

Awaiting Decision

**Woodhall, Pershore Road,
High Park. Ref: W/11/02772**

Lawful dwelling certificate for occupation of Woodhall as a single dwelling without complying with condition 3 of planning permission 75/603 specifying use as staff accommodation ancillary to Woodhall. No comment made due to lack of specific knowledge.

**Land off Crookbarrow Road,
Norton. Ref: W/12/00010**

Erection of temporary sales complex consisting of portable cabin, car parking & hoarding. Parish supports with conditions.

**Land off Crookbarrow Road,
Norton. Ref: W/12/00011**

Erection of signage, hoarding and flags around a temporary sales area complex on residential development site. Parish supports with conditions.

Internal Consultation

**Old Brickworks, Church Lane,
Norton. Ref: W/12/00124**

Extension of Time application for planning permission W/08/2815 for proposed workshop.

**Land off Crookbarrow Road,
Norton. Ref: W/12/00055**

2 no. hoarding signs (main development sign/visitor parking location sign) and 8 no. flags and 6m high flagpoles (retrospective).

**Land off Crookbarrow Road,
Norton. Ref: W/12/00060**

Install a temporary vehicular and pedestrian access from Crookbarrow Road and site a temporary sales unit with 6 no. parking spaces (retrospective).

Other - None

Cllr. Turvey advised that a further response was submitted to Wychavon regarding application W/11/02650 requesting that neighbour's concerns were fully considered.

(ii) Cllr. Turvey referred to application W/12/00124 above. It was agreed that this is an opportunity to clarify the operating hours, providing consistency across this site. The Parish Council response to Wychavon will include a request for addition of a clause to this effect.

(iii) No progress to date due to time constraints and other Parish Council work. Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett.

c) Allotments

Cllr. Mrs McGovern advised that one plot is being split and most plots are looking good. Tenants are being requested to work their whole plot by 31st March. This will be monitored and followed up with tenants as necessary.

d) Playing Fields

The Clerk advised that football payments are now up to date and that a new manager is now undertaking bookings which, so far, is working more smoothly. Mr. Reeves reported that one of the seesaw handles has broken. The Clerk will ask the handyman to repair. Cllr. Turvey advised that a meeting has taken place with a play area supplier to discuss options for the proposed multi-use facility and redevelopment of the play area. A quote and details of options are awaited.

e) Public Rights of Way

Cllr. Turvey provided an update on work undertaken and outstanding items which are in the process of being resolved.

f) Finance

(i) The current account balance was £8,633.40 on 16th February with the deposit account balance at £54,362.54 on 2nd February plus Treasury Stock of c. £15k.

(ii) The Clerk referred to the monthly accounts to the end of January (circulated with the agenda) and no questions were asked.

g) West Mercia Police

The Clerk read out a report from CSO Allchurch which summarised 4 burglaries/attempted burglaries, 3 thefts from vehicles and 2 instances of criminal damage since 24th January.

h) Parish Plan

Cllr. Turvey advised that due to time constraints no further progress has been made.

i) EnviroSort

Cllr. Lucas was unable to attend the meeting.

7. 2012/39 South Worcestershire Development Plan (SWDP)

Cllr. Fincher advised that a leaflet has been prepared for circulation with the Parish Council newsletter to update residents on developments. Cllr. Turvey is liaising with one of the Planning Officers at Malvern Hills DC regarding the Green Infrastructure Statement (GIS). It was agreed that the Parish Council should seek involvement in the GIS, particularly as it is understood that the developers are providing input. It was also agreed that the time is now right to start to engage with Welbeck Homes and Cllr. Turvey will make contact to arrange a meeting. The next stage of the SWDP approval has been delayed until September and a summary of the comment slips completed at the Garden Centre SWDP event has been requested.

8. 2012/40 Flooding Issues

a) No further news to report regarding flood alleviation work by Network Rail in the SSSI site.

b) Cllr. Adams is liaising with Worcs CC Highways regarding the proposed flood alleviation work in the vicinity of Wadborough Road and the Parish Hall and will request contact with both the Parish Council and Severn Trent.

c) The Clerk advised that correspondence has been received from Dalcour Maclaren/Severn Trent requesting permission to undertake trial hole work in the field between Courtnellan and Coppice Cottage, Wadborough Road, Littleworth. A plan of the proposed area of work and access route was reviewed. Dalcour Maclaren has advised that this field may become the preferred site due to concerns about the hard core below the ground in the Parish Hall car park.

