

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH JANUARY 2016 AT NORTON PARISH HALL, LITTLEWORTH**

Whilst one member of the public attended the meeting, there were no public question time discussions.

- 1. Apologies for Absence:** H. Turvey, Mrs S. Way-Vautier, M. Reeves, Cllr. Adams (late arrival). These apologies were accepted and approved.
Attending: K. Fincher (Chair), Mrs A. Clinton, R. Brooker, C. Dawson, M. Hughes, P. Richmond, J. Sparling, Cllr. Rob Adams (District and County Councillor), Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**
It was agreed for Mr Reeves to sign his undertaking and declaration of acceptance of office at the next meeting attended.
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Cllr. Fincher reminded Councillors of the need to update their register of interests if necessary.
 - b) and c) None. Existing dispensations were noted.
 - d) None.
- 5. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**
It was noted that Cllr. Turvey had expressed an interest in becoming the CALC representative and this was agreed. Cllr. Hughes requested a change of area of responsibility from allotments to local infrastructure matters which was also agreed.
- 6. Minutes of the Parish Council Meeting held on 26th November 2015**
Approved as proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all.
- 7. 2016/1 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided his report upon his arrival after agenda item 27. Adrian Hardman has stepped down as Leader of Worcs CC, with Simon Geraghty appointed as his successor. Cllr. Adams highlighted savings that Worcs CC is looking to identify following a shortfall in its settlement from Central Government. Representations have been made about poorer funding levels for Shire Counties and activities/celebrations relating to the Queen's 90th birthday.
 - b) Finance**
 - (i) The current account balance was £13,622.57 on 11th January with the deposit account balance at £40,608.58 on 31st December. S.137 expenditure for 2015/16 totals £1,018.20 to date and is within the s.137 allowance.
 - (ii) There were no questions relating to the monthly accounts and bank reconciliation to 31st December.
 - c) West Mercia Police**
The Clerk provided a report from the Police which included no reported crimes in the last 2 months. Cllr. Sparling advised that there was nothing further to report relating to PACT. Cllr. Sparling highlighted and explained the SmartWater initiative. It was agreed for Cllr. Sparling to obtain written confirmation of the reduced cost offer for residents from SmartWater along with an article for inclusion in a future Parish Council newsletter.

d) St. James the Great Church, Norton

No report was available from Rev. Sloggett. Mr. Lucas was invited to provide an update on Church matters. Mr Lucas advised that the PCC is applying for a Heritage Lottery Grant and explained the supporting evidence required, including the Church being open 7 days a week and enhancing facilities available to the community, as a community asset. A meeting is planned during February to progress the funding application and discuss plans to enhance facilities, historic links and preserve the building. A Parish Council representative was invited to join this meeting as a key stakeholder within the community. Mr Lucas will advise the Clerk of the meeting date to allow Parish Councillors to check their availability to attend. It was suggested that perhaps the Church could be registered as a community asset. Mr Lucas will invite the Heritage Officer to contact the Parish Council to discuss requirements.

8. 2016/2 Budget and Precept

a) The draft budget circulated in advance of the meeting was considered, along with projects which may need to be part financed by reserves. The Council's policy on reserve levels was noted, along with the need to seek grant funding for some projects, to ensure a general reserve (equivalent to one year's precept) is retained as a contingency. The Clerk advised that it appears that Parish Councils will not be included in Government referendum principles in respect of 'excessive' precept increases relating to the 2016/17 budget.

It was proposed by Cllr. Brooker, seconded by Cllr. Hughes and agreed by all to submit a budget requirement of £40,326 to Wychavon DC (£39,059 precept and £1,267 Grant), which equates to a 1.87% (74p per annum) increase for Band D Council Tax. The Clerk will submit no later than 5th February.

b) Changes to future external audit for Parish Councils were summarised along with the proposal for a sector led body to procure audit services for smaller councils and to manage these audit contracts. It was agreed that the Council would not opt out of the proposed sector led body arrangements; proposed by Cllr. Brooker, seconded by Cllr. Hughes and agreed by all.

