

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 30TH MAY 2013 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. Election of Chairman

Cllr. Turvey was proposed as Chair by Cllr. Mrs. McGovern, seconded by Cllr. James and all were in favour. Cllr. Turvey accepted this position and was elected as Chairman. Cllr. Turvey signed the Chairman's undertaking and declaration of acceptance of office.

2. Apologies for Absence: K. Fincher, Mrs. D. Hewison, P. Richmond, Cllr. R. Adams (District and County Councillor) and CSO Allchurch. These apologies were accepted and approved.

Attending: H. Turvey (Chair), A. Bennett, C. Dawson, D. James, Mrs. C. McGovern, M. Reeves Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

3. Election of Vice-Chairman

Cllr. Mrs. McGovern was proposed as Vice-Chairman by Cllr. Bennett, seconded by Cllr. James and all were in favour. Cllr. Mrs. McGovern accepted this position and was elected as Vice-Chairman. Cllr. Mrs. McGovern signed the Vice-Chairman's undertaking and declaration of acceptance of office.

4. Changes to Membership

No applications have been received. A notice is being placed in the Parish Council newsletter.

5. Declarations of Interest

a) Cllr. Turvey reminded members of requirements as outlined in the agenda.

b) and c) None. Previous dispensations granted were noted.

d) None.

6. To Consider and Readopt Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation

Readopted as proposed by Cllr. Bennett, seconded by Cllr. Mrs McGovern and agreed by all.

7. To Note Council's Code of Conduct

The Code of Conduct was noted.

8. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

These were agreed as detailed in Appendix 2.

9. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 31st January, 28th March and 25th April 2013.

10. Minutes of the Parish Council Meeting Held on 25th April 2013

Approved as proposed by Cllr. Mrs McGovern, seconded by Cllr. Turvey and agreed by all with a change of date from 30th April to 30th May under item 29.

11. 2013/109 Reports

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

In the absence of Cllr. Adams, the Clerk advised that Cllr. Adams is making enquiries and pursuing a meeting with Wychavon DC and Rooftop Housing to discuss the planning application for the old Barracks HQ site. It was noted that Cllr. Adams is no longer a member of the Wychavon DC Planning Committee. Following an enquiry from a resident regarding ground works at Worcester Norton Sports Club, Cllr. Adams is making enquiries with Wychavon

Planning. It was agreed for Cllr. Turvey to draft a letter to Wychavon DC expressing disappointment that Cllr. Adams is no longer a member of the Planning Committee.

b) Planning

(i) Cllr. Turvey summarised the following current applications:

Approvals

Wits End Stables, Broomhall. Ref: W/13/00301 Two storey side extension to provide reception/treatment room and office and dressing room/en-suite above. Parish supports subject to neighbours' views and working hours.

Newlands Farm, Church Lane Ref: W/13/00506 Replacement windows. Parish supports subject to approval for Grade II listed status.

The Hollies, Brockhill Lane Ref: W/13/00710 Replacement sun lounge/garden store.

Refusals

Squirrels Leap, Woodbury Lane Ref: W/13/00482 Outline application for erection of 1 no. dwelling. Parish does not support as outside the development boundary.

Railway Goods Yard, Woodbury Lane. Ref: W/12/02430 Conversion, extensions and alterations to facilitate a rural workers dwelling in conjunction with adjacent reclamation yard. Parish does not support as outside the development boundary.

Awaiting Decision

Regimental HQ, Crookbarrow Road. Ref: W/13/00858 Erection of 10 no. affordable dwellings comprising of a mixture of 1 and 2 bedroom flats and 3 bedroom houses. Parish does not support in the current format.

Internal Consultation

60 Toulouse Drive, Norton Ref: W/13/00893 Two storey rear domestic extension.

Norton Parish Hall Ref: 13/000028/CM Severn Trent Water proposed new sewage pumping station required in connection with the first time sewerage.

Newlands Farm, Church Lane Ref: W/13/01056 Repair and redecoration of the render to the rear elevation.

11 Cambrai Drive, Norton Ref: 13/000028/CM Proposed ground floor rear extension to create extended kitchen and utility and first floor extension over existing garage to create 2 no. bedrooms.

