

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 19TH JULY 2012 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, D. James, D. Lucas, Mrs. C. McGovern, M. Reeves, Cllr. R. Adams and CSO Allchurch. These apologies were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, K. Fincher, Mrs. D. Hewison, P. Richmond, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Changes to Membership**
The Clerk confirmed that Mr. James has signed the declaration of acceptance of office as a co-opted Parish Councillor as agreed at the June Parish Council meeting. The Clerk will circulate an updated contact list.
- 3. Declarations of Interest**
Cllr. Turvey provided a reminder regarding declarations of interest. The Clerk expressed an interest in agenda items 15 and 16 (Parish Council PAYE Registration and Parish Clerk Contract). Also see agenda item 7.
- 4. To Consider and Agree Allocation of Areas of Responsibility to New Councillors**
It was agreed for Cllr. Dawson to join the group of councillors with responsibility for playing fields and for Cllr. James to join the SWDP working group and the group of councillors who review planning applications.
- 5. Minutes of the Parish Council Meeting Held on 28th June 2012**
It was proposed by Cllr. Fincher, seconded by Cllr. Richmond **and all were in agreement** that the minutes of the 28th June be approved.
- 6. 2012/194 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend the meeting.
 - b) Planning**
 - (i) Cllr. Turvey and Cllr. Richmond explained the following current applications:
Approvals
Joystans, Wadborough Rd, Change of use of agricultural land to domestic garden land.
Littleworth. Ref: W/12/00961 Parish commented on public right of way obstruction/diversion.

Refusals - None

Awaiting Decision
Land at Court Farm, Church Lane, 6 no employment buildings as extension to existing site and
Norton. Ref: W/12/00285 alterations to existing access. Parish does not support.

Internal Consultation - None
Other - None
 - (ii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett as soon as possible.
 - (iii) See agenda item 10 (Woodbury Lane development proposals).
 - c) Allotments**

In the absence of Cllr. Mrs McGovern, the Clerk advised most plots are now being worked or are being given up so that they can be re-let. A report has been received of tipping of garden waste from The Hidage on to the grass verge at the back of the allotments. It was agreed for a notice to be placed in the next newsletter asking for this practise to cease. The Clerk also advised that a request has been received for pruning of overhanging tree branches from the allotments opposite the Parish Hall by the owner of the adjacent house. It was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all for the Clerk to progress up to a cost of £250. Also see agenda item 20.

d) Playing Fields

The Clerk confirmed that the existing adult team will continue to use the pitches on a Sunday morning for the 2012/13 season. Enquiries are also being received about summer training sessions. Also see agenda item 17.

e) Public Rights of Way

Cllr. Turvey provided an update on work completed and also that being progressed. Contact has been made with the new owners of Woodhall Farm and PRoW issues will be followed up after the end of September. Due to the weather, a second cut of the PRoWs will be required. The Clerk will arrange as proposed by Cllr. Hewison, seconded by Cllr. Dawson and agreed by all at a cost of £350. A report was received regarding the footpath adjacent to Wadborough Road, Littleworth being overgrown on the section up towards The Retreat. The Clerk will clarify responsibility for maintenance of the area between the footpath and the hedge and request maintenance.

f) Finance

(i) The current account balance was £14,661.10 on 2nd July with the deposit account balance at £68,304.47 on 2nd July.

(ii) There were no questions regarding the monthly accounts to the end of June. The Clerk added that a quarterly financial review will be arranged with Cllr. Mrs Hewison over the summer period. The Clerk advised that total S.137 spend agreed to date stands at £1,694.45.

g) West Mercia Police

CSO Allchurch was unable to attend the meeting. Regular crime updates are circulated which highlight car crime at Norton. The Clerk advised that the Police continue to monitor the parking outside Smiths Livery Yard. It was noted that at the recent public meeting regarding the SWDP, parking outside the livery yard was raised as an issue by parishioners. It was agreed for the Clerk to write to the owner to seek assistance and installation of an inner gate to allow visitors to pull in off the road to access the yard. In terms of speeding along Wadborough Road, it was agreed for the Clerk to request a speed box via the safer roads partnership website to assist in obtaining an accurate record of the speeding situation. Following the Police newsletter item about children playing near to the Gun Club, the Clerk will enquire who reported the problem to the Police.

