

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH SEPTEMBER 2014 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** D. James (late arrival), P. Richmond, Mrs S. Way-Vautier, Miss A. Poole, M. Reeves, PCSO Julie Pardoe. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, C. Dawson, K. Fincher, Mrs. D. Hewison, D. James, Mrs. C. McGovern, Cllr. Adams, Mrs. J. Greenway (Clerk/Responsible Finance Officer).
- 2. Changes to Membership**
None
- 3. Declarations of Interest**
 - a) Cllr. Turvey reminded members of requirements.
 - b) and c) Existing dispensations were noted.
 - d) None.
- 4. Standing Orders**
Revision to remove standing order 1 (m) following implementation of the Openness of Local Government Regulations 2014, was proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all.
- 5. Minutes of the Parish Council Meeting held on 17th July 2014**
Approved as proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.
- 6. 2014/181 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams confirmed that Wychavon has a 5 year land supply which should provide some protection against future speculative planning applications. No further sites have been identified in NJK Parish as part of the SWDP, however a further 300 home are being proposed in Whittington. The southern link road (SLR) improvements are progressing and Cllr. Adams is pressing for completion of the proposed footbridges as soon as possible. Plans for dualling the A4440 section from the Ketch island to Powick are being prepared. A Parkway Station/SLR improvements briefing is being held on 29th September, to which Parish Council representatives have been invited. Cycle route needs are also being raised as part of the Parkway Station proposals. Plans for a Wychavon and Malvern Hills shared Chief Executive are progressing and it is hoped that an appointment will be made shortly. Cllr. Adams highlighted an event to recognise the horses lost in WW1 which will be held on 2nd November at 10.30am at the Three Counties Showground. Cllr. Adams will provide further details for circulation.

Cllr. James arrived at 8pm.
 - b) Finance**
 - (i) The current account balance was £5,571.59 on 10th September with the deposit account balance at £62,878.30 on 3rd September. S.137 spend to date for the 2014/15 financial year remains nil.
 - (ii) There were no questions relating to the monthly accounts or bank reconciliation to 31st August.
 - (iii) The Clerk advised that Grant Thornton UK LLP (external auditor) has awarded an unqualified audit opinion for the year ended 31st March 2014 and has closed the audit. There were no matters to bring to the attention of the Parish Council. The Clerk has advertised the closure of audit and published the statement of accounts.
 - c) West Mercia Police**
In the absence of PCSO Julie Pardoe, Cllr. Bennett provided an update following the PACT

meeting, Police surgeries/Parish visits, recent crimes and security measures e.g. relating to fuel thefts. The future structure of PACT meetings was considered and attendance of a Police representative was agreed as important. The Clerk will advise PC Woods/PCSO Pardoe.

7. 2014/182 Current Planning Applications

Cllr. Turvey summarised the following current applications. It was agreed to submit a comment for MHDC planning application 14/00887 stating that the Council is content with the comments submitted by other parties including neighbouring residents and that any approval should include a condition requiring the property to be connected to the mains sewer.

Approvals

39 Mandalay Drive, Norton
Ref: W/14/00956 Loft conversion with front and rear dormer windows, rear white PVC conservatory and change of use of land to domestic garden with pedestrian access. Parish does not support change of use of land aspect of application.

Bevere Lodge, Church Lane
Ref: W/14/01272 Single storey side extension and detached double garage to front. Parish does not support garage aspect of application.

2A Wadborough Rd, Littleworth
Ref: W/14/01412 Proposed porch. Parish supports.

Refusals

Albert House, Pershore Road, High Park. Ref: W/14/01706 Outline planning application for 2 dwellings and vehicle access. Parish does not support.

Awaiting Decision

Land to the south of the City of Worcester, Bath Road.
MHDC Ref: W/13/00656/OUT
Welbeck Land Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs.
MHDC Ref: W/13/01617
St. Modwen Developments Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & the A4440 Broomhall Way. Worcester City Ref: P13A0617. St. Modwen Developments Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

Middle Battenhall Farm
Worcester City Ref: P13B0632
Miller Homes Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

Land at Woodbury Lane, Norton
Ref: W/14/00719 Hybrid application for full permission for the erection of an industrial building and associated infrastructure, parking, access, SuDS and landscaping to accommodate the relocation of Molten Metal Products. Parish does not support.

