

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29TH JANUARY 2009 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

1. Apologies for Absence – None.

Attending – Mrs. C. McGovern (Chair), A. Bennett, Mrs. D. Hewison, R. Phillips, M. Reeves, P. Richmond, H. Turvey, L. Wallbank, D. Lucas, G. Dyer, K. Fincher, Cllr. R. Adams (District & County Councillor), Mrs. J. Greenway (Clerk/Responsible Finance Officer).

It was agreed to receive the Police report at this point in the meeting as WPC Storr needed to leave early due to other commitments. The content of the report is detailed under item 6h).

2. Chairman Position

a) Cllr. Turvey offered to take on the role of Chairman. This was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Bennett and agreed by all. Cllr. Turvey will sign the Chairman's Declaration of Acceptance of Office. It was also agreed that Cllr. Mrs. McGovern will remain as Vice-Chair and would continue to Chair the January meeting.

b) Cllr. Turvey will provide a newsletter report to Cllr. Mrs. McGovern by 18th February. The Clerk will circulate a list of existing responsibilities for discussion at the February meeting.

c) Cllr. Reeves clarified that whilst he has resigned as Chair of the Parish Council he is willing to remain a Parish Councillor for a short while to complete/assist with outstanding projects such as flood alleviation and the Brockhill Recreation Area. This was agreed by all.

d) Cllr. Mrs. McGovern welcomed and introduced Mr. Fincher who explained briefly his interest in becoming a co-opted member. This was agreed by all. The Clerk provided background to the suggestion that co-opted members (rather than councillors) should be asked to voluntarily observe the Code of Conduct, on the basis that they may be seen to be representing the Parish Council. This was agreed. Whilst co-opted members are not able to vote, contributions are made during the Parish Council meeting and declarations of interest could apply. To assist in identifying when an interest may be held, it was agreed that a Register of Interests Form should be completed by co-opted members for retention on Parish Council files. The Clerk will provide copies of the Code of Conduct and Register of Interest form to Mr. Dyer and Mr. Fincher for review and completion.

3. Co-option of Parish Councillor (to replace Kate Lovegrove)

a) The Clerk advised that one application/expression of interest has been received. Co-option of Mr. Lucas as a Parish Councillor was proposed by Cllr. Reeves, seconded by Cllr. Mrs. Hewison and agreed by all.

b) The Clerk will arrange for Cllr. Lucas to complete the Undertaking and Declaration of Office along with the Register of Interest Form.

4. Declarations of Interest

Cllr. Lucas declared a personal and prejudicial interest in agenda item 8, SWJCS, due to land ownership within the newly defined and published development area.

5. Minutes of the Parish Council Meeting Held on 27th November 2008

Following the clarification provided under item 2c) above, the Clerk will amend the second sentence of item 2a) to read 'Cllr. Reeves will step down as Chair at the end of the year, remaining as a Parish Councillor to follow through projects such as the Brockhill Recreation Area and flood alleviation projects.'. Subject to this amendment, it was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Phillips **and all were in agreement** that the minutes of the 27th November be approved.

6. 2009/1 Reports

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

Cllr. Adams advised that Mercia Waste has applied to the Environment Agency for an

Environmental Permit which it will require to operate the EnviroSort facility and that the Parish Council may wish to comment upon the nature of the conditions that will form part of this permit. Cllr. Lucas will raise with Severn Waste. Cllr. Adams reported that Wychavon DC needs to make budget savings of £500k and items being considered to achieve this include ceasing the £500 per parish litter pick scheme, reductions in allowances available to District Councillors for their parishes and changes to parking schemes. He added that Wychavon should stay within the 2.5% Council Tax increase. At County level a 3 year efficiencies programme is in place, with no further major changes planned at present. Workshops are being held to provide business assistance as a facilitator on 'credit crunch' issues however, this does not extend to the provision of financial assistance by Worcs CC. Tourism was commented upon as a possible area for expansion.

b) Planning Committee

i) The Clerk summarised the current applications:

Approvals

37 Wadborough Rd, Littleworth. Ref: W/08/02903 Proposed drop kerb for vehicular access. Parish supports.

White Cottage, Pershore Road, High Park. Ref: W/08/03062 Two storey infill front extension, conservatory to side detached garage. Parish supports.