h) Parish Plan

Cllr. Turvey reported that Wychavon DC has recommended completing the Parish Plan as Neighbourhood Plan development is a more involved process and requires more supporting evidence. It was agreed to aim to finalise over the summer period.

i) EnviroSort

No further report.

7. 2012/195 New Code of Conduct

a) The Clerk referred to the response from Wychavon DC which was circulated to all councillors prior to the meeting. On the basis of the legal requirements of the Localism Act, it was proposed by Cllr. Richmond, seconded by Cllr. Dawson and agreed by all to adopt the model Worcestershire Code of Conduct and new Register of Interest Form circulated prior to the meeting, with

immediate effect.

b) Delegation was given to the Clerk to make changes needed to standing orders to allow the council to comply with the procedural changes resulting from adoption of the Code as proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all.

c) The Clerk will email a copy of the new Register of Interest Form to Councillors for completion and return to the Clerk so that a copy can be taken for the Parish Council files. The Clerk will then forward the original forms to Wychavon DC. The deadline to register interests with Wychavon DC is 28th July. It was agreed that the Clerk will clarify the need for these forms to be published on the Parish Council website and if this is required, publication will be guided by the timing of publication on the Wychavon DC website.

8. 2012/196 South Worcestershire Development Plan (SWDP)

Cllr. Fincher reported on the public meeting held on 17th July to update parishioners on the current situation which included: SWDP background, interaction with the SWDP Team, interaction with developers and the link to the SWDP, the timeline leading up to the SWDP becoming a legal document on Nov/Dec 2013, general development possibilities/proposals within the parish and the link to the SWDP. The general view appeared to be that given the circumstances, the current situation outlined in the Preferred Options Document (POD) is a reasonable compromise. Cllr. Adams attended the meeting and will feedback comments received regarding Wychavon DC input to the SWDP. Minor changes can be incorporated within the POD without the need for a further public consultation and it is hoped that these changes will include more clarity regarding green gaps/buffer zones, development of land between Whittington and the Norton Road and the buffer to the south of the Garden Centre. Membership of the Open Space Society, which offers free advice to members about open spaces and promotion of their uses, was agreed at a cost of c. £50. The Clerk will arrange.

It was noted that following the public meeting, correspondence has been received from one parishioner (who was unable to attend the meeting) regarding potential developments at the Cricket Club. It was agreed to forward a copy of the presentation to the resident. Formal minutes were not taken as the meeting was a public meeting to convey information to parishioners rather than a Parish Council meeting. Cllr. Mrs. McGovern and Mr. Dyer will attend a meeting with the Chairman of the Cricket Club on 25th July to gather information regarding the current situation and future plans. Cllr. Turvey advised that there are Tree Preservation Orders on all the trees around the cricket pitch.

9. 2012/197 Land adjacent to St. Peters Garden Centre

It was agreed to jointly prepare a new residents' pack. The Clerk will try to locate a copy of the pack provided to new residents when the Brockhill development started. Cllr. Turvey will write an introduction. A newsletter and Parish Paths leaflet will also be included. Councillors agreed to give some thought to content and forward any suggested articles/information to the Clerk.

10. 2012/198 Woodbury Lane Development Proposals

Cllr. Turvey provided background following the information gathering meeting with the planning consultant, developer, land owner and company representative. It was agreed to send an update of the letter drafted and circulated prior to the meeting to the planning consultants. It was also agreed for the Clerk to seek a meeting between representatives of the Parish Council and the Wychavon DC Head of Planning to discuss developments within the parish. The Clerk will forward details of Hall availability to the planning consultants for their public consultation event, with a list of street names/properties within the parish and a request for the Parish Council to have sight of the draft flier before circulation. The proposed flier circulation area was considered satisfactory.

