

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH SEPTEMBER 2015 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** Miss A. Poole, M. Reeves, H. Turvey, Mrs S. Way-Vautier. These apologies were accepted and approved.
Attending: K. Fincher (Chair), R. Brooker, C. Dawson, M. Hughes, P. Richmond, J. Sparling, Cllr. R. Adams (District and County Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**
It was agreed for Cllr Mrs Way-Vautier to sign her undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting that she attends.
- 3. Declarations of Interest**
 - a) Cllr. Fincher reminded Councillors of the need to update their register of interests if necessary and newly elected Councillors of the need to complete and return a Register of Interests Form to the Wychavon Monitoring Officer within 28 days of their election.
 - b) and c) None. Existing dispensations were noted.
 - d) Dispensation requests granted:
 - i. To Cllr. Hughes, up to the next ordinary election (2019), to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall. Proposed by Cllr. Richmond, seconded by Cllr. Dawson and agreed by all.
- 4. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**
Consideration will be given to a CALC representative at the October Parish Council meeting.
- 5. Minutes of the Parish Council Meeting held on 16th July 2015**
Approved as proposed by Cllr. Dawson, seconded by Cllr. Brooker and agreed by all.
- 6. 2015/213 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams advised that Wychavon DC will consider the Planning Inspector's response and the revised SWDP on 30th September. Malvern Hills DC has considered this and given its approval. New highway signs have been installed to direct traffic to SMH which, it is hoped, will ease the problem of vehicles driving through Hatfield. The Parish Council's concerns relating to the Parkway Station proposals (e.g. traffic flows, parking, flooding) have been highlighted to the Planning Committee. Cllr. Turvey and Cllr. Fincher have held a meeting with Worcs CC relating to traffic flows and traffic calming measures. A new resident to Church Lane has raised speeding concerns and Cllr. Adams has provided details of the recent speed checks and the apparent reduction in speeds. The Clerk highlighted a resident's report relating to the maintenance work required to the pavement along Wadborough Road, from the school to The Retreat. Cllr. Adams will raise with Highways and the Clerk will report via the Hub.
 - b) **Finance**
 - (i) The current account balance was £34,389.03 on 9th September with the deposit account balance at £20,388.69 on 1st September. These balances are after payment of the final play area project invoice for Eibe (£13,177.69 gross) and include the VAT reclaim credit of c. £29k. S.137 expenditure for 2015/16 totals £100 to date and is within the s.137 allowance.
 - (ii) There were no questions relating to the monthly accounts and bank reconciliation to 31st August.
 - (iii) New Homes Bonus – see agenda item 15
 - (iii) Annual audit progress – the external audit has been completed with an unqualified audit opinion given and no matters drawn to the Council's attention. The Clerk has completed and displayed the Notice of Conclusion of Audit.

c) West Mercia Police

The Clerk provided a report from PCSO Steven Tinkler. Also see agenda item 28.

7. 2015/214 Current Planning Applications

a) Cllr. Turvey summarised the following current applications.

Approvals

Boulterley Cottage, Broomhall, Norton. Ref: W/15/01478/PP and W/15/01479/LB1273 Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage

Granary Barn House, Hatfield. Ref: W/15/01461 Single storey rear extension.

22 Talavera Road, Norton Ref: W/15/01578 Single storey side extension and garage conversion. Parish supports provided off road parking retained.

16 St James Close, Littleworth Ref: W/15/01480 Removal of existing single garage and provision of new bedroom extension. Parish supports.

Morelands, Wadborough Road, Littleworth. Ref: W/15/01473 Demolition of existing garage and store and construction of new garage/ car port and workshop. Parish supports with comments.

Norton Fields Farm, Mucknell Farm Lane, Stoulton. Ref: W/15/01754 Variation of condition 12 of planning permission W/14/01569/PN to substitute the need for temperature sensors with appropriate warning signage.

