

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 30<sup>TH</sup> JUNE 2011 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** H. Turvey, M. Reeves, CSO Allchurch. These apologies were accepted and approved.

**Attending:** Mrs. C. McGovern (Chair), A. Bennett, K. Fincher, Mrs. D. Hewison, D. Lucas, P. Richmond, J. Sparling, Cllr. R. Adams (County and District Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

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

Cllr. Bennett, Cllr. Fincher and Cllr. Richmond signed their undertakings and declarations of acceptance of office. It was agreed for Mr. Dyer and Mr. Reeves to sign their undertakings and declarations of acceptance of office at, or before, the next Parish Council meeting.

- 3. Changes to Membership**

- a) It was agreed to amend the co-opted membership of Mr. Dyer to development/SWDP matters.  
b) The wishes of Mr. Ives to stand down as a co-opted member for Parkway Station were accepted.

- 4. Declarations of Interest**

The Clerk expressed an interest in agenda items 17 and 18 (Parish Council PAYE Registration and Parish Clerk Contract). Cllr. Mrs McGovern expressed a personal interest in agenda item 17b. Cllr. Mrs. McGovern, Cllr. Lucas and Cllr. Sparling expressed a personal and prejudicial interest in agenda item 22a. It was agreed for Cllr. Richmond to Chair the meeting for agenda item 22a.

- 5. Minutes of the Annual Parish Council Meeting Held on 19<sup>th</sup> May 2011**

It was proposed by Cllr. Lucas, seconded by Cllr. Sparling **and all were in agreement** that the minutes of the 19<sup>th</sup> May be approved.

- 6. 2011/148 Reports**

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

Cllr. Adams advised that a meeting has been arranged with the SWDP Policy Manager on 5<sup>th</sup> July to discuss the draft Preferred Options Document with representatives of the Parish Council and Cllr. Adams. Inclusion of land between the Southern Link Road and Brockhill is a particular issue. A Wychavon full Council meeting will be held on 5<sup>th</sup> July to consider whether the draft document progresses to public consultation. Cllr. Adams has met with a Highways Officer to discuss and progress the requested line markings in Wadborough Road.

The possibility of use of the old Barracks HQ site for affordable homes for ex-service personnel is being considered by Wychavon DC and discussions are being held with the MoD and Rooftop Housing. The British Legion supports this proposal in principle. It is likely that the land will be sold at market value. Cllr. Adams advised that it has been agreed for Councillors to have a £10k 'general spend' allowance for their district in addition to their £5k Highways allowance. This could potentially be used towards the costs of providing a mini bus service to replace reduced 382 bus services if there is sufficient need and the Parish Council wished to provide such a service.

- b) Planning**

- (i) The Clerk summarised the current applications:**

Approvals

**Units 1-2 Court Farm, Church Lane. Ref: W/11/00889**

Change of use from B1 to Sui Generalis beauty parlour. Parish supports.

Refusals - None

Awaiting Decision

**Norton Hall Nursing Home,  
Woodbury Park. Ref: W/11/00441**

Extension to nursing home (amendment to planning approval W/07/00182). AMENDMENT: Amended description of development to read as: Extension to Nursing Home (amendment to Planning Approval W/07/00182/PN) to include replacement of all windows and installation of a new kitchen flue and erection of access gates and fencing onto new Woodbury Park entrance. Amended plans; Alterations to roof and footprint of side extension (adj to Harewood House), alterations to fenestration and new access gates and landscaping details to new entrance to site. Parish Council supports subject to conditions.

**Joystans, Wadborough Rd  
Littleworth. Ref: W/11/01113**

Certificate of lawful use. Parish Council provided information which supports the application.

**2 Black & White Cottages,  
Church Lane. Ref: W/11/01113**

Single storey extension. Parish Council supports subject to Listed Building regulations.