Other - None

Cllr. Turvey advised that a resident has complained about SMH vehicle movements outside the agreed hours and provided background to the situation. Following a response from Wychavon DC, it has been highlighted to the enforcement officer that the planning condition applied to the last planning approval, applies to the site as defined within a specified drawing and that this includes the access road to the site. A further response is awaited.

Concerns were expressed regarding the planning application received for the old Barracks HQ site, particularly the apparent lack of specific defined allocation to disabled ex-servicemen, the design and density of the properties (which were anticipated as bungalows) and the lack of consultation with the local community, Parish Council and military organisations. Neighbouring residents have also objected to this application. A meeting is being arranged with Wychavon DC and Rooftop Housing to discuss further.

c) Allotments

Cllr. Mrs McGovern advised that most plots are allocated and being worked. The waiting list has reduced significantly and there may become a situation where there are more plots available than people on the waiting list. It was agreed to place a notice in the autumn edition of the newsletter to invite residents to join the waiting list if they would like a plot and have time to maintain it. If there are plots that are unallocated, it was agreed to trim these off to prevent weed spread and if necessary to weed kill and plough for new tenants.

d) Playing Fields

The Clerk advised that the existing adult team do not want to use the pitches for the forthcoming season as they are looking for a pitch where the lines are marked out by a groundsman. The handyman continues to inspect and maintain the play area. Reports relating to damage/repairs have been received and these are undertaken by the handyman or the equipment taken out of service if this is not possible (until a repair can be arranged). Also see agenda items 21 and 22.

e) Public Rights of Way

Cllr. Turvey advised that the first cut has been completed and highlighted that in view of cost constraints at Worcs CC, P3 grant funding may reduce in future. A meeting is being arranged to discuss improvement of the public rights of way with Merton College as the new owners of Woodhall Farm, Norton.

f) Finance

- (i) The current account balance was £5,436.64 on 8th May with the deposit account balance at £87,512.60 on 1st May. To date there is no S.137 spend for the 2013/14 financial year. The Clerk will gather information regarding fixed term deposits and regulations regarding investments.
- (ii) Monthly accounts are not available due to preparation of the year end accounts.

g) West Mercia Police

CSO Allchurch was unable to attend, but provided a summary of crimes in the Parish since 1st May which was reported by the Clerk. The next mobile Police Station date for Norton Parish Hall is 4th June at 10am.

h) Parish Plan

No further news to report.

i) EnviroSort

It was noted that a report of glass on the road was acted upon very promptly.

12. 2013/110 Year End Accounts and Annual Return

The draft accounts circulated prior to the meeting were reviewed and the Clerk will prepare an Income and Expenditure year on year variation report for circulation and discussion by the Parish Council. The Clerk referred to the Internal Auditor's report which advised of no matters for the attention of the Parish Council and reported on the content of sections 1, 2 & 4 of the Annual Return. The Clerk advised that the audit has been advertised as required.

The accounts for the year ended 31st March 2013 were approved, and the Annual Return approved and signed off, as proposed by Cllr. Bennett, seconded by Cllr. James and agreed by all.

13. 2013/111 Wychavon DC Changes to Planning Procedures

Cllr. Turvey reported on proposed changes including Parish Councils having a specific slot to speak at Planning Committee meetings which was agreed as positive. The proposal to cease circulation of hard copies of planning applications to Parish Councils was not supported for the reasons previously highlighted to Wychavon Planning. It is understood that many other Parish Councils within Wychavon are opposed to this proposal and that Peter Luff MP has been contacted

to provide his support to Parish Councils. It was agreed for the Clerk to reiterate the Parish Council views regarding the need for hard copies of planning applications but to also comment that the proposal to provide a Parish Council slot at Planning Committee meetings is seen as positive.

14. 2013/112 South Worcestershire Development Plan (SWDP)

Cllr. Turvey provided an update following a Wychavon meeting with Nick Boles MP, Parliamentary under Secretary of State for Planning, which was attended by Cllr. Fincher and a question submitted by the Parish Council. Concerns about the 5 year land supply and how this is calculated/applied, were raised with the Minister, along with the compatibility of Government Planning Policy and local democracy/localism, Parish Councils and Neighbourhood/Parish Plans. A letter from the Minister is awaited to which the Parish Council may wish to respond to.

