

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH NOVEMBER 2011 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, P. Richmond, Cllr. R. Adams (County and District Councillor). These apologies were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, J. Sparling, M. Reeves, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

- 2. Signing of Outstanding Undertakings and Declarations of Office**

It was agreed for Mr. Dyer to sign his undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting

- 3. Changes to Membership**

The Parish Councillor vacancy remains and will be advertised in the next newsletter. There was no news regarding whether Mr. Stefanovic wishes to continue as a co-opted member.

- 4. Declarations of Interest**

The Clerk expressed an interest in agenda items 12 and 13 (Parish Council PAYE Registration and Parish Clerk Contract).

- 5. Minutes of the Parish Council Meeting Held on 27th October 2011**

It was proposed by Cllr. Lucas, seconded by Cllr. Sparling **and all were in agreement** that the minutes of the 27th October be approved.

Cllr. Mrs Hewison arrived at 7.40pm after the Police report which was provided prior to item 6a.

- 6. 2011/255 Reports**

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

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

b) Planning

(i) The Clerk summarised the current applications:

Approvals

**2 Black & White Cottages,
Church Lane. Ref: W/11/02004** Single storey extension. Parish Council supports subject to Listed Building regulations.

**Joystans, Wadborough Rd
Littleworth. Ref: W/11/01113** Certificate of lawful use. Parish Council provided information which supports the application.

**15 Mandalay Drive, Norton
Ref: W/11/02187** Conservatory to rear.

Refusals - None

Awaiting Decision

**Baker's Builders Yard, Woodbury
Lane. Ref: W/11/02288** Change of use and alterations to office to form detached dwelling. Parish does not support.

Internal Consultation - None

Other

**Hatfield Lodge, Hatfield Lane
Lane. Ref: W/10/02186** Proposed detached 4 bedroom house and garage together with a replacement garage at Hatfield Lodge. Approved by Wychavon DC. Planning Inspectorate varies the conditions of the approval.

(ii) The Clerk advised that our solicitor has provided some initial thoughts regarding the SMH planning matters. Cllr. Turvey will provide the Clerk with the requested information for forwarding to our solicitor for review and an opinion.

(iii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett.

c) Allotments

Cllr. Mrs McGovern advised that all plots are allocated and bills have been sent out which ask if anyone wishes to give up their plot or part of it in view of the long waiting list.

d) Playing Fields

It was agreed that the Clerk will contact Mr. Pullen to enquire if he is still able to undertake the regular play area checks. The Clerk advised that a resident has offered assistance in connection with the Norton Toddlers donation for a new item of play equipment suitable for toddlers/young children. It was agreed for the Clerk to contact the resident to enquire if they would be interested in assisting with a project to redevelop the play area, including grant funding opportunities.

e) Public Rights of Way

Cllr. Turvey provided an update on work undertaken and outstanding items including installation of new kissing gates and footpath access by the railway bridge on Woodbury Lane. Cllr. Turvey also provided copies of the Worcs CC leaflet detailing the public rights of way within the Parish and areas of local interest. This was well received with the exception of the plan which does not show the correct Parish boundary. It was agreed that this needs to be corrected and the leaflets reprinted by Worcs CC, as the error was pointed out in the proof. Cllr. Turvey will contact Worcs CC to arrange.

f) Finance

(i) The current account balance was £6,008.70 on 10th November with the deposit account balance at £58,604.742 on 1st November, plus Treasury Stock of c. £15k.

(ii) The Clerk referred to the monthly accounts to the end of October (circulated with the agenda) and those to the end of September (circulated previously) and no questions were asked.

g) West Mercia Police

It was agreed for CSO Allchurch to provide his report prior to item 6a. Recent crimes in Norton were highlighted as detailed within the crime reports circulated to Parish Councillors. A notice will be included in the next edition of the newsletter to highlight recent problems (if the print deadline allows). CSO Allchurch advised that increased late night/early morning patrols are being considered. In response to a question, CSO Allchurch advised that the monitoring speed checks in Wadborough Road, Littleworth were undertaken using a visible hand held device and it was suggested that this may be reflected in the lower average speeds recorded. Residents continue to perceive that there is a speeding issue along Wadborough Road and it was agreed for CSO Allchurch to arrange for a Safer Roads Partnership road side box speed review which will capture 7/10 days of speed data.

h) Parish Plan

Cllr. Turvey advised that the Plan is being finalised.

i) EnviroSort

Cllr. Lucas advised that the next liaison group meeting is in January.