9. 2016/3 S106, New Homes Bonus (NHB) and Other Funding Opportunities

a) Funding available was noted and it was agreed to collate a list of potential projects. Councillors were asked to submit ideas to the Clerk and Cllr. Fincher by 12th February. Suggested projects will be considered further at the February Parish Council meeting and funding criteria will be assessed, including the need to undertake public consultation. Cllr. Brooker highlighted an idea to incorporate a coffee shop/lounge into the Parish Hall facilities.

b) It was agreed not to submit a response to the Government NHB consultation.

10. 2016/4 Appointment of Internal Auditor

Appointment of Iain Selkirk as the independent Internal Auditor for 2015/16, at a cost of £85, was proposed by Cllr. Sparling, seconded by Cllr. Richmond and agreed by all. The Clerk will instruct.

11. 2016/5 Insurance Renewal

a) The Zurich Insurance renewal proposal was reviewed and agreed as adequate. It was agreed not to insure the new flag pole. The Clerk confirmed that the tenants/users of the Parish Council garages have been advised that they are responsible for arranging insurance cover for any contents, as the Council insures the building, but not the contents. The Clerk will arrange for renewal of the policy, as proposed by Cllr. Sparling, seconded by Cllr. Richmond and agreed by all at a cost of £2,653.39 including Insurance Premium Tax.

b) Risk management procedures were considered and Councillors were requested to advise the Clerk of any areas suggested for review. Also see agenda item 32 Tree Maintenance.

12. 2016/6 Current Planning Applications

There were no questions relating to the following applications.

Approvals

- The Skillings, Church Lane, Norton. Ref: W/15/02644** Retrospective planning application to reconstruct single storey domestic annex. Parish supports.
- The Old Vicarage, Hatfield Lane Ref: W/15/01925** Change of use of land and the associated installation of a 6x2 (4kwp) ground mounted solar panels array for domestic purposes to be sited in the field adjacent to The Old Vicarage. Parish supports.
- The Conifers, 14 St. James Close, Littleworth. Ref: W/15/02526** Proposed domestic extension to front elevation, lengthen garage to the side of dwelling and widen garage at rear. Parish supports.

Refusals

- Granary Barn House, Hatfield Lane. Ref: W/15/02655** First floor side extension, resubmission of w/14/2603. 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 and 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 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.
- 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.
- Land at Woodbury Lane, Norton Ref: W/15/02133/PN** Resubmission of planning application W/14/00719/PN – proposed erection of an industrial building and associated infrastructure, parking, access, SuDs and landscaping to accommodate relocation of Molten Metal Products. Parish does not support.

Winnells Farm, Church Lane, Norton. Ref: W/15/02627/PP New build detached annexe accommodation. Parish does not support.

Grange Farm, Hatfield Lane, Ref: W/15/03022/PP Two storey side extension. Parish has no objections.

Land adj. Pattann Bungalow, Abbotswood, Littleworth MHDC Ref: 16/00008/FUL 1 no. 4 bed house. Parish does not support.

Internal Consultation - None

Other

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.

13. 2016/7 Wychavon DC Planning Enforcement Service Review

a) It was agreed for Cllr. Fincher to draft a response to this review and forward to the Clerk for submission by 5th February.

b) It was noted that Wychavon DC has contacted SMH regarding the direction of access/exit to the site and that SMH is attending to this matter, with the assistance of new signage.

14. 2016/8 South Worcestershire Development Plan (SWDP) and Associated Matters

Nothing further to report.

15. 2016/9 Land adjacent to St. Peters Garden Centre

The Clerk advised that Persimmon Homes continues to be chased for details of the sizes of the grass verges along Crookbarrow Road that it owns, so that commuted sums can be calculated for these and the verges owned/jointly owned by Taylor Wimpey. The Council will then consider the potential for adopting these areas of land. A further meeting has been held with a representative of Persimmon Homes to try to progress completion of the outstanding remedial work. The litter bin that the developers have agreed to repair/replace, will need to be supplied and installed by Wychavon DC and the developers have been advised. Persimmon Homes has reimbursed the 2015 verge mowing costs for the areas under the ownership of the developers and Taylor Wimpey will be chased for its share.