Internal Consultation - None

Other - None

- (ii) A meeting has been arranged for Cllr. Turvey and Cllr. Richmond to meet with the Wychavon DC Enforcement Officer to discuss planning conditions for the SMH Fleet Solutions Ltd site, particularly those relating to operating hours. The Clerk advised that correspondence has been received from a resident regarding transporter movements outside the understood operating hours.
- (iii) Cllr. Lucas advised that due to other commitments including Trusteeship of the Parish Hall, he is unable to progress the Crucible Business Park Liaison Group at the current time. He may be able to pick this up once his 6 month trusteeship ends. It was agreed for the Clerk to write to Mr. Morgan to enquire whether Woodbury Park residents would be interested in progressing this.
- (iv) Also see agenda items 9, 10, 12, 14 and 15.

**c) Allotments**

Cllr. Mrs. McGovern advised that plots are looking good and that vacant plots are being allocated. There is a problem with moles on a section of the allotments and it was agreed for the Clerk to seek advice and a quote for control.

**d) Playing Fields**

The Clerk will contact the existing football team to enquire whether they will be using the playing field for the forthcoming season. Also see agenda items 20 and 27.

**e) Public Rights of Way**

Cllr. Lucas advised that signs have appeared adjacent to the public right of way near to the Norton Shooting Club warning that you are entering a live firing area. The Clerk will raise this with Cllr. Turvey as the Parish Paths Warden to consider contacting the Shooting Club. It was also noted that the bridleway from Brockhill Lane is blocked. Cllr. Bennett advised that planting has been reported as affecting the public right of way at the top of Wadborough Road adjacent to 'Joystans'. Cllr. Bennett will review and provide further details to the Clerk. The Clerk will bring these items to the attention of Cllr. Turvey.

Cllr. Adams advised that improvements are planned shortly to the path from St. Peters down to the Southern Link Road near to the railway bridge. There are no plans at present to improve the path on the Norton side of the Southern Link Road

#### **f) Finance**

(i) The current account balance was £10,081.43 on 22<sup>nd</sup> June with the deposit account balance at £47,888.59 on 3<sup>rd</sup> June, plus Treasury Stock of c. £15k.

The Clerk will arrange a quarterly internal financial review with Cllr. Mrs. Hewison.

(ii) The Clerk reported on the monthly accounts to the end of May, highlighting the higher P3 grant than was budgeted and the c. £10k reimbursement of funds from the developers relating to maintenance of the large grass verges along Crookbarrow Road from 2006 to 2010 which was not included in the budget for 2011/12. It was suggested that these funds could be used for a specific project or capital type expenditure.

#### **g) West Mercia Police**

The Clerk advised that the Police have undertaken 2 traffic surveys along Wadborough Road, with average speeds of 27.08 and 27.12 mph. In view of continuing concerns about speeding, the Clerk will enquire when, where, for how long and the number of cars included in the survey. The Clerk advised that CSO Allchurch has clarified that there is an offence when parking against the direction of flow of the traffic in the hours of darkness and a fixed penalty ticket could be issued. The Clerk reported on correspondence from a resident regarding horses being ridden 2 abreast and riders using mobile phones whilst riding. CSO Allchurch has advised that these actions do not constitute any offences. The Clerk will advise the resident.

A report was received of buses speeding through Littleworth with one bus mounting verges due to the speed being travelled when faced with an oncoming car. The bus passenger has reported this to the operator but has not received any feedback. The Clerk will report to the Police. Cllr. Adams advised that if a speed activated sign can be obtained for use in Littleworth, this could capture information to indentify the number of vehicles travelling over the limit which could be used as evidence to support concerns regarding speeding.

#### **h) Parish Plan**

Cllr. Sparling advised that there is no further news at present.

#### **i) EnviroSort**

Cllr. Lucas advised that the Liaison Group is seeking a view from Planning regarding the need for all vehicles leaving the site to comply with the no left turn restriction in view of the new sign indicating that the no left turn relates only to EnviroSort HGVs. It is believed that all traffic exits the site on EnviroSort land and therefore has to comply with this planning condition. Cllr. Adams added that the review of the speed limit along the B4084 has concluded that the limit will not be raised to 50mph, but will remain at 40mph.