Woodhall, Pershore Road
Ref: W/14/01515 Alterations and conversion of existing buildings to form 4 dwellings.

Norton Fields Farm, Stoulton
Ref: W/14/01569 Single wind turbine of up to 86.5m in height with ancillary development and access track. Parish does not support.

Unit at Norton Business Park, Church Lane. Ref: W/14/01591	Change of use from D2 to office use. Parish supports with condition for increased parking provision.
Crookbarrow Way, Whittington Ref: WCC/14/000034/REG3	New bridleway footbridge to pan the newly dualled southern link road. Parish supports.
<u>Internal Consultation</u>	
5 High Park Cottage, Pershore Rd. Ref: W/14/01835	Proposed single storey rear extension, window to side elevation and new pitched dormer to front elevation.
Pattan Bungalow, Wadborough Rd. Ref: MHDC 14/00887	Erection of 4 bedroom dwelling
Wadborough Farm Park, Stoulton Ref: W/14/0859 (Drakes Broughton)	Retrospective application for the retention of existing agricultural buildings, extensions, associated yards & improved slurry / effluent handling systems.

Other

Appeal to the Planning Inspectorate re:

Broomhall Grange, Norton Road, Ref: Broomhall MHDC 13/00710/OUT Outline application for residential development (illustrative scheme of 37 dwelling units), with all matters reserved except for access. Parish does not support. Refused by Malvern Hills DC Planning.

Withdrawal by applicant:

Norton Grange, Hatfield Lane Ref: W/13/01825 (resubmission) Change of use to cattery and erection of a single storey, mono pitch rectangular building and a single storey timber clad garden shed. Amendment: Amendment to red line and changes to the design of the proposed cattery. Parish does not support.

9 Gazala Drive, Norton Ref: W/14/01146 Two storey side extension and single rear storey extension. Parish supports with conditions.

8. 2014/183 Development of the old Regiment HQ Site

Cllr. Fincher advised that the allocation process is underway and news is awaited on progress. The development is almost finished and positive feedback has been received about the builders on site, although the property design was felt to be out of character. Cllr. Adams commented that he has asked for the Parish Council to be advised about the property allocations and to be invited to any opening event. An update will be provided to residents at the public meeting on 6th October.

9. 2014/184 South Worcestershire Development Plan (SWDP)

Cllrs. Fincher and Turvey reported following the latest SWDP briefing session. Housing numbers as part of the SWDP are increasing by 5,000, with Wychavon taking an extra 350 (300 at Whittington). The SWUE housing number has increased from 2,450 to 2,600 due to an increase in housing density. Wychavon has almost a 6 year land supply which should help to manage any speculation applications. The 3 Councils (Wychavon, Malvern Hills and Worcester City) will vote on the SWDP on 30th September. A Parish public meeting is being held on 6th October to provide an update to residents. Issues relating to traffic management will be included in discussions at a meeting with Mr Hegarty (Wychavon DC MD), WCC Highways and Planning representatives on 2nd October.

10. 2014/185 Land adjacent to St. Peters Garden Centre

The Clerk advised that, despite chasing, no update has been received from the developers relating to the outstanding matters including replacement of the bus shelter and general reinstatement work. Wychavon is also chasing the developers about reinstatement work within the development,

including the play area, prior to the site being placed under a 12 month maintenance period prior to adoption. WCC Highways and Development Control have also been advised of the difficulties being experienced. It was agreed that the bus shelter replacement, roundabout and verge need resolution as a priority in line with feedback from residents. Cllr. Adams will seek further support from WCC/Wychavon to progress these matters and the subject will be raised with Mr Hegarty (Wychavon DC MD) at the meeting on 2nd October.

11. 2014/186 Worcester Parkway Station

Cllr. Fincher will attend the WCC briefing session on 29th September. It was agreed for Cllr. Fincher to provide a consultation response to WCC for submission by the Clerk on 30th September. The risk of flooding and alleviation measures will be highlighted as part of the consultation process. An update will be provided to residents as part of the public meeting on 6th October.

