

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH MARCH 2013 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Bennett, M. Reeves, CSO Allchurch, P. Richmond (late arrival). These apologies were accepted and approved.
Attending: H. Turvey (Chair), C. Dawson, K. Fincher, Mrs. D. Hewison, D. James, Mrs. C. McGovern, P. Richmond, Cllr. R. Adams (County & District Councillor), Mrs T. Collins, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Changes to Membership**
There have been no enquiries from eligible candidates following the vacancy notice in the Parish Council newsletter.
- 3. Declarations of Interest**
 - a) Cllr. Turvey reminded members of requirements as outlined in the agenda.
 - b) and c) Cllr. Mrs McGovern declared an interest in agenda item 28b in view of her employment at NJK CE First School.
- 4. Minutes of the Parish Council Meeting Held on 28th February 2013**
Approved as proposed by Cllr. Mrs McGovern, seconded by Cllr. Fincher and agreed by all.
- 5. 2013/55 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams advised that the mobile speed activated sign is available for installation. An initial site was agreed along Church Lane on the downhill section between The Retreat and the war memorial. Cllr. Adams will arrange for installation by Highways and will ask Highways to instruct the Lengthsman to enable him to move the sign when requested by the Parish Council. Cllr. Adams will advise the Clerk of the purchase price and model number for insurance purposes. The Clerk will arrange insurance at an estimated cost of c. £25 pa. Cllr. Adams highlighted that only 4% of the parish has responded to the Worcs CC Broadband survey. The Clerk advised that a Littleworth resident has expressed interest in progressing this issue and a meeting is being arranged with Wychavon to discuss this, plus a Rural Broadband Solutions event hosted by Harriet Baldwin MP will be attended on 10th May at Wychavon. Cllr. Adams advised that a site meeting has been held including Highways and a resident of Cambria Drive to discuss installation of pavements and whilst Highways did not support the request, the resident may approach the Parish Council for support. The history of the site in terms of the grassed service strips and lack of pavements in some roads was noted. It was agreed for Cllr. Fincher to contact the resident to gather further information.
 - b) Planning**
 - (i) The Clerk highlighted the following current applications:
Approvals

2 Roselawn, Church Lane	Rear extension (single storey) to enlarge kitchen
Ref: W/13/00320	
Land at Court Farm, Church Lane, Norton. Ref: W/12/02418	Extension to unit. Parish supports subject to conditions.
Satsuma, 20 St. James Close, Littleworth. Ref: W/12/02489	Outline application for replacement dwelling. Parish supports subject to neighbours' views.
1 Black & White Cottage, Church Lane. Ref: W/13/00317	3 bay garage and log store room. Parish supports in principle but with concerns expressed regarding size/proportions.

Refusals - None

Awaiting Decision - None

Internal Consultation

Wits End Stables,

Broomhall. Ref: W/12/02489

Two storey side extension to provide reception/treatment room and office and dressing room/en-suite above.

Other – None

In response to the Wychavon DC proposed changes to planning procedures, it was agreed for the Clerk to respond that the Parish Council wishes to continue to receive hard copies of all planning applications, as not all Parish Councillors may have internet access, internet speeds within the Parish are slow and a more informed decision can be made by viewing larger hard copies of plans.

The Clerk will circulate details received from Malvern Hills DC relating to the consultation on the Kempsey Neighbourhood Area Design Consultation (comments to be submitted by 10th May).

Also see agenda items 8 and 9.

c) Allotments

Cllr. Mrs McGovern advised that all matters are in hand. Plots given up will be split and re-allocated shortly. Also see agenda item 20.

d) Playing Fields

The Clerk advised that the adult team is still not playing at present due to the pitch being either frozen or waterlogged. Due to building work at NJK CE First School starting earlier than planned, an Easter football camp is looking for an alternative venue. Use of an area of the playing field was agreed, with outside access to toilet facilities and the committee room as agreed with the Hall Manager. The Clerk will issue booking papers and the hirer will make a donation to the Hall.

e) Public Rights of Way

No further news to report. See agenda item 19 for consideration of 2013/14 maintenance costs.

f) Finance

(i) The current account balance was £11,119.23 on 14th March with the deposit account balance at £71,439.96 on 1st March (net of £5k transfer included within the current account balance). S.137 spend agreed to date remains at £1,325.70 which is within the total allowance.