11. 2012/199 Flooding Issues

a) SSSI site drainage work – The Clerk provided a report from Mr. Reeves following a site meeting with the land owner. In summary, following the Network Rail ditch clearance work and

the work to the field to the back of Coppice Cottage/Courtnellan, water appears to be running away freely, even at times of recent very heavy rain. Whilst the pipe work in the SSSI field does not have perfect alignment, this does not appear to be obstructing the flow of water. It is important that the work carried out to date is regularly inspected and maintained, particularly that under the control of Network Rail. Regular checks of the work undertaken by the Parish Council are being made by the Parish Lengthsman. It was agreed by all not to undertake work to the SSSI field at the current time but to continue to monitor the situation. The letter drafted will be sent to Wychavon DC by way of update and agreement of proposed actions.

It was noted that during the very heavy recent rain, the following areas of the Parish suffered road flooding: Woodbury Lane (by Norton College), Church Lane (by SMH), Hatfield Lane and Hatfield Bank. The Clerk will advise Highways and seek inspections.

b) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – It is understood that this work to increase the capacity of the under road pipes remains in Worcs CC plans but is not yet scheduled.

c) Cllr. Turvey provided an update following the meeting with Dalcour Maclaren/Severn Trent Water. The pumping station is proposed in the middle of the site, screened by a post and rail fence plus hedging. The access point would be half way along the field roadside boundary with a turning point in the field. Severn Trent only wishes to purchase the plot the size of the pumping station (rather than the whole field) and would like the Parish Council to retain ownership of the access road (which is proposed as a material allowing grass to grow through). No noise from the pumping station should be heard from the neighbouring properties. Severn Trent has verbally agreed to pay all Parish Council professional and other costs. A purchase price has yet to be discussed but it was agreed that this should reflect the value of the entire field, as the remaining land is considered of little value. Under road pipes are currently being considered however routing through the fields has been suggested as a better option to reduce disruption and future road maintenance.

The Clerk reported on legal advice received regarding the deeds to this parcel of land. It was agreed for the Clerk to advise Dalcour Maclaren/Severn Trent that the deeds cannot be located but that we believe that sufficient evidence can be provided to support possession using a statutory declaration for the minimum required period of time (12 years). The Clerk will also request a copy of the design and access statement along with confirmation that professional and other costs incurred by the Parish Council will be covered. It was agreed that upon receipt of a positive response, the Clerk will liaise with Cllr. Turvey and Cllr. Mrs McGovern to progress a land valuation and to obtain quotes for appointment of a land agent. It was noted that notice of the planning application has been received (as land owners) which states that representations should be made to Worcs CC by 14th August.

12. 2012/200 Norton Pre-school Proposals

The Clerk confirmed that a request has been made for a copy of the Pre-school budget for the forthcoming year. Cllr. Adams is making enquiries of Worcs CC regarding the possibility of a meeting between Worcs CC funding officers and Pre-school to discuss the issues that the changes in funding have resulted in.

13. 2012/201 Grass Verges along Crookbarrow Road

The Clerk will chase Highways for confirmation of the adoption plans and to establish how often they would cut the adopted areas. Cllr. Turvey advised that Wychavon DC seem willing to maintain and adopt the areas that Worcs CC does not adopt, provided that they received a contribution from the developers for 20 years (which does not appear to present a problem to the developers). A quote has now been received for maintenance of the verges that Worcs CC are not due to adopt (from the existing contractor) so that this can be suggested as a basis for calculation of the developers contribution. The Clerk will provide this information to Wychavon DC and

following a positive response will forward this to the developers for consideration.