12. 2014/187 Chicken Farms (Upton Snodsbury area)

It was noted that the application considered at the September Wychavon Planning Committee has been refused. The applicant may appeal as an earlier refused application was approved on appeal. Another applicant has applied for an Environmental permit for a further chicken farm and a decision is awaited. The Environment Agency has held a public meeting at Upton Snodsbury to answer questions and gather views. Upton Snodsbury residents are very appreciative of support received in objection to these applications.

13. 2014/188 Norton Pre-school

Cllr. James declared an interest and took no part in discussions or votes. The Clerk advised that Pre-school has accepted responsibility for the costs to change the lease to allow assignment to Little Steps Pre-school. However the cost estimate of c. £1,000 plus VAT appears higher than envisaged and a decision on whether they wish to proceed is awaited from Pre-school. As an important asset to the community, it was agreed to enquire whether it would assist Pre-school if the Parish Council paid the legal fees and recouped these via increased rent over a period of 3 years. If this would assist, the Clerk will investigate the potential to proceed in this manner. Proposed by Cllr. Fincher, seconded by Cllr. Mrs McGovern, with 3 in favour and 2 abstentions.

14. 2014/189 EnviroSort

The copy letter to WCC from a Woodbury Park resident was noted and the continued problem with glass deposits on the highway and complaints not being followed up/recorded. Cllr. Bennett will follow up with the EnviroSort Manager. In future any complaints to EnviroSort should also be copied to WCC for recording/monitoring purposes. The Clerk will update the resident.

15. 2014/190 Noise Disturbance in Littleworth

The Clerk provided details about the complaints received, with the noise disturbance appearing to emanate from the Bibby unit along Woodbury Lane. The Clerk will write to Bibby to enquire about vehicle movements, highlight the complaints received and seek remedial action. The Clerk will update the complainants.

16. 2014/191 Severn Trent Water (STW) Sewerage Scheme

The Clerk advised that despite chasing, no update has been received relating to completion of the outstanding remedial work. It was agreed for Cllr. Fincher to meet with the contractor, STW and the land agent to discuss the line of the new tarmac path and completion of the outstanding items. The Clerk will arrange. STW has been asked to submit the revised 'as built' plan to WCC Planning but no confirmation of this has been received. It was agreed that if an update and schedule of works are not provided at the proposed meeting in early October then a letter will be sent to the ombudsman to seek assistance. The Land Registry has asked for the whole Parish Hall site to be registered rather than the STW land first. This has implications relating to the boundary line with Coppice Cottage (see agenda item 17) and also the Parish Hall lease in terms of consistency of plans. The plan in the Parish Hall Lease and Trust Deed does not match with the plan drawn up by our land surveyor which shows the Parish Hall as built. The Parish Council

solicitor has advised that the Lease and Trust Deed will need to be revised to include a consistent plan showing the Hall as built. The solicitor has estimated costs to undertake this at c. £600-£850 plus VAT and disbursements for each party (i.e. Parish Council and Parish Hall). It was agreed by all to proceed to revise the Lease and Trust Deed as proposed. The Clerk will progress. The Parish Council solicitor is chasing the STW solicitor for news on the final contract wording and STW has agreed to increase its cap on payment of the Parish Council legal fees relating to this contract and the sale transaction (but not costs associated with land registration) to £3,000 plus VAT. Suggestions have been received from a resident to planting of native species trees to replace those removed as part of the works and it was agreed to plant after completion of the works.