2A Wadborough Rd, Littleworth. Ref: W/08/03081 Demolition of rear extension and replacement rear sun room. Parish supports.

Refusals

Lavender Cottage, Woodbury Lane. Ref: W/08/01887 Change of use and erection of two timber buildings for use as a farm shop and tea rooms, construction of a grass roof underground store next to existing barn. Parish does not support. Refused by WDC Planning Committee.

Awaiting Decision

Norton Hall Nursing Home Ref: W/07/00182 Two storey and single storey extensions to provide additional bedrooms, new dining room and lounge. New access & drive and new sewage treatment plant. Parish supports with concerns noted. To Development Control Committee.

SMH Fleet Solutions, Church Lane. Ref: W/08/02902 Proposed extension of car parking storage area by filling up of the existing clay pit/lake with inert material (topsoil and subsoil) to create surfaced and drained parking area. Parish does not support. To Development Control Committee 5th Feb.

SMH Fleet Solutions, Church Lane. Ref: W/08/02815 Proposed workshop. Parish does not support. To Development Control Committee 5th Feb.

10 Wadborough Rd, Littleworth. Ref: W/08/03204 Demolition of existing garage and erection of single storey side and rear extension including new garage. Parish supports.

Stoulton Manor, Mucknell Farm Lane, Stoulton. Ref: W/08/03285 Demolition of existing farm house, change of use of site to a new monastery, construction of a new community building, conversion of existing barns to ancillary and guest accommodation, construction of a new oratory within the courtyard. Construction of outbuildings for biomass boiler and associated landscape works. Parish supports subject to modifications to entrance of existing access road/creation of new access. To Development Control Committee 5th Feb.

Internal Consultation

23 Keren Drive, Norton Ref: W/09/00037 Raise roof line by 5 degrees (600mm) and convert space into residential use.

Other

Land, Hatfield House, Hatfield Proposed new dwelling on land adj. to Hatfield House.
Lane. Ref: W/08/02397 Withdrawn by applicant.

The Clerk circulated a letter received from SMH in response to the Parish Council's objection comments to their 2 above planning applications. The issues were briefly discussed. Cllr. Adams advised that he has called for a site visit by Wychavon Planning Committee Members to highlight the issues and residents' concerns. It was agreed that an objection representation would be made to the Wychavon Planning Meeting. Cllr. Richmond will check on his availability and liaise with the Clerk.

ii) Cllr. Richmond offered to become Head of Planning for a trial period to establish how this position will fit with his working pattern. Cllr. Bennett offered to stand as Deputy in case of need, provided he too is not working away. This was agreed by all.

iii) Cllr. Lucas expressed an interest in joining the group of Councillors with responsibility for planning matters and this was agreed by all. Cllr. Lucas is liaising with Wychavon DC to receive some training on planning matters.

c) Allotments Committee

Cllr. Mrs. McGovern advised that whilst 3 plots have been split, clearance of these has been delayed due to the weather. A water leak has been reported and the Clerk is arranging quotes for repair. Also see agenda items 14, 19 & 20.

d) Playing Fields Committee

The Clerk reported continued football bookings by one adult team but with an increasing number of fixture cancellations due to waterlogged pitches. It was noted that whilst the field has land drains, these are likely to be silted up and water isn't draining away. Drainage across the adjoining agricultural field also appears poor with the suggestion that pipes running across this field may be blocked or broken. The Clerk advised that Wychavon DC is running play area workshops and the Clerk will attend subject to other commitments. Also see agenda items 21, 22 & 23.

e) Footpaths Committee

Cllr. Turvey advised that progress is being made under the PIP (Parish Improvement Plan) with about half of the 60 identified items having been attended to. A detailed report will be provided at a future meeting. Those items that are not resolved under the PIP will hopefully be able to be picked up under the P3 Scheme for 2009/10. The Clerk commented that a query has been received regarding vehicular use of bridleways and this is being investigated.

f) Finance

(i) The current account balance was £6,857.96 on 15th January with the deposit account balance at £38,602.16 on 2nd January.