It was agreed to allow the trial hole work. The Clerk will advise Dalcour Maclaren/Severn Trent and will comment that if the project progresses then the access route may need to be further away from the bend in Wadborough Road and that the position of the pumping station was understood to be planned towards the back of the field due to the proximity of neighbouring properties. Enquiries will also be made about screening and landscaping plans. The Clerk will advise neighbouring properties of the planned trial hole work.

9. 2012/41 Norton Pre-school Proposals

Cllr. Lucas will progress relocation of the youth shelter with Pre-school.

10. 2012/42 Land adjacent to St. Peters Garden Centre

The Clerk advised that a positive response has been received from the developers regarding lorries destined for this site parking under the motorway bridge and also wheel cleaning. The Enforcement Officer at Wychavon has also offered assistance if required. Cllr. Turvey advised that after observing a lorry accessing the site via Norton, a site visit has been made to bring this to the developers attention, requesting that this practise ceases. Further comments have been received about the state of the road and also lorries waiting around the island to access the site. The situation will continue to be monitored. The affordable housing provider will be Festival Housing and this is being communicated to residents in the Parish Council newsletter. Cllr. Turvey is enquiring about availability of the £10k cycle contribution as the development has now started.

11. 2012/43 Grass Verges along Crookbarrow Road

The Clerk advised that communications with the developers continue to be very slow. The Taylor Wimpey reimbursement of the grass cutting costs for 2011 has been received and the Persimmon share (c. £950) is being chased. Maintenance arrangements for 2012 are being considered by the developers and a response is being chased as grass cutting usually starts in March. News regarding ownership of the grass verges along Crookbarrow Road that won't be adopted by Worcs CC is also being chased. The developers are investigating ownership of these areas to ensure that all are subject to clear maintenance responsibilities. It was agreed that it may be beneficial to arrange a meeting between Worcs CC Highways, the Parish Council and the developers to progress this matter if information is not forthcoming.

12. 2012/44 PAYE Registration of the Parish Council

a) The Clerk advised that any outstanding items are progressing.

b) The Clerk advised that a letter has been drafted to be sent to the existing handymen explaining that this role will be classified as an employed position in future and has been reviewed by Cllr. Turvey. It was agreed that the date for start of employment on the Form P46 should be 6th April 2012 as this will be the effective date of the employed status. The Clerk confirmed that Wychavon DC has been contacted and it will be possible to add additional employees to the payroll at a cost of £2.50 per employee per payslip. This was agreed. The Clerk will progress.

13. 2012/45 Parish Clerk Contract

Cllr. Turvey advised that he will follow 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. It was agreed to finalise before the end of this tax year.

14. 2012/46 Standing Orders, Financial Regulations, Complaints Procedure, Scheme of Delegation

Adoption of the above documents, as reviewed by the working group and as circulated prior to the meeting, was proposed by Cllr. Richmond, seconded by Cllr. Sparling and agreed by all.

15. 2012/47 Policies

The Clerk referred to following draft policies circulated prior to the meeting for review:

- Equality and Diversity Policy
- Health and Safety Policy
- Recruitment Policy
- Policy and Procedure for Handling Requests for Information
- Information Security Policy
- Records Management Policy

Adoption of these policies, amended to include wording that the Parish Council aspires to comply with the relevant legislation (e.g. Health & Safety at Work Act 1974) as appropriate, was proposed by Cllr. Richmond, seconded by Cllr. Fincher and agreed by all.

16. 2012/48 Parish Hall Recreation Facilities

a) Cllr. Turvey will contact Wychavon DC for an update regarding the S.106 funds. A meeting will be arranged with Wychavon to discuss ideas for the multi-play area following receipt of the quote and suggested ideas from Sovereign Play.

b) A meeting was held with Sovereign Play at the end of January. A quote and details of options suggested is awaited for consideration.

17. 2012/49 Parish Hall Security

Cllr. Lucas was unable to attend the meeting. Review at the March Parish Council meeting.

18. 2012/50 Parish Hall

Cllr. Fincher advised that a working group meeting including Cllr. Fincher, Cllr. Mrs Hewison and Cllr. Lucas has been held to discuss the relationship between the Parish Hall and the Parish

Council and how to move forward. Cllr. Mrs McGovern was unable to attend.

The working group suggests that the Parish Hall remains a charity (which will assist with grant funding opportunities) and that the Parish Hall continues to pay £1 pa rent to the Parish Council. Based on these assumptions, discussions moved to Hall maintenance requirements, Hall management and funding.