(ii) There were no questions regarding the bank reconciliation or the monthly accounts to the end of February.

g) West Mercia Police

CSO Allchurch was unable to attend, but provided a summary of crimes in the Parish since 1st February which was reported by the Clerk.

Cllr. Mrs Hewison arrived at 7.40pm.

h) Parish Plan

No further news to report.

i) EnviroSort

No further news to report. Any issues will be advised to Cllr. Adams.

It was agreed for agenda item 10 (Flooding Issues) to be discussed prior to agenda item 6, in view of attendance by Mrs Collins, as a co-opted advisor, to provide residents' views in respect of the Severn Trent Water pumping station proposals in the absence of Mr. Reeves.

6. 2013/56 Annual Risk Assessment and Review of Fixed Asset Register

The Clerk circulated the completed annual risk assessment for review. This was approved as proposed by Cllr. James, seconded by Cllr. Dawson and agreed by all. The Clerk will obtain a quote to consider increasing the personal accident cover from £500k to £1m for any one person.

The Clerk also circulated the Fixed Asset Register which has been revised in line with the Governance and Accountability guidelines and following a training session with the new external auditor Grant Thornton. The revisions relate to restatement to include the original purchase price of the asset where known (rather than a replacement value) and to exclude any depreciation to assets (which had previously been applied). The restated and original asset details were circulated for review. The restated figures were approved as proposed by Cllr. James, seconded by Cllr. Dawson and agreed by all. The 2013 figures, plus restated figures for 2012, will be reported as part of the Annual Return and the revision will be explained to the internal and external auditors.

7. 2013/57 Reserve Levels

The Council's reserve levels and policy relating to these was reviewed. As proposed by Cllr. Turvey, seconded by Cllr. Fincher and agreed by all, a general reserve will be maintained at the equivalent to one year's precept (£31,320 for 2013/14) with reserves in excess of this (c. £43,800) being earmarked equally between the project to redevelop the recreation facilities in the grounds of Norton Parish Hall (estimate cost c. £80k net of other funding secured) and the project to tarmac the Parish Hall car park (estimated cost c. £80k). This policy will be reviewed on an annual basis.

8. 2013/58 South Worcestershire Development Plan (SWDP)

Cllr. Fincher and Cllr. Turvey provided an update from the working group which continues to liaise with Wychavon DC/SWDP Team and Welbeck Land to discuss and try to influence the development plans. In summary, discussions continue and include the strategic green gaps in terms of size/layout/allowable content, the location of the proposed Traveller Site(s), local infrastructure/road layout issues, Welbeck proposals that do not comply with the SWDP and inclusion of all land available (rather than just that owned/controlled by Welbeck or St. Modwen's). A further meeting has been held regarding the Community Trust proposals but there remains much to discuss including the detail supporting the proposals and the implications of these. Concerns relating to a 2 tier system, with the 'SWDP' development receiving a higher level of funding and therefore improved facilities have been highlighted and will be discussed further. It was agreed for the working group to continue to progress matters along the lines discussed on behalf of the Parish Council.

Cllr. Richmond arrived at 8.35pm.

Cllr. James provided an update relating to 'Community Assets' which allows areas of land to be registered as Community Assets. This does not specifically protect registered land, but highlights it with the local authority as a material consideration. It was agreed for Cllr. James to make further enquiries for consideration by the Parish Council.