(ii) The Clerk reported on the monthly accounts circulated with the agenda and again reiterated that contingency/unallocated funds have now been fully utilised, therefore any further expenditure not included in the original budget will need to be covered from reserves e.g. cost of repairs to play area safety surface. The Clerk advised that an invoice has been requested from Stallard & Co solicitors for costs incurred to date in connection with registration of the Parish Council's land ownership. The Clerk provided an update on progress. It was agreed that the Clerk will contact Josie Jones (a previous Clerk) to establish her knowledge in this area and also advise Stallard & Co not to contact the resident of Courtnellan at this time.

g) Parish Hall Management Committee

Cllr. Reeves advised that the Hall Management Committee meets each month. The information received was welcomed as a regular item. The increased Cash Summary position was noted as was the detailed expenditure breakdown. From October to December expenditure was seen to be very

close to booking income although it was accepted this situation may vary on a monthly basis depending on the nature of expenditure incurred. Cllr. Mrs. McGovern confirmed that published booking fees include VAT. The question of reserves for contingency and future maintenance costs was raised as was the long term viability of the firework event in view of the loss incurred. Cllr. Mrs. McGovern confirmed that these points are being considered by the Committee.

h) West Mercia Police

WPC Storr advised that the increased, positive Police presence has been successful and residents are becoming more forthcoming with information. 30 incidents have been logged: 1 burglary, 3 domestic situations, 4 anti-social behaviour reports, 2 road traffic collisions/incidents and the remainder being information logs. These levels are considered low and very positive. WPC Storr commented upon a new initiative known as CrimeMapper which provides access via the internet to information about crime levels in particular locations. WPC Storr ran through the data for Norton & Whittington and commented on the broad areas covered and the potentially large annual changes in % terms due to the small numbers involved. The Clerk will display CrimeMapper notices.

WPC Storr advised that anti-social behaviour reports are reducing and initiatives in this area continue. In view of the number of incidents around the bus shelters in Crookbarrow Road a visible lamp post camera will be installed very shortly. The Clerk advised that once again the notice board by these bus shelters has been emptied. WPC Storr reported on speed surveys undertaken in Crookbarrow Road and Norton Road with the result that the majority of motorists are travelling within the speed limit. Further surveys will be done to include late afternoons/early evenings. Cllr. Bennett confirmed that CSO Fogwill should contact him regarding the next PACT meeting. WPC Storr advised that regular patrolling is undertaken regarding school parking and that tickets have been issued to reinforce the message. The Walking Bus is very much encouraged.

The issues of horses being ridden on pavements and horse mess being left on pavements were raised again. The Clerk confirmed that CSO Fogwill has visited the stables/livery yards and will do so again to reinforce the message as problems continue. WPC Storr will follow up the report of dangerous parking in the area of Smiths Livery Yard and The Retreat where cars have been parked on the junction and also right on the footpath, requiring pedestrians to walk in the road.

i) Brockhill Recreation Area

Cllr. Reeves provided an update on the size, nature and layout of the proposed area at Norton Sports Club. The area will be aimed primarily at children up to the age of 9 although the needs of older children will be considered. The question of fencing to protect the area from balls from the cricket pitch will also be investigated further. It was agreed by all to proceed along these lines. Cllr. Reeves will arrange to meet with the Cricket Club Committee to progress. The committee that will develop and manage the play area will be convened in due course and this will include residents and Councillors. Cllr. Bennett offered to assist. It is planned that a budget will be allocated annually from the Parish Council to this Committee for running/maintenance costs.

j) Parish Plan

Cllr. Turvey advised that progress continues. 30 responses have so far been received following the Community Spirit leaflet, most of which have been positive and a common theme is that more community events could increase community spirit. Cllr. Turvey will arrange for a list of suggested events to be passed to the Parish Council and Parish Hall Management Committee. It was agreed that volunteers to organise such events would be needed as would potentially a source of funding. The next area of focus will be employers in the Parish. A community event is being planned for April to gather further information and this will include a presentation of historic facts and a parish walk. Cllr. Turvey added that about half of the £840 grant has been spent and whilst further funding is being sought, in the current climate grant opportunities are drying up. The original estimate of costs was £5k/6k with the final printing cost being the largest single item.