14. 2012/202 Trees at Brockhill, Norton

Cllr. Turvey advised that a copy of the Tree Preservation Order (TPO) covering the original Brockhill development has been obtained. This reveals that all the trees around the cricket pitch are covered by TPOs. It is understood that one of these trees has been cut, possibly by a resident, and has subsequently died. It was agreed for the Clerk to write to Wychavon DC to highlight the work done and the impact of this on a protected tree.

15. 2012/203 PAYE Registration of the Parish Council

a) All matters in hand.

b) Adoption of the draft papers circulated (handyman contract and Grievance and Disciplinary Procedures) was proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all with the addition of the Clerk as the Line Manager for the handymen. Membership of a Staffing Committee was agreed as Cllr. Fincher, Cllr. Mrs Hewison and Cllr. Dawson in case of need as detailed in the Grievance and Disciplinary Procedures.

c) The Clerk will clarify with CALC whether there is a need to re-advertise the litter picker role or whether it would be acceptable to contact those people who expressed an interest to the original advert to make an appointment. The Clerk will liaise with Cllr. Turvey to appoint a litter picker.

16. 2012/204 Parish Clerk Contract

Cllr. Turvey advised that this will be looked at further as soon as possible to finalise.

17. 2012/205 Parish Hall Recreation Facilities

The Clerk advised that the second working group meeting to consider redevelopment of the tennis courts, redevelopment of the play area and installation of a bmx/skate facility has been held. Four suppliers have been met to gather ideas/costs and designs/costs are awaited. Other recreation facilities are being visited for ideas, feedback is being gathered from children/young people about what they would like to see and funding opportunities are being explored. In terms of the area for the play area, it was agreed that this could be extended out towards the football pitches by 1 metre if necessary. A next meeting is planned for September when feedback, designs and quotes will be considered to develop a 'wish list' to be used as part of consultations with schools, groups for children/young people in the parish and parents during the autumn. The Clerk will include an update and invite suggestions in the autumn Parish Council newsletter.

18. 2012/206 Parish Hall Security

No further news was available.

19. 2012/207 Parish Hall

a) Cllr. Fincher, as the Parish Council landlord representative (but not a Trustee), advised that there hasn't been a Trustees meeting since the last Parish Council meeting. A rolling top 3 capital expenditure list is being sought from the Trustees. Cllr. Fincher will seek confirmation from the Trustees that replacement of the main hall floor is now seen as the top priority item (cost c. £6k) and enquire whether any other funding opportunities have been investigated. It was agreed for the Clerk to submit the New Homes Bonus funds application towards the main hall floor replacement (existing New Homes Bonus £1,228 which will form part of the previously agreed up to £5k funding).

It was agreed for a copy of the District Valuer insurance re-instatement valuation of the Parish Hall to be provided to the Trustees, to enable the details to be discussed with their insurance company and for the insurance level to be increased to the figure detailed within the valuation (£813,000).

b) The Clerk advised that CALC is considering the situation regarding the Lease and Trust Deed and will provide a report as soon as possible.

- c) It was agreed for the Clerk to obtain quotes for tarmacking of the Parish Hall car park. The Clerk will also contact Wychavon DC to seek a contribution (in connection with the location of their recycling bins) and to clarify the need for planning permission. It was suggested that this work may only be possible using grant funding.
- d) See a) above.
- e) It was agreed that where a field booking is generated via a Hall booking (e.g. wedding marquee), then the playing field fee will be paid to the Parish Hall and not retained by the Parish Council.

20. 2012/208 Allotments

Cllr. Turvey declared an interest as a prospective allotment tenant.

