

**MINUTES OF THE MEETING OF THE**  
**NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON**  
**THE 23<sup>RD</sup> JANUARY 2014 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

**1. Apologies for Absence:** D. James, Cllr. Adams. These apologies were accepted and approved.  
**Attending:** H. Turvey (Chair), A. Bennett, C. Dawson, K. Fincher, Mrs. D. Hewison, Mrs. C. McGovern, Miss A. Poole, M. Reeves, P. Richmond, Mrs S. Way-Vautier, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

**2. Changes to Membership**

None.

**3. Declarations of Interest**

**a)** Cllr. Turvey reminded members of requirements. The Clerk clarified that declarations of interest and dispensation requirements also apply to Public Question Time discussions.

**b) and c)** Cllr. Mrs McGovern declared an interest in agenda item 27b. Cllr. Mrs Way-Vautier declared an interest in agenda item 21.

**d)** Previous dispensations were noted.

A dispensation was granted, up to the next ordinary election (2015) to Cllr. Mrs Way-Vautier to enable participation in any discussion/vote on any matter concerning the setting of the council's budget and annual precept.

A dispensation was granted, up to the next ordinary election (2015) to Miss Poole to enable participation in any discussion, but not to vote on any matter concerning the setting of the council's budget and annual precept.

A dispensation was granted, up to the next ordinary election (2015) to Cllr. Mrs Way-Vautier to enable participation in any discussion, but not to vote on any matter concerning Worcester Norton Croquet Club and Worcester Norton Sports Club.

Dispensations proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all.

**4. Minutes of the Parish Council Meetings Held on 28<sup>th</sup> November 2013**

Approved as proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all.

**5. 2014/1 Reports**

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

In the absence of Cllr. Adams, the Clerk provided an update on highways drainage reports and the Ketch roundabout consultation event at the Garden Centre (which it is understood was attended by 100 + residents). News is awaited following the Subsidised Bus Services Review to which c. 7,000 responses were received. The Parkway Station proposals are progressing slowly and a visit to discuss these with the Parish Council is still planned for Feb/March. Cllr. Adams will forward feedback received from a resident regarding the Woodbury Lane development proposals. Negative feedback has been received relating to the lack of Christmas tree recycling at St. Peter's Garden Centre and this has been forwarded to Cllr. Adams. WDC has confirmed that subject to the size of tree, brown wheelie bins can be used for Christmas tree recycling.

A request has been received for the Parish Council to consider an increase in the Church Lane speed limit from 30 to 40 mph, as this would then require cars to be parked with lights on after dark, hopefully improving highway safety. It was agreed that a similar request had been considered previously, at Annual Parish Meetings, where the majority of attendees had not been in favour of increasing the speed limit. Whilst it was agreed that use of parking lights may improve highway safety during darker hours (provided drivers used them), overall it was considered that an increase in the speed limit would reduce highway safety, as speeds would increase and therefore it was agreed by all not to request an increase in the Church Lane speed limit. The Clerk will advise Cllr. Adams.

## **b) Planning**

- (i) Cllr. Turvey summarised the following current applications and will seek an update from the Wychavon Planning Team relating to the Welbeck application (W/13/00565/OUT).

### Approvals

**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. (Formal Approval Notice now received)

Refusals - None

### Awaiting Decision

**Land to the south of the City of Worcester, Bath Road. Ref: W/13/00565/OUT** Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

### Internal Consultation

**Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: 13/01825/OUT** Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Other – None

Cllr. Turvey explained the St. Modwen application (MHDC 13/01825/OUT) and the need for the developers to work together to provide a cohesive approach to the SWDP linked proposals was agreed. The drafted response was agreed along with the accompanying plan. The Clerk will submit to MHDC along with a request to meet with the Planning Officer to discuss the plans and the approach to these in more detail.

- (ii) SMH Fleet Holdings vehicle movements/planning conditions – Cllr. Turvey will send the drafted letter to the Wychavon Enforcement Officer.

In response to a Wychavon Planning request for feedback about the dedicated Parish Council public speaking slot, it was agreed that this is very positive, providing an opportunity for Parish Councils to provide a 'neutral' response, e.g. where it wishes to highlight concerns relating to an application that it supports in principle and where neither a support nor objection 'slot' would be appropriate. A shared slot can result in insufficient time for an effective Parish Council representation (if other parties wish to speak). It was agreed for Cllr. Turvey to draft a response for circulation/comment before submission.