16. 2016/10 Worcester Parkway Station

No further news. Woodbury Lane is due to re-open on 12th February however this now seems unlikely before the end of February.

17. 2016/11 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk reported on the response from Dalcour Maclaren to the Parish Council requests relating to the contract wording. It was agreed by all to accept the proposal relating to the pre-emption clause to the effect that the duration of the pre-emption right being only limited to the extent that the rights remains valid for as long as the Parish Council's continued use and ownership of the adjoining land as a parish hall continues. Other Parish Council requests agreed at the November Parish Council meeting were advised as being generally acceptable by Dalcour Maclaren. The Parish Council solicitor is following up with the STW solicitors to finalise the contract wording. A draft of the proposed statutory declaration to support the land registration is expected within the next couple of weeks.

18. 2016/12 Employment Matters

a) Further consideration was given to employment of an Assistant Clerk in light of the approved budget. It was agreed to progress with this proposal on the basis of the job specification, SCP 15 grade and 5 hours per week as agreed at the November Parish Council meeting. An interview panel was agreed as Cllr Mrs Clinton, Cllr. Hughes and the Clerk. The Clerk will draw up an advert for inclusion in the next

Parish Council newsletter which is due to be published in early March and in a suitable local newspaper. Advertising costs were agreed up to £100 as proposed by Cllr. Hughes, seconded by Cllr. Dawson. The Clerk will also explore the possibility of advertising in other local Parish newsletters.

b) The Clerk and Cllr. Mrs Clinton provided an update on the pensions auto-enrolment process. Previously circulated information relating to potential pension providers was considered. The People's Pension was agreed as the Parish Council's pension provider, as proposed by Cllr. Richmond, seconded by Cllr. Brooker and agreed by all. The Clerk left the meeting at 8.25pm for discussions relating to the basis for contributions and returned at 8.30pm. The basis of contributions was agreed unanimously as a percentage of qualifying earnings. The Clerk and Cllr. Mrs Clinton will progress.

19. 2016/13 Parish Council IT Provision

The Clerk and Cllr. Fincher provided an update on purchase of an external RAID drive, with costs exceeding the previously agreed limit. It was agreed by all to purchase a 4TB external RAID drive up to a cost of £225. The Clerk will arrange.

20. 2016/14 Parish Hall Recreation Facilities

Cllr. Dawson and the Clerk provided an update including fitting of the replacement centre net for the old Semele climbing frame, fitting of a self-closer to one of the play area gates (other to follow), toddler swing seat maintenance has been explored further (and is in hand) and Eibe are being chased to arrange the 12 month safety inspection. It was agreed to instruct RoSPA to undertake the safety inspection in March, if arrangements were unable to be made via Eibe. The Groundsman is due to undertake the RoSPA play safety training as soon as a convenient session can be booked.

21. 2016/15 Parish Hall Car Park/Playing Fields/Outside Space

Cllr. Brooker reported on quotes to clear the ditch adjacent to the Parish Hall car park, between Pre-school and Coppice Cottage. As proposed by Cllr. Richmond, seconded by Cllr. Sparling and agreed by all, Mr Gill, Parish Grounds Contractor, will be instructed to carry out the ditch clearance work, raise the canopies of the trees, chip the wood and undertake tree trimming by the flag pole and remove old/dead trees at the front of the Hall car park at a cost of £1,900. Cllr. Brooker will progress. The Clerk will contact Wychavon DC to request removal of the recycling bins so that the work can progress before the end of February. Drainage of the football pitches was discussed, including the watercourse route, ground levels, potential costs and playing field revenue. Cllr. Brooker will make further enquiries about possible drainage solutions and contact Mr Reeves to discuss drainage in this vicinity. It was noted that s106 funding of £10,000 is available for drawdown for an approved playing field/football pitch drainage scheme. Moles are continuing to cause problems on the playing field. As proposed by Cllr. Richmond, seconded by Cllr. Dawson and agreed by all, Red Kite Pest Control will be instructed to undertake trapping at a cost of £100. The Clerk advised that the old shed in the area behind the MUGA is being reviewed for asbestos content, following a request from Pre-school. Cllr. Brooker advised that there would appear sufficient space for the Pre-school container to be moved to nearer Pre-school, adjacent to the ditch. It was agreed to seek a site meeting with a Worcs CC Footpaths Officer to ensure the proposed location would not encroach on the public right of way. The Clerk will arrange. It was noted that the fencing around the Pre-school container will need to be considered as part of any potential relocation. The Clerk provided an update on purchase of a new mower and Cllr. Brooker offered to assist the Groundsman in reviewing options. The Clerk will advise the Groundsman.