### **7. 2011/149 Year End Accounts and Annual Return**

The Clerk Income and Expenditure year on year variation report circulated with the agenda was agreed by all. The Clerk will submit this to the External Auditor with the Annual Return.

### **8. 2011/150 Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation**

The Clerk advised that the working group has met and will be producing revised draft documents incorporating recommended changes for review by the Parish Council.

### **9. 2011/151 Amendment to Planning Policy and Guidance/Sustainable Communities Act**

It was agreed not to comment at this time.

### **10. 2011/152 Worcs CC Consultation on Landscape Character Assessment, Supplementary Guidance**

It was agreed not to comment at this time.

#### **11. 2011/153 The Worcestershire Agreement Consultation**

It was agreed not to comment at this time. Concern was expressed regarding work being passed down to volunteer Parish Councillors and also that when Parish Councils engage to provide consultation comments these often do not appear to be taken account of.

#### **12. 2011/154 South Worcestershire Development Plan (SWDP)**

Cllr. Fincher advised that the draft Preferred Options Document and the SHLAA (Strategic Housing Land Availability Assessment) have been published and were available for discussion at a consultation event attended by Cllr. Turvey and Mr. Dyer. Despite our requests for land between the Southern Link and Brockhill to be excluded from the Plan and for a strategic gap of 250m to be included, a Norton Barracks extension has been included with a reduced 100m strategic gap, which is not in accordance with the assurances provided by the SWDP Policy Team. The Norton Barracks extension may be earmarked for development as a school. Whilst the Worcester South development has not reduced greatly in size, that for Worcester West has reduced dramatically. It was agreed that the Parish Council should oppose inclusion of the Norton Barracks extension and seek an increase in the size of the strategic gap. A draft letter to be sent to all Wychavon District Councillors was agreed with copies to the Joint Advisory Panel Members and Peter Luff MP. The Clerk will circulate this letter by email on 1<sup>st</sup> July to ensure receipt prior to the Wychavon Council Meeting on 5<sup>th</sup> July. Consideration will be given to the Parish Council submitting a question to this meeting under the public participation section.

It was highlighted that the outline planning application for 74 houses on land adjacent to the Garden Centre was supported on the basis of assurances from Wychavon Planners that this would be the only development within the Parish, within the plan period, outside of the current settlement boundaries. In view of this and the content of the draft SWDP Preferred Option Document it was agreed that consideration would be given to not supporting the full detailed planning application when this is submitted.

It was noted that the SHLAA includes all land available, which is not necessarily what will be developed as part of the Plan. It was agreed that the ideal would be for land that we do not wish to be developed to be removed so that it is not in scope for development. The Parish wishes to remain as a whole and as part of Wychavon DC, separate from St. Peters and Worcester City. Any proposal to break up the Parish or to link it to St. Peters or Worcester City would be opposed.

Cllr. Adams has reiterated the Parish Council's concerns to the SWDP Policy Manager and has requested a consultation event in the Parish as none had been planned. He is also pressing for infrastructure improvement to be in place prior to other developments. Cllr. Adams highlighted a planned traveller settlement as part of the Worcester South development and concerns that this is not an appropriate site. This concern was supported by the Parish Council.

It was agreed to give delegated authority to the SWDP Working Group to take more minor actions necessary to achieve the Parish Council objectives and for more major issues to be circulated via email for approval as there may be need to progress very quickly, with insufficient time to call a Parish Council meeting.

The need to update parishioners was highlighted with suggestions of using the press or a leaflet drop. The Clerk will review guidance relating to contact with the press and consideration will be given to submitting the letter sent to Wychavon District Councillors as an open letter to The Evening News.

The draft notes circulated following the meeting with Savills were agreed.