17. 2014/192 Parish Hall/Coppice Cottage Boundary

Cllr. Fincher provided background to the situation and outlined discussions held with the owners of Coppice Cottage at a recent meeting (as detailed in the summary meeting notes and indicative plan circulated). Various old plans have been studied along with the recently produced land surveyor Parish Hall site plan, the line of the PRoW has been reviewed and advice has been sought from our solicitor, the Land Registry and our land surveyor. All have demonstrated how difficult it can be to interpret the plans to precise points on the ground. The pedestrian gate and first fence post are agreed as in the correct location by the owners. It appears that the angle of the fence may be wrong. Following discussions with the owners and in view of the difficulty in precisely interpreting the plans, a compromise situation has been suggested where the final post of the side fence (running down from fence post 1) is moved by up to 3 metres towards the Hall, resulting in a distance from the field boundary of c. 12 metres. The bottom fence would then be moved from this new corner post to the field boundary, at an angle to just encompass the oak tree, so that this is included within the garden. The precise line of the proposed new fence would be agreed by the Parish Council and the owners of Coppice Cottage, ensuring this does not encroach on the line of the PRoW or the new tarmac path being laid by STW. The owners of Coppice Cottage have agreed to maintain the area which is proposed to be fenced, including the oak tree (which must be retained and not felled). The new boundary would be reflected in the Parish Hall land registration plan and a revised plan would be submitted to the Land Registry by the owners of Coppice Cottage to ensure consistency and to evidence the agreed position. Proposed by Cllr. Bennett, seconded by Cllr. James and agreed by all. The Clerk will progress.

18. 2014/193 Employment Matters

The Clerk advised that there have been 2 expressions of interest in the groundsman role, with 15th October being the closing date for applications.

19. 2014/194 VAT Procedures

The Clerk summarised the response from Derek Kemp, NALC financial advisor as follows. A short form Partial Exemption calculation has been undertaken for the financial year ended 31st March 2014 and this reveals that the Council has not breached the Partial Exemption rules. The Clerk will review and prepare the annual VAT claim. Where the Council is involved in a reimbursement situation, if the Council incurs the cost including VAT and seeks reimbursement from a 3rd party, the Council cannot claim the VAT back as effectively, this would allow the 3rd party to benefit from the special Parish Council VAT status. If such expenses are incurred, these should be passed on including the VAT. This situation relates to the Norton verge grass cutting on behalf of the developers. In the case of the churchyard grass cutting, the Council can claim the VAT back on the portion of the cost that it pays (as a non-business activity) but should pass on the charge including the VAT to the PCC for their portion of the cost. The proposed play area project is classed as a non-business activity (no charge will be made for use of the facilities); the Council is placing the order, is funding the project through its own reserves or with funding that it has applied for in its own name and it owns the land. In view of this, the VAT can be claimed back. Due to the nature of playing field bookings, these would be classed as taxable supplies. It is recommended that the Council writes to HMRC to ask whether it needs to register for VAT. HMRC may not require this, as the sums involved are not substantial, but the Council may be restricted in its ability to reclaim VAT in respect of this activity (e.g. relating to playing field

mowing). Mr. Kemp could write to HMRC on behalf of the Council if required. It was agreed by all for the Clerk to draft a letter to HMRC for approval by Cllr. Turvey and Cllr. Fincher.

20. 2014/195 Funding of Proposed Capital Projects

Cllr. Turvey advised that the applications for £35k New Homes Bonus (NHB) for the play area redevelopment, £10K NHB for a new bus shelter at Crookbarrow Road and £75k s106 funding for the tennis court/MUGA redevelopment have been approved by Wychavon DC.

21. 2014/196 Parish Hall Recreation Facilities

The revised plan and quote received, reflecting final tailoring of the project, were reviewed following a working group meeting (Cllr. Dawson, Cllr. Turvey and the Clerk) on 14th September. It was noted that the tarmac cost has increased and this will be discussed further at a meeting with Eibe once a 'final' quote has been received. It was agreed for the Clerk to: request that the play area size is increased back to the original dimensions (c. 2m longer), confirm the new climber unit (which satisfies the Parish Council queries raised), request inclusion of the original swings, request a review of the play area layout to try to incorporate the original swing positions, request inclusion of the original MUGA goals (if this is not possible, approval of the MUGA goals was delegated to Cllr. Dawson, Cllr. Turvey and the Clerk). A 'final' quote will be requested on this basis and following review of this, a meeting will be requested with Eibe to finalise the design/costs. Funding secured totals £115k (£35k NHB, £75k s106 (MUGA) and c. £5k Wychavon Community Grant via the Parish Hall). Cllr. Turvey is also seeking contributions from local businesses. A Parish Council contribution was agreed of up to £25k from reserves. Proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all. The Clerk advised that Wychavon Planning has confirmed that planning permission is not needed for this project.