9. 2013/59 Land adjacent to St. Peters Garden Centre

The information previously circulated relating to the allocation of the affordable homes and eligibility criteria was noted. Homes have been allocated to those with a local connection, although this has been on a wider basis than had been hoped and there have been instances highlighted where local residents appear not to have met the eligibility criteria (although full details are not known). There has been no progress relating to resolution of the outstanding adoption issues which are causing delays with the proposed roundabout and pedestrian crossing. Cllr. Adams has arranged a meeting for 16th April with Worcs CC Highways to discuss the

situation and how this can be progressed. Councillors will advise the Clerk of their availability to attend. If there is no progress following this meeting, consideration will be given to enlisting the support of Peter Luff MP. Cllr. Adams is liaising with Wychavon DC to follow up on the breach of the planning condition which states that the roundabout and crossing should be approved and constructed prior to first occupation. The Clerk will contact the developers to try to progress adoption matters and to seek assurance that the play area will not be delayed beyond May/June.

10. 2013/60 Flooding Issues

Discussed prior to agenda item 6, in view of attendance by Mrs Collins, as a co-opted advisor, to provide residents' views in respect of the Severn Trent Water pumping station proposals in the absence of Mr. Reeves.

a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – Cllr. Turvey advised that WCC Officers are in contact with STW representatives to discuss the compatibility of both of the proposed schemes. It appears from initial discussions that the 2 schemes should be compatible and STW is awaiting further levels from WCC to confirm this. The Clerk has requested a plan showing the revised WCC scheme and this is awaited.

The Clerk commented on information received relating to the impact upon Bow Brook if a proposed housing development progresses in Redditch. As one of the watercourses that runs through Littleworth and out towards the railway line and B4084 flows into Bow Brook, it was agreed for the Clerk to contact Wychavon DC to highlight this information and to confirm that these proposals will not impact upon our Parish.

b) Severn Trent Water (STW) Wadborough Road sewerage scheme – Cllr. Turvey advised that representatives of the Parish Council have met with representatives of STW to discuss the project and a draft proposal has been made by STW for consideration by the Parish Council. The notes from this meeting and the proposed location plan have been previously circulated to councillors for consideration. However, on the day of the Parish Council meeting, significantly revised proposals have been received from STW and there has been insufficient time for these to be circulated and reviewed by councillors prior to the meeting. Cllr. Turvey/Cllr. Fincher briefly summarised the revised proposals and the Clerk will circulate the details to councillors for review. This was agreed as a disappointing development which will cause delays, despite the Parish Council and residents being keen for this project to progress as quickly as possible. The site surveys have now been completed and results are awaited from STW.

After discussion, the original proposal made by STW following the meeting on 18th March (to include part tarmacking of the Parish Hall car park) was agreed in principle, subject to feedback on the draft plan and draft Heads of Terms made by the Parish Council, its solicitors and land agent being agreed with STW. Proposed by Cllr. Fincher, seconded by Cllr. James and agreed by all.

The Clerk will update STW and request another meeting if they wish to pursue revised proposals, to allow these to be discussed and then considered by the Parish Council. It was agreed for Cllr. Turvey, Cllr. Fincher and Mr Reeves to liaise with STW as representatives of the Parish Council.

In terms of land ownership, the Clerk provided an update following discussions with the Parish Council's solicitor regarding the required statutory declaration and associated indemnity insurance. It was noted that STW is unlikely to cover the costs relating to the statutory declaration and indemnity insurance. Progression of a statutory declaration and registration relating to the whole Parish Hall site with the Land Registry, was proposed by Cllr. Fincher, seconded by Cllr. Mrs McGovern and agreed by all. Costs are estimated in the region of £1,000 plus VAT and disbursements. The Clerk will instruct the solicitor to progress with the statutory declaration and land registration.

Mrs Collins left the meeting following discussion of agenda item 10 at 8.05pm.

11. 2013/61 Employment Matters

No outstanding issues.