### **13. 2011/155 Flooding Issues**

a) The Clerk advised that Wychavon DC are progressing with Network Rail to arrange the required work which will inform the detail of the work in the SSSI field. Once the necessary work has been agreed, the land owner will provide a quote to the Parish Council for consideration.

b) The Clerk advised that there has been a reorganisation of the Severn Trent management team, new contact details have been obtained and they will advise us when there is further news.

### **14. 2011/156 Norton Pre-school Proposals**

a) The Clerk will confirm whether the Pre-school water meter has been installed. The Clerk is liaising with the Parish Hall regarding calculation of electricity costs and future billing procedures. Cllr. Lucas will liaise with Pre-school regarding a proposed new location for the youth shelter and will circulate a photograph of the proposed location for agreement by the Parish Council.

b) It was agreed for the original lease documents to be held by Stallard March and Edwards solicitors (at no cost), with a copy of the executed documents to be held on the Parish Council files. The Clerk will arrange.

### **15. 2011/157 Land adjacent to St. Peters Garden Centre**

The Clerk advised that the s.106 agreement has been finalised and a copy is awaited. The developer has been asked to provide a plan of the location of the proposed pedestrian crossing on Crookbarrow Road, the name of the affordable housing provider, to advise whether the verges along Crookbarrow Road will be adopted by Wychavon DC or passed to a management company and when the full application will be submitted. Access to the pumping station will now be from adopted highway. The developer has been asked to clarify ownership and adoption plans for the verges at the entrances to Gazala Drive and Talavera Road as these will not be adopted by Worcs CC as part of the s.278 agreement.

As discussed under the SWDP item, consideration will be given to not supporting this full planning application.

Information regarding a New Homes Bonus consultation event at Wychavon DC on 18<sup>th</sup> July has been circulated to Councillors and anyone wishing to attend should advise the Clerk. Cllr. Turvey is planning to attend. Information gathered at the event will inform the Parish Council response to the consultation process. The Clerk will agenda for discussion at the July Parish Council meeting (consultation comments are required by 12<sup>th</sup> August).

### **16. 2011/158 Old Barracks HQ**

Cllr. Fincher provided an update on correspondence received from the MoD Defence Estates and communications with Peter Luff MP, which indicate that the site will be sold at market price due to budget issues. The proposal to use the land to provide affordable housing for ex-service personnel as discussed under item 6a was supported by the Parish Council in principle. The Clerk will send the draft letter to Mr. Hegarty, Wychavon DC to offer support. It was also agreed for the Clerk to advise the MoD Defence Estates that the Parish Council will not be in a position to pursue the aspiration to purchase this site due to the need to sell the land at market value, but that it supports the Wychavon DC proposal in principle.

### **17. 2011/159 PAYE Registration of the Parish Council**

a) The Clerk advised that the system with Wychavon DC operating the Parish Council's PAYE seems to be working well. Payslips are now being produced for the Clerk and due to the NI and tax thresholds for 2011/12 and application of the correct tax code for the Clerk, there is no NI (Employer or Employee) or tax due to date.

b) In terms of other employees of the Council, the Clerk advised that test questions are provided on the HMRC website to give a guide to whether someone is considered employed or self employed. However, when applying these questions to a handyman or litter picker position, the results are not

clear. It is possible to complete an Employment Status Indicator Test on the HMRC website for a definitive answer. It was agreed for the Clerk to complete this test for the positions of handyman and litter picker.

**18. 2011/160 Parish Clerk Contract**

The Clerk advised that Cllr. Turvey is following 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.

**19. 2011/161 Employment Law Workshop**

It was agreed that it would not be appropriate for the Clerk to attend this workshop as the only Council employee. The Clerk will contact Cllr. Turvey to enquire whether he is able to attend.