- a) It was agreed that where a plot is not being worked, a letter explaining the situation should be sent to the tenant requesting that the plot is cultivated by a given date. If no response is received and/or the plot continues not to be worked then it was agreed that the tenancy should be terminated in accordance with the tenancy agreement and the plot allocated to the waiting list.
- b) After discussion, it was agreed that a £30 refundable deposit will be requested at the commencement of each new tenancy. This refundable deposit will be requested when a plot is taken on in an overgrown state, with a concession that the plot will be offered with a rent free period dependent on the condition of the plot. If a plot is given up in an overgrown state, the refundable deposit will be retained. This will also apply if the plot was taken on in an overgrown state as a rent free period will have been provided to reflect this.
- c) Quotes for the allotment fencing were considered, with a favoured option of a 4 foot high post and 3 rail fence, with stock wire to 3 feet and a 5 ft wooden field gate. The Clerk will write to allotment tenants to seek feedback regarding installation of a fence which would prevent access to the allotments from the public right of way to the rear of the allotments (due to a locked gate).

21. 2012/209 Grass Bank Salamanca Drive

The Clerk reported that the new owner of this land has advised that there are no maintenance plans for this area, other than to reduce the depth of the hedge at the top of the bank. An offer has been made to mow a section of the grass adjacent to the pavement (in line with Highways verge maintenance). The land owner is viewing the area as open space for use by children/ residents and to encourage wildlife. A suggestion was made that the Parish Council may consider purchasing the land and maintaining this in future. It was agreed for the Clerk to write to the new owner to enquire whether consideration would be given to selling the land. The Clerk will also update the resident who contacted the Parish Council regarding the lack of maintenance to this area.

22. 2012/210 Dog walking/Exercise Area

The land at the end of Brockhill Lane was suggested as a potential site for a dog walking area. Cllr. Turvey will make enquiries of Cllr. Adams.

23. 2012/211 Community Games/Parish Fun Run

Both events appeared successful and to be enjoyed by all who attended. The organisers of the Fun Run have offered 25% of the proceeds to the Parish Council, with 25% to Norton Community Games to fund future events and 50% to St. Richard's Hospice. It was agreed that a request would be made for the 25% offered to the Parish Council to be passed to St. Richard's Hospice.

24. 2012/212 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Norton Community Games	Events support: medals/trophies for inter-school athletics competition (£204) and inflatable slide (£114.75)	318.75
Shear Perfection Ltd	Mowing of churchyard and around car park (£177) plus	420.00

	Norton verges (£173) + VAT (23 rd June)	
New Farm Grounds Maintenance	Mowing playing field (£57.50 x 2), FP20 maintenance (£105.50) and goal mouth re-turfing (£132) plus VAT	423.00
Duplicate	Summer newsletter (£361.25), SWDP fliers (£98) and road side signs (£115 plus VAT)	597.25
	TOTAL	1,759.00

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium July 2012 (pay slip due from Wychavon DC)	623.42
R. Pullen	Parish maintenance June/July (mowing/strimming, play area inspections). 24 hrs (£145.92 gross) plus £7.40 petrol. Net figure awaited from Wychavon DC	153.32
S. Narburgh	Seesaw maintenance – parts and labour	36.00
S. Noon	Winner of summer newsletter number puzzle	10.00
R. Harris	Runner up summer newsletter number puzzle	5.00
Shear Perfection Ltd	Mowing of churchyard and around car park (£177 plus VAT), Norton verges (£173) plus fill in and tarmac pot hole at entrance to Parish Hall car park (£75)+VAT (11/7)	510.00
H. Turvey	Re-imburement of Land Registry search fees undertaken for Parish Council matters	12.00
J. Greenway	July expenses	83.90
	TOTAL	1,433.64
	GRAND TOTAL	3,192.64

Following a request for additional maintenance to the churchyard, strimming of the area of land between the footpath from Church Lane and the Old Post Office fence was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all at a cost of £75. Reimbursement of 50% of the cost will be requested with the churchyard mowing costs. The Clerk will arrange.

25. 2012/213 Correspondence for Information

See Appendix 1 for a list of correspondence received. The following correspondence was discussed:

- National Trust/Croome Park: It was agreed to include articles about events at Croome Park in the Parish Council newsletter.
- Worcs CC: Sunday and Bank Holiday Bus Service – the future of the service will be discussed at Worcs CC in August but it is apparent that the service would need more passengers to be sustainable and funding beyond the current finish date of 16th September is unclear at present. The request for Littleworth to be served by this bus has been noted.

