

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 18TH JULY 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** D. Lucas, M. Pollard, P. Richmond, H. Turvey, M. Reeves, Cllr R. Adams (District & County Councillor). These apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Kelly, J. Waizeneker.
- 2. Signing of Undertakings and Declarations of Office following Uncontested Election**
It was agreed for Cllr. Richmond to sign his undertakings and declarations of acceptance of office as Parish Councillors and Vice-Chair at the next Parish Council meeting attended. **Action: Clerk**
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 5. 2019/229 Minutes**
 - a) The minutes of the Parish Council meetings held on 18 and 27 June 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**
- 6. 2019/230 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams' update regarding the grass bank along Salamanca Drive was noted in his absence. Cllr Adams is seeking for the Wychavon DC Community Warden to monitor the situation regarding overhanging trees and the potential for long, dry grass to create a fire risk.
 - b) Finance**
 - (i) Balances: current account £15,003.37 (11 July), deposit account £31,832.83 (1 July). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure to date is £849.60 (incl. VAT) and within the annual limit.
 - (ii) The monthly accounts and bank reconciliation to 30 June have been circulated to members with no queries raised.
 - (iii) The Annual Governance and Accountability Return and supporting papers have been submitted to the external auditor, and the audit has been advertised/published, in accordance with requirements.
 - c) GDPR**
The GDPR action plan will be an area of focus over the summer period. **Action: Clerk/Cllr Kelly**
 - d) Social Media Communications**
Cllr Pollard is progressing.
 - e) West Mercia Police**
Reports noted. The Hall Trustees are exploring costs for a new CCTV system. Cllr Kelly will liaise with the Littleworth Neighbourhood Watch Scheme to gather information relating to the Smart Water Scheme. **Action: Cllr Kelly**
 - f) St. James the Great Church, Norton**
An update received from Rev'd Badger was noted.
- 7. 2019/231 Reserves Policy**
The Reserves Policy was reviewed and updated to reflect reserve levels as at 31 March 2019 and projects proposed for funding by reserves. The principles of the Policy were unchanged i.e. to hold a General Reserve of no less than 25% of the annual precept, with reserves in excess of this to be used to fund specific projects. Proposed Cllr. Waizeneker, seconded by Cllr. Dawson and agreed by all. The Policy will be updated and reviewed annually. **Action: Clerk**

8. 2019/232 Planning

a) Current Planning Applications - the following applications were noted.

Approvals

Swallow Ridge, Hatfield Lane Demolition of existing glazed porch structure, erection of new porch structure. Parish Council supports.
Ref: W/19/01193/HP

Broomhall Way, (Southern Link Road A4440), Worcester. Worcs CC Ref: 19/000021/ REG3 Proposed new cycle/footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton Roundabout to provide a direct link between the existing housing and amenities at St Peters and a new development south of Broomhall Way (Part of Worcester South Urban Extension). Parish Council comments submitted. To Worcs CC Planning Committee meeting 9 July.

Grange Farm, Hatfield Lane Prior notification for a steel portal hay barn.
W/19/01381/AGR

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. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.

Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Worcester City Ref: P13A061 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.

Land at (OS 8615 5190), Taylors Lane, Broomhall MHDC Ref: 19/00524/FUL Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works. Parish Council comments submitted.

Internal Consultation - None

Other – None

b) Wychavon Planning Enforcement will be contacted for a response to the Parish Council's letter regarding application W/17/01934/FUL (land at Woodbury Lane, Norton). **Action: Clerk**
After collaboration with Kempsey Parish Council regarding the naming of the SWUE, it was agreed to advise Kempsey Parish Council and Welbeck Land that 'Hopfields' is the Parish Council's preferred name which reflects an association with the historic use of this area of land. **Action: Clerk**

9. 2019/233 Reports of Anti-Social Behaviour (ASB)

No formal ASB reports have been made to the Parish Council by residents or via the Norton Neighbourhood Watch Group.

10. 2019/234 Parish Hall Recreation Facilities and Outside Space

Arrangements for the camp out on the Hall field on 19/20 July, in conjunction with Hall/coffee shop use were agreed, with the organisers having provided evidence of the public liability insurance they have put in place. The quote of £100 for control of moles on the Hall playing field was agreed. Proposed Cllr Waizeneker, seconded Cllr Kelly and agreed by all. It was noted that the Hall Trustees are purchasing

bench seats/tables to be sited at the edge of the playing field by the main Hall entrance/play area, with ground anchors to be installed. The playing field mowing contractor will be advised, and the groundsman will be requested to mow/strim around the benches. **Action: Clerk**

Efforts to reduce litter were noted, including a NJK CE First School assembly, proposed new 'no litter' signs and evidence of children being more litter aware. The groundsman will be updated and installation of the no litter signs on the play area fencing will be discussed. **Action: Clerk**

11. 2019/235 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

Research, evolving proposals and funding were discussed. Cllr Waizeneker sought further feedback to prepare the CLG expressions of interest for submission in early August, to allow for feedback from Wychavon DC prior to finalising the expressions of interest for submission by 23 August. The two proposed projects are 1: new roof for the Parish Hall to incorporate solar panels/other environmental/sustainability features, and to create a mezzanine level within the large hall to offer craft/office start up space, and 2: creation of a community shop (potentially incorporating a Post Office) and electric car charging points. **Action: Cllr Waizeneker**

Parish Council powers to undertake such projects are being explored along with mechanisms of delivery. **Action: Clerk**

It was noted that the cost of the proposed projects may be in excess of potential CLG funding and that consideration of funding of any shortfall in costs/provision of some 'match funding' will be needed. Full CLG applications are required in November and will need to encompass community consultation.