**20. 2011/162 Parish Hall Recreation Facilities**

a) There was no further news regarding the multi-play sports facility at the Parish Hall.

b) The Clerk advised that £600 has been donated by Norton Toddlers towards a piece of play equipment (a springy sit on toy suitable for small children/toddlers) for the Parish Hall play area. The funds should be used within the next 12 months. The Clerk will thank Norton Toddlers for the donation. It was agreed for the Clerk to gather ideas/costs for a piece of equipment, potentially to replace the recently broken rocking camel toy. It may be that the play area will receive additional development as part of the funding from Wychavon detailed in (a) above. The Clerk will remind Councillors of the need to use this money in March 2012 if a decision has not been made before this time.

c) It was agreed for the Clerk to investigate quotes for installation of an astro-turf cricket pitch on the Parish Hall playing field to enable further consideration of this request. The Clerk will also liaise with Wychavon DC to enquire if there is any possibility of linking this project to the multi-play sports facility development.

**21. 2011/163 Bus Services Review**

The review has resulted in the 382 service being maintained on an hourly basis in both directions from 7am to 7.30pm on Mondays to Saturdays, the evening service has been reduced to operate on Fridays and Saturdays only, with the Sunday service being withdrawn. These changes will be effective from September.

Cllr. Sparling advised that feedback he has received from bus users is that the outcome could have been worse and that none seemed particularly concerned about the loss of the Sunday service. It was agreed to place a notice in the next newsletter to seek comments about the changes to the service. Concern was expressed that young people travel into Worcester on Monday to Wednesday evenings to socialise and that they will no longer have a public transport service. It was agreed to consider the provision of a mini-bus service if this was supported by feedback from residents. The Clerk advised that Defford and Besford Parish Council are investigating the possibility of providing a transport service and there may be the possibility of a joint venture. Cllr. Adams also reiterated that there may be some funding available via Worcs CC.

There appears no news regarding a change to the route of the 382 service to include Pershore High School and the Clerk will make enquiries via the Worcs CC Transport Team for an update.

**22. 2011/164 Parish Hall**

Cllr. Mrs. McGovern, Cllr. Lucas and Cllr. Sparling left the meeting at 9.30pm and Cllr. Richmond took the Chair. The meeting remained quorate.

a) The nature of the fireworks event as an important community event was considered along with the financial situation of the Parish Hall. After discussion it was agreed by all for the Parish Council to underwrite any loss incurred by the Parish Hall from this event to a maximum of £2,000. It was also agreed to support the event with sponsorship of £500, provided that this is

matched by other sponsorship raised by the Parish Hall. This funding will be provided as S.137 funding to support this community event. This was proposed by Cllr. Bennett, seconded by Cllr. Mrs. Hewison and agreed by all. Whilst this cost has not been included within the budget, it could be taken from reserves or from the Norton verge reimbursement funds from Persimmon Homes and Taylor Wimpey (which were also not included within the budget). Parish Councillors offered support to organise the event and one of the organisers of the recent Norton Community Games event has also offered to provide support to help revitalise the event and to generate more income.

Cllr. Mrs. McGovern, Cllr. Lucas and Cllr. Sparling returned to the meeting at 10am and Cllr. Mrs. McGovern resumed the role of Chair.

b) The Parish Camping Weekend was discussed along with the issue surrounding sole use of the Parish Hall to comply with the organiser's insurance policy. It was suggested that communications need to be clearer for any future event to ensure that all involved are fully aware of the needs and implications of the event. Cllr. Sparling advised that summer dates for 2012 are beginning to get booked and that if the event is being planned, then he can advise on availability for the Hall. The Clerk will advise the event organiser.

### **23. 2011/165 Traffic Calming Measures in Littleworth**

The Clerk reiterated that Cllr. Adams has contacted Highways to try to progress the parking restrictions along Wadborough Road and that the Police have undertaken speed checks along Wadborough Road as reported earlier in the meeting. No date has yet been advised for installation of the 20mph zone in the vicinity of the school and the 'horses being ridden' warning signs should be installed along Wadborough Road by the end of August.

### **24. 2011/166 Land Ownership**

The Clerk advised that due to other work commitments/priorities there is no progress to report at this stage.