Cllr. Lucas is producing a 10 year rolling maintenance plan, with the top 3 major/urgent items being 2 new boilers, roof maintenance (to repair a leak) and heating in the Lawrence Beard Room. The Parish Hall Trustees have requested a commitment from the Parish Council to endorse/support the maintenance plan (once it has been produced) and to consider providing funds to assist with major maintenance/structural work. Grant funding opportunities would be explored prior to seeking funding from the Parish Council.

The principle of a 10 year rolling maintenance plan for the Parish Hall was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all. Cllr. Mrs McGovern and Cllr. Sparling abstained from voting as Parish Hall Trustees.

After discussion, provision of financial support from the Parish Council, of up to £5,000, to fund the top 3 items detailed above, was proposed by Cllr. Richmond, seconded by Cllr. Mrs. Hewison and was agreed by all. Cllr. Mrs McGovern and Cllr. Sparling abstained from voting as Parish Hall Trustees. Cllr. Lucas will provide quotes to the Parish Council and funding will be provided from reserves as necessary.

In light of the new arrangements, the lease and trust deed will need to be reviewed from a legal perspective to identify any changes required. It was suggested that the Charity Commission may be able to provide guidance. It was agreed to refer the situation to NALC for review. Cllr. Fincher and Cllr. Lucas will draft supporting correspondence to NALC.

Working group discussions regarding management of the playing fields were considered. It was agreed for the Parish Hall Trustees to consider in principle managing the playing fields (incl. maintenance responsibilities) with full details to be considered and agreed in due course.

The working group also considered the panto arrangements as the Parish Council provided financial support to the Parish Hall in respect of loss of booking income due to the 2011 panto. It was noted that the Norton Theatre Group may become a charity in future, assisting with grant funding and may approach the Parish Council for community event funding (rather than the Parish Hall seeking funding from the Parish Council to cover loss of earnings).

Cllr. Sparling commented upon heating system improvements for future consideration and exploration of grant funding. It was noted that other improvements e.g. new blinds and decorating have been/will be funded from Parish Hall income.

Cllr. Turvey thanked all those involved with this work.

Cllr. Sparling reported on an enquiry for a caravan booking for 12 vans for 3 days in December using the Hall and car park. Concerns were expressed in light of previous experiences of similar events, which resulted in septic tank problems and costs to clear blockages/empty the tank. The Clerk will advise Cllr. Sparling of the previous hire costs and the refundable deposit levied.

19. 2012/51 Playing Field

Reports were received of dog owners allowing their dogs to roam off leads at the Parish Hall. The newly installed signs appear to be being ignored by some owners. After discussion it was agreed that the situation will be monitored but no further action will be take at this time.

20. 2012/52 Bus Services Review

The Clerk reported on the response from Worcs CC which advised that passenger feedback indicates that the re-timing of the last bus Mon-Thurs to around 5.50pm has had the desired benefit for most who finish work between 5/5.30pm. The rural transport funding is not able to be used to provide an additional bus service later each day, but a Sunday service may be developed using this funding. The Clerk will acknowledge this letter and request the criteria for use of rural transport funding. The Clerk will also contact the Community & Local Transport Development Officer for more information regarding a Sunday service which may include this Parish.

21. 2012/53 Traffic Calming Measures in Littleworth and Norton

The Clerk reported on findings from Highways following the speed survey along Wadborough Road for 7 continuous days in both directions during January. Whilst some cars are speeding in this vicinity, the vast majority are below 40mph and may be considered to be driving to the prevailing conditions and local environment. The speed survey site was on the hill by the Littleworth village sign towards The Retreat end of Wadborough Road. It was noted from feedback from residents that weekends are considered a problem time, particularly Sunday mornings. Cllr. Bennett will be asked to raise this as a PACT priority. The Clerk will contact CSO Allchurch to request a speed survey on a Sunday morning.

22. 2012/54 Churchyard Mowing

The Clerk advised that no further news has been received from the PCC and that Shear Perfection Ltd has been instructed to undertake this work for 2011, to include the area around the car park.

23. 2012/55 Land Ownership

The Clerk advised that work is progressing slowly and that the solicitor has reached the recently approved cost cap of £500 plus VAT plus disbursements. It was agreed for the Clerk to request an action plan and cost estimate from the solicitor to conclude this matter.

24. 2012/56 Community Games/Parish Fun Run

The proposed 2011 events were considered along with the public question time discussions. It was agreed for the Hall car park to be used for the shuttle bus to the Norton Community Games event on 8th July and for the Hall to be used as a base for the Fun Run on 15th July. After discussion it was agreed for the Parish Council to purchase a trophy and medals for participants of the interschool athletics competition and to fund a specific event. The Clerk will advise the organiser and seek an event for the Parish Council to sponsor. The Clerk explained the nature of expenditure under s137 of the Local Government Act 1972 which would be used to support such activities.