7. 2011/256 South Worcestershire Development Plan (SWDP)

Cllr. Fincher advised that the consultation event on 26th October was attended by c. 500 people and that the SWDP Team were impressed by the level of turnout. The Parish Council response to the SWDP consultation has been emailed to all Parish Councillors and it is understood that this has been well received by the SWDP Team and Wychavon DC. The response is available on the

Parish Council website and parishioners have been updated via a leaflet drop.

The Parish Council has been approached regarding a potential proposal for Norton Sports Club to develop its facilities by selling its existing site for housing and relocating to another site, possibly nearer to the Southern Link Road on land forming part of the 'Norton Barracks Community' within the SWDP consultation document. Cllr. Turvey and Cllr. Fincher will meet with representatives from the Sports Club to gain more information regarding the proposals and to consider the link with the SWDP/Local Plans. Research is also being undertaken relating to the background of the existing site and the Sports Club. Assurances have been received from the SWDP Team that the Norton Barracks Community area will not be developed for housing or business purposes.

8. 2011/257 Flooding Issues

a) Mr. Reeves advised that it is understood that a site meeting has been held between Network Rail, Wychavon DC Officers and the land owner at the request of Network Rail to clarify the work required (clearance of the ditch and culvert adjacent to the railway line). It is also understood that an enforcement notice has been issued to Network Rail. The tenant farmer has cleared out the field ditch to the newly installed pipe and created a swale effect which should help the situation. The culvert for the new pipe needs regular clearance and the Clerk will liaise with the Lengthsman and Mr. Reeves to arrange. The work in the SSSI field will now be delayed until next year as the ground is too wet.

b) Mr. Reeves advised that there has been no news from Worcs CC regarding their proposed flood alleviation work in the vicinity of Wadborough Road and the Parish Hall. The Clerk will contact Cllr. Adams for news on whether this project is to be progressed by Worcs CC.

c) Mr. Reeves reported that a meeting has been held with Dalcour Maclaren concerning the Severn Trent mains sewerage work. They are contacting residents again to confirm if they wish to connect to the mains to clarify the level of interest. The pumping station sites currently being considered are in the field next to Coppice Cottage and in the corner of the Parish Hall car park. Details of the preferred location are awaited by the Parish Council for consideration. It is understood that Severn Trent would wish to buy rather than lease the land for the pumping station. Consideration will also need to be given to the pumping station site access to ensure that maintenance requirements are included within any agreement that may be entered in to. Cllr. Lucas will discuss connection of the Parish Hall to mains sewerage with the Hall Trustees.

9. 2011/258 Norton Pre-school Proposals

Cllr. Lucas will progress relocation of the youth shelter with Pre-school. The Clerk confirmed that the Pre-school water meter has been installed so water billing can be progressed via the Parish Hall. Cllr. Lucas advised that Pre-school continues to experience vandalism in the area behind the building and would be interested in CCTV if this is progressed.

10. 2011/259 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that it is understood that the roundabout work needs to be undertaken first but no date has been provided for when this will begin. The road names were agreed as circulated and the Clerk will advise Wychavon DC. The Clerk will also advise the Wychavon DC Parks Officer of the suggestion for the play area to be known as The Fred Dancox Park and that the Parish Council would like a sign to be installed by the play area to provide background information. Cllr. Fincher will provide the Clerk with information regarding Fred Dancox to support this suggestion.

11. 2011/260 2012/13 Budget and Precept

a) The draft budget and precept figures circulated prior to the meeting were discussed. In response to questions, it was agreed for the Clerk to seek additional quotes for the churchyard mowing and to arrange a valuation of the Parish Hall, to include an insurance reinstatement value. This will enable Parish Hall insurance to be reviewed along with the possibility of this being combined with

the Parish Council insurance. The Clerk confirmed that the Pre-school rent has been earmarked within the budget for capital items and that a running total of rent received from Pre-school is maintained. The nature of financial support provided to the Parish Hall was also discussed and will be considered further at a future meeting as part of the proposed lease review. Concerns were expressed that the precept was not increased last year but costs continue to rise and that therefore the precept should be increased to manage these costs and maintain services.

It was proposed to increase the precept by 4% (£1,176) to £30,576 which was seconded and supported by 4 Parish Councillors, 2 Parish Councillors abstained and with no objections to this proposal it was carried. This increase will equate to c. £1 per household for the year. The Clerk will advise Wychavon DC.

b) Following consideration of quotes received, it was agreed to appoint New Farm Grounds Maintenance to cut the Parish Hall playing fields at £57.50 per cut, Shear Perfection Ltd to cut the large grass verges at Brockhill at £173 per cut and Day-2-Day Garden Services to cut the small grass verges at Brockhill at £25 per cut. The Clerk will seek additional churchyard mowing costs for consideration.