### **25. 2011/167 Accountancy Services for 2011/12**

The Clerk advised that the accountants are prepared to defer the cost increase this year, but that this would need to be added to the cost increase for 2012/13, resulting in a fee of c. £770 for that year. On this basis it was agreed to pay the increased fee of £740 for this year and not to defer the increase of £40 to next year. The Clerk will advise the accountants.

### **26. 2011/168 Newsletter Production**

The Clerk advised that an approach has been received from another printer to quote for production of the newsletter. It was agreed to seek a like for like quote, to include invoicing of advertisers and collection of fees, for review. Cllr. Mrs. McGovern and the Clerk will progress. Future content will also be considered, with an appeal for contributions to be made in the next edition e.g. for recipes, jokes etc... Cllr. Sparling advised that his website should not be seen as an alternative to the newsletter for advertisers and that these online adverts will be free for newsletter advertisers.

Cllr. Sparling gave apologies and left the meeting at 10.10pm.

### **27. 2011/169 Playing Field Hire Costs**

The Clerk advised that it is understood that charges for hire of the Parish Hall playing fields are broadly in line with other venues. Based on income from hire of the playing fields (net of changing room fees), playing field maintenance costs and line marker costs for 2010/11, a £100 surplus was achieved. On this basis it was agreed to leave hire charges unchanged and to review the situation in twelve months.

### **28. 2011/170 Councillor Expenses**

Cllr. Fincher explained that due to additional Parish Council linked meetings over recent weeks, he

has incurred additional rail travel costs to return home for these meeting and asked whether the Parish Council would give consideration to these costs, or a proportion of them, being claimed as councillors' expenses. It was noted that this is not envisaged to be a regular expense. It was agreed that if the Chairman wishes, he could pay these costs from his Chairman's Allowance. The Clerk will liaise with Cllr. Turvey and Cllr. Fincher.

## 29. 2011/171 Finance

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

### Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
J. Greenway	May net honorarium (as advised by Wychavon DC – Gross £601.45, tax £239.60)	361.85
Norton Community Games	Support of community event on 26 <sup>th</sup> June 2011	300.00
Shear Perfection Ltd	Mowing of churchyard (£177) and large Norton verges (£173) on 20/5/2011	350.00
P. Skeys	Lengthsman duties April and May 2011	315.00
Security Patrol Services	Locking of Parish Hall gates (25/4/2011 to 8/5/2011)	67.20
Security Patrol Services	Locking of Parish Hall gates (6/5/2011 to 22/5/2011)	58.80
Roots and Shoots Garden Services	Replanting of Parish Hall patio pots	130.00
Shear Perfection Ltd	Supply and installation of stone to Parish Hall car park (£1,390) plus allotment plot splitting and ground preparation work (£620)	2,010.00
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 cuts in May)	131.45
Shear Perfection Ltd	Mowing of churchyard (£177) and large Norton verges (£173) on 3/6/2011	350.00
R. Pullen	Mowing, strimming and play area work (14.5 hrs May) plus petrol (£7.50)	93.49
Plexus Law	Provision of legal advice re PAYE requirements, clerk employment status and contract of employment	1,039.20
	<b>TOTAL</b>	<b>5,206.99</b>

### Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
M. McGovern	Repair of water trough at allotments (1 hour) plus parts (£7.38)	13.31
Shear Perfection Ltd	Mowing of churchyard (£177) and large Norton verges (£173) on 17/6/2011 plus removal of sheds from vacated allotment.	450.00
Duplikate	Summer newsletter	406.54
Mrs J. Greenway	Honorarium June 2011 (pay slip from Wychavon DC which includes reimbursement of tax paid in May due to use of an emergency tax code)	841.05
Mrs J. Greenway	Expenses June 2011	45.33
Severn Trent Water	Allotments water supply December 2010 to June 2011	264.95

Ltd		
	<b>TOTAL</b>	<b>2021.18</b>
	<b>GRAND TOTAL</b>	<b>7,228.17</b>

b) Renewal of the CPRE annual membership at a cost of £29 was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all.

c) Renewal of the NALC Local Council Review subscription at a cost of £15.50 was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all.

