill's field (to be reimbursed via Parish Grant Scheme).	467.65
The Richards Sandy Partnership Ltd	50% of agreed annual fee for accountancy services	411.25
New Farm Grounds Maintenance	Playing field grass cutting – 2 cuts in September	122.60
McVeigh Parker & Co Ltd	12m 600mm twin wall non-perforated pipe for drainage work in Mr. Gill's field (to be reimbursed via Parish Grant Scheme).	411.25
Ermin Plant Ltd	Hire of 4 tonne dumper truck for drainage work in Mr. Gill's field (to be reimbursed via Parish Grant Scheme).	115.15
Norton Parish Hall	Contribution towards prizes awarded at Fireworks event to be held on 30 th October	100.00
	TOTAL	1,627.90

Accounts for Payment:

Creditor	Detail	Amount £
Worcestershire CALC	Certificate in Local Council Administration (CiLCA) Briefing attended by the Clerk	25.00
Shear Perfection Ltd	Labour and machinery for allotments drainage work (£2,650), 40mm granite stone (£817.95) and removal of extra soil as agreed (£175)	3,642.95
Shear Perfection Ltd	Mowing of churchyard (£177) and Brockhill large grass verges (£173) 8/10/2010	350.00
Stoulton Groundcare Ltd	Hedge cutting – Parish Hall playing fields, allotments hedge Wadborough Road (9/9/2010)	246.75
Shear Perfection Ltd	Maintenance to FP20 (Final of 3 cuts pa)	126.00
Security Patrol Services	Locking of Parish Hall gates (6/9/2010 to 10/10/2010)	143.95
Mrs J. Greenway	Honorarium October 2010	707.85
Mrs J. Greenway	Expenses October 2010	41.67
Duplikate	Autumn 2010 Parish Council newsletter	531.54
Roots & Shoots Garden Services	Clearing and planting tubs at Parish Hall	150.00
M. I. Moore	Land drainage work in corner of Mr. Gill's field (to be reimbursed under Parish Grant Scheme).	567.20
R. Pullen	Mowing/strimming Sept/Oct 18.5 hrs plus petrol	117.71
	TOTAL	6,650.62
	GRAND TOTAL	8,278.52

b) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Bennett and all were in agreement that the Parish Council will cover the costs associated with the Clerk undertaking the CiLCA (Certificate in Local Council Administration) training/qualification. Costs are estimated c. £200.

23. 2010/198 Correspondence for Information

See Appendix 1 for a list of correspondence received.

24. 2010/199 Clerk's Report on Urgent Decisions since the Last Meeting

The following work as detailed on the agenda was approved by all.

- a) Clearance of brambles and overgrowth from around fruit trees in field next to Courtnellan, Wadborough Road at a cost of £60.
- b) Moving of 'Dogs on Leads' sign from allotments to inside the entrance to the field next to Coppice Cottage, Wadborough Road at a cost of £15.
- c) Replacement of 3 polycarbonate 'windows' in bus shelter Wadborough Road, Littleworth at a cost of £195.

25. 2010/200 Items for Update to Local M.P.

Cllr. Turvey advised that a letter was sent to Peter Luff MP as agreed at the last meeting. This has been acknowledged and a full response is awaited. Once this has been received Cllr. Turvey will draft a letter to Peter Luff outlining the Norton Barracks HQ opportunity and asking whether any assistance could be provided should the Parish Council wish to proceed.

26. 2010/201 Councillors' Reports and Items for Future Agenda

Newsletter items should be with Cllr. Mrs McGovern by 18th November.

The Remembrance Service will be held on Sunday 14th November at St. James Church, Norton.

27. 2010/202 Date of Next Meeting: Parish Council meeting Thursday 25th November 2010

The meeting closed at 9.25pm.

Correspondence Received for 28th October 2010 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters. Government consultation that includes Parish Council newsletters. Worcs CC Standard Agreement and working together review. New Older People's Strategy (Worcs CC)
Community First	ICT Conference, E-Bulletins
CPRE	Campaigns Updates
Dawn Kelly	Village sleepover
Federation of City Farms and Community Gardens	Training and networking day 4 th November.
MoD	Update re Norton Barracks HQ site
Monster Play	Youth shelters with Bluetooth
Mr Sparling	Co-opted Parish Councillor vacancy
Mr. Fulcher	Play area maintenance
Mr. Stefanovic	Co-opted Parish Councillor vacancy
Mrs Caines	Request for Engage Planning summary of findings report following public exhibition
Mrs Griffiths	Volunteer footpath walker response sheet
NALC	Local Council Review online, events bulletin, Direct Information Service
Natural England	Proposed drainage scheme in SSSI site. Queries highlighted have been raised with Wychavon DC
Norton Parish Hall	Trade Waste Agreement with Wychavon DC, emergency contact phone number for security patrol and storage of equipment for Worcestershire Budgerigar Society
Norton Toddlers	Donation of an item of play equipment to the Parish Council
Outreach South	2010 Worcestershire Assembly (Droitwich CVS)
Record RSS	Play area equipment flier
Rural Intelligence Foundation	Rural Insight – Raising the profile of key rural issues – survey for completion by 31 st October 2010
Rural Services Network	The Big Society survey
Russell Play	Adventurous timber play equipment
Severn Waste Services Ltd	Litter on B4084W
Shear Perfection Ltd	Quote for maintenance to goal post at Norton Parish Hall
Soc. Local Council Clerks	Membership benefits
SWDP	Update on progress towards a South Worcestershire Development Plan and invitation to events
The Tint Shop	Quote for bus shelter repair
Wicksteed Playscapes	Play equipment brochure
Worcs CC	Green Wood Sure Start Children's Centre
Worcs CC	Public Rights of Way – Prioritising Maintenance
Worcs CC	Right of Way crossing of Crookbarrow Way
Worcs CC	Worcestershire Wardens Partnership training courses Autumn/Winter 2010/11
Worcs Rural Outreach Project	London 2012 GamesMakers
Wychavon DC	Allotments Scrutiny Team – Final Report
Wychavon DC	Breach of conditions of planning approval W/06/01302 update – 25 Wadborough Rd
Wychavon DC	Dance workshops opportunity. Need to provide a venue and a person responsible for the group would need to be present throughout the session.
Wychavon DC	Sports Recognition Awards 2010
Wychavon DC	Training on planning matters
Wychavon DC	Update and invitation to events re the South Worcestershire Development Plan (SWDP) formerly SWJCS, Site Allocations and Policy Development Plan Document (emailed to Parish Councillors)
Wychavon DC	Withdrawal notice re planning app W/10/02902 & 02903 Boulterley Cottage, Broomhall
Wychavon DC	Worcestershire's Heritage Garden Events Diary 2011 (copy sent to Jon Fulcher re advert for 2011 Fireworks event)

Public Question Time Discussions

One Parishioner attended and thanked the Parish Council for arranging the bus shelter maintenance work so promptly.

Background was also provided to the application for the co-opted Parish Councillor vacancy.