12. 2019/236 Parish Council Website

Development work continues.

13. 2019/237 Norton Pre-school

The draft lease is with Pre-school for consideration and feedback will be sought. **Action: Clerk**

14. 2019/238 Worcester Parkway Station

The Worcs CC update regarding the Norton element of the Parkway Active Travel Corridor was noted and a meeting is being sought to clarify the revised proposals. Also see discussions under agenda item 15 below.

15. 2019/239 Southern Link Road (SLR) Improvement Works and Crossing Points

A meeting has been held with Cllr Adams and the Worcs CC Programming and Commissioning Manager to discuss the Crookbarrow Way Bridleway Bridge and its link with the Active Travel Corridor. The need to consider the SLR improvements work/bridges, the Parkway Active Traffic Corridor and the South Worcester Urban Extension (SWUE) holistically, rather than as individual and isolated projects, was again highlighted. Maintenance and management of vegetation along Brockhill Lane, along with installation of waist high 'way finding' lighting, were discussed, and although the benefits of these were agreed, they are outside the boundary of the SLR improvement/bridge crossing project. It was agreed for the Parish Council to write to the Worcs CC Cabinet Member and the Worcs CC Strategic Commissioner for Major Projects, to highlight the benefits that can be achieved through delivery of the Active Travel Corridor and through the adoption of a holistic approach to the SLR improvement works, the Parkway Station and the SWUE development. A letter will be drafted and circulated to members for approval prior to submission. **Action: Cllr Fincher**

16. 2019/240 Worcs CC Draft Worcestershire Passenger Transport Strategy

It was agreed to include comment within the letter referred to within agenda item 15 such as the benefits to be derived from improved cycle and pedestrian routes. **Action: Cllr Fincher**

17. 2019/241 Public Open Space/Verge Maintenance, Highways and Drainage Matters

The proposed letter to Trust Management regarding maintenance of verges/open space/play area within the development adjacent to the Garden Centre was agreed for submission. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. **Action: Clerk**

Persimmon Homes has agreed to attend to the Crookbarrow Road/Norton Road/Talavera Road roundabout, and it is understood that adoption by Worcs CC may follow shortly (provided remedial work has been satisfactorily completed). Worcs CC is due to cut the narrow strip of verge on the Crookbarrow Road/Church Lane bend. The quote for ground preparation and re-planting of the Crookbarrow Road/Salamanca Drive/Talavera Road roundabout was considered. In light of the

arrangement for SMH to sponsor this roundabout, it was agreed to seek funding from SMH. It was agreed to progress with the quote received but for the outcome of the SMH enquiries to be reported to members by email in advance of work being instructed, to allow for further comment. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**

18. 2019/242 Neighbourhood Plan

An update was received. The Locality Grant application is understood to have been submitted and further enquiries will be made regarding progress and a likely decision date. **Action: NPSG**
Release of the second 50% of the stage 1 Brodie Planning Associates cost of £1,650 plus VAT, pending receipt of the Locality Grant funding, was agreed at the 27 June Parish Council meeting, with payment due around the end of July. Upon receipt of the consultant's invoice for £1,650 plus c. £200 consultant expenses (net of VAT), and this being duly endorsed by the NPSG, the Clerk will release payment. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**

19. 2019/243 Employment Matters

An appraisal date is being arranged for the Assistant Clerk. Agreed to undertake review of procedures for carry forward/payment in lieu of holiday as part of the 2020/21 budget discussions. Consideration will be given to standardising the holiday year period across all employees. **Action: Clerk**

20. 2019/244 Allotments

Cllr Kelly is progressing with arrangements for a best kept allotment competition and a children's scarecrow competition. Non-working of plots is being monitored and the draft allotment risk assessment will be finalised for consideration by the Council as soon as possible. Due to the significant growth in the allotment hedge and encroachment on to the Wadborough Road pavement it was agreed to cut the pavement side of the hedge at a cost of £153.75 plus VAT (to also include the pavement side of the hedges fronting the Parish Hall car park and the field adjacent to Coppice Cottage). Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**

21. 2019/245 Public Rights of Way (PRoW)

It was agreed to instruct Shear Perfection Ltd to undertake the second cut of the PRoWs in accordance with the maintenance plan at a cost of £315 plus VAT. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

22. 2019/246 Bus Services

Cllr. Waizeneker provided an update and highlighted points for discussion at forthcoming meetings with First Group and the Vale Passenger Transport Group. Ideas for local provision of some transport services in the longer term were discussed in broad terms and consideration will be given to the potential for New Homes Bonus/Community Legacy Grant/s106 funding. Enquiries will be made regarding the s106 agreements for the SWUE developments and inclusion of funding for public transport needs. **Action: Cllr Fincher**

23. 2019/247 Parish Hall

Cllr Fincher provided an update including completion of the Hall toilets refurbishment, internal redecoration plans, new benches for the playing field, treatment of the Hall outside cladding, CCTV upgrade and submission of the 2018/19 year end accounts information to the Charity Commission. Consideration is being given to the need to review Hall hire costs to ensure that costs are covered.