It is understood that the SWDP will be submitted imminently as will an outline planning application from Welbeck. There are 3 main aspects of the Welbeck plan that the Parish Council is pressing for changes to and these will continue to be raised as part of the development control process. These include the houses proposed to the north of Broomhall Cottages (which are not included in the Policy Plan), houses to the south of the Garden Centre (being adjacent to the road rather than set back on the site as detailed within the Policy Plan) and the proposed access road onto Broomhall (which is shown as no vehicular access in the SWDP). In terms of the proposed traveller sites, Welbeck has indicated that these will not be included in the outline application but will be submitted as part of a separate application. It is disappointing that not all land is included in the plans (e.g. land at the corner of the Ketch roundabout) as this land could be developed, allowing a reduction in the housing numbers within the Welbeck plan. A meeting is being arranged with Wychavon to discuss outstanding matters, following which a meeting is planned with Welbeck. There is no further news regarding the Community Trust proposals.

It was agreed for the working group to continue to progress matters along the lines discussed on behalf of the Parish Council.

The Clerk advised that the Community Asset nomination relating to the cricket club (Worcester Norton Sports Club) land has been submitted to Wychavon DC. A decision is expected by the end of July.

15. 2013/113 Land adjacent to St. Peters Garden Centre

The Clerk advised that there has been no reported progress relating to adoption issues and roundabout/pedestrian crossing construction. Concern was expressed about safety issues relating to the delay in the roundabout construction including use of the access from the new development (despite this being no residential access) and increased traffic along the old section of Talavera Road. These safety concerns were highlighted by residents at the Annual Parish Meeting on 22nd May. The Clerk will write to Worcs CC, Wychavon DC and the developers to press for urgent action and to highlight the safety concerns and that the houses on this development should not have been occupied until the roundabout was constructed in line with one of the planning conditions. The Clerk will continue to chase the developers for a play area completion date.

16. 2013/114 Flooding Issues

a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – The Clerk advised that no further news has been received and will chase Worcs CC for an update.

b) Severn Trent Water (STW) Wadborough Road sewerage scheme – Cllr. Turvey advised that the planning application has now been submitted and that STW hope to start work in October. It is understood that Worcs CC and STW are in discussions regarding the impact upon the school and public buses and how this can be managed. Further information is being sought regarding the road works and the estimated 3 month road closure in the hope that this can be reduced to minimise the impact on residents and the Parish Hall. Feedback from the owners of Coppice Cottage relating to this proposal was noted and these issues will be discussed further with the owners at a meeting

with representatives from the Parish Council and STW. Legal costs for the statutory declaration and registration of the Parish Hall grounds of c. £750 to £1,000 were agreed. The draft Heads of Terms and the schedule of works are awaited.

17. 2013/115 Neighbourhood Area Designation Consultations

It was agreed not to submit responses for the Clifton-upon-Teme and Leigh and Bransford proposals.

18. 2013/116 Employment Matters

In view of the variable hours worked it was agreed to pay the litter picker for holiday in lieu on the same basis as the Parish handymen.

19. 2013/117 Parish Clerk Contract

The Clerk will finalise and arrange for sign off as previously agreed.

20. 2013/118 S106 Funding

Drainage of the playing field was suggested as a suitable project for s106 funding. It was noted that to help to ensure that this is effective, drainage in the neighbouring field needs to be investigated as it is understood that the first c. 12m of drainage in this field may be blocked. Cllr. Turvey will investigate projects/funding with Sports England and the Clerk will contact the Worcs FA for guidance. S106 funding will also be raised with Worcester Norton Sports Club at the next Community Groups meeting on 12th June. If WNSC is a not for profit organisation with open membership, it may be eligible for s106 funding.

21. 2013/119 Parish Hall Recreation Facilities

a) Recreation Area Project: The Clerk reported on discussions with Wychavon DC and national guidance for skate parks to be more than 150 metres from the boundaries of domestic properties. The currently proposed location doesn't meet this criteria and therefore other locations on the Parish Hall site are being reviewed. Cllr. Dawson is assisting with this project and following the Annual Parish Meeting there have been other volunteers offering assistance. It was agreed that due to time constraints a project manager is required to progress this project more quickly, with volunteers used to support the project manager. The Clerk 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. Depending on the outcome of discussions with The Play Inspection Company, it was agreed to seek assistance from The Funding Doctors at a cost of £450 to progress funding opportunities. In view of the proposed increase in size of the new play area, consideration will be given to pegging out the area for review by Councillors.

b) RoSPA annual inspection: The Clerk advised that maintenance needs are increasing due to the age of the equipment and that the items highlighted in the RoSPA report (as circulated) are being monitored/undertaken by the handyman as required or the equipment taken out of service if necessary (until a repair can be arranged).