In response to a question, the Clerk advised that the hedge by the Salamanca Road/Crookbarrow Road island will be cut by the residents and a letter has been sent regarding maintenance of the hedge at the entrance to Vimiera Close.

12. 2011/261 PAYE Registration of the Parish Council

a) The Clerk advised that all matters are in hand.

b) The Clerk will complete the Employment Status Indicator Test on the HMRC website for a definitive answer regarding employment status for the positions of handyman and litter picker.

13. 2011/262 Parish Clerk Contract

Cllr. Turvey advised that he will follow up the comments received by NALC and will arrange a meeting with the working group and the Clerk to discuss this prior to providing recommendations to the Parish Council.

14. 2011/263 Parish Hall Recreation Facilities

Cllr. Turvey advised that a meeting will be arranged with the Wychavon DC Community Development Manager to discuss ideas for the s.106 funded multi-play area and how to progress. The funds should be available upon 1st occupation at the development by the Garden Centre and more information has been sought regarding the process for obtaining these funds.

15. 2011/264 Cambrai Drive Gate

The Clerk reported upon the information provided by Highways. A response is awaited from Wychavon Planning to enable the situation to be considered more fully. The Clerk will agenda for the January meeting.

16. 2011/265 Playing Fields

a) After discussion it was agreed to installation of 2 new 'keep dogs on leads' signs at the Parish Hall at a cost of c. £150 in total for both signs plus fitting. The sign wording was agreed as 'Dogs must be kept on a lead at all times by order of the Parish Council'. Cllr. Sparling will progress.

b) Following discussion it was agreed to allow a marquee on the Parish Hall playing field for approx. 100/120 people for a party in March 2012. This will accompany a Parish Hall booking. A fee of £75 was agreed, with the refundable deposit for the Hall to also cover the field in case of damage. Cllr. Sparling will progress with the enquirer.

17. 2011/266 Parish Hall Security

Cllr. Lucas proposed that CCTV would assist with security at the Parish Hall following the

decision to no longer lock the car park gates (from the end of this month). Estimates of cost indicate that a 4 camera system could be installed at a cost of c. £2k (the equivalent of gate locking/unlocking costs for one year). This system would include a 3 month rolling recorded history with the facility to record to disc if required. Once broadband is installed at the Parish Hall, live images would be available wirelessly. It was suggested that the Parish Hall would contribute c. £700 to the cost with Pre-school contributing c. £250/£300. It was agreed for the Parish Council to provide 50% of the cost, to a maximum of £1k. It was agreed for Cllr. Lucas to proceed on this basis, referring back to the Parish Council if this cost ceiling is likely to be exceeded.

18. 2011/267 Parish Hall

Cllr. Lucas provided background information which explained the proposal for the existing lease and trust deed to be replaced by a less complex landlord/tenant agreement that is easily understood and workable. A new governing document is also proposed for the Charity. It was agreed for a working group to be set up to consider the financial responsibilities and obligations for a new lease agreement. The working group will comprise 2 Trustees of the Parish Hall Charity and 2 Parish Councillors. Cllr. Fincher and Cllr. Mrs. Hewison were agreed as the Parish Council members. The Clerk will place an item on the agenda for recommendations to be considered at the January Parish Council meeting. Cllr. Lucas highlighted that the new lease and Charity governing document need to be in place before May 2012 when the Charity AGM will be held.

19. 2011/268 Bus Services Review

The Clerk advised that a response has not yet been received from Worcs CC.

20. 2011/269 Traffic Calming Measures in Littleworth and Norton

a) The Clerk advised that the sign to the north of the school is being moved by Highways to outside Cooksholme Farm. Cllr. Turvey added that the 20 mph zones are a Worcs CC initiative and that the sign is being moved as it was originally installed in the wrong location. The sites for the signs have been identified by Highways following road safety assessments. It was agreed for the Clerk to contact Highways to request that they contact the resident of Cooksholme Farm prior to installation of the sign and also to enquire whether it would be possible to site the sign by the Littleworth village sign as you enter from The Retreat end of Wadborough Road.

b) The Clerk read out Highways response to the enquiry regarding an access only restriction through the Parish. It was agreed not to pursue further at this time due to the lack of Highways and Police support.

c) The Clerk reported that the 30mph road markings will be repainted by Highways and that a traffic survey can be arranged via Highways. It was agreed that a suitable place for the survey would be by the Littleworth village sign as you enter Wadborough Road from The Retreat end. The Clerk will liaise with Highways.