22. 2014/197 Parish Hall Car Park/Grounds/Outside Space

a) Car park resurfacing: Cllr. Fincher advised that this proposal is on hold until the play area project has been completed.

b) Consideration was given to the quote received for maintenance of the Parish Hall benches. It was agreed for the Clerk to seek a revised quote for repair of the benches only. Painting will be undertaken by the groundsman once appointed. Proposed Cllr. Bennett, seconded Cllr. Dawson and agreed by all.

c) Saturday morning junior football matches: It was agreed for both Under 13 teams to play on one pitch each on a trial basis. A commitment cannot be given to long term use as wear and tear to the pitches needs to be monitored and considered. The Clerk will advise the enquirers.

23. 2014/198 Parish Hall

a) Update from landlord representative Cllr. Fincher. In summary, a new cleaner has been appointed and Mr & Mrs Sparling will be stepping down as Hall Manager, Booking Secretary, Treasurer and cleaners on 1st November. The new cleaner has expressed an interest in taking on these roles and appears to have the skills required. A meeting has been arranged to discuss this further, with a suggestion that the roles will be split 10 hours cleaning and 10 hours managing the Hall per week. A notice has been placed in the Parish Council newsletter for a new Hall Manager and if any applications/expressions of interest are received, it is hoped that these can be guided towards other roles or to becoming a Hall Trustee. Mr Lucas has been very helpful in progressing Hall matters. The Trustees remain quorate and Cllr. Dawson is to become a signatory to the Hall bank accounts. Quotes have been obtained to install a new kitchen (c. £8k) and replace/repair the wooden cladding and repair the roof (c. £13k), both projects can be funded from the Parish Hall surplus/reserves. Funds are also available to undertake the work highlighted by the Fire Safety audit (see Appendix 2). The next Trustees meeting will be held on 14th October. The Parish Hall website will be picked up as part of the Hall Manager hand over. The Clerk will explore whether the norton-juxta-kempsey domain name can be transferred as the existing Hall Manager is no longer looking to maintain this general Parish website.

b) Hall booking process: Cllr. Fincher advised that Mr Simms appears content with the 2015 panto dates and future panto dates are being agreed on a rolling 3 year basis. It was noted that there are

16 Parish events per month involving c. 250 parishioners. It was agreed that Hall bookings are the responsibility of the Hall Trustees.

c) Parish Hall reporting: As an important community and Parish Council asset, it was agreed to retain the Parish Hall agenda item on Parish Council meeting agendas and for the Trustees to provide a report as appropriate.

24. 2014/199 Allotments

Cllr. Mrs McGovern advised that vacant plots are in the process of being allocated and tenants that are not working their plots will be contacted. The garages have been reviewed and the position relating to those being vacated is being clarified. One of the garages may have an asbestos roof and it was agreed for the Clerk to arrange for this to be inspected by a suitably qualified contractor to seek advice. Two plots that are in the process of being given up contain old sheds/chicken runs and the Clerk will obtain quotes to remove. One of the water troughs is leaking and the Clerk will arrange for inspection/repair. The Clerk reported that Wychavon DC has advised that the sale of garden/allotment land to the rear of Coronation Cottages, Wadborough Road, Littleworth, to existing residents is progressing with purchase prices agreed.

25. 2014/200 Wadborough Road Garages

The Clerk summarised the enquiry to rent/purchase a garage(s) from the Parish Council. After discussion it was agreed that the Council needs to undertake a review of the garages being vacated before it commits to re-letting and there is no intent to sell at this time. It was noted that a waiting list exists should the garage(s) be re-let. The Clerk will advise the enquirer.

26. 2014/201 Public Rights of Way (PRoW)

Cllr. Turvey advised that there is nothing to report.

27. 2014/202 Worcester Norton Sports Club (WNSC)

It was noted that the cricket team has been promoted to the Birmingham League. Cllr. Fincher advised that the results of the questionnaire have not yet been received and there has been no further news regarding plans for the site, nor have any planning applications been received.

