

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 27<sup>TH</sup> FEBRUARY 2019 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. **Apologies for Absence:** H. Turvey (late arrival), M. Reeves and Cllr R Adams (late arrival). These apologies, and the reasons for them, were accepted and approved.  
**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, P. Richmond, H. Turvey, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk and Responsible Finance Officer).
2. **Changes to Membership**  
None. One Parish Councillor vacancy remains.
3. **Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) c) d) None
4. **Minutes**
  - a) Minutes of the Parish Council meeting held on 24 January 2019 were approved. Proposed Cllr. Dawson, seconded Cllr. Pollard and agreed by all.
  - b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**
5. **2019/36 Reports**
  - a) **Cllr. R.C. Adams (District & County Councillor)**  
Cllr. Adams provided his report after agenda item 11 commenting on planned Parkway Station operation in quarter 3 2019 and concerns regarding parking provision, complaints regarding litter around EnviroSort, Wychavon DC Council Tax freeze and 'Biodiversity/Pollinator' initiative grants. Details of the grants will be forwarded for review and consideration. **Action: Cllr. Adams**  
A Community Assets nomination will be drafted for the area of land surrounding the proposed Sentry statue. **Action: Cllr Pollard**  
Cllr Adams will provide an update for the Annual Parish Meeting (APM) regarding the chronology of events relating to the Parkway Station, Southern Link Road improvements/bridges and the SWUE, and will provide this information to Cllr Fincher and the Clerk in advance of the APM for inclusion in the information pack to be circulated at the meeting. **Action: Cllr. Adams**
  - b) **Finance**
    - (i) Balances: current account £3,187.42 (7 February), deposit account £32,026.38 (1 February). Balances including outstanding items of payment were also reported. 2018/19 S.137 expenditure is currently £448.94.
    - (ii) The monthly accounts and bank reconciliation to 31 January were noted.
  - c) **West Mercia Police**  
A summary of reported crimes and feedback from residents were received.  
  
Cllr Turvey arrived at 8pm.
  - d) **St. James the Great Church, Norton**  
No report was available. An update on Church Tower repairs will be sought. **Action: Clerk**
6. **2019/37 Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)**  
An update was received, and the action plan continues to be progressed. **Action: Cllr. Kelly/Clerk**
7. **2019/38 Planning**
  - a) Current Planning Applications - the following applications were noted.  
Approvals  
**The Briars, 48A Wadborough Road, Littleworth. Ref: 18/02555/HP** Single storey rear extension and conservatory.

<b>1 Hatfield Cottages, Mornington, Hatfield Lane. Ref: 18/02459/HP</b>	Proposed dormer extension and conservatory. Parish supports subject to comments
<b>1 Closes Cottage, Hatfield Bank Ref: 18/02381/HP</b>	Side extension and alterations to form attached annexe for dependent relatives.
<u>Refusals</u> - None	
<u>Awaiting Decision</u>	
<b>Land to the south of the City of Worcester, Bath Road. Malvern Hills DC Ref: W/13/00656/OUT Welbeck Land</b>	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. Approved with s106 agreement outstanding.
<b>Land adj. to Lobelia Close, Cranesbill Drive, Broomhall Green &amp; A4440 Worcester City Ref: P13A0617 St. Modwen Developments</b>	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.
<b>Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes</b>	Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure.
<b>1 Hatfield Cottages, Mornington, Hatfield Lane. Ref: 18/02459/HP</b>	Proposed dormer extension and conservatory. Parish supports subject to comments
<b>Three Bob Yard, Woodbury lane Ref: 18/02509/FUL</b>	Material change of use of land for stationing of caravans for residential occupation with associated shed on existing builders yard. Parish does not support
<b>3 Ramillies Drive, Norton Ref: 19/00159/HP</b>	Amendment to approval 17/02299/HP to include additional side window. Parish supports subject to neighbours' views
<b>Broomhall Way, (Southern Link Road A4440), Worcester Worcs CC 19/000001/ REG3</b>	Proposed new 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 supports with comments

Internal Consultation - None

Other - None

Appeals – None

**b) Provisional** housing numbers were noted for the Parish for the SWDP period to 2030 and to 2041 which will be shared with the Neighbourhood Plan Group. Final housing numbers will be forwarded to the Group once received. **Action: Clerk**

#### 8. 2019/39 Reports of Anti-Social Behaviour

Feedback from residents was considered and noted. The response from Worcs CC that there are currently no plans to install additional street lighting in unlit areas of the county was noted and will be advised to the enquiring resident. **Action: Clerk**  
Also see agenda item 27b.