12. 2013/62 Parish Clerk Contract

Cllr. Turvey advised that a meeting has been held with the Clerk to discuss the draft contract and benchmarking exercise that the Clerk was asked to complete. The draft contract and benchmarking information have been circulated to councillors for review and consideration. The Clerk offered to leave the meeting for discussions but was invited to remain.

a) The draft contract as circulated was agreed subject to any changes agreed under item b below.

b) The circulated benchmarking information was considered along with working hours and cost implications. As proposed by Cllr. Mrs Hewison, seconded by Cllr. Richmond and agreed by all, the Clerk's role was benchmarked at SCP 26, with working hours of on average 20 hours per week, with effect from 1st April 2013. Hours will be reviewed periodically. An annual review will be undertaken in March 2014 in preparation for the year end. The Clerk will revise the draft contract and advise Wychavon DC for payroll purposes.

c) It was agreed by all for the Clerk to carry forward 15.75 hours holiday from the holiday year 1st April to 31st March 2014.

13. 2013/63 Parish Hall Recreation Facilities

a) and b) The Clerk provided an update on working group progress, consultations undertaken, investigation of the required tendering process and contact with suppliers/advisors. As proposed by Cllr. Fincher and seconded by Cllr. Mrs McGovern, it was agreed for the Clerk to contact Eibe and advise that subject to securing funding, completion of a tendering process and planning approval, that the Parish Council would like to progress the project further through Eibe. It was also agreed that the working group will discuss the situation further with the advisor from The Play Inspection Company to identify what assistance can be provided to progress the project more quickly and at what cost. Draft designs are available from the Clerk.

14. 2013/64 Parish Hall Car Park/Grounds/Outside Space

a) Following a review of the outside space, the location of the flag pole was agreed on the small mound of grass, at the edge of the playing field, in the proximity of the front entrance to the Hall, before the first tree. Due to the flag pole height, planning permission will be required. It was agreed for the Clerk to investigate the planning permission prior to the base support being constructed and installed. Flags to be flown will include the Union flag, the Cross of St. George and a flag including the Parish Council logo once finalised.

b) Use of the playing field for a football tournament linked to the Youth Club was agreed by all in principle, with no charge for use of the field. The Clerk will advise Youth Club.

15. 2013/65 Parish Hall

a) Cllr. Dawson provided an update as a Charity Trustee and landlord representative. Part of the new hall flooring is being replaced as some of the tiles are faulty and following the energy survey, installation of solar panels is being investigated along with grant funding opportunities. Following discussions with the Chair of the Trustees, the Clerk added that there is a problem with the toilets filling very slowly. This created a problem at the start of the Parish Fun Run last year and is being investigated to find a solution. The Hall AGM will be held on 15th May and Parish Councillors are invited to attend. The Trustees are considering connection to the proposed new mains sewerage scheme but the level of costs and who would be responsible for funding these is unclear. The impact upon Pre-school and the septic tank is also being considered. It was agreed for the Clerk to request a quote from STW for installation of the necessary pipes to enable connection, so that the situation can be considered further. A request was made for the annual accounts for the Hall for the year ending 31st March 2013 to be made available to the Parish Council once these have been finalised. The Clerk will request.

b) The Clerk advised that the draft HMC terms of reference are being finalised following feedback from the Trustees and will be circulated to Parish Councillors for review and comments.

c) The balance of community events and commercial hall bookings was considered. Whilst it was agreed that the hall needs to generate a surplus to cover maintenance and capital expenditure costs (supported by grant funding) and the progress made in achieving this is appreciated, the aim should not be to maximise profit at the expense of community events. It was noted that the 2014 panto rehearsal schedule has been agreed. The Clerk advised that a suggestion is being considered for the Trustees to include a notice in the Parish Council newsletter inviting volunteers to help with community events at the Hall. Councillors will give consideration to ideas for suitable events e.g. a joint community/school fete in view of the building work at school. Cllr. Mrs McGovern will discuss with Mrs. Dean (Head Teacher).