22. 2016/16 Parish Hall

As landlord representatives and Parish Hall Trustees, Cllrs Fincher and Dawson provided an update summarised as follows. Leaks in the roof are being repaired and remedial work is being chased. A community quiz night is being planned for 20 February, with teams welcomed and tickets available from the Hall Manager. See agenda item 23 below for discussions relating to supply of electricity to Pre-school.

23. 2016/17 Norton Pre-school

a) There is no further news regarding plans and timescales for a possible change in constitution/ownership of Pre-school and the Clerk will seek an update. Cllr. Fincher reported on correspondence received from Pre-school relating to provision of their electricity via the Hall, which also highlighted HMRC regulations relating to de minimus electricity supplies. This information was considered by the Council, along with the system in place to take regular meter readings to accurately monitor the electricity supply via the Hall. It was agreed that based on these readings, the supply currently falls within the de minimus limit and is therefore eligible for 5% VAT, the same level paid on electricity bills as the Parish Hall. After discussion it was agreed that whilst Pre-school having its own electricity supply was the preferred option, in view of the costs that this would involve, the Parish Council, in line with the Hall Trustees, is content for the existing arrangement to continue, provided that the HMRC requirements regarding de minimus supplies continue to be met. This will be monitored by the Hall Trustees. Cllr. Fincher will draft a letter relating to the electricity supply for the Clerk to send.

The Clerk and Cllr. Fincher reported on rent payments detailed within the Pre-school lease and the need for these to be recalculated from 1st March 2016, in line with the terms of the lease. Based on the recalculation methodology detailed in the lease, a new rent was calculated at £2,463.98, an annual increase of c. £312. Previous annual increases have amounted to around £50. On further interpretation of the recalculation methodology, new rent was calculated at £2,233.73, an annual increase of c. £82. It was agreed by all to propose to Pre-school an increase in annual rent to £2,233.73, split equally over 12 months, with the new rent starting on 1st March 2016. The Clerk will arrange.

Cllr. Richmond gave apologies and left at 9.05pm.

b) The Clerk advised that potential proposals for Pre-school to request permission to improve the area used by Forest School are awaited.

24. 2016/18 Allotments

Cllr. Brooker advised that STW has estimated costs in the region of £1,735 to £2,315 to provide a mains water connection on the 'garages' side of the allotments. STW require an application to be submitted prior to a survey and final cost being provided. Costs are anticipated at no more than £2,700 including trenching and pipes from the new meter and provision of taps/troughs. Cllr. Hughes declared an interest as his wife is an allotment tenant. Cllr. Brooker confirmed that there is still the option not to proceed once a final cost is provided by STW. It was agreed for Cllr. Brooker to submit an application for a mains water supply, as proposed by Cllr. Dawson, seconded by Cllr. Mrs Clinton and agreed by all. Costs would be funded by reserves.

Cllr. Brooker has staked out and measured new plots and annual bills are being prepared by the Clerk. These will include an invitation for tenants to attend an allotments meeting at the Hall, on a proposed date of 1st March at 7pm. It was agreed that forming of an allotments committee, made up of tenants, would assist with allotments management. Notice will be given in bills that rents may increase in future as the aim is for the allotments to operate on a cost neutral basis.

Following removal of the asbestos garage and plots 31 and 31A becoming vacant, this area has now been split into 7 new plots. It was agreed for a new path to be installed by the Parish Grounds Contractor, Mr Gill, at a cost of £375, running down the centre of the split plot to plot 31B at the end of this area of allotments. The path will have wooden edges, with a base of wood chippings from the Parish Hall grounds clearance work. It was also agreed for a skip to be hired for removal of rubbish from the allotments, for use by the Grounds Contractor and tenants, at a cost of up to £400. Tenants will then be asked to keep plots tidy in future.