**30. 2011/172 Correspondence for Information**

See Appendix 1 for a list of correspondence received. No items were requested.

**31. 2011/173 Clerk's Report on Urgent Decisions since the Last Meeting**

No items other than those discussed within the agenda.

**32. 2011/174 Items for Update to Local M.P.**

Nothing at this time however it was agreed for Cllr. Fincher to communicate with Peter Luff regarding the Barracks HQ site along the lines discussed under agenda item 16.

**33. 2011/175 Councillors' Reports and Items for Future Agenda**

The Clerk advised that correspondence has been received from Wychavon DC regarding a review of polling districts and polling stations in Wychavon. The Clerk will circulate the papers to members and add this to the agenda for consideration at the July Parish Council meeting.

**34. 2011/176 Date of Next Meeting: Thursday 21<sup>st</sup> July 2011**

The meeting closed at 10.30pm.

<b>Correspondence Received for 30<sup>th</sup> June 2011 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Bellinger Design	Landscape architect services.
CALC	Updates on various matters and training (now being forwarded to Parish Councillors for information), Wychavon Area Meeting.
Clerks & Councils Direct	Magazine May 2011
Community First	Newsline magazine Spring 2011, Business Support Surgeries, e-bulletin.
CPRE	Campaigns Update
Handicare Group	Age UK Referral Scheme.
IOG Saltex	Open space management event 6-8 <sup>th</sup> September Windsor Racecourse
J. Parker's Wholesale	Plant/bulb catalogue
Local Works	Support a proposal for amendments to planning policy and guidance linked to the Sustainable Communities Act
MoD	Disposal of Norton Barracks HQ
Mr & Mrs Arksey	Volunteer footpath walkers response sheet
Mr. Craig	Burial plots at St. James Church, Norton. (Forwarded to Rev. Sloggett)
Mr. Goode	Norton Community Games - appreciation of the support provided by the Parish Council.
Mr. P. Morgan	Volunteer footpath walker report (copied to Parish Paths Warden)
Mrs Arrow	SMH Fleet Solutions Ltd vehicle movements and operating hours
Mrs Scrafton	Resignation as Hall Booking Secretary
Mrs. Delord	Horses being ridden 2 abreast and riders texting (Police advice being sought)
Ms. Manuschka and Ms. Morag	Police advice regarding parking against the direction of the flow of traffic.
NALC	Local Council Review Summer 2011, Communities in Action conference,
NJK CE First School	Invitation to an open afternoon on 6 <sup>th</sup> July at 1.30 -2.30pm (forwarded to Councillors)
Norton Methodist Chapel	Community Celebration Service – Sunday 26 <sup>th</sup> June 10.30 for 11am.
Norton Pre-school	Existing garden gate installed as a temporary measure pending new gate being made.
Notts Sport	Multi-Use Games Area
Pershore High School	Newsletter
Persimmon Homes Ltd	Cheque for final 50% (£5,093.25) of reimbursement for Norton grass verge cutting costs
Persimmon Homes Ltd	Crookbarrow Road development – Changes to allow Severn Trent to service the pumping station from the adopted highway.
Richards Sandy Partnership Ltd	Accountancy fees for 2011/12
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Russell Leisure	Play equipment information
SMP Playground Equipment	Flier to visit stand at the PlayFair 2011 exhibition at Stoneleigh Park, 21 <sup>st</sup> – 22 <sup>nd</sup> June
Society of Local Council Clerks	The Clerk magazine May 2011, provision of revised editions of The Parish Councillor's Guide and The Councillor plus new books Essentials for Employment Law and Tips for Communicating with the Public
St. Barnabas First & Middle School	School newsletters
St. Peter the Great Parish Council	Invitation to attend its Parish Council meeting on 27 <sup>th</sup> June at 7pm to observe discussions surrounding the SWDP and gather information regarding potential development from Savills.
St. Richard's Hospice	Heartbeat newsletter Summer 2011
Sustainable Gov	Public service efficiency newsletter
Worcs Carers Action	Caring News Summer 2011
Worcs CC	Acknowledgment of comments regarding the transport review and the results of County Councillors meeting
Worcs CC	Consultation on Landscape Character Assessment, Supplementary Guidance