#### 9. 2019/40 Parish Hall Car Park Resurfacing

An update was received. Options for a form of reflector to be added to the concrete bollards will be explored, with a cost of up to £150 plus VAT agreed. Proposed Cllr Richmond, seconded Cllr Dawson

and agreed by all. Options will be circulated to members for review. **Action: Cllr Pollard**  
The draft risk assessment was approved subject to inclusion of a 10mph speed limit, and the Council responsibilities being allocated across Council members/employees for completion. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all.  
The additional £50 cost for the concrete bollard purchase and installation was agreed. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all.

#### **10. 2019/41 Parish Hall Recreation Facilities and Outside Space**

An update was considered regarding play area gate/closer options. Work to strengthen the gate hinge system and to install gate stoppers was agreed at a cost up to £100 plus VAT. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. Longer term solutions and the need for new gate closing mechanism will be explored with the groundsman, along with consideration of refurbishment/replacement of the Hall patio benches. **Action: Cllr Dawson, Cllr Lucas, Cllr Arrow**  
Quotes are being sought for a professional survey of trees on Parish Council owned lands.

#### **11. 2019/42 Parish Council Website**

The Assistant Clerk has met with the volunteer (with website development expertise) to discuss website design and development of the site, with work ongoing. Functionality to include completion of questionnaires and data collection/analysis will be requested. **Action: Clerk**

Cllr Adams arrived at 8.40pm.

#### **12. 2019/43 Norton Pre-school**

A revised draft lease has been received and will be reviewed prior to forwarding to Norton Pre-school for consideration. **Action: Clerk**

#### **13. 2019/44 Worcester Parkway Station**

An update was received regarding the proposals for the Norton element of the Parkway Active Travel Corridor, including access to land/properties within the proposed traffic light controlled section of Woodbury Lane (with Worcs CC to discuss with land/property owners). Travel Corridor plans are due to be presented at the Annual Parish meeting.

#### **14. 2019/45 Southern Link Road (SLR) Improvement Works and Crossing Points**

The Parish Council's response to the Broomhall Way Footbridge planning application was noted along with clarification that the National Cycle Route has been agreed to cross the Crookbarrow Way Bridleway/Footbridge (rather than the Broomhall Way Footbridge).

#### **15. 2019/46 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

A timescale continues to be sought from Worcs CC for finishing off the area following removal of the hedge to the rear of 1 Salamanca Drive. The proposed Severn Trent Water (STW) work along Norton Road is understood to now be due to start on 1 April and STW will arrange for letters to be sent to those residents that were previously notified of the works.

Feedback relating to parking problems in St James Close was considered and it was noted that Worcs CC Highways was not supportive of marking further yellow lines in this vicinity when the subject was previously explored. It was agreed for residents/those experiencing issues to continue to be advised to report these at the time to the Police using the 101 phone service, so that these can be followed up. It was noted that school continues to remind parents to park considerately and that signage to support this message is now displayed.

#### **16. 2019/47 Neighbourhood Plan**

An update was received including current activities and next stages. The Plan will be promoted at the Annual Parish Meeting and terms of reference will be discussed at the next working group meeting.

#### **17. 2019/48 Employment Matters**

A date has been arranged for the Clerk's annual appraisal.

## **18. 2019/49 Allotments**

Signage suggested for the allotment site opposite the Parish Hall site was considered. It was agreed for a single 'Foamex' sign to be purchased at a cost of £18 plus VAT, for installation at the entrance to site. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. **Action: Cllr Kelly/Clerk**

## **19. 2019/50 Public Rights of Way (PRoW)**

The Parish Paths Warden provided an update including Worcs CC vegetation clearance of the bridleway to Stonehall Common. Enquiries will be made to Worcs CC regarding upgrade of the surface to this bridleway. **Action: Cllr Turvey**

## **20. 2019/51 Bus Services/Littleworth Bus Shelter**

An update on bus services was received, with proposals regarding revision of the 13:50 Monday to Friday service to 12:50 supported. Repairs to the Littleworth bus shelter roof were considered, with an additional £250 agreed to complete this work. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all.