16. 2013/66 Community Events

a) Norton Community Games 9th June - Following discussion it was proposed by Cllr. Fincher, seconded by Cllr. Mrs McGovern and agreed by all to fund the trophies and medals for the inter-school athletics competition at the 2013 Norton Community Games at a cost of c. £200.

Consideration may be given to funding trophies/medals for other events at the Games once further details become available.

b) Fun Run 14th July – Councillors will consider what support they may be able to provide e.g. as marshals. The Clerk will confirm that the Hall is booked.

17. 2013/67 Worcester Norton Sports Club

At the recent Community Groups meeting, the problem of dogs being walked off leads at the Cricket Club was highlighted. It was agreed to place a notice in the next Parish Council newsletter reminding dog walkers to be considerate and to keep dogs on leads in the Cricket Club grounds. The Clerk will investigate if the Parish Council can appoint its own dog warden in view of the problems being experienced within the Parish and the associated costs being incurred.

18. 2013/68 Lengthsman Scheme

The Clerk advised that the allowance for 2013/14 remains unchanged at to £2,110. Membership of the Worcs CC scheme for 2013/14 was proposed by Cllr. Mrs Hewison, seconded by Cllr. Mrs McGovern and agreed by all. The Clerk will arrange.

19. 2013/69 Maintenance of Parish Public Rights of Way

Cllr. Turvey advised that the maximum P3 grant of £500 has been applied for. The Clerk advised that costs for 2013 are predicted at c. £1,100 to include 2 cuts of the general PRowS and entrance clearance, plus 3 cuts of FP20 (NJ543) which provides the only access to one residential property. Approval of these costs was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all, along with acceptance of the quote from Simon Skeys for the general footpath maintenance of up to 2 cuts at a cost of up to £700 depending on growth levels and the need for maintenance. The Clerk will instruct Simon Skeys. FP20 (NJ543) maintenance has previously been approved as part of a 3 year agreement (of which 2013 is the final year).

20. 2013/70 Allotments

a) Quotes received for fencing along the back of the allotments along the public right of way were considered. After discussion it was agreed to proceed with a post and rail fence with a 5' field gate at a cost of £2,427 plus VAT. The Clerk will instruct New Farm Grounds Maintenance once a meeting has been held with tenants to discuss the proposals. The Clerk will arrange a site meeting. A combination lock will be used to secure the gate and assist in preventing unauthorised access.

b) It was agreed by all for the Lengthsman to be instructed to carry out general maintenance to the French drains on the allotments. The Clerk will arrange.

21. 2013/71 Bus Shelter Crookbarrow Road

The Clerk reported on the quote and advice received regarding roof maintenance and installation of a side panel to the bus shelter. In view of previous work undertaken to the bus shelter roof, the

Clerk will clarify the nature of the work required and the cost. The Clerk was given the authority to accept the quote of up to £190 plus VAT subject to satisfactory enquiries/responses. The Clerk will update the reporting resident and also advise that following advice regarding installation of a side panel, this has not been recommended from a structural and security perspective.

22. 2013/72 Dog Waste Bins

The Clerk reported on costs to purchase, install and maintain dog waste bins through Wychavon DC. Installation of 2 bins was agreed in principle at Regiment Close and Brockhill Lane at a cost of £450.48 per bin (including the first year maintenance/emptying) with the annual cost thereafter of £71.07 per bin. The Clerk will clarify ownership of the grass verge in Regiment Close and the best sites for installation in both proposed locations. It was also agreed to install a replacement dog waste bin in the same position on grass verge in Crookbarrow Road (after this was damaged beyond repair by contractors associated with the new development). The Clerk will confirm with Wychavon DC that as this is a replacement bin it will be emptied free of charge. A notice will be placed in the next edition of the newsletter highlighting the locations of the dog waste bins within the Parish and encouraging use of these.

