

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 30TH SEPTEMBER 2010 AT NORTON PARISH HALL, LITTLEWORTH**

Public question time discussions are included as Appendix 2.

1. Apologies for Absence: A. Bennett, M. Reeves, P. Richmond, G. Dyer, Cllr. R. Adams. These apologies were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

The Clerk advised that one expression of interest has been received, although no formal applications. The Clerk also advised that Mr. Dyer, Co-opted Member, is finding difficulty in attending Parish Council meetings due to work commitments. It was agreed for Mr. Dyer to attend meetings and provide assistance to the Parish Council as work commitments allow.

3. Declarations of Interest

Cllr. Turvey declared a personal interest in the allotments as he has joined the waiting list.

4. Minutes of the Parish Council Meetings Held on 26th May and 22nd July 2010

It was proposed by Cllr. Fincher, seconded by Cllr. Mrs. McGovern **and all were in agreement** that the minutes of the 26th May be approved. It was proposed by Cllr. Lucas, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 22nd July be approved.

5. 2010/152 Reports

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

Cllr. Adams was unable to attend the meeting and there was no report.

b) Planning

(i) In the absence of Cllr. Richmond, the Clerk summarised the current applications:

Approvals

The Old Barn, Hatfield Bank

Ref: W/10/01166

Demolition of existing out houses and construction of a garage and forecourt. Parish supports subject to conditions.

**Norton Parish Hall, Littleworth
(Pre-School). Ref: W/10/01132**

Installation of a portable modular building to house preschool facilities. On land owned by Norton Parish Council, at Norton Parish Hall. Land for proposed site is adjacent to tennis court currently on site. Parish supports in principle, subject to conditions.

**10 Wadborough Road, Littleworth
Ref: W/10/01570**

Retrospective application for a conservatory. Parish disappointed to see another retrospective application.

**Morganite Crucible, Woodbury
Lane, Norton. Ref: W/10/01616**

Proposed change of use of existing industrial unit and attendant office. Accommodation to an education training centre providing special needs training. Parish supports subject to conditions (which were approved).

**Morganite Crucible, Woodbury
Lane, Norton. Ref: W/10/01615**

Change of use from existing use to sui generis for use as an indoor karting centre using petrol and electric go karts, with cafe. Parish does not support.

**6 The Hidage, Littleworth
Ref: W/10/01719**

Two storey extension over garage and across the rear elevation to form additional living accommodation. Parish supports.

- 16 Gazala Drive, Norton** Proposed two storey extension. Parish supports.
Ref: W/10/01679
- 56 Wadborough Road, Littleworth** First floor side extension. Parish supports with
Ref: W/10/01845 conditions.
- Unit 1 Norton Business Park,** Change of use from offices to a personal training sports
Church Lane. Ref: W/10/01908 consultancy (D1). Parish supports.

Refusals - None

Awaiting Decision

- Eastfield, Wadborough Road,** Construction of 2 no. fishing lakes comprising 29 fishing pegs
Kempsey. Ref: W/10/01752 including 3 disabled angling pegs and facilities building, new
 access and associated works.
Amendment 1: Additional information: flood risk assessment and
 amended plans to show amended site layout to accommodate
 footpath.
 Parish does not support.
Amendment 2: Revised Design & Access Statement and flood risk
 assessment.

Internal Consultation

- Boulterley Cottage, Broomhall,** Proposed extensions, removal of internal staircase and
Norton. Ref: W/10/02092 & 2093 replacement garage.
- 2 Black & White Cottages, Church** Rear conservatory.
Norton. Ref: W/10/01865 & 1866

Other

- Hatfield Court, Hatfield** Formation of no. 1 roof light. Withdrawn by applicant.
Ref: W/10/01827

- (ii) See agenda item 7.
 (iii) See agenda item 10.
 (iv) See agenda item 11.

c) Allotments

Cllr. Mrs. McGovern advised that some plots have been given up and will be allocated to the waiting list. Also see agenda item 14.

d) Playing Fields

The Clerk advised that the football team continues to use the pitches on a regular basis. Also see agenda item 15.

e) Public Rights of Way

Cllr. Turvey provided an update on work undertaken and advised that the P3 Scheme Grant has been increased to £410 which will cover some maintenance work undertaken in July. Cllr. Turvey advised that he has liaised with the Church regarding the new fence adjacent to the public right of way next to the new car park. The Church has contacted Wychavon Planning and whilst the fence is not in the correct position, Wychavon DC has accepted this proposal. Cllr. Turvey advised that no progress has been made with Network Rail regarding replacement of stiles near to the reclamation yard with gates and that he will continue to pursue on safety and accessibility grounds.

f) Finance

- (i) The current account balance was £5,880.27 on 15th September with the deposit account balance

at £35,376.90 on 3rd September, plus Treasury Stock of c. £15k.