21. 2011/270 Churchyard Mowing

The Clerk advised that a response has not yet been received from the PCC.

22. 2011/271 Youth Club

Cllr. Mrs. McGovern advised that an enquiry has been received about starting up a youth club in the Parish. The Clerk will make enquiries about a possible location e.g. Norton Sports Club and the Parish Hall and also costs for the Pershore Youth Bus. Cllr. Mrs. McGovern advised that there are funds available to set up a youth club which represent the funds remaining when the old youth club ceased. These funds are held in the Norton Charities accounts. It was suggested that there may also be additional funds available from Cllr. Adams if required.

23. 2011/272 Communications with Parishioners

The newsletter was agreed as a useful resource, but this is only published quarterly and there may be items for communication in between editions. Recent road side notices and leaflet drops have proven effective but are time consuming. Cllr. Fincher suggested that it may be possible to

circulate information to Parishioners via email, but this may involve data protection issues. The Clerk will investigate the implications of collection of email addresses and circulation of information via email.

24. 2011/273 Hedge Heights

Cllr. Turvey provided background to the enquiry received from Cllr. Bennett regarding hedge heights and referred to the information circulated by the Clerk. It was agreed for the Clerk to make enquiries of Wychavon DC and the CAB for any assistance that may be available for the resident. In response to a query about movement of the public right of way, Cllr. Turvey advised that this would not be likely to be a high priority for Worcs CC as the footpath can still be accessed.

25. 2011/274 Notice Boards

It was agreed that the Parish Council notice boards should no longer be used to display commercial notices.

26. 2011/275 Parish Logo Competition

The 5 entries received were considered as ideas/concepts rather than as final artwork. It was agreed to award first place to Mrs. Davies, Norton and second place to Mr. Sparling, Littleworth. The Clerk will notify the winners.

27. 2011/276 Wychavon Bursary 2011/12

The Clerk advised that information for the scheme is awaited and that the closing date for entries is usually in early January (prior to the next Parish Council meeting). It was agreed not to make a nomination this year.

28. 2011/277 Finance

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

Accounts for Confirmation: None

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium November 2011 plus backdated honorarium from part of September (includes £81.60 SSP) (pay slip from Wychavon DC)	761.54
Mrs J. Greenway	Expenses (November)	58.35
P. Skeys	Lengthsman work (October)	157.50
Simon Skeys Gardening Services	Footpath maintenance	120.00
Security Patrol Services	Parish Hall car park gate locking (12/9 to 9/10/2011)	117.60
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 cuts in October)	131.45
R. Pullen	Mowing, strimming and weeding (October)	33.44
Norton Parish Hall	Reimbursement of changing room fees collected (1/4/2011 - 30/9/2011)	225.00
Day-2-Day Gardening Services	Mowing of small grass verges at Brockhill, Norton	225.00
	TOTAL	1,829.88
	GRAND TOTAL	1,829.88

b) Cllr. Lucas, Cllr. Sparling and Cllr. Mrs McGovern declared a personal interest, joining discussions but not the vote. After consideration it was agreed not to make a donation to the

pantomime as it is not a new venture, nor a loss making event. However, the loss of revenue experienced by the Hall due to the pantomime period was noted and it was agreed by all to make a donation of £300 to the Parish Hall in support of this.

c) It was agreed by all to donate £50 to The Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service.

d) It was agreed by all not to make a donation to the Severn Area Rescue Association.

29. 2011/278 Correspondence for Information

See Appendix 1 for a list of correspondence received. It was agreed to seek advice from CSO Allchurch regarding the car parked on the grass verge at Gazala Drive, which it is understood is owned by an ex-resident.

30. 2011/279 Clerk's Report on Urgent Decisions since the Last Meeting

No items other than those discussed within the agenda.

31. 2011/280 Items for Update to Local M.P.

Nothing at this time.

32. 2011/281 Councillors' Reports and Items for Future Agenda

The odour issue relating to the Stoulton area which is affecting Littleworth will be placed on the agenda for the January meeting for an update.

33. 2011/282 Date of Next Meeting: Thursday 26th January 2012

2012 Parish Council meeting dates were agreed as follows:

26th January, 23rd February, 30th March, 26th April, 24th May, 28th June, 19th July, 27th September, 25th October and 29th November.