7. 2009/2 EnviroSort

Cllr. Lucas provided an update on progress and advised that this is slightly behind schedule due to the weather. Severn Waste is making contact with local schools regarding the development of an Education Room. Reassurance has again been received from Severn Waste that recyclables will not be stored on site; all output will be moved to clients under the existing long term contracts for clients to purchase fixed quantities at fixed prices. Reports were received of HGVs travelling through Norton to access EnviroSort and Cllr. Lucas will liaise with Mr. Fincher to feed these details back to Severn Waste. A suggestion was made for signage on the M5 J7 island to direct all EnviroSort traffic along the B4084. Cllr. Lucas will seek input to the conditions that will form part of the Environmental Permit detailed within item 6a) above. Ian Barber, Severn Waste has offered to come to the Annual Parish Meeting if this would be helpful.

8. 2009/3 West Midlands Regional Spatial Strategy (RSS)/South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Lucas left the meeting in view of his prejudicial interest.

Cllr. Turvey advised that the SWJCS briefing session on the 15th January specifically showed part of the Parish falling within the area for proposed development. The view was agreed that Norton should remain separate from any future development, with green space separating it from Kempsey and Worcester. Great concern was expressed that whilst settlements such as Kempsey and Fernhill Heath have been specifically identified to be safeguarded and separated from new developments to retain their village status, no such consideration is apparent for Norton. One of the only references to Norton is that residents want more facilities.

The proposed Parish Council leaflet circulated prior to the meeting was discussed and the wording agreed subject to the Clerk receiving confirmation from the SWJCS Team that the map in their leaflet may be reproduced. The Clerk will arrange printing and circulation of the leaflet to all households within the Parish over the coming weekend to ensure residents are aware of the SWJCS event on 5th February at St. Peters Baptist Church.

Views were sought on raising a petition throughout the Parish and this was agreed. The Clerk will circulate suggested wording for comment and approval. It was agreed to aim for completion of the petition in order for this to be presented to the full Council Meeting on 24th February. This meeting is open to the public if any one wishes to attend to observe. It was agreed that it would be useful to meet with the Councillors that represent Wychavon DC on the SWJCS and also with Fred Davies, SWJCS Acting Project Manager. The timing of these meetings is to be decided.

To manage issues arising between Parish Council meetings, it was agreed to set up a 'working party' to include Cllr. Turvey, Cllr. Mrs. McGovern, Mr. Dyer and Mr. Fincher who will liaise with the Clerk and provide a report to each Parish Council meeting. No major decisions will be made without seeking Parish Council approval which may be requested by email/post/telephone if an urgent decision is required. If considered necessary by the Clerk, Chairman and Vice-Chairman a special Parish Council meeting would be called.

The Clerk advised that information has been received regarding the proposed development of land east of the M5, south of J6 for employment and if anyone wishes to view this or make individual comment the Clerk has the papers. Cllr. Lucas returned to the meeting.

In view of the time and the length of the agenda, it was agreed that remaining agenda items would be discussed briefly or carried forward to the February meeting.

9. 2009/4 Flooding Issues

Cllr. Reeves advised that Wychavon DC has allocated funds for Parishes undertaking flood alleviation work and it appears that the proposals for the area of land to the rear of the field adjacent to Coppice Cottage fits the criteria. Wychavon DC will be inviting bids for this funding,

up to a maximum figure of c. £5k. It was agreed to again register our interest in this scheme. The Clerk will liaise with Cllr. Reeves.

10. 2009/5 Worcs CC Budget Information Evening

Cllr. Lucas attended this meeting and advised that areas highlighted for additional funding in 2009/10 are the Lengthsman Scheme, Highways and Youth Schemes.