22. 2013/120 Parish Hall Car Park/Grounds/Outside Space

a) Car park tarmacking proposal: The project was discussed in general terms, with funding available from the STW land sale proceeds plus potentially grant funding and Parish Council reserves. It was agreed to ask Cllr. Fincher if he would make enquiries in terms of suggestions for the area to resurface, the nature of the surfacing (e.g. tarmac) and costs, for consideration at a future Parish Council meeting.

b) Football Camp playing field charges: It was agreed that a charge should be made for use of the playing field alongside the Hall booking and delegation was given to the Clerk to negotiate the fee with the hirer, taking into account the Hall fees.

c) Overnight parking of caravans by hirers of the Hall: It was agreed to charge £20 per night per caravan in future (with no use of the septic tank). The Clerk will advise the Hall Manager.

23. 2013/121 Parish Hall

- a) Nothing further to report with no Trustees meeting since the last Parish Council meeting. Cllr. Turvey attended the Parish Hall AGM.
- b) Mains sewage connection for the Parish Hall and Pres-school: Following the information circulated to Parish Councillors regarding the Parish Hall connection and the positive responses, the Parish Hall has accepted the offer letter from STW for connection to the new mains. It is understood that Pre-school has also accepted the STW connection offer.
- c) Estimates of costs for laying of pipes, to connect the new mains at the boundary of the Parish Hall site to the Parish Hall building and to Pre-school were considered and the cost benefit of connecting both buildings at the same time noted. If Pre-school do not connect to the new mains then they will need to become responsible for the septic tank in terms of emptying/maintenance and in the event of a tank failure, will need to connect to the mains at a later date. It was noted that the Parish Hall is using surpluses for the benefit and improvement of the Hall and that the Parish Council is the freehold owner of the Hall. Following discussions, it was proposed by Cllr. Bennett, seconded by Cllr. Mrs McGovern and agreed by all for the Parish Council to pay for the mains sewage pipe connection to the Parish Hall and Pre-school to a maximum cost of £6k (net of VAT). To reflect the better facilities in terms of mains sewage connection, it will be proposed to Pre-school that this agreement is on the basis that following connection, rent will be increased for the next 5 years, by 20% of the cost connection each year, estimated at an annual increase in rent of around £300 pa. The Clerk will advise the Hall Management Committee, propose this arrangement to Pre-school and seek firm quotes for the pipe laying work, with the pre-school element identified separately.

24. 2013/122 Highways Matters

Orchard Grove – Highways has advised that it will progress installation of junction road markings within Orchard Grove. Wadborough Road white lines – Highways has confirmed that a contractor has been instructed to reinstate the central road markings. Church Lane – Highways has advised that it will progress the parking restrictions without any spaces for on road parking as requested by the Parish Council. The Clerk reported upon a letter received regarding these proposals and the impact on Smiths Livery Yard. It was agreed for the Clerk to respond that it is acknowledged that Church Lane is a rat run and that this worsens the situation. The proposed parking restrictions are in response to residents' road safety concerns and are supported by the Parish Council, Worcs CC Highways and Cllr. Adams. It is understood that there are parking facilities within the livery yard as outlined in the Wychavon DC planning approval and the proposed parking restrictions should not have a detrimental impact upon the livery yard.

The Clerk will contact Highways to request a planned date for marking of the additional restrictions outside school and also for consideration to be given to marking a yellow box at the Norton Road entrance/exit to the St. Peters island on the southern link road, as this is becoming frequently blocked during times of congestion along the southern link road, stopping access to/from the island. This issue was highlighted as a concern at the Annual Parish Meeting.

25. 2013/123 Coppice Cottage Boundary

Correspondence received from the owners of Coppice Cottage regarding the property boundary with the Parish Hall was considered. It was agreed to seek a Land Registry plan for information and for Cllr. Turvey and the Clerk to meet with the owners to discuss the query. It was noted that at the time of the land transfer in 1974, it is believed that the then owner erected a fence on the new boundary after increasing the size of the garden to exercise dogs. It was also suggested that the Public Right of Way may have been diverted to accommodate the changed boundary and fence. The situation will be discussed further with the owners and reported back to the Parish Council for consideration.