25. 2016/19 Public Rights of Way (PRoW)

The Worcs CC proposed extinguishment of footpath NJ-545 was considered. It was agreed to support this proposal provided that a proper footpath/pavement is installed, set back from Woodbury Lane, to

provide a safe link between footpaths NJ526(D) and 523(C). The Clerk will submit this response prior to 14th February.

26. 2016/20 382 Bus Service

Feedback from residents about the bus service was noted, along with an update following a site meeting with Worcs CC representatives, including Cllr. Adams. It was agreed to seek a meeting with Worcs CC to discuss the current service, feedback from residents and future services, including the impact of the Parkway Station. Cllrs Hughes, Sparling and Fincher offered to attend the proposed meeting and the Clerk will contact Cllr. Adams to arrange. Cllrs Hughes and Fincher will collate items for discussion.

27. 2016/21 Dog Waste Bins and Litter Bins

It was noted that 4 new dog bins have been installed as previously agreed by the Council, at a cost of £1,819.93 plus VAT. The annual cost of emptying (weekly) and cleaning (twice-yearly) is £198.76 plus VAT. The fifth bin that was due to be replaced can be repaired at a cost of around £40 plus VAT.

A new 100L bin, to replace that by the Worcester bound bus shelter along Crookbarrow Road, will cost £570.87 plus VAT including fitting. This was agreed. There will be no costs for emptying and cleaning this bin as it is a replacement. The developers are due to repair/replace the bin by the Pershore bound bus shelter along Crookbarrow Road and Wychavon have advised that this will need to be supplied and installed by them, to ensure that its contractors are able to unlock the bin to empty. It was agreed for the Parish Council to purchase the bin if necessary, for reimbursement by the developers. Again there will be no charge for emptying this replacement bin.

Worcester Norton Sports Club has asked the Parish Council to consider supplying 2 litter bins for around the cricket pitch, as this is used as a community space by parishioners. The Clerk advised on potential locations identified with the Wychavon Officer during a site meeting. Each 50L mounted bin will cost £205.04 plus VAT installed, plus an annual cost of emptying (weekly) and cleaning (twice-yearly) of £64.64 plus VAT per bin. It was agreed to install 2 x 50L bins at a total cost of £410.08 plus VAT plus annual emptying/cleanings costs of £129.28 plus VAT. Proposed by Cllr. Sparling, seconded by Cllr. Mrs Clinton and agreed by all. The Clerk will advise the Chairman of WNSC and confirm installation locations.

Feedback was received relating to dog fouling problems throughout the Parish, particularly areas that are not well lit. Following discussions, it was agreed for Cllr Sparling, Cllr Hughes and Cllr. Mrs Clinton to survey dog fouling signage within the Parish (Wychavon DC metal signs and Parish 'dog poo fairy' signs) to identify areas where signs are required.

28. 2016/22 Worcester Norton Sports Club (WNSC) and Croquet Club

It was agreed for the Clerk to contact the WNSC Chairman to advise that the Council has agreed to provide and arrange emptying of 2 new litter bins around the cricket pitch, to highlight s106 funding opportunities and to arrange a meeting to discuss ideas to utilise this funding and future plans at the Club.

29. 2016/23 Highways Matters

a) Feedback received from residents about school time parking in Littleworth was considered, along with action taken by School, the Police, the Parish Council, Cllr. Adams and Worcs CC Highways to try to improve the situation. The Police attend the area to monitor parking when possible and have asked for any incidents to be reported at the time, using the 101 telephone number and they will do their utmost to attend and deal with the situation. School regularly reminds parents about parking considerately and safely. A Police letter is being sent to all parents to clearly set out the problem, attempts made to resolve this and action that will be taken if cars are parked blocking drives, pavements etc, The Clerk will arrange for a notice to be placed in the next Parish Council newsletter as a reminder. It was agreed not to request any further yellow lines, as restrictions to parking, as it was felt that this would shift, rather than solve the situation and some residents/visitors need to park on the road.

b) Consideration was given to feedback received regarding visibility along Church Lane and a request for the hedge to be cut back to improve visibility when overtaking parked cars. It was agreed for the Clerk to log a request with the Worcs Hub to request that the hedge between the driveway opposite the livery yard entrance and Court Farm, is cut back to improve highway visibility/safety when passing cars parked on the livery side of the road.