11. 2009/6 Consultation Paper: Communities in Control – Real People, Real Power: Code of recommended practice in local authority publicity

In view of the March 12th consultation deadline, agreed to carry forward to the February meeting.

12. 2009/7 Norton Pre-school

In view of the in depth consideration required, agreed to carry forward to the February meeting. The Clerk will advise Pre-School.

13. 2009/8 Use of Playing Fields by Additional Football Team

After a brief discussion it was agreed that the field drainage needs refurbishment before any extra usage can be agreed. The Clerk will advise the enquirer.

14. 2009/9 Allotments

In view of the number of matters to be considered, agreed to carry forward to the February meeting. The Clerk will advise any members of the public expecting feedback after this meeting.

15. 2009/10 Adoption Issues – The Hidage

The Clerk briefly explained the issue raised. It was agreed that the Clerk will contact Wychavon DC and Worcs CC to obtain a definitive answer to establish whether all of The Hidage is adopted.

16. 2009/11 Parking outside Broomhall Cottages

Agreed to carry forward to the February meeting. The Clerk will update the enquirer.

17. 2009/12 Bus Service from Hatfield

Agreed to carry forward to the February meeting. The Clerk will update the enquirer.

18. 2009/13 Quotes to Repair and Paint Parish Hall Car Park Gates

The Clerk advised that quotes have not yet been received and these will be chased again.

19. 2009/14 Quotes to Modify Allotment Fence

Agreed to carry forward to the February meeting. The Clerk will update the contractors.

20. 2009/15 Quotes for Maintenance of Allotment Hedge opposite Parish Hall

Agreed to carry forward to the February meeting. The Clerk will update the contractors.

21. 2009/16 Quotes for mowing of Parish Hall Playing Fields

After a brief discussion it was agreed that the Clerk will ask the existing contractor if they are able to undertake the work at the same cost as last year, explaining that the Parish budget is very tight this year as it was felt that the Precept increase should be very limited in view of the current economic climate, and also that fuel costs have reduced and inflation is minimal.

22. 2009/17 Quotes for Goal Mouth Maintenance

Agreed to carry forward to the February meeting. The Clerk will update the contractors.

23. 2009/18 Quotes for Tennis Court Maintenance

Agreed to carry forward to the February meeting. The Clerk will update the contractors.

24. 2009/19 Quotes for Bus Shelter Maintenance

The Clerk advised that quotes have not yet been received and these will be chased again.

25. 2009/20 Annual Insurance Renewal

The Clerk will renew the insurance at the existing levels which will be reviewed by Councillors for adequacy and confirmed at the February meeting.

26. 2009/21 Appointment of Internal Auditor

Appointment of Iain Selkirk as the Internal Auditor for 2008/9 was proposed by Cllr. Reeves, seconded by Cllr. Mrs. Hewison and agreed by all at a cost similar to last year.

27. 2009/22 Parish Council Website

Agreed to carry forward to the February meeting.

28. 2009/23 Parish Council Bank Accounts

- a) No further signatory is necessary as a replacement for Cllr. Reeves is not required.
- b) Agreed to carry forward to the February meeting.

29. 2009/24 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Southern Electric	Regiment Close street lighting Nov 2008	14.71
Security Patrol Services	Locking of Parish Hall gates 17/11/08 to 30/11/08 (Invs. 13727 & 13751)	57.58
J. Roach	Litter picking Oct/Nov (13hrs)	74.49
Richard Sandy Partnership Ltd	First 50% of fee for 2008/9 financial year	385.25
Fleet (Line Markers) Ltd	2 bags of line marker	34.82
P. Skeys	Lengthsman work Oct, Nov and Dec	472.50
Duplikate	Winter newsletter	465.00
	TOTAL	1,504.35

Accounts for Payment:

Creditor	Detail	Amount £
Jill Wallace	Winner of number puzzle in Winter newsletter	10.00
S. Noon	Runner up - number puzzle in Winter newsletter	5.00
Dura-Sport Ltd	Remedial work to replace sections of play area safety surface	1,794.00
Norton Parish Hall	Reimbursement of changing room fees collected 31 st August 2008 to 2 nd Feb 2009	150.00
Iain Selkirk	Replacement cheque for internal audit fee for y/e 31/3/08 (cheque lost in the post and stopped)	75.00
Security Patrol Services	Locking of Parish Hall gates 1/12/08 to 11/1/09 (Invs. 13776, 13800, 13824, 13847, 13871 & 13896)	152.98
R. Pullen	Line painting at Parish Hall and land preparation Dec (4.5 hrs)	25.79
Southern Electric	Regiment Close street lighting Dec 2008	2.31
J. Greenway	Honorarium Dec 2008 & Jan 2009	913.40
J. Greenway	Expenses Dec 2008 & Jan 2009	134.18
Zurich Insurance	Annual insurance premium	2,371.06

Mark Jenkins	Maintenance of Barracks island/Parish Hall tubs – Dec & Jan	80.00
J. Roach	Litter picking Dec/Jan (14hrs)	80.22
	TOTAL	5,793.94
	GRAND TOTAL	7,298.29

b) It was proposed by Cllr. Reeves, seconded by Cllr. Bennett and agreed by all that £50 will be donated towards the cost of the Girl Guiding Centenary trip to Mexico. The Clerk will arrange.

30. 2009/25 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Your Views Form complaint regarding horse manure on pavements was discussed under agenda item 6h) above.

31. 2009/26 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

32. 2009/27 Items for Update to Local M.P.

It was agreed that the tabled draft letter will be sent to Peter Luff M.P.

33. 2009/28 Councillors' Reports and Items for Future Agenda

Newsletter items are required by Cllr. Mrs. McGovern by 18th February. It was clarified that residents are responsible for hedge cutting along Crookbarrow Road.

34. 2009/29 Date of Next Meeting – Thursday 26th February 2009

No changes were required to the May or October 2009 meeting dates at this time.

The meeting closed at 11pm.

Correspondence Received for 29th January 2009 Parish Council Meeting	
Sender	Subject
Barton Willmore	Public consultation events re outline planning application to develop land east of the M5, south of J6 for employment
CALC	Various updates, report to December area meetings, Code of Conduct, voluntary observation of the Code of Conduct by co-opted members (not councillors). NALC response to Consultation on Communities in Control – Real People, Real Power: Code of recommended practice in local authority publicity.
Chloe Bitcom	Fund raising request
C. Morag & J. Manuschka	The Hidage adoption
Clerks & Councils Direct	Magazine Jan 2009
Communities and Local Government	Consultation on Communities in Control – Real People, Real Power: Code of recommended practice in local authority publicity. Comments by 12 th March
Community First	Community Planning in Worcestershire
Countrywide Grounds Maintenance	Quote for over-marking of tennis court lines
CPRE	Fieldwork magazine December 2008
CPRE	Regional Spatial Strategy - thank you for input and support. Final response to RSS Phase II Revision Preferred Options, critique of Nathaniel Litchfield housing study plus Government Office response to consultation.
Glasdon	Products brochure
Littlethorpe of Leicester	Hardwood bus shelter catalogue
Lloyds TSB	Commercial telephone banking service
M. Moore	Quote for re-fixing one set of tennis net posts
M. Reeves	Resignation from Parish Council
Mr & Mrs Haynes	Possible use of land between Courtnellan and Coppice Cottage, Wadborough Road as allotments. Flooding risks and Parish Council action.
Mr. Kite	Drainage work Church Lane and vehicular access to bridleway
Mr. Langford	Copy of comments to Wychavon DC re Planning application W/08/02902 – SMH. Concerns regarding preservation of the countryside and suggestion that screening should be more by way of evergreen, rather than deciduous trees/shrubs
Mrs. Beard	Disappointment that a pavement proposed to improve safety is unable to be installed at this time by Worcs CC due to financial constraints
NALC	Local Council Review magazine Jan 2009
New Farm Grounds Maintenance	Quotes: – Maintenance of goal mouths & centre spat on playing field closest to road – Mowing of playing field at Parish Hall.
Norton Pre-School	Proposal to move Pre-School from current premises into own purpose built premises on land at Norton Parish Hall
Parish Plan Group	Notes from December & January meetings
Pershore High School	Newsletter – Dec 2008
Peter Luff MP	RSS/SWJCS – underlying problem that these are top down policies imposed on communities and suggestions made by Parish Council are shared.
RoSPA	Play area inspections
Rural Services Community	Newsletter
Shear Perfection Ltd	Quotes for: – Fence modifications at allotments to allow installation of dog waste bin – Goal mouth repairs – Hedge cutting – Mowing of playing field
Smart Cut Ltd	Quote for maintenance of goal mouths on playing field closest to the road.
SMH Fleet Solutions Ltd	Response to Parish Council comments regarding SMH planning applications
Society of Local Council Clerks	Invitation to 2009 conference and 2009 programme of seminars. The Clerk magazine Jan 2009
St. Richard's Hospice	Spring newsletter and raffle tickets
SWJCS	From Preferred Options to Pre-Submission – site allocations and Policies