Cllr. Turvey will attend the Community Games/Fun Run Committee meeting on 21st March. It was suggested that the fun run route includes Parish land marks.

25. 2012/57 New Homes Bonus

It was agreed to use the current funds of £1,228 towards Parish Hall maintenance costs. The Clerk will contact Wychavon DC to establish the procedure for release of the funds.

26. 2012/58 The Queen's Diamond Jubilee Celebrations

It was noted that the Norton Community Games group plans to host a picnic at Norton Cricket Club on 4th June. It was agreed not to hold an additional event but to consider providing a commemorative item to the children of the Parish. The Clerk will investigate options and costs.

27. 2012/59 Treasury Stock Investment

The Clerk advised that Lloyds TSB are currently offering gross interest rates of 3.3% and 3.8% for £10k+ deposits for fixed terms of 2 and 3 years respectively. These rates are in line with the rates that Harris Allday investment advisors recommended that the Parish Council should seek. It was noted that there may be better rates available and the Clerk will undertake further research.

28. 2012/60 Worcs CC Consultation – Temporary Traffic Regulation Notices

It was agreed by all for such notices to be emailed to the Clerk. The Clerk will advise Worcs CC.

29. 2012/61 Newsletter

Cllr. Mrs McGovern and Cllr. Sparling explained that a Hall user had enquired about inserting a pre-printed flier within the Parish Council newsletter and a charge of £12 per this service was agreed on this occasion. This charge was supported by the Parish Council to reflect the work involved in inserting the flier into 1,000 newsletters prior to delivery. It was agreed that the preferred option would be for adverts to be placed in the newsletter and not delivered as fliers. The Clerk will enquire what Duplikate would charge to insert a flier into 1,000 newsletters to enable further consideration of future costs.

30. 2012/62 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
P. Skeys	Lengthsman duties January	157.50
R. Pullen	Play area inspections January	15.20
	TOTAL	172.70

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium February 2012 (pay slip from Wychavon DC)	601.45
Mrs J. Greenway	Expenses (February)	46.64
Information Commissioner's Office	Notification under the Data Protection Act	35.00
	TOTAL	683.09
	GRAND TOTAL	855.79

b) It was agreed to discuss reserve levels at the March Parish Council meeting.

31. 2012/63 Norton Charities

The Clerk read out the letter from Mrs McGovern for Norton Charities. It was agreed to re-appoint Mrs McGovern, Mr. Reeves and Mrs Franklin as the Parish Council Trustees of Norton Charities for a further 4 year term. The Clerk will advise.

32. 2012/64 Annual Parish Meeting

The Annual Parish Meeting will be held on 10th May. Road side signs and a flier to residents will be used to advertise the event. Ideas for subjects and contributors were: SWDP, the Crookbarrow Road development (invite the developers), rejuvenation of the Parish Hall and the play area, Norton Community Games (invite Mr. Goode), a projected display of photos from Mr Jaynes, the WI, Pre-school, NJK CE First School. It was suggested to package the Annual Parish Meeting as a community update and an opportunity for residents to provide input to development of the Parish. The Clerk will draft an invitation to be sent to suggested contributors.

33. 2012/65 Centenary Celebrations

It was agreed to provide a gift of an engraved vase and bouquet of flowers using the Chairman's Allowance. The Clerk will arrange and will liaise with Cllr. Adams regarding a visit. It was suggested that a photograph of the occasion may be appropriate for the newsletter. The Clerk will also enquire whether the resident has any paintings that the Parish Council could purchase for display in the Parish Hall in commemoration of her 100th birthday.

34. 2012/66 Correspondence for Information

See Appendix 1 for a list of correspondence received.

The Clerk advised that Worcs CC is arranging for standard padlock keys for the emergency access gate in Cambrai Drive to be made available to the emergency services. The Clerk will contact Highways to establish the regulations regarding use of footpaths by tractors and footpaths being left in a poor state.

35. 2012/67 Clerk's Report on Urgent Decisions since the Last Meeting

No items other than those discussed within the agenda.

36. 2012/68 Items for Update to Local M.P.

Nothing at this time.

37. 2012/69 Councillors' Reports and Items for Future Agenda

Mr. Reeves reported on the Worcs CC broadband event. Parts of Norton now have high speed broadband as it is connected to the St. Peters exchange, however Littleworth and Hatfield are linked to the Kempsey exchange and are some time away from receiving a high speed link. A residents group could be formed to lobby Worcs CC for high speed broadband but would need c. 1,000 residents to carry weight; this could perhaps be achieved via a link with Kempsey Parish.