(ii) No questions were asked regarding the monthly accounts circulated with the agenda.

(iii) The Clerk advised that Clement Keys Chartered Accountants (external auditor) has awarded an unqualified audit opinion and has closed the audit. There were no matters to bring to the attention of the Parish Council.

g) Parish Hall Management Committee (PHMC)

The Clerk advised that the income figures within the monthly accounts circulated with the agenda may be subject to revision as some information has been estimated. Concern was expressed regarding the year to date (YTD) deficit position, particularly if income levels are revised downwards. It was noted that the deficit position is less than predicted in the YTD budget figure. The Clerk will request that in future an additional column is added to the Treasurers Report to detail the full year budget figures. The Clerk will also clarify whether the annual budget includes Pre-school booking income for the full period.

In terms of Hall improvements, the electrics work is almost complete and quotes are being sought for installation of a suspended ceiling in the Freeman Windsor room. Grant funding will be sought for this work. Also see agenda item 16.

h) West Mercia Police

PC Woods introduced the new CSO who has 2 years experience as a CSO in Redditch. Contact details will be forwarded once set up. CSO Fogwill was awarded CSO of the Year for Worcestershire and is now undertaking Police training. In the last 2 months, 1 burglary has been reported at the Cricket Club, plus 4 thefts and 3 thefts from vehicles (perpetrator caught). Damage to the Pre-school container at the Parish Hall has been reported along with anti-social behaviour. A Police presence is being provided to the Hall and the Community Safety Team is reviewing assistance that it can provide. PC Woods will provide an update to the next meeting.

The next PACT meeting will be held on 20th October and any issues can be raised via Cllr. Bennett as the Parish Council PACT representative. Speed checks along Church Lane have resulted in tickets being issued, with the majority to drivers using the Parish as a rat run rather than local residents. PC Woods will arrange for a speed survey along Wadborough Road following feedback provided during the public question time session. PC Woods will also arrange a further visit to the livery yard in Church Lane following complaints received regarding horses being ridden on footpaths and horse mess left on footpaths, to request reminders to those using the livery yard.

i) Brockhill Recreation Area

As this is now included within the proposed development by St. Peters Garden Centre, it was agreed to remove from the Progress Reports section of the agenda in future. See agenda item 10.

j) Parish Plan

Cllr. Turvey advised that a meeting is planned for 11th October to discuss progress and the target remains for completion by the year end. The Clerk will check on Hall availability.

k) Parkway Station

No further news. Agreed to remove from the agenda until further news is available.

6. 2010/153 EnviroSort

Cllr. Lucas advised that following complaints received regarding litter, EnviroSort arranged a traffic surveillance (including staff from Severn Waste, Worcestershire County Council plus Cllr. Lucas) over a period of 24 hours to observe litter dropped and by whom. A copy of the surveillance report was provided for the Parish Council files. Cllr. Lucas reported that the area is very well monitored and EnviroSort arrange regular litter picking. Following a recent complaint, Cllr. Lucas will raise the possibility of vehicles leaving the facility without shutters being closed (and therefore allowing litter to escape) at the next Liaison Group meeting.

Cllr. Lucas advised that Severn Waste will be undertaking noise tests on site following feedback from local residents regarding the noise emanating from the site when skips are dropped. He added that there is a possibility that Severn Waste may apply for a variation in one of the planning conditions to enable its own empty vehicles to be parked on site overnight.

7. 2010/154 South Worcestershire Joint Core Strategy (SWJCS)

Cllr. Turvey advised that consultations regarding the revised SWJCS will take place after the May 2011 elections, with a revised preferred options document anticipated in June 2011. It is understood that a technical exercise is being undertaken regarding housing requirements to provide evidence to support housing numbers within the revised SWJCS. The West Worcester and Kilbury Drive developments appear to be progressing. In view of the current situation, it was agreed that Cllr. Fincher will draft a flier to be sent to residents by way of update rather than to hold a public meeting at this time. It was also agreed for Cllr. Turvey to draft a letter to Peter Luff M.P. to seek clarity on the situation. It was noted that under the new Government, input from local communities may be increased and there may be opportunity for local communities to express their views upon areas within a Parish that may be preferred or most suitable for development. This will be considered in conjunction with the SHLAA. It was agreed to write to the SWJCS team during November to reiterate the key points previously highlighted as a reminder of the Parish position.