Land to the east and south of The Crucible Business Park, Norton, Worcester Ref: Worcs CC 15/000007/REG3 A full planning application for the development of a new rail station and associated infrastructure. The application comprises of new platforms on the Birmingham – Bristol railway line and one platform on the Cotswold railway line, a new station building, a public right of way footbridge over the Birmingham – Bristol line, car parking, flood attenuation, new roundabout on the B4084. Parish supports in principle but with concerns raised.

Refusals – None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. Malvern Hills DC 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 & 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 Broomhall Way Worcester City Ref: P14L0266	Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.
Land at Broomhall Way Worcester City Ref: P14L0266 (amended application)	Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application in respect of the lack of coherence with plans for adjacent sites within the SWDP.
6 Dunkirk Drive, Norton Ref: W/15/02021	Two storey extension to side and porch to front elevation. Parish supports.
Land at Broomhall Way Worcester City Ref: P15L0319	Use of land for car boot sales to be held on more than 14 days per year. Parish submitted comments re parking and limitation on dates.
35 St. James Close, Littleworth Ref: W/15/02197	Remove existing substandard conservatory and erect new purpose built conservatory on new concrete base.
<u>Internal Consultation</u>	
Birch House, 48 Wadborough Road, Littleworth. Ref: W/15/02318	Attached garage.
3 Dunkirk Drive, Norton Ref: W/15/02256	Two storey side extension and single storey rear extension with associated reconfiguration.
<u>Other</u>	
Appeal re Tree Preservation Order application decision:	
19 Salamanca Drive, Norton TPOA/15/040	Removal of tree from TPO protected tree from grass verge adjacent to property.

In view of the decision of Wychavon DC relating to the TPO tree adjacent to 19 Salamanca Drive, it was agreed to write to Wychavon to follow up the old report relating to extensive work done to a TPO tree on the edge of the cricket pitch. The Clerk will progress.

8. 2015/214 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters

Cllr. Fincher advised that the Planning Inspector has reported and raised some amendments. The Councils will consider and vote upon the major changes, which should result in the Plan being adopted by April 2016. Wychavon and Worcester City are due to meet on 30th September. The Plan will then be updated for the Inspector's final approval. Cllr. Fincher highlighted major changes affecting the Parish, the main one being inclusion of up to 10 pitches for a Traveller's site on land south of the Garden Centre. This land had previously been allocated as land for cricket and football pitches, up to 40 houses along the line of the road for surveillance of recreation facilities and the remainder being open land. There will be a 6 week consultation period relating to the changes proposed by the Inspector and it was agreed that the Parish Council should strongly object to the Traveller site location. It had previously been understood that Wychavon had over and above its Traveller sites target, but following new calculations, it is now seen as lacking in number.

Cllr. Fincher also reported on a meeting with Worcs CC to discuss traffic flow data produced relating to the SWDP. One figure indicating a very significant % increase in traffic flow has been clarified as relating to only a few cars per hour at peak times. Further traffic flow surveys/analysis will be undertaken by Worcs CC, taking into account the joint impact of the SWDP and Parkway Station and with morning peak hours of 7am to 9am (rather than 9am to 10am). Results will be reported to the Parish Council.

9. 2015/215 Land adjacent to St. Peters Garden Centre

The Clerk advised that the developers are being chased for details of the sizes of the grass verges along Crookbarrow Road so that commuted sums can be calculated. The Council will then consider the potential for adopting any of these areas of land. A response is awaited from Worcs CC Highways regarding Parish Council adoption of the verges that it is due to adopt and payment of a commuted sum for the Parish Council to maintain these. The new roundabout has been turfed, as have areas of the grass verges. The bus shelters have been installed and the developers are being chased regarding re-installation of the Pershore bound bus stop sign and the broken bin (which they have previously agreed to repair or replace and re-install). The Clerk will ask the Grounds Contractor to re-locate the Worcester bound bus stop sign, after confirming that there are no services in the location suggested by Highways. The invoice for the Parish Council bus shelter is awaited and will be funded by New Homes Bonus.

10. 2015/216 Worcester Parkway Station

This planning application has been approved by Worcs CC. Parish Council concerns relating to parking, access (including safety of Woodbury Lane for pedestrians and cyclists), traffic flows and flooding have been noted. Issues relating to ownership of the land continue and Worcs CC are seeking resolution.