28. 2014/203 Croquet Club

The Croquet Club may have been successful in securing a new site and the Clerk will seek confirmation of this.

29. 2014/204 Highways Matters

a) Following a discussion relating to village boundary fences and village signs, it was agreed to request installation of 4 new village signs (into Norton from Littleworth, into Norton from Hatfield and into High Park from both directions). The larger 'humped' signs cost c. £650 each with a £150 contribution from WCC. The Clerk will clarify the contribution level from WCC, that costs include installation and enquire about the cost to add a section below the Norton signs to read 'Former home of the Worcestershire Regiment'.

b) Cllr. Turvey advised that weight limit restrictions within the Parish have been discussed with WCC Highways and this is being monitored. Whilst WCC has arranged for the weight restriction signage to be corrected around the new Crookbarrow Road roundabout, this still appears to be incorrect following resident's feedback. Cllr. Adams will follow up. Cllr. Turvey will continue to press for a review of coverage of weight limits within the Parish.

c) The Clerk reported on resident's feedback relating to parking close to the Wadborough Road/Hidage junction which is impacting upon highway visibility/safety. It was agreed to place a notice in the Parish Council newsletter highlighting the problem and seeking assistance. In line with previous advice received from the Police, it has been suggested to the resident that they report any dangerous/inconsiderate parking to the Police using the non-emergency number 101.

30. 2014/205 Bus Services

Feedback received from residents about the revised bus services was considered. It was agreed as

very disappointing that the Friday and Saturday evening services have now ceased and it was noted that the last weekday bus leaves Worcester at 18:45, with stops at Norton and Littleworth on request to the driver. Cllr. Adams also expressed disappointment but advised that decisions relating to bus services had been based on usage, with surveys taken to evidence the headcount.

31. 2014/206 World War I Centenary

Cllr. James provided an update following the last WW1 steering group meeting. The cricket match has not proved possible to arrange due to availability of the pitch. Information/display panels are being explored with the suggestion that these are located on the grass verge at the corner of Church Lane/Crookbarrow Road (subject to land owner/Highways approval). Other ideas are being considered including ways to convey the history of the road names, a history of the Barracks booklet and a WW1 cookery booklet. An Armed Forces Community Covenant grant is being progressed and enquiries continue regarding s106 funding, how to apply and how best to manage the funds. The Clerk is liaising with Mr Hodgkins as leader of the WW1 steering group.

32. 2014/207 Superfast Broadband

Cllr. Turvey will seek an update on progress, coverage and roll out. It appears that the whole parish may not be covered and a detailed plan to clarify this is being sought.

33. 2014/208 Community Groups Meetings

These meetings were agreed as valuable communication between the various groups within the Parish including the Parish Council, Parish Hall, Norton Community Trust and Worcester Norton Sports Club. It was suggested that the next meeting is arranged towards the end of October/early November. The Clerk will progress.

34. 2014/209 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing churchyard (£217) and Norton verges (£170) 25/7/2014 plus VAT	464.40
Fleet (Line Markers) Ltd	2 bags of line marker	15.60
New Farm Grounds Maintenance	Playing field mowing July - 2 cuts at £63.50 and one perimeter cut at £15 plus VAT	170.40
Shear Perfection Ltd	Mowing churchyard (£217), Norton verges (£170) and field adj. to Coppice Cottage (£70) 8/8/2014 plus VAT	548.40
Norton Parish Hall	Donation re 50% of annual building insurance cost	734.24
Fleet (Line Markers) Ltd	3 bags of line marker (15/8/2014)	23.40
Fleet (Line Markers) Ltd	3 bags of line marker (20/8/2014)	23.40
New Farm Grounds Maintenance	Playing field mowing August - 2 cuts at £63.50 and one perimeter cut at £15 plus VAT	170.40
Shear Perfection Ltd	Mowing churchyard (£217) and Norton verges (£170) 21/8/2014 plus VAT	464.40
Grant Thornton UK LLP	External audit fee	240.00
Mrs J. Greenway	Honorarium August 2014 (Gross)	1,044.50
R. Pullen	July/August 2014: play area maintenance/inspections (5 hrs), mileage, pay in lieu of holiday (Gross)	42.11
M. Abbott	June/July 2014: Parish maintenance (19.5 hours) and litter picking (16.5 hours), petrol for mower/trimmer (£6) and pay in lieu of holiday (Gross)	270.58
	TOTAL	4,211.83