8. 2010/155 Flooding Issues

a) Allotments French Drains

The Clerk advised that the flood alleviation work is due to start on 11th October weather permitting. Most affected plots have been prepared for the work and tenants have been contacted where further clearance is required.

b) Proposed Ditch Re-instatement Work

The Clerk reported on work undertaken to date which includes pipe clearance and investigation work, installation of a new perforated pipe across Mr. Saunders' field and clearance/excavation of a ditch in the corner of Mr. Gill's field on the other side of the new head wall. Costs total c. £3,500 and will be reimbursed from the Wychavon DC Flood Grant of £5,000.

To improve the flow of water and the efficiency of the alleviation measures, it is proposed to pipe a section of the ditch in the corner of Mr. Gill's field and quotes are being sought. It is likely that these costs will exceed the remaining £1,500 Flood Grant. Wychavon DC has confirmed that it supports this proposal with costs being covered by the Flood Grant up to a £5,000 total. This work was agreed in principle subject to the Parish Council contribution being a maximum of £500.

Wychavon DC has confirmed that there remains an issue with water being held back downstream. To remove the restriction to the flow and allow the flood alleviation scheme to become fully effective, the suggestion has been made to remove a c. 50 metre section of pipe in the field between the railway lines and to reinstate an open ditch. This proposal carries the support of Wychavon. Whilst the land in question is owned by Mr. Gill, it is managed by Natural England as a site of special scientific interest. It was agreed that the Clerk will contact Natural England to seek permission to undertake this work and then quotes will be obtained for consideration. It was noted that whilst additional funding will be sought from Wychavon, it is possible that the Parish Council may be required to fund this proposal and this will need to be considered if permission is granted and once quotes have been obtained.

9. 2010/156 Norton Pre-school Proposals

a) The valuation from the District Valuer was discussed along with the valuation obtained by Pre-school and it was noted that Pre-school are anticipating a ground rent charge in the region of £1,881 to £2,500.

b) After discussion, an annual ground rent charge of £1,950 was agreed by all. It was also agreed that the ground rent will increase by 2.5% pa. In addition to the ground rent, reimbursement of the

costs incurred by the Parish Council to progress this proposal (e.g. valuation cost, legal fees, newspaper public notice costs) will be sought from Pre-school. It is anticipated that these will total in the region of £2k. It would be preferred if these costs were paid at the commencement of the lease, but would be accepted spread over the term of the proposed lease (i.e. 5 years). Cllr. Lucas will discuss with Pre-school and also revisit the suggestion for Pre-school to tarmac an area of the Parish Hall car park in front of the new building.

It was agreed that the ground rent will be retained by the Parish Council and held in a separate account in case of need by the Parish Hall as a contingency/capital item fund. These balances could also provide funds in the event that Pre-school ceases and is unable to fund work to return the site to its original state.

c) It was agreed that the Clerk will contact John Stallard and Co solicitors to progress drafting of the lease. Cllr. Turvey and Cllr. Lucas offered to assist. A model lease from the Pre-school Learning Alliance has been obtained and previously suggested terms will also be incorporated. Costs have been estimated in the region of £750 - £850 plus VAT and were approved. The Clerk will aim for a draft lease to be available prior to the October Parish Council meeting.

d) The Clerk explained the requirement to advertise the lease proposals for 2 consecutive weeks in a local newspaper to provide the opportunity for any objections to be made. The quote of £218.08 for publication of a public notice on 2 occasions was agreed by all. The Clerk will progress in order that any objections can be considered at the October Parish Council meeting.

e) The photograph of the portacabin in its existing state was circulated and it was agreed that the areas currently painted blue should be repainted cream/white to match the Parish Hall. In terms of the cladding samples provided, option 3, an imitation dark wood was selected as the preferred option. It was noted that this would be clad prior to delivery at site and therefore Pre-school will be requested to ensure that all cabling is hidden and services are delivered under ground. The Clerk will advise Pre-school. The cladding samples will also need to be approved by Wychavon DC and Pre-school will pursue this.

f) It was agreed that the Clerk will seek advice to establish if the youth shelter is movable. If so, a new site will be considered and quotes to move obtained. Costs to be recovered from Pre-school.