Worcs CC	Countryside Access Volunteer Group Scheme
Worcs CC	Home Composting and Love Food Hate Waste campaign
Worcs CC	Public notice for closure of Brookend Lane and Upper Brookend, Broomhall, Kempsey from c. 350m east of its junction with the A38 to its junction with Hatfield Bank, anticipated for 3 weeks commencing 4 <sup>th</sup> July for carriageway patching work.
Worcs CC (via CALC)	The Worcestershire Agreement consultation
Worcs CC Highways	Crookbarrow Road adoption, grass verge adoptions and a new 278 agreement relating to roundabout alterations due to the new development adjacent to St. Peters Garden Centre.
Worcs CC Highways	Installation of 2 'horses being ridden' signs along Wadborough Road agreed and proposed installation by the end of August 2011
Worcs CC Highways	Parking restrictions in Wadborough Road, Littleworth
Wychavon DC	Agenda for Standards Committee meeting 15 <sup>th</sup> June
Wychavon DC	Annual Report of the Standards Committee 2010/11
Wychavon DC	Approval for planning application W/11/00889: Units 1-2 Court Farm, Church Lane (Change of use from B1 to Sui Generalis beauty parlour). (Circulated to 'planning' councillors)
Wychavon DC	Approval notice for outline planning application W/10/02978: Land off Crookbarrow Road, Norton (74 houses etc.). (Circulated to 'planning' councillors)
Wychavon DC	Copy correspondence to 8 Wadborough Road, Littleworth re watercourse maintenance.
Wychavon DC	Invitation to consultation evening to discuss reshaping of Positive Activity Services in Pershore, 18 <sup>th</sup> July at 7pm, Civic Centre, Pershore. (Circulated to Parish Councillors).
Wychavon DC	Invitation to New Homes Bonus event on 18 <sup>th</sup> July (6-8pm), Civic Centre, Pershore and draft protocol for comments by 12 <sup>th</sup> August. (Circulated to Parish Councillors)
Wychavon DC	Publication of SHLAA Update and invitation to briefing 15/6 or 22/6
Wychavon DC	Review of polling districts and polling places within the Wychavon District Area. Comments by 5 <sup>th</sup> August.
Wychavon DC	S106 agreement and adoption of verges on new development adjacent to St. Peters Garden Centre and on the opposite side of Crookbarrow Road
Wychavon DC	Young People's Consultation event 7 <sup>th</sup> July
Wychavon DC	Young People's Groups

**Public Question Time Discussions**

Cllr. Lucas spoke as a member of the public and a Parish Hall Trustee due to a personal and prejudicial interest declared relating to agenda item 22a (Parish Council to consider underwriting losses experienced by the Parish Hall from the fireworks event).

Cllr. Lucas briefly explained the financial situation of the Charity and that at the last Trustees Meeting, it was agreed that it was not felt appropriate to risk potential losses being incurred at this event.

Whilst the event is an important community event, it is heavily influenced by the weather and the Parish Hall could suffer a loss that it cannot afford. Therefore the Parish Council is being asked to consider underwriting any potential losses.

In previous years losses have varied from c. £250 to £500, although a complete wash out with the weather could result in losses in the region of £2k. Contingency insurance has been investigated however insurance against bad weather for an event in October/November would be difficult to arrange and would be very costly.

The Parish Hall would welcome input from members of the Parish Council regarding the nature of the event and how this could be enhanced to generate more interest and income. Cllr. Lucas will confirm the date of the event.