24. 2019/248 Parish Council Newsletter

Items for the autumn edition of the newsletter should be provided to the Clerk by 31 July.

25. 2019/249 Best Kept Frontages Competition

Details of the competition rules/judging criteria and judging period are awaited.

26. 2019/250 The Norton Worcestershire Regiment Group (NWRG)

No further news.

27. 2019/251 Worcester Norton Sports Club (WNSC)

Brief high level update noted.

28. 2019/252 Parish Council Owned Lands

Matters are progressing as previously agreed.

29. 2019/253 Environmental Matters

Matters ongoing as previously discussed.

30. 2019/254 Finance

a) It was proposed by Cllr. Kelly, 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 £ (incl. VAT where payable)
Grounds	Allotment water bill (22 March – 22 June 2019)	56.54
Maintenance	Parish Hall playing field mowing June	202.32
Administration	Councillor training session 4 June 2019	30.00
	TOTAL	288.86

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	July 2019 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,020.87
Grounds	Lengthsman duties April and May 2019	420.00
Maintenance	Churchyard mowing	106.20
Administration	Uncontested election cost	50.00
	Winner summer newsletter puzzle	10.00
	Runner up summer newsletter puzzle	5.00
	TOTAL	2,612.07
	GRAND TOTAL	2,900.93

b) Cllr Waizeneker will be added as a signatory to the Parish Council bank accounts. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all. **Action: Clerk**

31. 2019/255 Correspondence for Information

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

32. 2019/256 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

33. 2019/257 Items for Update to Local M.P.

A copy of the letter regarding open space maintenance issues within the development by the Garden centre will be forwarded to Nigel Huddleston MP with a cover letter. **Action: Cllr Fincher**

34. 2019/258 Councillors' Reports and Items for Future Agenda

An update was received regarding superfast broadband and the Rural Gigabit voucher scheme (for the Woodbury Lane/Woodbury Park area) and the potential for the Parish Council to be requested to enter into a contract with BT Openreach to support this provision. Further details will be sought for consideration at the September Parish Council meeting. **Action: Cllr Waizeneker**

35. 2019/259 Date of Next Meetings

Parish Council Meeting – 26 September 2019.

Cllr Waizeneker gave apologies in advance of this meeting.

The meeting closed at 10.25pm

Correspondence Received for 18th July 2019 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: What is the CALC Executive Committee?, Update from Executive Committee Meeting - 10th July, CALC Clerks and Councillors Survey's, Age UK Befriending Service & Talk, Tea & Tech, Worcs CALC on social media, Plunkett Foundation and rural communities, Worcs Passenger Transport Strategy, publishing minutes, use of secret ballots, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks & Councils Direct	Magazine June 2019
Community First	E-bulletins
CPRE	Campaign Updates
Creative Play	Development of community play spaces
DCK Accounting Solutions	VAT partial exemption calculations 2018/19
Highways England	E-bulletins and weekly updates, including M5/M6 works
Lloyds Bank Plc	FSCS protection
Resident	Allotment and Parish Hall car park/frontage hedge trimming
Resident	Parking on grass verge at entrance to Gazala Drive
Resident	Church Lane traffic calming measures
Member of the public	Enquiry regarding electoral information
Dave Rayner Site Finding	Scope textile recycling bank locations
NALC	Newsletters, Chief Exec's bulletins, National Conference 2/3 October
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Newsletters, The Clerk magazine July 2019
St Peter's Parish Council	Newslink magazine July 2019
West Mercia Police	Parking along Church Lane
Worcs CC	<ul style="list-style-type: none"> • Approval of planning application 19/000021/REG: Proposed new cycle / footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton Roundabout • Worcs Passenger Transport Strategy consultation (closes 13 September)
Worcs CC Highways	Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Indicative Housing Requirements for Norton-juxta-Kempsey Neighbourhood Area • Vote for Evesham's Abbey Park to become UK's Best Park 2019 • Opportunity for Badsey residents to meet their local councillor • Music workshops • Parishes benefit from New Homes Bonus funding • Listing of Norton Cricket Club, Brockhill Lane as an Asset of Community Value
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 25 July 2019 • Minutes for Planning Meeting 27 June 2019 • Indicative Housing Requirements for Norton-juxta-Kempsey Neighbourhood Area <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/19/0193/HP: Swallow Ridge, Hatfield Lane – Demolition of existing glazed porch structure, erection of new porch structure • W/19/01381/AGR: Grange Farm, Hatfield Lane – Prior notification for a steel portal hay barn
Wychavon/Worcestershire Regulatory Services	Street trading consultation