10. 2010/157 Land adjacent to St. Peters Garden Centre

Cllr. Turvey summarised the current position and advised that at a recent meeting with the developers more green space was agreed at the front of the site, although not to the extent that this mirrors the green space on the opposite side of Crookbarrow Road. It was agreed that Cllr. Turvey will draft a letter to the developers requesting a revised outline plan and further green space along Crookbarrow Road which could be achieved if density was reduced. The site layout preferred at the public exhibition was option 2, with the play area towards the centre of the site.

It was noted that an outline planning application is likely to be submitted to Wychavon before the year end. The application has been delayed due to changes with the SWJCS, but the developers appear keen not to wait until next spring/summer when the position regarding the revised SWJCS will be clearer. The housing numbers at this site would be included within the SWJCS numbers.

11. 2010/158 Morganite Site

Cllr. Turvey advised that the site is now fully let and that the Norton College and Go Karting applications have both been approved. Cllr. Lucas will progress with setting up a Morganite Crucible Business Park Liaison Group, inviting Cllr. Adams to join this. Cllr. Fincher also offered assistance as a second Parish Council representative. It was agreed for the EnviroSort Liaison Group to remain separate.

12. 2010/159 Old Barracks HQ

The Clerk will contact the MoD as a reminder of the Parish Council interest in the site. Possible future uses of the site need to be considered, along with cost implications and how the ideas can be progressed and delivered using volunteers. Once it has been possible to establish the costs involved in the MoD disposal it was agreed to consider the situation further.

13. 2010/160 Land Ownership

The Clerk advised that Cllr. Lucas has gathered further documentary supporting evidence from the archives held at County Hall. The Clerk will review this and liaise with Cllr. Lucas and Stallards solicitors to progress.

14. 2010/161 Allotments

a) Whilst there have been instances of dogs roaming on to the allotments, due to the costs involved and also the other current financial commitments at the allotments, including the drainage work and plot preparation/splitting, it was agreed not to progress with installation of a fence along the public right of way at this time. The Clerk will advise the tenants that enquired about this work.

b) Clearance and preparation of half of plot 36 plus clearance, preparation and splitting of plot 38 in to 4 small plots at a total cost of £620 was proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all. The Clerk will instruct the contractor.

c) The Clerk advised that following enquiries with Severn Trent to provide a water supply to the allotments on the opposite side of Wadborough Road to the main allotments, costs are estimated in the region of £2,500. In view of the costs involved it was agreed not to progress at this time. Tenants have been provided with water butts and have access to water across the road. The Clerk will advise the enquirer.

d) It was agreed that adhoc/occasional assistance given to tenants wouldn't be seen as a contravention of the allotment tenancy agreement.

e) Quotes to move the 'Dogs on Leads' sign post have not yet been received. The Clerk will chase these and Cllr. Turvey will check if the post is concreted in or if it is a simple job to move.

f) The quote for the new sign has not yet been received and the Clerk will chase. Once received the Clerk will refer to Cllr. Turvey and Cllr. Mrs McGovern to discuss. Agreement was provided up to £150.

15. 2010/162 Playing Fields

a) The play area inspection report and summary attached with the agenda were reviewed and discussed, with actions agreed as detailed. No high risk items are reported. The Clerk will investigate costs to replace the climbing frame including any impact upon the existing safety surface for consideration.

b) The suggestion made by the football team to mix a 'round up' type weed killer with the line marker to 'burn' in the pitch lines, increasing the length of time between marking being needed was discussed. Concern was expressed regarding the effectiveness of this and the Clerk will advise the football team that this suggestion has not been agreed.

c) The Clerk will obtain a quote(s) to reduce the level of the concrete surface around the affected football goal posts to below ground level and for new turf to be installed so that the concrete is no longer exposed. In view of the potential health and safety issue, it was agreed for the Clerk to refer to Cllr. Turvey and Cllr. Mrs. McGovern for approval of the quote.

d) It was agreed for Pre-school to be given the old tyre swing seats and chains for use in the Forest School area. This is on the basis that they are locked away after use and that the Parish Council has no liability in respect of their future use.