23. 2013/73 Grass Bank Salamanca Drive

The Clerk provided an update following discussions with the Parish Council solicitor. As proposed by Cllr. Fincher, seconded by Cllr. James and agreed by all, the Clerk will request advice upon the Land Registry covenant implications at an estimated cost in the region of £200 plus VAT.

24. 2013/74 Horse Manure on Roads/Pavements/Footpaths

The Clerk reported on feedback from parishioners and a suggestion received to seek support from the livery yards to improve the situation, by asking them to regularly clear the pavements/footpaths in the vicinity of their yards. It was agreed for the Clerk to write to the livery yards with this request. A notice will also be placed in the newsletter asking for riders to avoid horses using the pavements/footpaths and to highlight the level of fine that could be imposed if they do so.

25. 2013/75 Highways Matters

- a) It was agreed for the Clerk to approach Highways to establish whether there is scope to install junction road markings within Orchard Grove and also to remove the remainder of the grassed area to create additional parking spaces. It is understood that there is a consensus of residents' views.
- b) It was noted that following resurfacing work along Wadborough Road, Littleworth, the central white line was not reinstated from the 'red' highways road marking by the village sign up towards The Retreat. It was agreed for the Clerk to request re-marking by Highways.
- c) Accessibility and visibility issues due to parking of a van in the vicinity of 25/25A Wadborough Road were noted. It was agreed that if further issues occur the van registration number should be reported to the Police.
- d) Following agreement in principle to additional road markings outside school, concern has been expressed that parking may increase along St. James Close and Orchard Grove. The Clerk has responded to these concerns by highlighting the nature of the additional parking restrictions, that it is hoped these will not displace a significant number of cars seeking new parking areas and that school regularly reminds parents to park considerately. If the situation worsens the Clerk has requested feedback from residents.
- e) The Clerk confirmed that a request has been submitted to Highways for consideration of parking restrictions along Church Lane in the vicinity of the livery yard. This has been acknowledged and the request is being investigated.

26. 2013/76 Parish Council Logo

A revised logo is awaited and the Clerk will chase for the April Parish Council meeting.

27. 2013/77 Police & Crime Commissioner Consultation

It was agreed not to respond to this consultation.

28. 2013/78 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Duplikate	Spring newsletter net cost	155.00
Norton Parish Hall	Contribution towards replacement hall flooring (as agreed at February Parish Council meeting – minute ref: 2013/42).	5,000.00
Shaws Loos Ltd	Pantomime portaloos costs (as agreed at November 2012 Parish Council meeting – minute ref: 2012/292).	120.00
	TOTAL	5,275.00

Accounts for Payment:

Creditor	Detail	Amount £
Norton Parish Hall	Reimbursement of changing room fees collected from 23/10/12 to 28/3/2013 inclusive	45.00
R. Pullen	Feb/March 2013 – play area inspections and maintenance work (3hrs), mileage and pay in lieu of holiday (Gross)	25.54
M. Abbott	Litter picking Feb 2013 – 12.5 hours plus mileage (Gross)	82.78
Mrs J. Greenway	Honorarium March 2013 (gross)	623.42
HMRC	Quarterly Tax, Employee's NI and Employer's NI due	37.20
J. Greenway	Expenses March 2013	127.92
P. Skeys	Lengthsman duties February and March 2013	315.00
	TOTAL	1,256.86
	GRAND TOTAL	6,531.86

b) A donation of £550 to NJK CE First School, towards the cost of transport for pupil swimming lessons, was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Richmond and agreed by all. This was noted as S137 expenditure which remains within the annual limit. The Clerk will arrange.

c) Purchase of an additional matching filing cabinet, for use by the Parish Council in the committee room at the Parish Hall, was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Richmond and agreed by all at a cost of £262.90 including delivery and VAT. The Clerk will order.

29. 2013/79 Correspondence for Information

See Appendix 1 for a list of correspondence received. No items were requested.

30. 2013/80 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

31. 2013/81 Items for Update to Local M.P.