	Development Plan Document. Next steps in consultation process and workshops/briefing sessions. Slides from presentation on 15 th January
WebWorcester	Weekly newsletters
West Mercia Police	Your Police service 2009 and beyond
West Midlands Regional Spatial Strategy	WMRSS Phase II Revision – examination in public. Draft List of Matters and potential Participants. Draft List of Matters consultation comments by 17 th February. Preliminary Meeting to provide information on the process and procedures to be followed at Examination on 27 th January at the Molineux Stadium, Wolverhampton at 11am. Examination in Public to open on 28 th April. Housing Seminar to be held on 28 th January at the Molineux Stadium, Wolverhampton.
Wicksteed Playscapes	Product brochure
Worcestershire Partnership	Partnership Matters newsletter Autumn 2008
Worcs Assoc'n of Carers	Caring News November 2008
Worcs CC	Children and Young People's Strategic Partnership newsletter Jan 2009
Worcs CC	Copy of Public Notice – temporary 30 mph speed limit along section of B4084 for 3 weeks commencing 9 th Feb.
Worcs CC	Evening bus services
Worcs CC	Invitation for My Parish website training
Worcs CC	Update on proposed extension of 40mph speed limit along B4084 and requested reduction in speed limit to 30mph along section of Woodbury Lane. Proposals are being held in abeyance pending the outcome of the Speed Limit review.
Worcs CC Highways	Drainage work investigations Church Lane, Norton
Worcs CC Highways	Enquiry for information relating to recently installed No Parking signs at High Park
Wychavon Community Action Partnership	Invitation for arts group to Evesham Arts for All 2009. Wychavon DC play areas workshops. Sports Partnership training for volunteers in sport/sports activities. Pershore Volunteer Centre December newsletter and courses. Playground/play facilities funding.
Wychavon DC	Agenda Standards Committee 21 st Jan
Wychavon DC	Copy letter confirming work carried out on land at Norton and requesting regular inspection and maintenance
Wychavon DC	Copy of letters requesting maintenance of watercourses at Coronation Cottages allotments, Littleworth and land at Norton. Copy letter confirming work carried out at Coronation Cottages allotments and requesting regular inspection and maintenance
Wychavon DC	Game On sports development newsletter Winter 2008
Wychavon DC	Government response to the Pitt Review: Improving local leadership for flood risk management
Wychavon DC	Planning approval notices: – W/08/02903: 37 Wadborough Road – dropped kerb for vehicular access – W/08/03062: White Cottage, Pershore Rd, High Park – two storey infill front extension, conservatory to side and detached garage – W/08/03081: 2A Wadborough Rd – demolition of rear extension and replacement rear sunroom Planning refusal notices: – W/08/01887: Lavender Cottage, Woodbury Lane – change of use and erection of two timber buildings for use as a farm shop and tea rooms, construction of a grassed roof underground store next to existing barn Planning application withdrawal notices: – W/08/02397: Land adj to Hatfield House, Hatfield Lane – proposed new dwelling. Withdrawn by applicant.
Wychavon DC	Play area workshops
Wychavon DC	The W Factor – auditions for 11-18 year olds
Wychavon DC	Wheelie bin storage – as long as bins are kept on resident's property, Wychavon are unable to specify that they are kept out of site.
Your Views Form	Hazard from parking by Broomhall Cottages & lack of bus service from Hatfield
Your Views Form	Horse manure on the pavement between the Barracks and The Retreat and sludge between The Retreat and the War Memorial – hazardous to pedestrians.
Zurich Insurance	Annual policy renewal papers