16. 2010/163 Parish Hall

a) There were no volunteers to replace Cllr. Lucas on the PHMC. Cllr. Lucas agreed to remain the Parish Council representative until a replacement can be found. Agenda for consideration at the October meeting.

b) Cllr. Lucas provided background to the proposal to review the Hall Manager's job description. It was agreed that Cllr. Lucas, Cllr. Fincher and Cllr. Mrs. Hewison will review this and report back to the October Parish Council meeting regarding a draft job description for consideration.

c) As discussed within agenda item 5f) anti-social behaviour has been experienced at the Parish Hall. Pre-school have received a recommendation from the Police to paint the top 12" of the fencing surrounding its container with anti-climb paint and this is being considered. Further recommendations have been sent to the Hall Manager for consideration.

The Clerk advised that whilst locking the gates to the Hall car park at night, the security patrol man found a window left open in the Hall and contacted the Parish Clerk for assistance which was provided. It was agreed that in the event of a problem with the Hall, a contact name and phone number from the Hall Management Committee should be provided to the security patrol to seek assistance. The Clerk will contact the Hall Manager to arrange.

17. 2010/164 Maintenance Work in the Field adjacent to Courtnellan, Wadborough Road

The Clerk advised that one quote has been received and another is awaited. It was agreed to consider once the second quote has been received.

18. 2010/165 Planting of Tubs at Parish Hall

The Clerk advised that quotes are awaited. It was agreed that the Clerk can approve up to a cost of £150.

19. 2010/166 Queen Elizabeth II Fields Challenge

The Clerk outlined the Scheme. After discussion it was agreed not to proceed with this Scheme which could constrain future Parish Councils and future use of the land.

20. 2010/167 Walkway between Kohima Drive and Mandalay Drive

After discussion it was agreed that the Clerk will contact the residents of 25 Mandalay Drive to request maintenance of the overhanging hedge. The Clerk will also contact Wychavon DC to seek advice regarding the possible installation of a chicane type measure to slow down cyclists.

21. 2010/168 Parish Council Newsletter

The Clerk provided an update on outstanding advertising invoices. It was agreed that in view of the amount involved (£52), this should be written off as any further work to obtain recovery is likely to cost in excess of that owed. No further adverts will be accepted from this advertiser.

22. 2010/169 Worcestershire Budgerigar Society

The Clerk circulated the picture of the suggested metal shed provided by the Treasurer and a plan detailing suggested possible locations. After discussion it was agreed that a wooden shed would be more in keeping with the location, particularly as the Pre-school container is wooden clad. The Clerk will advise the Treasurer that a wooden shed would be required and also contact the Hall Manager to check whether the equipment could be stored in the Hall as this would be the ideal.

23. 2010/170 Parish Litter Picking

The Clerk advised that Wychavon DC has clarified that whilst litter picking is a District function, it is satisfactory for the Parish Council to arrange, using either volunteers or a paid litter picker. On this basis it was agreed to advertise the position in the next Parish Council newsletter and in the meantime for Cllr. Lucas to undertake litter picking at the minimum wage rate.

24. 2010/171 Parish Emblem/Logo

It was agreed for Cllr. Turvey to place a notice in the next newsletter announcing a competition within the Parish for ideas that could be developed into a Parish logo.

25. 2010/172 Remembrance Sunday 14th November

Cllr. Mrs. Hewison offered to give the reading in Church and Cllr. Mrs. McGovern will lay the Parish Council wreath at the War Memorial. The Clerk will advise Rev. Sloggett and seek the reading to pass to Cllr. Mrs. Hewison in the week before the service.

26. 2010/173 Worcestershire CALC AGM – 14th October

The invitation to the Worcs CALC AGM was noted. Any Councillors that wish to attend will notify the Clerk.