2012 Annual Parish Meeting: 19th April (to avoid school Easter holidays)

The meeting closed at 10.45pm.

Correspondence Received for 24th November 2011 Parish Council Meeting	
Sender	Subject
Arien Signs	Product flier
CALC	Updates on various matters and training (forwarded to Parish Councillors).
Clerks & Councils Direct	November 2011 magazine
Community First	E-bulleting incl. funding opportunities, (circulated to Parish Hall Trustees for info), Localism Bill speech (forwarded to Parish Councillors for information), Autumn Newline magazine, WCC Consultation – voluntary and community sector support
CPRE	Countryside Voice Winter magazine and campaigns update
CSO Allchurch	Bonfires adjacent to the highway and crime reports (circulated to Parish Councillors)
Dorman	Speed management solutions
Furniture at Work	Product brochure
Incident Report	Incident re vans/cars parked at The Hidage
Insignia UK	Queen Elizabeth II Diamond Jubilee commemorative items
Inst. Of Groundsmen	2011 Conference and Awards
Littlethorpe of Leicester	Hardwood bus shelter brochure
Littleworth & District British Legion	Remembrance service wreath and Poppy Appeal donation
Lloyds Bank	Changes to payment methods
Mh-p	Provision of and management of Parish Council websites
Minster Matters Editor	Parish magazines information (forwarded to Cllr. Mrs McGovern for information)
Mr. Palfrey	Pershore Bus Group meeting 4 th November
Mrs Griffiths	Volunteer footpath walkers response sheets (copied to Parish Paths Warden)
Mrs Roach	Details of litter picking payments made to Mr Roach
Ms Manuschka	Odour in Littleworth, Stoulton area and Wychavon DC meeting
NALC	Direct Information Service (forwarded to Parish Councillors for information).
NatWest Bank	Business Deposit rates for fixed term deposits
Pershore High School	Newsletter Oct/Nov
Pershore Volunteer Centre	Newsletter & Funding Fair 5 th March (Worcester Rugby Club). Social car scheme
Rooftop Housing Group Ltd	Confirmation that it is responsible for up keep of the unadopted road Regiment Close & for the drains. Procedures for reporting maintenance (to be sent to residents)
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information), survey on neighbourhood planning
Severn Area Rescue Association	Donation request
SMP Playgrounds	Product flier
Soc. Local Council Clerks	The Clerk magazine November, Practitioners Conference and 2012 membership
Sovereign Play	Product brochure
Sports Relief 2012	Hosting a Sainsbury's Sport Relief Mile 2012 (25 th March 2012)
St. Peter's Parish Council	Response to Whittington PC re St. Peter's Drive crossing proposal
Stallard March & Edwards Solicitors	Planning advice
Sustainable Gov	Newsletter
Volunteer Centre, Pershore	British Sign Language workshop, funding of local voluntary and community groups
Whittington Parish Council	Copy letter to St. Peter's Parish Council re proposed roundabout on St. Peter's Drive
Wicksteed Playscapes	Product flier
Wireless CCTV	Product information
Wits End Stables	Response to Parish Council letter seeking help with horse related matters
Worcs Assoc'n Carers	Carers Rights Day event 2 nd December 2-6pm
Worcs CC	Public Rights of Way prioritising maintenance though footpath classification system (forwarded to Cllr. Turvey as Parish Paths Warden)
Worcs CC	Worcs Local Broadband Plan event 12 th December 2-5pm, County Hall
Worcs CC Highways	Parish access only restriction, 30mph road markings, Littleworth traffic survey and gate at Cambrai Drive, Norton

Wychavon DC	Approval Notice planning application W/11/02024 & 2004: 2 Black & White Cottages, Church Lane, Norton (single storey extension)
Wychavon DC	Approval Notice planning application W/11/02187: Mandalay Drive, Norton (conservatory to rear elevation)
Wychavon DC	Christmas Fayre 25 th November, 10am-3pm (details circulated by email to Parish Councillors for information)
Wychavon DC	Murder Mystery evening ((circulated by email to Parish Councillors)
Wychavon DC	Parish Matters newsletter November 2011 (circulated by email to Parish Councillors for information)
Wychavon DC	Planning Inspectorate decision re Hatfield Lodge, Hatfield Lane, Lane Ref: W/10/02186 (proposed detached 4 bedroom house and garage together with a replacement garage at Hatfield Lodge). Approved by Wychavon DC. Planning Inspectorate varies the conditions of the approval.
Wychavon DC	Wychavon Youth Bus