It was agreed to highlight issues relating to precept setting/budgeting, including the need for government subsidy/grant levels to be identified sooner, with clear instructions for District Councils to pass these on, to enable Parish Councils to effectively manage and plan their budgets. Similarly, a decision regarding capping of Parish Council precepts and the level of excessive increases is needed earlier in the process, as many Parish Councils are required to submit precept requests in early January. The Clerk will write to Peter Luff MP.

32. 2013/82 Councillors' Reports and Items for Future Agenda

The following items were requested to be added to the March agenda:

- Verge maintenance at the junction of Woodbury Lane/Wadborough Rd (in front of The Retreat).
- Production of the Parish Council newsletter and alternative proposals.

33. 2013/83 Date of Next Meeting: Thursday 25th April 2013

The meeting closed at 10.55pm.

Correspondence Received for 28th March 2013 Parish Council Meeting	
Sender	Subject
Arien Designs	Parish Signs product flier
B Johnston & Co	Parish Council insurance services
CALC	Updates on various matters/training, incl: Local Council Administration publication, Local Policing Plans, budget/precept dispensations, S137 limit 2013/14, rural broadband solutions/superfast broadband, flooding matters, new external auditors, Executive Officer's area meeting report, Parish Council financial responsibilities, 9 th Parish Conference (forwarded to Parish Councillors for information)
Cemetery Development Services Ltd	Cemetery management
Clerks & Councils Direct	March magazine March
Community First	Bulk oil buying scheme (previously forwarded to Mr Reeves who manages the existing parish bulk oil scheme), Annual Report
Fields in Trust	March newsletter
Grant Thornton	2012/13 External audit and Annual Return completion
Guide Dog Breeding Centre	Flier publicising voluntary opportunities
MADE	Newsletter March (forwarded to SWDP working group for information)
Malvern Hills DC	Kempsey Neighbourhood Area Design Consultation (comments by 10 th May)
MH-P Internet Ltd	Parish Council web site provision
Mr Watson	Parking in Littleworth and horse manure on roads/pavements
Mrs Skate	South Worcester developments
NALC	Local Council Review Spring 2013, Local Council Review online, conferences info
Navigus Planning	Neighbourhood plans
NJK CE First School	Request for financial assistance with school swimming transport costs
Norton Parish Hall	Severn Trent Water project
Notts Sport	Product flier
Open Spaces Society	Newsletter spring 2013
Pershore High School	Newsletter March/April 2013
RCA Regeneration	Planning information (forwarded to Parish Councillors who review planning applications for information)
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Savills	South Worcester development proposals
Soc. Local Council Clerks	The Clerk magazine March, Quality Parish & Town Council Scheme consultation, Online news bulletins and training events
Sovereign Play	Product flier
Taylor Wimpey	Play area on new Crookbarrow Road development - planned completion May/June
Tennyson Insurance	Dedicated Charity and Community insurance (forwarded to Parish Hall Trustees)
The Parking Shop	Parish Signs product flier
Welbeck Land	South Worcester development proposals
West Mercia Police	Crime reports, PACT priorities, mobile Police Station locations/dates (forwarded to Parish Councillors for information)
Western Power Distribution	Invitation to various stakeholder workshops re draft business plan 2015-2023
Worcs CC	Lengthsman Scheme 2013/14
Worcs CC	New Connecta bus tickets from 2 nd April (forwarded to Parish Councillors for information). Posters to notice boards and in next Parish Council newsletter.
Worcs CC	Superfast broadband update
Wychavon DC	Changes to processing/consultations on planning applications (forwarded to Parish Councillors that consider planning applications for information/comment)
Wychavon DC	New Homes Bonus briefing slides and the application process
Wychavon DC	Planning approval notice: W/12/02418 (Court Farm, Church Lane): Extension to unit
Wychavon DC	Allocation of affordable homes at new Crookbarrow Road development
Wychavon Sport	Invitation to join the 2013 Parish Games