26. 2012/214 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that based on previous permission given, the Monday evening Dog Club has been authorised to use a small area of the field as part of their Hall booking. This is on the basis that dogs are kept on leads, the area is cleared up afterwards and in the event that dogs cause an injury to anyone on the premises/in the grounds, the Club would be liable. This was confirmed.

27. 2012/215 Items for Update to Local M.P.

None.

28. 2012/216 Councillors' Reports and Items for Future Agenda

The Clerk reminded contributors to the newsletter that articles/reports are required by 18th August to ensure that the newsletter can be distributed on time.

29. 2012/217 Date of Next Meetings: Thursday 27th September.

The meeting closed at 10.10pm.

Correspondence Received for 19th July 2012 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training (forwarded to Parish Councillors for information) incl. Localism Act, Code of Conduct, Declaration of Acceptance of Office, Council Tax consultation. Minutes of Wychavon Area meeting
Clerks & Councils Direct	Magazine July
CPRE	Campaign update and booklet: A Little Rough Guide around the Hedges
District Valuer	Draft insurance re-instatement valuation of Norton Parish Hall
Fleet (Line Markers) Ltd	Invitation to open day 25 th July
GB Sport & Leisure UK	Play area spare parts and prices
Glasdon	Product brochure (bins)
Lawn Tennis Association	Promoting British tennis
Littlethorpe of Leicester	Bus shelter product information
Merton College	Public rights of way issues (copy to Cllr. Turvey as Parish Paths Warden)
Mr Sparling (Hall Mgr)	Future operation of the Parish Hall
Mr. M. Goode	Public meeting re SWDP housing development proposal
NALC	Local Council Review
National Trust	Request to include information about Croome Park in the newsletter
NJK CE First School	Letter of thanks for the commemorative Jubilee medals for pupils
Norton Community Games	Thank you for Parish Council support
Parker's Wholesale	Bulb catalogue
Pershore High School	Newsletter June/July
Peter Luff MP	County Armed Forces Community Covenant and Sale of Old Barracks HQ to Wychavon DC for provision of affordable housing to ex-services personnel (forwarded to Parish Councillors for information)
Richard Sandy Partnership Ltd	Copy of final accounts for the year ended 31 st March 2012
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
Soc Local Council Clerks	The Clerk magazine July 2012
Wardell Armstrong	Notice of planning application for Severn Trent pumping station on land between 97 and 99 Wadborough Road, Littleworth (to Parish Council as land owners). Representations to Worcs CC required by 14 th August 2012.
West Mercia Police	Crime reports, Wildlife Liaison Officer (forwarded to Parish Councillors for information). Article for newsletter and PACT meeting reminder. Parking on Church Lane (by livery yard) and speeding in Wadborough Road
Worcs CC	Faster Broadband consultation (closes 2 nd September)
Worcs CC	Positive Activities tender documents
Worcs CC	Sunday and Bank Holiday bus service update
Worcs CC	Update on Whittington roundabout works – road closures around island and approach roads Mon 30 th July – Thurs 2 nd August (forwarded to Parish Councillors for information)
Worcs CC Highways	Reporting of Highways matters
Worcs Rural Outreach Project	Awards for All/Big Lottery Fund for ongoing, repeat or regular activities
Wychavon DC	Approval notice planning application W/12/00961: Joystans, Wadborough Rd, Littleworth – change of use of agricultural land to domestic garden
Wychavon DC	Flooding – reporting and availability of sand bags (forwarded to Parish Councillors for information)
Wychavon DC	Free loft and cavity wall insulation (notices to notice boards for information)
Wychavon DC	Olympic Walking Challenge (forwarded to Parish Councillors for information)
Wychavon DC (Chairman)	Offer from the Chairman to attend Parish events
Wychavon DC	Armed Forces Community Covenant Grant Scheme