11. 2015/217 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that a STW response has been received relating to the contract which sought to change clauses requested by the Council e.g. those relating to reinstatement of the site if the SPS is decommissioned and the Council's right to be offer first refusal to buy back the site. The Council's solicitor has been instructed to request that the clauses/wording previously requested by the Council are retained. A response from STW is awaited. The Clerk continues to chase STW for planting of whips in the allotment field hedge. The land surveyor is producing a revised Parish Hall site plan to include the OS line of the Public Right of Way. A copy of this will be provided to the owners of Coppice Cottage to reflect the agreed boundary position.

12. 2015/218 Employment Matters

- a) Revised Wychavon DC payroll costs of £3 per payslip from April 2016 were proposed by Cllr. Richmond, seconded by Cllr. Fincher and agreed by all. The Clerk will advise Wychavon.
- b) The Clerk left the meeting at 8.35pm for discussions relating to the Clerk's annual appraisal and one point salary scale increase. The Clerk returned at 8.40pm and was advised that a one point salary scale increase to SCP28 had been agreed unanimously. The Clerk will advise Wychavon payroll.
- c) Assistant Clerk - As proposed by Cllr. Fincher, seconded by Cllr. Brooker and agreed by all, costs/hours/terms of reference/allocation of work for an Assistant Clerk will be investigated for further consideration by the Council. The Clerk will progress, liaising with Cllr. Fincher and Cllr. Turvey.
- d) The Clerk advised that information is being gathered relating to the pensions auto-enrolment process including potential schemes for consideration. The Clerk will provide more detailed information at the October Parish Council meeting. The Parish Council staging date is 1st June 2016.

13. 2015/219 Parish Council IT Provision

It was agreed for the Clerk to purchase a Parish Council laptop up to a cost of £600 and a Parish Council printer up to a cost of £250, for reimbursement by the Council. These costs will be funded from reserves. The Clerk has liaised with Cllr. Turvey and Cllr. Fincher regarding specifications/requirements and potentially suitable equipment, with the final selection by the Clerk in terms of fit/form/function. Proposed by Cllr. Brooker, seconded by Cllr. Richmond and agreed by all. The Clerk will progress. It was also agreed to consider a contribution to an upgraded broadband connection e.g. BT Infinity. The Clerk will investigate options and costs.

14. 2015/220 VAT Procedures

The Clerk advised that HMRC has granted waiver from VAT registration based on the current situation. The Council is required to monitor the value of taxable supplies to check whether another liability to register has arisen in the future. The Clerk will arrange. The Clerk advised that the 2014/15 VAT refund

claim has been submitted and reimbursement of VAT has been received amounting to £29,363.48.

15. 2015/221 New Homes Bonus (NHB)

Wychavon DC has confirmed NHB funding that is currently available for draw down. This amounts to £48,425 for NJK Parish, with £10,000 of this agreed for the Crookbarrow Road bus shelter. Wychavon has indicated that Parish Councils with sizeable allocations, such as that for NJK, are expected to use the majority of its NHB on new community facilities or services, or significant expansions to existing ones. Consideration should also be given to how proposals will benefit the communities close to the developments that generated the NHB. It may be possible to use a little of the NHB on smaller items (e.g. litter bins) but proposals for utilisation of the majority of the NHB would need to be considered first. During discussions, it was suggested that the long term future of NHB funding could be uncertain.

16. 2015/222 Parish Hall Recreation Facilities

Cllr. Dawson advised that the new signs have been installed. The Clerk will chase the quote from eibe to install a ground anchor for a new side net for the Semele climbing unit. A receipted final invoice is awaited to enable the final tranche of grant funding to be paid by Wychavon. The Clerk will progress. It was noted that water is running off the car park, across the old basketball court area and into the new MUGA entrance area, resulting in silt being deposited. The Clerk will seek suggested solutions from the groundsman and grounds contractor. The Clerk advised that the groundsman is undertaking regular safety checks relating to the recreation facilities (play area, MUGA and tennis courts) and has received some training from eibe and has equipment instruction/safety information. It was agreed for the groundsman to attend a formal safety inspection training course up to a total cost of £1,000, to include training fees, transport, time and the formal exam (if the groundsman wishes to sit), as proposed by Cllr. Richmond, Cllr. Dawson and agreed by all. The Clerk will liaise with groundsman to arrange.