27. 2010/174 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
R. Pullen	Mowing/strimming, general parish maintenance June/July (12 hrs plus petrol)	76.10
J. Roach	Litter picking June/July (21.5 hrs)	124.70
Simon Skeys Gardening Services	Maintenance of various public rights of way within the Parish	350.00
P. Skeys	Lengthsman work June and July	315.00
Clement Keys Chartered Accountants	External audit of Annual Return	334.88
Yarnold Welding Services	Repair and pressure cleaning of line marking machine	47.00
New Farm Grounds Maintenance	Playing field grass cutting – 3 cuts in July (£156.51 + VAT). Survey, mark and burn 2 football pitches (£195+VAT). Dress and reseed one goal mouth with cording off until seed is established (£55+VAT)	477.65
Security Patrol Services	Locking of Parish Hall gates (28/6/2010 to 25/7/2010)	115.16
McVeigh Parker & Co Ltd	Perforated land drainage pipe for drainage work (to be reimbursed under Parish Grant Scheme).	421.12
Bullock Buildbase	Gravel/shingle for drainage work (to be reimbursed under Parish Grant Scheme).	763.75
R. Pullen	Mowing/strimming, general parish and play area maintenance. July/August (8.5 hrs plus petrol)	62.30
New Farm Grounds Maintenance	Playing field grass cutting – 1 cut in August	61.30
Shear Perfection Ltd	Mowing of churchyard (£177) and Brockhill large grass verges (£173) plus annual mowing of field next to Courtnellan (£109) 26/7/2010	459.00
Shear Perfection Ltd	Mowing of churchyard (£177) and Brockhill large grass verges (£173) plus repair of large pot hole at entrance to Norton Parish Hall (£40) 29/8/2010	390.00
Shear Perfection Ltd	Land drainage work: Inspection and clearance of manhole on Mr. Saunders' land, clear end of ditch, excavation to expose pipes, collect and install one manhole cover from Yarnold Welding Services (to be reimbursed under Parish Grant Scheme).	500.00
J. Roach	Litter picking July/August (7.5 hrs)	43.50
Bullock Buildbase	Hire of water pump for one day for drainage work (to be reimbursed under Parish Grant Scheme).	35.25
Bullock Buildbase	Materials to construct head wall plus connectors to pipes for drainage work (to be reimbursed under Parish Grant Scheme).	220.30
Security Patrol Services	Locking of Parish Hall gates (26/7/2010 to 5/9/2010)	176.85
Shear Perfection Ltd	Land drainage work: Excavation and clearance of ditch in Mr. Gill's field (to be reimbursed under Parish Grant Scheme).	500.00
M. I. Moore	Excavation 200m trench and installation of land drain on gravel, back fill and consolidate. Build headwall. (to be reimbursed under Parish Grant Scheme).	1,000.00
P. Skeys	Lengthsman work August & September	315.00
Fleet (Line Markers) Ltd	2 bags of line marker	21.74
	TOTAL	6,810.60

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium August & September 2010	1,110.36
Mrs J. Greenway	Expenses August & September 2010	136.02
R. Pullen	Mowing and strimming August/September (15 hours plus petrol)	93.58
Shear Perfection Ltd	Mowing large grass verges at Norton (£173) and churchyard (£177) 15/9	350.00
Shear Perfection Ltd	Mowing large grass verges at Norton (£173) and churchyard (£177) 24/9	350.00
Richardson's of Feckenham Ltd	Land drainage pipe and Y junction plus delivery for allotments flood alleviation work	391.05
Midlands Newsquest South Ltd	Public notice published in the Worcester News on 2 consecutive weeks regarding the proposed Pre-school lease	218.08
	TOTAL	2,649.09
	GRAND TOTAL	9,459.69

b) It was agreed not to provide a donation to St. Richard's Hospice at this time.

c) A request to support the fireworks event at the Parish Hall by providing a donation was discussed. It was agreed that a £100 donation would be made to the Parish Hall Management Committee towards the cost of prizes awarded at the event (in line with 2009).

28. 2010/175 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk summarised the letter from SMH Fleet Solutions in response to a query regarding operating hours. Cllr. Mrs. McGovern advised that this issue has been considered by Wychavon and that she has correspondence regarding this which she will forward to Cllr. Turvey and the Clerk so that the situation can be considered further.

The Clerk advised that correspondence has been received regarding the Worcs Waste Core Strategy First Draft Submission Consultation. It was agreed that Cllr. Fincher will review and draft a response for approval. Responses are required by 9/11/2010.

29. 2010/176 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that the no parking/keep clear lines have been repainted at the Parish Hall. Worcs CC Highways were painting lines within Littleworth and offered to undertake this work whilst in the vicinity at a cost of £300. After discussion with Cllr. Turvey and Cllr. Reeves, this work was undertaken. This action was approved by all.

30. 2010/177 Items for Update to Local M.P.

Cllr. Turvey will write along the lines previously discussed.

31. 2010/178 Councillors' Reports and Items for Future Agenda

The Clerk advised that despite chasing many times, no further progress has been made with Pershore High School regarding the replacement notice board at High Park. The Clerk will seek alternative quotes for the next Parish Council meeting. Queries were raised regarding signage along Woodbury Lane. The Clerk will contact Halls to ask when its sign will be removed as the site is now fully let. Cllr. Turvey will provide photographs of the Molten Metal Products sign in order for the Clerk to establish if planning permission is required.