38. 2012/70 Date of Next Meeting: Thursday 29th March 2012

Cllr. Turvey, Cllr. Richmond, Cllr. Mrs Hewison and Mr. Reeves gave apologies in advance for the March meeting.

The meeting closed at 10.45pm.

Correspondence Received for 23rd February 2012 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training (forwarded to Parish Councillors). CALC Wychavon Area Meeting (forwarded to Cllr Bennett)
Centre for Sustainable Energy	Western Power Distribution Community Chest Grant (forwarded to Parish Hall Trustees)
Community First	E-bulleting incl. funding opportunities (circulated to Parish Hall Trustees), evidencing rural needs information, Newline magazine Winter 2012
CPRE	Campaigns update
Dalcour MacLaren/Severn Trent Water	Severn Trent Wadborough Road project
Eibe Play	Community play space development flier
Furniture at Work	Product brochure
HAGS play ltd	Funding service
HMRC	Employer and Business Advice Day – 1 st March 9.15am-3.30pm, Worcester
Insignia UK	Commemorative items for the Queen's Diamond Jubilee
Mr & Mrs Baker	The unacceptable state of the path along Wadborough Road
Mr Goode	Press cutting Norton Youth Club
Mr Smith	Horse riding, residents and traffic.
NALC	Direct Information Service (forwarded to Parish Councillors), events bulletin
Norton Charities	Reappointment of Parish Council appointed Trustees
Notts Sport	Play area safety surface flier
Pershore High School	Newsletter
Pershore Volunteer Centre	Expansion of community transport scheme
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Safe & Sound Playgrounds	Product flier
SMP Playgrounds	Product flier
Soc. Local Council Clerks	Courses and conferences. Jubilee celebration insurance.
Taylor Wimpey	Crookbarrow Road development planning conditions
The Parking Shop	Jubilee and Olympics Celebration assistance
West Mercia Police	Crime alerts (circulated to Parish Councillors)
Worcester Jazz	February events (forwarded to Parish Councillors for information)
Worcs CC	382 Bus service
Worcs CC	Broadband event 23 rd February
Worcs CC	Children's Trust & Workforce Development Newsletter (forwarded to Parish Councillors)
Worcs CC	Emergency access to gate in Cambrai Drive
Worcs CC	P3 application
Worcs CC	Temporary traffic regulation notices consultation
Worcs CC Highways	Traffic survey results – Wadborough Road, Littleworth
Worcs Rural Outreach Project	February newsletter and Funding Fair 5 th March (circulated to Parish Hall Trustees)
Wychavon DC	Approval Notices: <ul style="list-style-type: none"> - Planning application W/11/02608 – 15 Gazala Drive, Norton (raising of ridge and increase in roof pitch to enable conversion to loft space to playroom, store and shower room) - Planning application W/11/02650 – 25A Wadborough Road, Littleworth (erection of garden shed)
Wychavon DC	Chairman's Wine Tasting evening 23 rd March (forwarded to Parish Councillors)
Wychavon DC	Communicate Newsletter (forwarded to Parish Councillors)
Wychavon DC	Invitation to New Homes Bonus and Neighbourhood Planning event 28 th March (forwarded to Parish Councillors)
Wychavon DC	Queen's Diamond Jubilee & 2012 Olympics (forwarded to Parish Councillors)
Wychavon DC	Small Health Grants Scheme
Wychavon DC	Standards Committee agenda for meeting 27 th February

Public Question Time Discussions

Mrs Hope attended the meeting as a representative of the Norton Community Games and circulated a summary of current plans for activities for 2012.

Norton Community Games – 8th July 2012

- Sponsorship is being sought along with volunteers. Would the Parish Council provide financial support?
- Astons shuttle bus from other areas of the Parish. Could the Parish Hall car park be used as a pick up point and car park?

Norton Youth Club – Thursdays, 5-7pm, term time

- Started in January 2012.
- Proving popular with young people and is running well.

Norton & St. Richard's Hospice Fun Run – 15th July 2012

- Liaising with St. Richard's Hospice to organise.
- This will be a properly marshalled event.
- Proceeds to be split 50:50 between St. Richard's and two Norton groups.
- Could the Hall be used as a start/finish point, with the Hall available for refreshments and for changing facilities?

Picnic on the Pitch – 4th June 2012

- To celebrate the Queen's Diamond Jubilee

The next Norton Community Games Committee Meeting will be held on 21st March and a Parish Council representative would be welcomed.

Mrs Hope was thanked for attending and the points raised will be discussed under agenda item 24.