Cllr. Hughes highlighted that cars continue to travel at inappropriate speeds along Talavera Road and reminded the Council of the request for consideration of introduction of a 20mph zone. The Clerk advised that this request has been put to Highways, but they are awaiting the outcome of pilot 20mph zones before extending this initiative.

30.2016/24 Drainage Matters

a) The Clerk highlighted a report of work to/around the watercourse adjacent to the boundary between the garden centre and the end of Sobroan Close. It was agreed for the Clerk to take photographs of the area and to send these to Wychavon for review, in view of concerns that the route and capacity of the watercourse may have been affected.

b) Worcs CC has advised that the request for land drains to be cleared in the vicinity of Lavender Cottage, Woodbury Lane has been attended to.

31.2016/25 Worcs Local Flood Risk Management Strategy Consultation

It was agreed not to submit a response to this consultation in view of flood alleviation work undertaken and in hand within the Parish, which has resulted in alleviation of major flooding.

Cllr. Mrs Clinton gave her apologies and left at 10.05pm.

32.2016/26 Tree Maintenance

The previously circulated Wychavon DC Tree Management Strategy was noted. Following discussion, it was agreed for a survey to be undertaken to identify trees the Parish Council is responsible for and then to arrange a survey, by a suitably qualified contractor, regarding the state of the trees and any maintenance work required. The Clerk will circulate details of the areas of land owned by the Parish Council and seek volunteers to survey the land to identify trees on it. It was agreed to aim to complete this initial survey by the end of March.

33.2016/27 Refurbishment of the War Memorial

The Clerk provided an update on recommendations and quotes received for refurbishment of the War Memorial. It was agreed for the Clerk to request an estimate of costs from the Groundsman for the work recommended. The Clerk will also contact the British Legion to advise that the Council is considering refurbishment options and to enquire if it is able to assist with funding of this.

34.2016/28 Notice Boards

Cllr. Sparling reported on notice board quotes received and the wide ranging options available. Cllr. Sparling agreed to draw up an 'options' table for consideration by a working group of Cllr. Sparling, Cllr. Dawson and Cllr. Hughes, with a view to the group making a recommendation for the replacement noticeboard at the February Parish Council meeting.

35. 2016/29 World War I Centenary

The Clerk provided an update on the proposed information board installations. The Parish Council was supportive of the proposals and suggested that the Groundsman may be able to assist with cleaning the boards. It was noted that the areas identified as the locations for 3 of the information boards are on land not yet adopted. It was agreed for the Clerk to write to the developers who still own the land, to highlight the proposals and seek permission to install the boards. The Clerk will liaise with Mr Hodgkins.

36. 2016/30 Parish Council Newsletter

It was noted that items for the spring edition are required by 1st February. Clarification was provided relating to charging for adverts for businesses. Advertisers that have a history of late payment will be

required to pay in advance of their advert being published. The Clerk will liaise with the printer. Cllr. Hughes offered to provide a selection of puzzles for the summer edition of the newsletter, to replace the number puzzle.

37. 2016/31 Photo Archive

Cllr. Sparling advised that the County Archive will store the photograph slides at no charge, with these not being available for public viewing. It was agreed for Cllr. Sparling to progress with archiving and to ask Mrs Jaynes if she would be happy for the slides to be available for viewing by the public. Mr Bennett currently has the external hard drive archive and is producing copies on disc for Mrs Jaynes.

38. 2016/32 Badges and Identity Cards for Parish Councillors

After discussion it was agreed for Cllr. Hughes to investigate costs for badges including the Council name and logo, but without individual names. The Clerk will email the Parish Council logo to Cllr. Hughes. Cllr. Adams agreed to enquire whether Wychavon DC could assist with provision of photo identity cards for Council members and the Clerk.