The Clerk will seek an update from Cllr. Adams regarding the 20mph zones outside schools and the review of the incorrectly marked lines along Wadborough Road.

32. 2010/179 Date of Next Meeting: Parish Council meeting Thursday 28th October 2010

The meeting closed at 11.10pm.

Correspondence Received for 30th September 2010 Parish Council Meeting	
Sender	Subject
Arien Signs	Product flier
CALC	Updates on various matters. Agenda for Worcs CC Parish Conference: 7 th September. Report, agenda and supporting papers for Area Meetings. Being a Good Employer publication. The Clerks Companion publication. Local referendums to veto excessive Council Tax increases – consultation.
Clement Keys Chartered Accountants	Closure of audit – an unqualified audit opinion given.
Clerks & Councils Direct	Magazine September 2010
Community First	Invitation and agenda for AGM on 27 th September at 10am at Bishops Wood Environment Centre, Stourport. Newslime magazine Summer 2010. E-bulletins (grant and events information). Mood Masters training. Workshops: Writing better bids (17/3/2011) and Business Planning (18/3/2011)
CPRE	Campaigns Update, Countryside Voice magazine Summer 2010, Fieldwork magazine August 2010
Durasport	Play area safety surface flier
Engage Planning	Summary of meeting with developers re proposed Crookbarrow Road development
England Signs	Memorial and tree planting plaques
John Stallard & Co	Estimate of costs to prepare a lease in respect of the Pre-school proposals
Mercia Waste Management	Envirecover facility proposed at Hartlebury.
Mitchell Potatoes Ltd	HGV traffic in Hatfield Lane – driver lost.
Mr. Goode	Email sent to EnviroSort re litter escaping from a Severn Waste lorry along B4084
Mrs Delord	Complaint re horses being ridden on pavements and horse mess on the pavement along Church Lane. (Forwarded to PC Woods)
Mrs. Fumagalli	Hedge maintenance by the grass verge at the junction of Salamanca Drive and Corunna Close (contacted Wychavon DC to establish maintenance responsibilities)
NALC	Direct Information Service Updates. Community Right to Build consultation. Events Bulletin. Local Council review Autumn 2010.
Network Rail	Updates re request to replace stiles with pedestrian gates
NJK Our Future	Parish Plan meeting 11/10/2010
No Need for Nuclear Campaign	House of Commons Early Day Motion 557.
Norton College	Brochure and invitation for visit by Parish Councillors
Norton Pre-School	Anti-social behaviour at Norton Parish Hall. Use of old tyre swing seats.
Parish Hall Manager	Update on Parish Hall improvement programme
Pershore High School	Newsletter Aug/Sept 2010
Rural Services Community	Weekly Rural Focus newsletters
Rural Services Network	Parish Newsletters
Santander Business Banking	Deposit account rates for balances of £50k+
SMH Fleet Solutions Ltd	Operating hours and background information. Whilst there is a restriction in respect of the hours that machinery can be operated and vehicles loaded/unloaded on site, there is no restriction on access to/from the site. The company endeavours to minimise the impact of operations on residents and the community.
SMP Playgrounds Ltd	Parish & Community News Product Flier
Society of Local Council Clerks	Notice of AGM (16 th October). Working with your Council: Induction Course – 8 th & 29 th September, Shrewsbury. Membership satisfaction survey. Branch Newsletter August 2010
St. Richard's Hospice	Donation request
West Mercia Police	West Mercia Policing, information booklet and future plans in light of budget cuts
Worcs Assoc'n of Carers	Carers Caring News Autumn 2010
Worcs CC	Bus Bulletin August/September
Worcs CC	Increased P3 grant from £60 to £410 to cover some footpath maintenance work already undertaken

