

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 14<sup>TH</sup> DECEMBER 2010 AT NORTON PARISH HALL, LITTLEWORTH**

- 1. Apologies for Absence:** Mrs. C. McGovern, G. Dyer. These apologies were accepted and approved.  
**Attending:** H. Turvey (Chair), A. Bennett, D. Hewison, D. Lucas, P. Richmond, M. Reeves, J. Sparling, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Declarations of Interest**  
There were none.
- 3. 2010/226 Norton Pre-school Proposals**
  - a) After discussion, acceptance of the revised term of 10 years, with a 5 year break in favour of the tenant, was proposed by Cllr. Lucas, seconded by Cllr. Bennett and was agreed by all.
  - b) It was agreed by all to retain the existing rent structure for the first 5 years of the lease i.e. a 2.5% annual increase, with an annual RPI increase from the 6<sup>th</sup> year onwards. If our solicitor recommends that we should opt for a 2.5% annual increase or a RPI annual increase rather than a combination, then the annual increase should be linked to RPI.
  - c) After discussion, it was agreed by all for rent payments to start on 1<sup>st</sup> March 2011 by which time Pre-school should be operating from the new premises. Up until this time, the Parish Hall will continue to be used and booking hire paid to the Parish Hall. The lease will be dated 1<sup>st</sup> January 2011 due to the 14 day notice to be given to the tenant in respect of the contracting out provision within the lease.
  - d) It was agreed that the costs to be recovered from Pre-school, relating to fees incurred by the Parish Council, will be recovered over a 5 year term as previously agreed. These will be paid by monthly standing order. The full costs are to be recovered rather than a contribution towards as stated in clause 2.16 of the lease. The Clerk will arrange for this to be reworded.
  - e) Acceptance of the revised lease was proposed by Cllr. Lucas, seconded by Cllr. Reeves and all agreed. Cllr. Lucas will investigate signage proposals with Pre-school. The Clerk is gathering information regarding Parish Hall water costs to enable the % water cost recovery rate to be discussed at the January Parish Council meeting for agreement with Pre-school. If at a future date the Hall becomes metered for water, then Pre-school will be required to also install a meter. The Clerk will advise Pre-school. The Clerk will seek the invoice from our solicitors for payment.
  - f) It was agreed for the portacabin to be delivered to site on 18<sup>th</sup> December, with ground works and service connection being undertaken after delivery. The cladding has now been approved by Wychavon DC. The Clerk will seek a letter of intent from Pre-school confirming that following the 14 day notice period the lease will be signed.

Cllr. Turvey gave apologies and left the meeting at 7.55pm. It was agreed by all that Cllr. Bennett would Chair the remainder of the meeting. The meeting remained quorate.

- 4. 2010/227 PAYE Registration of the Parish Council**
  - a) The Clerk explained the need to register the Parish Council as an employer for PAYE/NI and highlighted the potential for penalties if end of tax year returns are not submitted on time and statutory payments made. Following discussion it was agreed that the Clerk will circulate the CALC summary of the recent HMRC training session to members of the Parish Council along with reference points on the HMRC web site. This will enable members of the Council to consider the situation and any wider implications for discussion at the January Parish Council meeting.
  - b) It was agreed to review this further at the January Parish Council meeting in light of the above and the model Clerks contract. The Clerk will be paid towards the end of December, based upon hours worked, to prevent 2 months being paid together in January.
- 5. 2010/228 Date of Next Meeting:** 27<sup>th</sup> January 2011

The meeting closed at 8.25pm.