26. 2013/124 Parish Council Newsletter

- a) Newsletter articles: It was agreed that these would be included at the discretion of Cllr. Mrs McGovern and the Clerk, with any overly promoting a business being unlikely to be accepted.

b) Due to problems with some advertisers not paying promptly, it was agreed to levy a 25% administration fee (minimum £5) for payment after 28 days. The Clerk will advise the printers.

27. 2013/125 Parish Council Logo

The Clerk advised that whilst a revised logo has been received, this was in line with a previous version and is therefore being revised for review at the next Parish Council meeting.

28. 2013/126 Community Events

No further requests received.

29. 2013/127 Accountancy Services for 2013/14

The quote from The Richards Sandy Partnership of £820 payable in two 50% payments was proposed by Cllr. Bennett, seconded by Cllr. James and agreed by all. The Clerk will seek agreement to this as a two year deal if possible.

30. 2013/128 Parish Council Notice Boards

The notice boards at Hatfield and High Park have recently been replaced and maintenance work is planned for the Church Lane notice board. The notice board at Crookbarrow Road is being replaced with funding from Persimmon Homes and Taylor Wimpey and a larger board is planned as this is a well utilised notice board. It was noted that the notice board at the Parish Hall is in need of replacing and the Clerk will seek quotes. The notice board by school is in a satisfactory state of repair but this will be monitored. In terms of usage it was agreed to leave the notice boards unlocked so that members of the public can open and read items displayed and also add items relating to activities within the Parish (although these are displayed at the discretion of the Parish Council and should not cover other notices). The Clerk and Councillors will monitor the notice boards and remove unsuitable or excessive notices/adverts.

31. 2013/129 Finance

a) It was proposed by Cllr. Bennett, 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 £
CALC	Annual subscription (£591.12 plus VAT)	689.54
NALC	Local Council Review annual subscription	16.00
Community First	Annual silver membership	20.00
The Richards Sandy Partnership Ltd	Final 50% of annual fee (£390 plus VAT)	468.00
Shear Perfection Ltd	2 cuts in April of Brockhill verges (£346) and churchyard (£354) plus VAT	840.00
Fleet (Line Markers) Ltd	Line marker	13.99
New Farm Grounds Maintenance	2 cuts of the playing field (£121), FP20 1 st cut (£108) plus VAT	274.80
Stallard March and Edwards Solicitor	Land ownership/registration work carried out from Jan 2012 to date by Shaun Owen (capped at £500 plus VAT)	600.00
Shear Perfection Ltd	1 cut of Brockhill verges (£173) and churchyard (£177) plus VAT (10 th May)	420.00
Fleet (Line Markers) Ltd	Line marker	13.99
Duplikate	8 road side signs for Annual Parish Meeting (£90 plus VAT)	108.00
	TOTAL	3,464.32

Accounts for Payment:

Creditor	Detail	Amount £
Iain Selkirk	Annual internal audit	80.00
R. Pullen	April/May 2013 – play area inspections and maintenance work (6hrs), mileage and pay in lieu of holiday (Gross)	44.32
M. Abbott	Litter picking April 2013 – 9 hours, mileage, signage to show that working on behalf of the Parish Council (£36) (Gross). Paid for 4 hours extra in error - to be corrected in June payroll.	124.75
Mrs J. Greenway	Honorarium May 2013 (gross)	1,005.72
Mrs J. Greenway	Expenses May 2013 (£147.28 less £25.76 mileage to be paid via payroll)	121.52
Shear Perfection Ltd	1 cut of Brockhill verges (£173) and churchyard (£177) plus VAT (24 th May)	420.00
Simon Skeys Gardening Services	First cut of Parish Public Rights of Way and entrances	350.00
P. Skeys	Lengthsman duties April and May	315.00
SME Solicitors	Search fees for registration of land at Norton Parish Hall, Littleworth	100.00
	TOTAL	2,561.31
	GRAND TOTAL	6,025.63

b) A £20 donation to the Open Spaces Society was proposed by Cllr. James, seconded by Cllr. Bennett and agreed by all. The Clerk will arrange.