39. 2016/33 Superfast Worcestershire Broadband Programme

The Clerk advised that properties connected to the 'Kempsey 11' cabinet should be connected by June 2016. Further funding has been secured to extend the programme and residents who are not currently included in the programme are able to put in a request for this service before 31st January. Details have been circulated to councillors and parishioners who have opted to join the council's email correspondence list. Further information is available on the Superfast Worcestershire website.

40. 2016/34 Wychavon DC Draft Sex Establishment Policy Consultation

Councillors were content with the proposals and agreed not to submit a response.

41. 2016/35 WW1 Commemorative Medals

The Clerk circulated a medal to councillors. It was agreed for the Clerk to contact Cllr. Turvey regarding the timing of the presentations to NJK CE First School and Norton Pre-School.

42. 2016/36 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
M V Kelly Limited	Bus shelter Crookbarrow Road (£8,038 plus VAT)	9,645.60
Duplikate	Winter newsletter net of advertising fees	426.00
Severn Trent Water	Allotments water June to December 2015	127.08
Norton Parish Hall	Reimbursement of changing room fees collected (1 September to 31 December 2015)	90.00
Worcestershire County Council	2 new batteries for vehicle activated speed sign (£160 plus VAT)	192.00
Shear Perfection Ltd	Filling of pot holes in Parish Hall car park (£780 plus VAT)	936.00
Yarnold Welding Services Ltd	Fabrication and fitting of flag pole brackets (£300 plus VAT)	360.00
D. Fletcher	November/December – Groundsman duties (£319.60) and litter picking (£73.50) (Gross incl. materials purchased and mileage)	393.10
Mrs J. Greenway	Honorarium December 2015 (Gross)	1,102.34
HMRC	Quarterly PAYE tax and NI payments	453.48
Ludus Leisure Ltd	New centre net for play area Semele climbing unit (£1,410 plus £65 delivery plus VAT)	1,770.00
	TOTAL	15,495.60

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	January 2016 (Gross)	1,102.34
D. Fletcher	December – Groundsman (£372.69) and litter picking (£71.95) (Gross incl. materials purchased and mileage)	444.64
R. Harris	Winner of winter newsletter number puzzle	10.00
Miss J. Williams	Runner-up of winter newsletter number puzzle	5.00
Information Commissioner's Office	Renewal of data protection registration	35.00
J. Greenway	December 2015 and January 2016 expenses	141.34
Zurich Insurance	Annual insurance renewal premium	2,653.39
	TOTAL	4,391.71
	GRAND TOTAL	19,887.31

b) Costs to purchase the previously agreed flags have exceeded the amount agreed, with a revised cost totalling £450.20 plus VAT. Purchase was proposed by Cllr. Brooker, seconded by Cllr. Sparling and agreed by all.

c) A request has yet to be received from NJK CE First School relating to a donation towards swimming transport costs.

43. 2016/37 Correspondence for Information

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

44. 2016/38 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

45. 2016/39 Items for Update to Local M.P.

In view of the length of Parish Council meetings, it was agreed to invite Nigel Huddleston MP to a public meeting which will provide an update to parishioners regarding the SWDP and Parkway Station proposals. Cllr. Fincher will identify a potential date for a public meeting.

46. 2016/40 Councillors' Reports and Items for Future Agenda

Cllr. Hughes highlighted damage to the new bus shelter (Persore bound side). The Clerk will ask the Groundsman to review/repair the damage and will seek advice from the bus shelter supplier if necessary.

Items for February Parish Council meeting agenda:

- Wychavon flood alleviation support grant scheme
- Consultation on Drakes Broughton and Wadborough with Pirton draft neighbourhood development plan

47. 2016/41 Date of Next Meeting: Thursday 25th February 2016

The meeting closed at 11.05pm.