## **21. 2019/52 Parish Hall**

A report was received regarding Hall bathroom refurbishment requirements, funding and costs. The Hall Trustees are able to fund around two thirds of the estimated cost and have explored other funding opportunities including availability of grants and costs of loans for the shortfall of c. £8k. No grant funding opportunities have been identified where the project or proposed timescales (pre-Easter 2019) fit the criteria and the interest rates payable on potential loans have been considered by the Trustees as being prohibitive for the charity. New Homes Bonus funding has previously been received for Hall developments, with Wychavon seeking future projects for other locations within the Parish. Terms of the current lease arrangement between the Parish Council (freeholder and landlord) and Hall Trustees (leaseholder and tenant) were considered, along with other items of maintenance currently identified. Subject to a grant funding application being submitted, accompanied by a copy of the proposed quote for the work, it was agreed to provide grant funding of up to £8k towards the cost of the Hall bathroom refurbishment. This will be funded from Parish Council reserves using funding allocated to the Hall car park resurfacing project but not required for project completion. Proposed Cllr Lucas, seconded by Cllr Richmond and agreed by all. Cllr Fincher abstained from voting as Chair of the Hall Trustees, despite a dispensation being held.

It was noted that future Hall maintenance will include roof repair/refurbishment/replacement, with grant funding opportunities being explored by the Hall Trustees. The Wychavon Community Legacy Grant Scheme was highlighted for investigation by the Trustees. The Hall Trustees will consider the existing lease and trust deed, and will highlight any concerns regarding its terms, to trigger a lease review with the Parish Council. **Action: Cllr Fincher**

## **22. 2019/53 The Norton Worcestershire Regiment Group (NWRG)**

The New Homes Bonus Sentry Statue funding has been approved by the Wychavon Executive Board and release of funding is being arranged. Enquiries have been made regarding future statue maintenance needs and whether another information type board is planned, with responses awaited.

## **23. 2019/54 Worcester Norton Sports Club (WNSC)**

No further news. The draft application for the Cricket Club site to be re-registered as an Asset of Community Value will be circulated for comment and approval by members prior to submission to Wychavon DC. **Action: Clerk**

## **24. 2019/55 Parish Council Owned Lands**

An update was considered, with costs for an independent, professional valuation agreed up to £150 plus VAT. Proposed Cllr Richmond, seconded Cllr Turvey and agreed by all. **Action: Clerk/Cllr Lucas**  
A grazing land enquiry was considered, and further details will be requested. **Action: Clerk**

## **25. 2019/56 Parish Council Elections – 2 May 2019**

Candidate election packs are now available, with nominations to be hand delivered to Wychavon DC by 4pm on Wednesday 3 April 2019 (as explained in detail in the candidate pack). Candidate packs can be obtained from the Parish Clerk or from Wychavon DC.

## 26. 2019/57 Annual Parish Meeting

Date agreed as 1 May 2019. Provision of road side signs to publicise the event was agreed at a cost of up to £150. Proposed Cllr Turvey, seconded Cllr Arrow and agreed by all. **Action: Clerk**  
Cllr Adams will invite the Head of Housing and Communities to attend. **Action: Cllr Adams**

## 27. 2019/58 Finance

a) It was proposed by Cllr. Richmond, seconded by Cllr. Arrow **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 £
Information Commissioner	Annual data protection fee	40.00
	<b>TOTAL</b> (incl. VAT where payable)	<b>40.00</b>

### Accounts for Payment:

Category of Expenditure	Detail	Amount £
Staff Costs	February 2019 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions	2,010.55
Grounds Maintenance	Lengthsman duties November 2018 - January 2019	562.50
	Mole control Parish Hall playing field	100.00
	Supply & install concrete bollards to Norton Parish Hall car park	1,140.00
Administration	Expenses reimbursement February (less expenses paid via payroll)	96.75
	<b>TOTAL</b> (incl. VAT where payable)	<b>3,909.80</b>
	<b>GRAND TOTAL</b> (incl. VAT where payable)	<b>3,949.80</b>

- b) Further details of the proposed Neighbourhood Watch Group signs and installation locations will be requested along with completion of the Council's grant funding application. **Action: Clerk**
- c) Grant funding of £156 to the Norton Theatre Group to cover the pantomime porta loo costs was agreed subject to completion of the Council's grant funding application. **Action: Clerk**
- d) It was agreed to decline The Children's Kayak Charitable Trust grant funding request as the activity proposed for funding is not within the Parish or in close proximity for local residents. **Action: Clerk**
- e) A request relating to NJK CE First School swimming transport cost funding is awaited.
- Items b) to d) proposed by Cllr Richmond, seconded Cllr Arrow and agreed by all.