Notes from the Public Question Time Prior to the Parish Council Meeting

Five members of the public attended.

Two representatives from Worcester Youth Football enquired about use of the football pitches at the Parish Hall for the current and forthcoming seasons. They have 4 teams, 3 under 11's and one under 9, plus a development centre for 6/7 year olds accounting for about 80 children in total. At present they use the pitches at Norton Cricket Club but these are in a poor state. The under 9s would need a mini pitch at 10/11am on a Saturday for 20 minutes each way, with the under 11s requiring a full size pitch on Sundays at around 2.30pm. There may be occasions when 2 pitches may be needed on a Sunday afternoon. Child safety is considered paramount when deciding if a pitch is playable along with maintenance of the pitch itself. Cllr. Mrs. McGovern thanked the representatives for their enquiry which will be considered later in the Parish Council meeting.

Alastair Walker, Chair of Norton Pre-school and Helen Hope, Pre-school Supervisor presented the key points regarding the proposal for Pre-school to move from using the Parish Hall into its own purpose built premises on land in the grounds of the Parish Hall. (These proposals were circulated with the Parish Council agenda.) Key points highlighted were the structure and curriculum provided for under the Early Years Foundation Stage, including free flow between inside/outdoor play and the good facilities at the Parish Hall, including the play area, field and recently developed Forest School area. The proposals need Parish Council support as the land owner and a lot of fundraising by Pre-school.

The area proposed is the tarmac area that was the skateboard ramp for the building and the grassed area behind this which would form an enclosed garden for free flow play. Pre-school have been at the Parish Hall for over 30 years, now have 39 children (OFSTED registered for 52) and 11 staff. Most children are from within the Parish and good links are maintained with NJK First School. Pre-school would move to a purpose built Early Years permanent structure, which would be in keeping with the environment, with a fenced garden which would maintain the public footpath as a boundary. The impact upon Parish Hall booking revenue was noted. In view of the current development plans for south of Worcester, increased numbers of Pre-school children are likely in the area. Helen and Alastair thanked the Parish Council for its time and for considering this major project which can't proceed further until land is found and it is hoped that Pre-school will be able to stay in the same area.

In response to questions, it was confirmed that Pre-school is a charity that takes fees and is financially stable. Pre-school expects to pay rent for any land and are not expecting a charitable donation. In line with the agreement in place regarding the existing Pre-school storage container, a similar agreement would be envisaged whereby if Pre-school closed, it would be responsible for removing the structure(s). The proposed structure has an 80-100 year guarantee, is specifically built for Early Years and would allow Pre-school to leave equipment out and set up. The new facilities would not be hired out by Pre-school. Enquiries haven't yet been made regarding services e.g. drainage but this will be done if the Parish Council agrees in principle to the proposals. The Local Authority will mentor Pre-school through the process to secure planning and investigate funding. Pre-school will continue to use the Parish Hall for now, but will outgrow these facilities. The need to maintain the footpath route and width was acknowledged and the possibility for members of the public to walk adjacent to the proposed Pre-school building and fenced garden will be considered along with many other issues should the Parish Council agree in principle. In the future the numbers of children may be increased, the hours of operation may be lengthened and Forest School extended to additional days/hours all of which would increase revenue. Cllr. Mrs. McGovern thanked the Pre-school representatives for presenting the proposal which will be considered later in the Parish Council meeting.