Accounts for Payment:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 2/9/2014 plus VAT	464.40
Shear Perfection Ltd	Maintenance of hedge and tree along the allotment boundary with 72 Wadborough Road, Littleworth plus VAT	288.00
R. Pullen	August/Sept 2014 – play area maintenance work/inspections (7.5 hours), mileage and pay in lieu of holiday (Gross)	59.79
Mrs J. Greenway	Honorarium September 2014 (Gross)	1,044.50
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 19/9/2014 plus VAT	464.40
Duplikate	Autumn newsletter (£274.30) plus road side signs for SWDP public meeting (£75)	364.30
Mrs J. Greenway	Expenses August and September £161.51 (plus mileage of £12.02 to be paid via payroll)	161.51
HMRC	Quarterly PAYE/NI payment	549.69
	TOTAL	3,396.59
	GRAND TOTAL	7,608.42

b) Renewal of the Open Spaces Society annual membership at a cost of £45 was proposed by Cllr. James, seconded by Cllr. Bennett and agreed by all.

35. 2014/210 Correspondence for Information

See Appendix 1 for a list of correspondence received.

36. 2014/211 Clerk's Report on Urgent Decisions since the Last Meeting

Items as discussed during the meeting.

37. 2014/212 Items for Update to Local M.P.

Nothing at this time.

38. 2014/213 Councillors' Reports and Items for Future Agenda

- Flag pole proposal and planning permission

39. 2014/214 Date of Next Meeting - Thursday 23rd October 2014

Due to the number of apologies for the 30th October, it was agreed by all to reschedule the October Parish Council meeting to 23rd October.

The meeting closed at 10.30pm.

Correspondence Received for 25th September 2014 Parish Council Meeting	
Sender	Subject
B&C Shelter Solutions	Bus shelter brochure
Blackheart Music	Copy email sent to Norton Parish Hall re music event
BOC Healthcare	Automated external defibrillators (to Parish Hall trustees)
CALC	Updates on various matters and training, including CALC funding and subscriptions, County Council support for CALC, grit supplies, 11 th WCC Parish Conference (29 th Oct), Travellers target Bromsgrove, autumn training programme, LEADER, 'Be a Councillor', pensions, Community First oil buying group, 'Go On' Worcestershire, Wyre Forest area meeting, Tour of Britain, acute hospital services, Wychavon area meeting (3 rd Sept), training opportunities, Right to record meetings, Superfast Worcestershire, outstanding Annual returns, phone & courier scam, pharmacies survey, Chaddesley Corbett Neighbourhood Plan, MHDC Parish & Town Conference, Bribery Act update, free NHS health checks for employees, funding, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Community First	New address for Malvern office, e-bulletin, European Social Fund successful projects, Consortium newsletter September, Consortium newsletter and events promotion
CPRE	Countryside Voice magazine Summer 2014
Fields in Trust	Centenary fields initiative
Glasdon	Product brochure
Grant Thornton	Completion of audit with no matters to be brought to the attention of the Council.
H&W Fire & Rescue Service	Home fire safety article for newsletter
Insignia Ltd	WW1 commemorative items (to WW1 project group), online catalogue
M. Sedgewick	Lost dog poster/appeal for help
Mr Lane	382 bus stops
Mr Lock	Playing field football booking enquiry
Mr Morgan	<ul style="list-style-type: none"> • Copy of letter to Worcs CC relating to complaints to EnviroSort including recording and monitoring issues • Copy of response submitted to Wychavon Planning relating to planning application W/14/00719/PN (land at Woodbury Lane)
Mr Robins	Enquiry about renting/purchasing one of the garages along Wadborough Road, Littleworth.
Mr Shaw	Copy email to Cllr. Adams re weight restriction signage around the Crookbarrow Road island and correction work
Mr Watson	Recycling lorries travelling through Littleworth (not local authority wagons)
Mrs Alys	Picking of fruit at Parish Hall
Mrs Needham	Bats at Norton Croquet Club
Mrs Stone	Suggestions for replacement tree by STW pumping station
Ms C. Morag	Noise disturbance and parking matters
Ms Harvey	Query re planning application approval
NALC	Local Council Review magazine Autumn 2014
Notts Sport	Instant cricket systems
Number 8 Community Arts Centre	Autumn programme of events
Orchard Care Services	Newsletter advert enquiry
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service (to Parish Councillors)
SLCC	The Clerk magazine September, notice of AGM 10 th October
St. Peter's Parish Council	Newslink magazine August
SWDP	Update on SWDP and new consultation
West Mercia police	Crime alerts including rogue traders, heating oil thefts and financial con. Parish Police surgeries (to Parish Councillors). Norton play area and dog access.
Whitehill Direct	Notice board brochure
Worcs Assoc'n of Carers	Autumn newsletter