Correspondence Received for 30th September 2010 Parish Council Meeting Continued	
Sender	Subject
Worcs CC	Invitations to 4 th Parish Conference (7/9/2010) and Pershore Area Forum (16/9/2010)
Worcs CC	Temporary closure of Hatfield Lane for Severn Trent works – expected 27/9/2010 for one day
Worcs CC	Worcs Waste Core Strategy First Draft Submission Consultation. Responses by 9/11/2010.
Worcs CC Extended Services	Invitation to Green Wood Sure Start Children’s Centre opening event – 1 st October, Wychbold Village Hall, Wychbold, 10.30am – 12.30pm
Worcs CC Highways	Removal of private ‘no parking’ signs in the lay by at High Park
Worcs CC Highways	Removal of privately installed ‘No Parking’ signs in the lay by at High Park
Worcs Partnership	Partnership Matters magazine Summer 2010
Worcs Rural Outreach Project	Grant information, workshops and August News Sheet. Representative on the NHS Worcs Tobacco Control Alliance.
Wychavon DC	<ul style="list-style-type: none"> • 2010 Wychavon Annual Report • Poster re Register of Electors canvass forms
Wychavon DC	Allotments waiting list information and drop in sessions for the public – Pershore Leisure Centre 10/8/2010, 4-7pm
Wychavon DC	Hedge adjacent to 19 Salamanca Drive, Norton
Wychavon DC	Invitation to the Chairman’s Big Party – 23/10/2010, Chessgrove Day Spa from 6.30pm. Tickets £25 each.
Wychavon DC	Local referendums to veto excessive Council Tax increases – consultation.
Wychavon DC	Macmillan Coffee morning
Wychavon DC	Notification of adoption: Wychavon Residential Design Guide Supplementary Planning Document
Wychavon DC	Parking guidelines within the Wychavon Draft Residential Design Guide are subject to new dwellings and extensions. The requirements stated are maximums for car parking spaces and minimums for cycle spaces. Adoption of the document is likely during September and this will be confirmed in due course.
Wychavon DC	<p>Planning Approvals:</p> <ul style="list-style-type: none"> • W/10/01166: The Old Barn Hatfield Bank – demolition of existing outhouses and construction of a garage and forecourt • W/10/01908: Unit 1, Norton Business Park, Church Lane, Norton – change of use from offices to a personal training sports consultancy (D1) • W/10/01679: 16 Gazala Drive, Norton – proposed 2 storey extension • W/10/01570: The Dingles, 10 Wadborough Road, Littleworth – retrospective application for a conservatory • W/10/01845: 56 Wadborough Road, Littleworth – first floor side extension • W/10/01719: 6 The Hidage, Littleworth – two storey extension over garage and across rear elevation to form additional living accommodation • W/10/01616: Morganite Crucible, Woodbury Lane, Norton – proposed change of use of existing industrial unit and attendant office accommodation to an educational training centre providing special needs training
Wychavon DC	Response to skips on drives query. Skips are OK for domestic purposes, even for extended periods of time should the need arise. Permission would not be given for skips to be used on residential drives for commercial purposes and a request would be made for any such skip to be moved.
Wychavon DC	Sports E-news
Wychavon DC	Standards Committee meeting agenda 15/9/2010
Wychavon DC	The need for a change of use planning application for the Crucible Business Park as a whole and traffic implications. Individual applications for units will be considered as received.
Wychavon DC	Withdrawal of planning application W/10/01827: Hatfield Court, Hatfield Bank – formation of one roof light

Public Question Time Discussions

One Parishioner attended and raised the following main points.

Horses riding on pavements/horse manure on pavements

The problems continue.

The Clerk advised that a complaint has been received and forwarded to PC Woods for review. PC Woods advised that a visit will be made to the livery yard along Church Lane to remind them that it is an offence under the Highway Code to ride horses on pavements and also highlighting safety concerns where pedestrians walk in the road to avoid horse manure on pavements.

Speeding Cars

Speeding along Wadborough Road continues to be a concern, as does parking on pavements and an update was requested regarding possible speed checks. PC Woods advised that he will arrange a speed survey along Wadborough Road so that the results can be considered.

Neighbourhood Watch

It was confirmed that there doesn't appear to be a Neighbourhood Watch co-ordinator covering Littleworth and the Parishioner will make contact with the area co-ordinator (details in the Parish Council Newsletter) to discuss volunteering to undertake this role.

Parish Website

A new page has been set up on the Parish website for 'Norton News'. It was suggested that electronic versions of newsletter items could be included within this page and also fliers that are posted to notice boards/delivered to residents. The Clerk will review items for inclusion.

Bus Shelter, Littleworth

Panels at the back of the bus shelter have been smashed out. The Clerk will review the damage and seek quotes to repair. PC Woods will add Littleworth/Norton to the waiting list for use of the mobile camera that was previously sited by the bus shelters in Crookbarrow Road, Norton.

Parish Liaison Officer

The suggestion was made to consider appointing a Parish Liaison Officer as a contact point between residents and the Parish Council. It was agreed to consider at the next Parish Council meeting.