17. 2015/223 Parish Hall Car Park/Playing Fields/Outside Space

Cllr. Fincher advised that the car park resurfacing project will be progressed after land registration and the STW contract has been completed. Use of the MUGA for fitness sessions and 'buggy jogging' was discussed. It was agreed by all that the MUGA is free for use by members of the public but not for use by profit making/business organisations and should only be used for the purpose intended to manage wear and tear to the surfacing. The Clerk will advise the Hall Manager. Consideration was given to requesting re-location of the Pre-school container, as this is not in an ideal position for the car park to be resurfaced. One suggestion was to relocate nearer to Pre-school by the hedge, however concern was expressed that this could impact upon the PRoW. It was agreed for the Clerk to contact Pre-school to enquire whether the container and items within it are still required. The Clerk will ask the groundsman and grounds contractor to undertake clearance work to the hedge and ditch running from Pre-school to Coppice Cottage. A meeting with the grounds contractor to discuss playing field drainage suggestions will be arranged as soon as possible.

18. 2015/224 Parish Hall

As landlord representative and Parish Hall Trustee, Cllr. Fincher provided an update summarised as follows. The Clerk will arrange a meeting with Pre-School to review the electricity billing process and discuss the situation relating to water and broadband provision. The cladding remedial work has been completed and has highlighted that the roof will require replacing in future years. CCTV and a new door entry system are being considered. Cllr. Dawson mentioned investigations regarding solar panels on the Hall roof, although a roof survey may be needed to establish its suitability.

19. 2015/225 The Red Umbrella Group

Public question time discussions were considered along with points requiring clarification. As the proposal regarding use of the Hall is for the Hall Trustees and Hall Manager to consider, whilst the request for financial support may be considered by the Parish Council, it was agreed for Cllr. Fincher to write a response, as Chair of the Hall Trustees and Chair of this Parish Council meeting, to highlight concerns raised and items for clarification. Cllr. Brooker abstained from discussions.

20. 2015/226 Parish Council Newsletter

The Clerk advised that production of the autumn newsletter went well and that processes are being streamlined. Items for the winter edition of the newsletter are required by 1st November.

21. 2015/227 Allotments

Cllr. Brooker provided an update regarding removal of the asbestos garage/sheds/debris, plot clearance work, allotment charges, a new to scale plan of plots and water supply. The cost to remove the asbestos garage/sheds/debris, as previously discussed, was agreed by all at a cost of £1,465 plus VAT. The cost for the grounds contractor to clear undergrowth, trim inner hedges and clear old sheds/chicken runs from various vacant plots was agreed at £1,200 plus VAT. In addition, it was agreed to ask the grounds contractor to plant hedging along the old garage entrance, to define an access path along the inside of the hedge from the gated entrance by the remaining garages and to remove the hard standing from old garage. General allotment costs, including water, maintenance and management, are in excess of income generated from rent. Allotment charges in Worcester, Pershore and Malvern are at least double the charge per 100m² for the Littleworth allotments. It was agreed to forewarn tenants with this year's bills that rents are being reviewed and from the 2016 bills, rents may increase and the minimum charge will be £10 per plot. The suggestion for an allotments committee, made up of tenants, will also be highlighted in the billing letters, with a request for interested parties. The Council will give consideration to a different scale of charges for those plots without access to mains water. Cllr. Brooker will contact STW for options for provision of mains water to remaining plots and an estimate of costs. It was agreed that the aim should be for the allotments to be cost neutral long term. The Clerk has part completed the STW leakage claim and Cllr. Brooker has agreed to complete the remaining sections. It was agreed to accept the quote of £150 from Shear Perfection Ltd, to maintain the side hedge between the allotments and 72 Wadborough Road, subject to Cllr. Brooker checking the need for this work. Proposed by Cllr. Fincher, seconded by Cllr. Dawson.