Correspondence Received for 25th September 2014 Parish Council Meeting (continued)

Sender	Subject
Worcs CC	Invitation to Parkway Station briefing on 29 th September (to Parish Councillors), Parkway Station Scoping Opinion consultation (to Parish Councillors),
Worcs CC Highways	Winter weather reminder and new Local Response Team (to Parish Councillors)
Wychavon CAB	Invitation to opening of South Worcestershire CAB Malvern office
Wychavon DC	<ul style="list-style-type: none"> • Approval of New Homes Bonus funding applications relating to projects to redevelop the play area at Norton Parish Hall and to replace the Worcester bound bus shelter along Crookbarrow Road, Norton • Electoral registration update (to Parish Councillors) • Communicate newsletter August (to Parish Councillors) • Sale of Wychavon allotment land (to the rear of Coronation Cottages) to existing residents • IT problems following web site upgrade • Playing pitch strategy/questionnaire • Copy of letter sent to developers highlighting outstanding remedial matters • Minutes from Planning Committee meeting 11th September • New affordable housing in Whittington
Wychavon Parishes Action Group (WPAG)	Chicken Farm planning application rejection by Wychavon Planning Committee. Chicken Farm Environmental Permit application: Environment Agency public meeting 23 rd September 2014 (to Parish Councillors)
Wychavon Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee 11th September (to Parish Councillors) • Agenda for Planning Committee 14th August (to Parish Councillors) • W/13/01825/CU: Norton Grange, Hatfield Lane – withdrawn by applicant • W/14/00956/CU: 39 Mandalay Drive – approved • W/14/01642/NM: Regiment HQ site non material amendment – approved • SWDP briefing session 22 or 25 Sept, 6-7.30pm, Council Chamber (to Parish Councillors) • Removal of planning notices displayed

Public Question Time Discussions

Mr. Lucas attended the meeting to highlight the following items to the Parish Council:

- WW1/History of the Barracks publication
Mr Lucas is in touch with Crowle Parish Council to use their WW1 booklet as a template for the proposed NJK publication. Mr Lucas is progressing this work with the WW1 steering group. Quotes for the publication will be obtained and s106 funding is being explored.
- Parish Hall matters
 - Mr Lucas has met with H&W Fire Service to complete the fire safety audit. This has highlighted some deficiencies which need to be completed within 12 months. These items are being attended to including installation of a 'thumb door' in the Committee Room as an outside exit route, installation of a self closing fire door on the servery, emergency lighting in the store room and changing rooms (as emergency exit routes). The Hall has the funds to finance.
 - Mr Lucas reported that the fire risk assessment needs to be reviewed regularly as do health and safety checks, to ensure that the Hall remains compliant. The Trustees and Hall management team are endeavouring to complete these checks but resources are limited. A notice has been placed in the Parish Council newsletter to recruit new Trustees and volunteer helpers.
 - Before the 2015 panto, all equipment needs to be PAT tested and Mr Lucas will liaise with Mr Simms to arrange.
 - The Hall Trustees are due to meet in mid-October to discuss Hall matters, including the fire safety audit actions.

Mr. Lucas was thanked for his efforts supporting the Hall Trustees.