## 28. 2019/59 Correspondence for Information

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

## 29. 2019/60 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

## 30. 2019/61 Items for Update to Local M.P.

A letter will be sent to highlight activities within the community and the need for a cohesive approach to the major projects impacting upon the Parish and its residents e.g. Parkway Station, SWUE and A4440 improvement scheme. **Action: Cllr Fincher**

## 31. 2019/62 Councillors' Reports and Items for Future Agenda

- Suggestions for projects for NHB/Community Legacy Grant Funding (criteria for eligible projects is available on the Wychavon DC website).
- Report following Planning Enforcement Summit 13 March (Cllr Fincher/Cllr Pollard).

## 32. 2019/63 Date of Next Meeting - 28th March 2019

The meeting closed at 11.15pm.

<b>Correspondence Received for 27<sup>th</sup> February 2019 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	<ul style="list-style-type: none"> <li>• Updates on various matters and training sessions including New CALC Executive Officer, Elections, Code of Conduct, Worcestershire County Council Adult Services, LGRC/NALC Local Council EXPO, Community CCTV, Chateau Impney 21 June, Local Council Award Scheme, Lease for Little Malvern and Welland's Community Orchard, Clerks' Gatherings, Bromsgrove Men In Sheds - Open Days, Lengthsman Scheme, Digital Classes in Bromsgrove and Redditch, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Councillors)</li> <li>• Wychavon Area CALC Meetings: 6 March and 6 December</li> </ul>
Clerks and Councils Direct	Magazine March 2019
Community First	February newsletter
CPRE	Campaigns Updates, Star Count campaign
Images by Hand	Illustrated parish maps
Resident	Planning application query
NALC	Newsletters, Chief Exec's bulletin
PCC	Police and Crime Commissioner Newsletters
Resident	Allotment maintenance
Resident	Copy of letter sent to Fortis Living re behaviour of children in Talavera Rd
Resident	Pavement provision along Woodbury Lane
Resident	Suspicious activity Church Lane, Norton
Rural Services Network	Bulletins: Rural opportunities, funding, Rural Vulnerability Service, Rural News
The Children's Kayak Charitable Trust	Donation request
The Pensions Regulator	Re-enrolment - legal duties as an employer
Western Power Distribution	WPD are prepared for the predicted snowfall
Worcs CC	<ul style="list-style-type: none"> <li>• Lane restrictions on Crookbarrow Way overnight on 23rd Feb and 16th March</li> <li>• Press release re Parkway Station progress and services (6 Feb 2019)</li> <li>• Ketch Viewpoint car park/viewing platform - A4440 scheme Phase 4.</li> <li>• Prevention Matters Workshop 4 March: Improve the health of communities</li> <li>• Roadworks reports</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Council Tax freeze approved for second year running</li> <li>• Wychavon's public toilets recognised at awards</li> <li>• Evesham Community Contact Centre to relocate</li> <li>• Free workshops for Parish and Town Council and community groups</li> <li>• Musical performances for people living with dementia</li> <li>• Chance for Droitwich residents to meet their local councillors</li> <li>• Executive Board approval of £13,950 New Homes Bonus funding for A Sentry for the Century (Statue of a Worcestershire Regiment Soldier) project.</li> <li>• Executive Board recommending a Wychavon Council Tax freeze next year</li> <li>• Allocation of £150,000 to support high street plans</li> <li>• Executive Board sign off £77,000 worth of community investment including New Homes Bonus to NJK Parish Council towards Sentry statue project.</li> <li>• Property marking and home security events</li> <li>• Cancellation of Planning Enforcement Summit (to be re-arranged for March)</li> <li>• Regeneration of South Worcestershire area's high streets become fit for the future</li> <li>• Wychavon Youth Bus awarded £2,000 through Tesco Community Bags of Help Scheme for a new music project on the bus.</li> <li>• Wychavon among the best areas to live in the UK</li> <li>• Music and reminiscence workshops, Kidderminster, Redditch and Evesham</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Planning meetings: agenda 7 March, agenda and minutes 7 February</li> </ul> <b>Approval Notices:</b> <ul style="list-style-type: none"> <li>• W/18/02459/HP – 1 Hatfield Cottages, Mornington, Hatfield Lane: proposed dormer extension and conservatory</li> <li>• W/18/02381/HP – 1 Closes Cottage, Hatfield Bank: side extension and alterations to form attached annexe for dependent relatives</li> </ul>

**Public Question Time Discussions**

One member of the public attended the public question time session to observe the Parish Council meeting as a prospective future member.