Cllr. Richmond gave his apologies and left the meeting at 9.50pm.

22. 2015/228 Public Rights of Way (PRoW)

The Clerk reported that Worcs CC has undertaken a site visit to review hedge/tree maintenance requirements at the Wadborough Road end of NJ543 (old footpath 20). Despite not owning this land, Worcs CC has agreed to undertake some maintenance work to the first section of the PRoW, to where it opens up, to improve access to the path. During the public question time, the previous owner of the land where the Jubilee Row cottages have been built, advised that the whole site, including the hedge land was sold for the properties to be built. The Clerk will advise the resident of 1 Jubilee Row that the Council understands that the land including the hedge and trees was sold by the previous owner as part of the overall building plot.

23. 2015/229 Worcester Norton Sports Club (WNSC) and Croquet Club

The Community Groups meeting planned for 14th October has been postponed and will be reconvened as soon as possible. The Croquet Club AGM will be held in early November and options for a new site continue to be explored.

24. 2015/230 Highways Matters

a) Maintenance of Wadborough Road pavement from school to The Retreat – Cllr. Adams will raise with Highways and the Clerk will log with the Hub, also reporting cracks in the pavement outside the allotments and the Parish Hall.

b) Request for 20mph speed limit along Talavera Road – Cllr. Adams will follow up with Highways.

c) Request for play area safety warning signs along Talavera Road - Cllr. Adams will follow up with Highways.

d) Speeding along Crookbarrow Road – reported as a PACT priority. The Clerk advised that following a meeting with Highways to discuss sites for the mobile vehicle activated speed sign, a suitable site could not be identified along Crookbarrow Road (due to line of sight and proximity to houses).

25. 2015/231 Wychavon DC Flood Alleviation Grant Scheme

No potential projects were identified.

26. 2015/232 World War I Centenary

A report was received highlighting the opening of the commemorative garden at the Garden Centre, imminent installation of the new Norton village name signs, 5 free standing information boards through the village as part of a children's trail, extended community use/opening up of St. James Church, a potential Heritage Grant for restoration of the Church Tower and an enhanced link to the Regiment with return of the Regiment's Colours. A community meeting will be held at the Church on 30th September.

27. 2015/233 Photograph Archive

The update given during the public question time was noted and costs were agreed as proposed by Cllr. Fincher and Cllr. Dawson.

28. 2015/234 PACT Priorities

Cllr. Sparling provided an update following discussions with PCSO Pardoe and PCSO Tinkler. It was noted that parking issues e.g. on pavements/blocking drives, can be reported at the time using phone number 101 or photos of the situation can be emailed to the Police. The PACT priority of speeding along Crookbarrow Road remains unchanged.

29. 2015/235 Regiment Close

The issue relating to some residents dumping green waste in the hedge along Regiment Close was considered. Whilst empathising with the situation, as this is a private road, it was suggested that this problem is raised via the residents' committee. The Clerk will advise the enquirer and will arrange a notice in the next edition of the newsletter to ask for this practice to cease.

30. 2015/236 Community Orchard

Cllr. Brooker explained a suggestion for the field between Coppice Cottage and Courtnellan bungalow to be planted as a community orchard and managed by volunteers under the auspices of the Parish Council. The Worcs CC officer who is helping to develop community orchards has visited the site and indicated that around 50 trees could be planted, with a cost to plant and organise the site at c. £2,000. The orchard should be productive after 3 years. Suggestions included installation of picnic benches, involvement of the school, pressing and pasteurising the apples for sale if wished and possible sponsorship by the Garden Centre. The need to keep the route of PRoW clear has been noted. The Clerk will investigate Parish Council powers to undertake this activity, insurance/risk assessment and VAT implications if the apple juice was to be sold. Subject to positive investigations, the suggestion was agreed in principle for further discussion at the October Parish Council meeting, as proposed by Cllr. Fincher, seconded by Cllr. Sparling.