<u>Correspondence Received for 28th January 2016 Parish Council Meeting</u>	
Sender	Subject
Brodie Manning	Neighbour planning
Broxap	Product information – litter bins and recycling units
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including pensions, transparency fund, neighbourhood planning briefings, WCC budget consultation, PCC precept increase, superfast Worcestershire, WCC Parish Conference, Queen’s 90th birthday, CALC subscriptions 2016/17, New Homes Bonus consultation, Western Power Distribution annual stakeholder workshop, sector led body to procure audit services for smaller councils and to manage these audit contracts, ambulance service briefing, PCC weekly newsletter, interactive community rights usage map, LEADER programme, election fees for grouped councils, sky lanterns, Precept capping/referendum principles for 2016/17, Kidderminster Town Council, New Year’s Honours 2017, Fields in Trust County Fund, Three Counties Traditional Orchard Project training, ‘Clean for the Queen’, news from NALC, dates for the diary/training, vacancies (to Parish Councillors) • Area meetings report
Clerks and Councils Direct	January 2016 magazine
CPRE	Campaign update
Drakes Broughton and Wadborough with Pirton Parish Council	Consultation on draft Neighbourhood Development Plan
Greenbarnes	A council’s guide to notice boards
I. Selkirk	Provision of 2015/16 internal audit
Information Commissioner’s Office	Data protection registration renewal
Littleworth & District Royal British Legion	Letter of thanks for the donation to The Poppy Appeal relating to provision of a poppy wreath for the Parish Council to lay at the Remembrance Service.
Mr & Mrs Poole	Dogs running free along Church Lane and Hatfield Lane
Mr Hands	Watercourse between St Peter’s Garden Centre and Sobroan Close
Mr Lucas	Request for item for February Parish Council meeting relating to community involvement to support the Church Heritage Lottery Grant application and appointment of a Parish Councillor or Parish Council representative to the working group to support the grant application and assist with providing community involvement
Mr Porter	Superfast broadband access for Hatfield Bank
Mrs Brighton	Removal of leaves from pavement along Wadborough Road (in the vicinity of school)
Mrs H. Hope	Pre-school matters including electricity supply arrangements
NALC	Local Council Review magazine Winter 2015
Nigel Huddleston MP	Contact posters for display in Parish
Norton Parish Hall	Quiz night 20 th February 2016
Police	School time parking letter
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service
SmartWater	Group sales of SmartWater
Society of Local Council Clerks	The Clerk magazine January 2016
St Richard’s Hospice	Requests for newsletter articles
St. Peter’s Parish Council	St. Peter’s Festival date – Sunday 3 rd July
Superfast Worcestershire	Project update
West Mercia Police & Crime Commissioner	Weekly updates and precept increase
Worcs Assoc’n of Carers	Provision of Caring News magazine
Worcs CC	<ul style="list-style-type: none"> • Public Path Creation Agreement 2015 – bridleway WT-572 and NJ-501

	<ul style="list-style-type: none"> • Local Flood Risk Management Strategy Consultation • Copy of order to extend 30 mph speed limit along Hatfield Bank • Request for gullies and grips to be checked and cleared in view of weather
Wychavon DC	<ul style="list-style-type: none"> • S106 contributions summary • Invitation to MHDC Neighbourhood Planning workshops • Review of Wychavon's Planning Enforcement Service and request for feedback from Parish Councils/ Parish Councillors • Wychavon Community Grants • Draft Sex Establishment Policy for consultation • Groundwork grants programme • Diamond Jubilee Recognition Award result and presentation evening 5th February • Flood Alleviation Support scheme – invitation for applications.
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 10 December 2015 • Minutes for Planning Committee meeting 10 December 2015 • Agenda for Planning Committee meeting 7 January 2016 • Minutes for Planning Committee meeting 7 January 2016 • Agenda for Planning Committee meeting 4 February 2016 • Response re SMH routing condition <p>Refusal notices:</p> <ul style="list-style-type: none"> • W/15/02655/PP: Granary Barn House, Hatfield Lane – first floor side extension, resubmission of W/14/02403/PN <p>Approval notices:</p> <ul style="list-style-type: none"> • W/15/02644/PP: The Skillings, Church Lane – siting of garden shed (retrospective) and construction of a single storey extension to the main dwelling • W/15/01925/PN: The Old Vicarage, Hatfield Lane – change of use of land and the associated installation of a 6 x 2 (4kwp) ground mounted solar panels array for domestic purposes to be sited in a field adjacent to The Old Vicarage • W/15/02526/PP: The Conifers, 14 St James Close, Littleworth – proposed domestic extension to the front elevation, lengthen garage to the side of dwelling and widen garage at rear