32. 2013/130 Annual Parish Meeting – 22nd May 2013

The Annual Parish Meeting was considered successful with increased attendance. The Clerk will instruct Shear Perfection to clear the undergrowth from the base of the hedge on the verge along Crookbarrow Road, in front of the black & white cottage. This will be included in the verge maintenance costs for reimbursement by the developers. A request was made at the Annual Parish Meeting for this hedge to be cut back at the Norton Road end, however in view of the construction of a new roundabout by the garden centre and likely changes to this verge and hedge, it was agreed to wait for the new roundabout to be constructed and to then assess if any work is required.

33. 2013/131 Correspondence for Information

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

34. 2013/132 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

35. 2013/133 Items for Update to Local M.P.

Nothing to report at this time.

36. 2013/134 Councillors' Reports and Items for Future Agenda

Road side advertising will be added to the agenda for discussion at the June Parish Council meeting.

37. 2013/135 Dates of Next Meetings:

Parish Council Meeting – Thursday 27th June 2013

The meeting closed at 10.10pm.

Correspondence Received for 30th May 2013 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training, including invitation and agenda for Wychavon Area meeting 5 th June, Worcs CC Parish Conference 4 th June, Council Tax benefit subsidy/precepts, Lengthsman Scheme (weed spraying), rural broadband solutions event, Act Local, PAYE Real Time, funding, , County Council use of social media, news from NALC, Wychavon Planning changes (forwarded to Parish Councillors for information).
Clerks & Councils Direct	May magazine
Community First	E-bulletins (forwarded to Parish Hall for info), membership welcome letter
Cotswold Line Promotion Group	Leaflets and posters for the Sunday and Bank Holiday 381 bus service from 19 th My to 15 th September (details included in Parish Council newsletter)
Doorbars Chartered Surveyors	Proposed double yellow lines outside Smiths Livery Yard, Church Lane, Norton
Harriet Baldwin MP	Rural broadband event at Wychavon May 10 th
Litter Pickers Direct	Product information
MADE News	The truth about Design review
Malvern Hills DC	Neighbourhood Area Designation Consultations for Clifton upon Teme and Leigh and Bransford. Representations to be submitted before 28 th June 2013.
Mr & Mrs Arrow	SMH Fleet Solutions lorry/transporter movements and planning condition relating to access hours to/from the site.
Mr & Mrs Delord	Copy correspondence sent to Wychavon objecting to planning application W/13/00858 (Regimental HQ, Crookbarrow Road, Norton)
Mr Brooker	Severn Trent Water scheme objections and clarification of Coppice Cottage boundary (forwarded to Parish Councillors for information)
Mr Goode	Copy correspondence to Cllr. James regarding cricket club land and plans
Mr Morgan	Volunteer footpath walking
Mrs Gleaves	Report of damage to play area
MyColony	Allotment site management
NALC	Feedback from All Party Parliamentary Group on local democracy, Local Council review online, Chairman's update on meeting with the DCLG Minister about Parish Council funding/localising council tax support
NJK CE First School	Letter of thanks for the donation towards swimming transport costs.
Norton Parish Hall	Overnight caravan use of car park for hirers of the Hall, invitation to and minutes from AGM 15 th May (forwarded to Parish Councillors).
Now Print Ltd	Production of an independent advertiser/magazine for Norton.
Onside Independent Advocacy	Request for inclusion of a newsletter article
Open Spaces Society	Growth & Infrastructure Act 2013 – effect on greens, New government designation of Local Green Space (LGS), donation request
Pershore High School	May newsletter
Peter Luff MP	Copy correspondence re Parish precepts, excessive increases and local referendums
Richards Sandy Partnership Ltd	Accountancy fees for 2013/14
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
Soc. Local Council Clerks	The Clerk magazine May 2013, news bulletins
St. Richard's Hospice	Heartbeat newsletter Summer 2013
Wardell Armstrong LLP	Notice re Severn Trent Water planning application for construction of a pumping station on the car park at Norton Parish Hall, Littleworth
West Mercia Police	Crime and suspicious activity reports, mobile police station dates for Littleworth (forwarded to Parish Councillors). PACT meetings (8 th May & 11 th September).
Whitehill Direct	Information Boards product brochure
Worcs Assocn of Carers	Caring News Summer 2013