31. 2015/237 Wychavon Diamond Jubilee Community Recognition Award

Nominations will be considered further at the next Parish Council meeting. Nominations are required by 8th January 2016.

32. 2015/238 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
D. Fletcher	June – Groundsman duties (£396.33) and litter picking (£79.04) (Gross incl. materials purchased and mileage)	475.37
Norton Community Trust – WW account	Donation towards new Norton village name signs	404.46
New Farm Grounds Maintenance	2 cuts of Parish Hall playing field during July (£66.67 + VAT each) plus one perimeter edge cut (£15.75 + VAT)	178.91
Norton Parish Hall	Donation towards electricity bill	1,000.00
City Signs	Signs for Parish Hall grounds	187.20
K. Gill	Second cut of public rights of way £249.50m plus VAT	299.40
Shear Perfection Ltd	Mowing churchyard (18/7 and 31/7) £88.50 each plus Norton verges 25/7 £170 plus VAT	416.40
Fleet (Line Markers) Ltd	Line marker supplies 11/8	31.20
D. W. Playdon	Allotment water leak repair	99.10
Eibe Play Ltd	Final payment for play area (£10,981.41 plus VAT)	13,177.69
Shear Perfection Ltd	Mow churchyard 14/8 £88.50 plus VAT	106.20
D. Fletcher	July – Groundsman duties (£322.26) and litter picking (£78.05) (Gross incl. materials purchased and mileage)	400.31
Mrs J. Greenway	Honorarium August 2015 (Gross)	1,075.81
Shear Perfection Ltd	Mowing Norton verges 22/8 £170 plus annual cut of field adj. To Coppice Cottage £70 plus VAT	288.00
Fleet (Line Markers) Ltd	Line marker supplies 21/8	31.20
Duplikate	Autumn newsletter (£420) and Parish Council feedback forms (£20)	440.00
	TOTAL	18,611.25

Accounts for Payment:

Creditor	Detail	Amount £
Norton Parish Hall	50% contribution towards Hall building insurance	617.89
A. Bennett	Reimbursement for hard drive for photo archive	66.48
Shear Perfection Ltd	Mow churchyard 1/9 £88.50 plus VAT	106.20
K. Gill	Hedge cutting Wadborough Road (£100 plus VAT)	120.00
New Farm Grounds Maintenance	2 cuts of Parish Hall playing field during August (£66.67 + VAT each) plus one perimeter edge cut (£15.75 + VAT)	178.91
Mrs J. Greenway	Honorarium September 2015 (Gross)	1,075.81
Shear Perfection Ltd	Mowing Norton verges 4/9 £170 plus VAT	204.00
D. Fletcher	August – Groundsman duties (£357.59) and litter picking (£70.40) (Gross incl. materials purchased and mileage)	427.99
Grant Thornton UK LLP	External audit fee	480.00
Norton Parish Hall	Reimbursement of changing room fees collected 1/1/2015 to 31/8/2015	150.00
Shear Perfection Ltd	Hedge cutting Littleworth	350.00
Shear Perfection Ltd	Mowing of churchyard (£88.50) and Norton verges (£170) plus VAT	310.20
DJ Hinton & Co	Asbestos removal Wadborough Road, Littleworth allotments £1,465 plus VAT	1,758.00
J. Greenway	Expenses July, August and September 2015	187.69
	TOTAL	6,033.17
	GRAND TOTAL	24,644.42

- b) Renewal of the Open Spaces membership, at a cost of £45, was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.
- c) Community First 'gold' membership, at a cost of £50, was proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all.
- d) The Richards Sandy Partnership Ltd accountancy fees for 2015/16 and 2016/7 were agreed at an annual cost of £850, as proposed by Cllr. Fincher, seconded by Cllr. Brooker.

33. 2015/239 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

34. 2015/240 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

35. 2015/241 Items for Update to Local M.P.

Cllr. Fincher advised that he and Cllr. Turvey had a productive and useful meeting with Nigel Huddleston MP. This included the presentation about the Parish given at the Annual Parish Meeting and discussions regarding the SWDP, Parkway Station and planning matters generally. No other items were highlighted for report.

36. 2015/242 Councillors' Reports and Items for Future Agenda

- Newsletter items are required by 1st November.
- Cllr. Adams will explore whether community funds are available relating to the wind turbine planning application.

37. 2015/243 Date of Next Meeting: Thursday 22nd October 2015

The meeting closed at 10.45pm.

Apologies were noted from Cllr. Miss Poole in advance of the October meeting.

<u>Correspondence Received for 24th September 2015 Parish Council Meeting</u>	
Sender	Subject
Balfour Beatty/Highways England	Public online exhibition for M5 junctions 4a – 6 all lane running smart motorway scheme
CALC	Updates on various matters and training sessions, including Local Council Award Scheme, Localism Summit, Executive and Advisory Committees, autumn training sessions, Transparency Code for smaller councils, LEADing Rural Business Programme, adult fitness equipment, phone box defibrillator, selecting a Pension Scheme, FSCS extended to include Parish Council investments up to £75,000, Government guidance on investments, reserve levels guidance, future provision of services for young people, ‘Your Life, Your Choice’, West Mercia Police and Crime Commissioner weekly newsletters and annual Town and Parish survey, Area meetings, Three Counties Traditional Orchard Project, invitation to Malvern Hills area meeting and SWDP briefing session 13 th October, celebrating 60 years of the Green Belt, Worcestershire Compact Refresh, new fibre Broadband, West Mercia awards, Armed Forces Community Covenant newsletter, solid wall insulation grants, oil purchasing groups, funding bulletins, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	September edition
CPRE	Countryside Voice magazine Summer 2015
Glasdon	Product brochure
HMRC	<ul style="list-style-type: none"> • Granting of waiver for VAT registration (subject to PC monitoring the value of taxable supplies) • P11D and P11D (b) interim penalty letter (confirmed with Wychavon Payroll that all records are up to date with HMRC. Wychavon responding directly to HMRC)
Mrs Ford	Proposal from The Red Umbrella Group charity for use of the Hall to provide a coffee shop, associated commercial kitchen and a shop selling charity goods plus request for funding support
Mrs Hatfield	Maintenance to hedge at entrance to Salamanca Drive
Mrs Lancaster	Crookbarrow Road speeding (via Cllr. Adams)
Mrs Smith	Help with newsletter deliveries
NALC	Local Council Review magazine Autumn 2015
Norton Pre-school	Electricity supply payments to Norton Parish Hall
Parkwood Consultancy Services	Neighbourhood planning
Pershore High School	June/July newsletter
Smartwheelie	Supplies of wheelie bin speed awareness stickers
Soc. Local Council Clerks	2015 Regional Roadshow 25 th November, The Clerk magazine September 2015, notice of AGM 16 th October
St. Peter’s Parish Council	Newslink magazine August 2015
Visit Wychavon	Events Diary content 2016
West Mercia Police	<ul style="list-style-type: none"> • West Mercia Horse Watch tack sale 6th August • Notice of fund raising activities within Worcestershire • Anti-social use of vehicles in Norton Parish Hall car park • West Mercia Horse Watch message
Worcs Asscn of Carers	Caring news Autumn 2015
Worcs CC	<ul style="list-style-type: none"> • Notification that the Worcestershire Parkway planning application will be heard at the Planning & Regulatory Committee meeting on 25th August • Approval notice for Worcestershire Parkway Station application • Worcestershire Minerals Local Plan: Call for sites, resources and infrastructure and consultation on background evidence (deadline for comments 25th September) • Agreement to install safety posts along the verge running from St Peter’s Garden Centre towards Allencroft, Broomhall