Sender	Subject
Worcs CC Highways	<ul style="list-style-type: none"> • Proposal for additional time restricted no waiting single yellow lines opposite NJK CE First School (forwarded to Parish Councillors for information) • Secondment of Roy Fullee from his Liaison Engineer role and procedures following secondment • Order of works for give way road marking in Orchard Grove, Littleworth • Notice of temporary closure of Church Lane (expected for 2 weeks wef 1st July) • Proposed restricted parking markings Church Lane, Norton
Worcs CC Passenger Transport	Management of public and school bus services during proposed road closures for Wadborough Road (Severn Trent Water and Worcs CC schemes)
Wychavon DC	<ul style="list-style-type: none"> • Parish Matters newsletter May 2013 and ‘Balancing the Budget – have your say’ • Public notice and sealed Order regarding a change to Traffic Regulation Orders and specially constructed/adapted vehicles for Wedding or Funeral services. • Flooding measures/Preparedness Questionnaire
Wychavon DC	Agenda for Member Conduct Committee meeting 10 th June
Wychavon DC Planning	<ul style="list-style-type: none"> • Changes to notification of planning applications by hard copy and public speaking at Planning Committee. • Invitation to a visit by Nick Boles MP, parliamentary Under Secretary of State for Planning (17th May) and slides following the meeting • Copy of response submitted to Redditch Borough Council regarding housing development and the impact upon the Bow Brook watercourse (forwarded to Parish Councillors for information) • Acknowledgement of Asset of Community Value Nomination for land at Worcester Norton Sports Club/Cricket Club • Copy correspondence relating to vehicle movements to/from SMH Fleet Solutions, Church Lane. <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> – W/13/00301: Wits End Stables, Broomhall (Two storey side extension to provide reception/treatment room and office and dressing room/en-suite above) – W/13/00506: Newlands Farm, Church Lane (Replacement windows) – W/13/00710: The Hollies, Brockhill Lane (Replacement sun lounge/ garden store) <p><u>Refusal Notices:</u></p> <ul style="list-style-type: none"> – W/13/00482: Squirrels Leap, Woodbury Lane (Outline application for erection of 1 no. dwelling) – W/12/02430: Railway Goods Yard, Woodbury Lane (Conversion, extensions and alterations to facilitate a rural workers dwelling in conjunction with adjacent reclamation yard)
Wychavon’s Strategic Partnership and LSPs	Communicate newsletter April 2013 (forwarded to Parish Councillors for information)
Zurich Insurance	Revised policy to reflect increased Personal Accident cover with the increase in premium waived until renewal (Feb 2014)
Zurich Risk Management	Local Council Advisory Service seminars

Norton-juxta-Kempsey Parish Council

Councillor Responsibilities

Councillors with Responsibility for Playing Fields/Recreation Areas:

Chair: Cllr. Richmond
Cllr. Mrs. Hewison
Cllr. Dawson

Councillors with Responsibility for Planning Matters:

Chair: Cllr. Richmond
Deputy: Cllr. Bennett Cllr. James
Cllr. Fincher Cllr. Turvey (Parish Council Chairman)

Councillors with Responsibility for Footpaths:

Chair: Cllr. Turvey (Parish Council Chairman and Parish Paths Warden)

Councillors with Responsibility for Allotments:

Chair: Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Mrs. Hewison

Councillors with Responsibility for Finance, Staffing and General Purposes:

Parish Council Chairman
Parish Council Vice-Chairman
Parish Councillors
Responsible Finance Officer (Mrs. J. Greenway)

SWDP Working Group:

Cllr. Turvey (Parish Council Chairman)
Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Fincher
Mr. Dyer (Co-opted Member for SWDP)

EnviroSort Liaison Group:

Cllr. Mrs McGovern (Parish Council Vice-Chairman)

Flooding Issues: Mr. Reeves (Co-opted Member for flooding issues)
Cllr. Turvey (Parish Council Chairman)

Severn Trent Water Mains Sewerage Scheme:

Cllr. Turvey (Parish Council Chairman)
Cllr. Mrs. McGovern (Parish Council Vice-Chairman)
Cllr. Fincher
Mr. Reeves (Co-opted Member)

PACT Representative: Cllr. Bennett

CALC Wychavon Area Meeting Representative: Cllr. Bennett

Community First Representative: Cllr. Turvey (Parish Council Chairman)