	<ul style="list-style-type: none"> • Highways August newsletter • New 382 bus service time table • Copy of public notice relating to A38 Main Road, Kempsey temporary closure anticipated 26th September for 2 days
Wychavon DC	<ul style="list-style-type: none"> • Revised Street Collection Policy (deadline for comments 30th October) • Gambling Act 2005 – consultation on revised statement of principles (deadline for comments 18th September) • New Homes Bonus update • Tree works appeal notice TPOA/15/040 19 Salamanca Drive, Norton • Invitation to SWDP briefing 10th September • ‘Your Services 2015/16’ booklet • Payroll costs from April 2016 • Nominations for WDC Diamond Jubilee Community Recognition Award 2015/16 (required by 8th January 2016) • Network Rail land drainage Littleworth • Invitation to Chairman’s Civic Service December
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 23 July 2015 including 5 year housing and land supply report • Minutes for Planning Committee meeting 23 July 2015 • Agenda for Planning Committee meeting 20 August 2015 • Slides from Town and Parish Council briefing re SWDP 10th September • Enforcement re hedge replacement at Woodside, Hatfield Lane <p>Approval notices:</p> <ul style="list-style-type: none"> • W/15/01578: 22 Talavera Road – Single storey side extension and garage conversion • W/15/01461: Granary Barn House, Hatfield Lane – Single storey rear extension • W/15/01479: Boulterley Cottage, Broomhall, Norton – Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage • W/15/01754: Norton Fields Farm – Variation of condition 12 of planning permission W/14/01569/PN to substitute the need for temperature sensors with appropriate warning signage • W/15/01473: Morelands, Wadborough Road, Littleworth: Demolition of existing garage and store and construction of new garage/car port and workshop • W/15/01480: 16 St James Close, Littleworth – Removal of existing single garage and provision of new bedroom extension

Public Question Time Discussions

Five members of the public attended the Public Question Time.

Mr Bennett attended to provide the following update regarding the archive of Mr Jaynes' slides of the Parish. A further c. 3,500 slides have been taken for archive, with a cost of £1,700. These only include Parish related slides and it is hoped they will be archived in digital format by Christmas. A 2TB external hard drive has been purchased to hold the archive.

Jan Ford and Mark Walker attended to provide background information to a proposal from The Red Umbrella Group. In summary:

- Mr Walker is a Worcester based entrepreneur who is acting as a mentor to the Charity and to Mrs Ford, who has experience and contacts within the social care sector.
- The Charity has identified a need for disadvantaged young people aged 16-24 and is looking for a base for its work, with Norton Parish Hall appearing to be a potential venue.
- Activities suggested include use of the front hall and kitchen for workshops, training sessions and provision of refreshments to other users of the Hall and outside space facilities e.g. footballers. These activities would be run by Charity volunteers and would also make a contribution back to the Parish Hall. Ideally the facilities would be only be used by the Charity; if these could only be used during the day, with other hirers using them during the evenings, this could limit what the Charity could offer.
- Cllr. Fincher explained the Parish Council leases the Hall to the Hall Trustees and that the Hall is a charity which is run by a group of Trustees and a Hall Manager. It is therefore the Hall Trustees who make decisions about use of the Hall. Cllr. Fincher advised that as well as being a Parish Councillor and Chair of this Parish Council meeting, he is also Chair of the Hall Trustees.
- The Hall Trustees have met recently and considered the correspondence received from The Red Umbrella Group and this has given rise to some questions/comments including:
 - o The Hall is currently used to capacity during peak hours
 - o The kitchen is open for hirers to use for their own catering for events
 - o Further information is required relating to the suggestion that Hall income will increase through additional bookings
 - o An indemnity for use of the Hall and facilities would need to be explored
 - o Health and hygiene matters would need to be investigated for use of the kitchen/provision of catering to Hall users and members of the public
 - o The needs and views of existing Hall users would need to be considered
 - o What is the area that the Charity is looking to serve – across Worcestershire or more locally?
- Further information is needed before the proposals can be considered further and this will be put in writing to the Charity.
- Mr Walker and Mrs Ford noted these comments and will come back to the Trustees and the Council on these points.

Mr Williams attended in response to a letter received from the Parish Council relating to land ownership in Littleworth. It was noted that the hedge land adjacent to PRow NJ 543 (old footpath 20) was sold by Mr Williams with the rest of the land for the Jubilee Row cottages to be built. Mr Williams will check to see if he has any old plans that may clarify old land boundaries.

Mr Lucas attended to observe the Parish Council meeting.

All members of the public were thanked for attending.