## **c) Allotments**

Cllr Mrs McGovern advised that all issues are in hand and arrangements are being made to let the vacant plots.

## **d) Playing Fields/Play Area**

The Clerk advised that the adult team continues to use the pitches on Sunday mornings, although the match after Christmas was cancelled due to a waterlogged pitch. The Clerk will reiterate to hirers of the playing field that they are responsible for inspecting the pitches before use. The Clerk will check on the condition of the goal mouth area and the need for maintenance work.

## **e) Public Rights of Way**

It was reported that the Radley bridleway has suffered flooding and that ditch/drainage maintenance work is required. The Clerk will contact the land owners to request maintenance and

highlight the problem to Wychavon. It was also reported that the ditch along FP20 (NJ543) is in need of clearance work and the Clerk will contact the land owner to request this.

#### **f) Finance**

(i) The current account balance was £8,747.35 on 15<sup>th</sup> January with the deposit account balance at £79,821.94 on 2<sup>nd</sup> January. S.137 spend to date for the 2013/14 financial year is £75 which is within the total allowance.

(ii) The Clerk advised that due to the meeting being a week earlier than usual, the accounts to the end of December are not yet available from the accountants. It was agreed for these to be circulated once received and for any queries to be sent to the Clerk.

#### **g) West Mercia Police**

It was agreed for PCSO Julie Pardoe to provide the Police report before item 5a. Details of reported crimes/incidents since 1<sup>st</sup> November 2013 were noted. The spate of catalytic converter thefts across the wider Evesham/Persmore area was highlighted, along with actions being taken by the Police and suggestions to reduce the risk of being targeted. Discussions are taking place with the Safer Roads Partnership to arrange speed checks along Church Lane but these are unlikely until April due to resource constraints. It was noted that on an average speed basis, the results may not be reported as excessive but the speeds of individual cars may be a problem. The Clerk will advise the livery yard owner and explore extracting data from the Vehicle Activated Sign to pass to the Police. Parking in Littleworth at school times will be reviewed as soon as resources allow. A new member is due to join the local Police Team shortly. The law relating to riding of horses on pavements and enforcement are being explored. PCSO Pardoe has visited local livery yards to remind them of the provisions of the Highway Code and feedback relating to traffic speed, safety for young riders and lack of a bridleway network was noted. It was suggested that the Parish Council may wish to consider a byelaw for the Parish. The Clerk will investigate the procedure for creating a byelaw. Residents were asked to be vigilant and report incidents by phone at the time, so that these can be investigated as quickly as possible.

#### **h) Parish Plan**

Cllr. Turvey will circulate the Parish Plan in its current form to Parish Councillors for review/comment and suggestions on how to progress and finalise.

#### **i) EnviroSort**

No recent problems have been noted and the next Liaison Group meeting is understood to be at the end of February.

### **6. 2014/2015 Budget and Precept**

a) The Clerk and Cllr. Turvey provided an update on the budget/precept setting process including changes to the Tax Base and local referendums/capping/increases deemed to be excessive. The draft budget circulated was considered, along with projects which may need to be part financed by reserves. The previously agreed Reserve Levels Policy was noted as a general reserve equivalent to one year's precept (c. £31.5k) with reserves in excess of this (c. £57k) earmarked for the specific projects e.g. mains sewer connection to Parish Hall, Parish Hall recreation area redevelopment, tarmacking of the Parish Hall car park.

It was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all to submit a budget requirement of £32,765 to Wychavon DC (£31,498 precept and £1,267 Grant), which equates to a 2% (65p) increase for Band D Council Tax. The Clerk will submit by 31<sup>st</sup> January.

b) It was agreed to enter into a 3 year fixed price agreement with Shear Perfection Ltd for cutting of Footpath 20 (NJ543) at £60 per cut, mowing of the field adjacent to Coppice Cottage at a cost of £70 per cut, allotments and field hedge cutting at a cost of £350 per cut and mowing of Norton Churchyard at a cost of £217 per cut (with the proviso that should the Church no longer wish to contribute to the mowing costs, then the Parish Council may withdraw from the 3 year agreement

for the Churchyard mowing). It was agreed not to enter into a 3 year agreement for mowing of the large Norton verges as it is hoped that adoption will be completed within the 3 year period. Proposed by Cllr. Bennett, seconded by Cllr. Mrs Hewison and agreed by all. The Clerk will advise Shear Perfection Ltd.

**7. 2014/3 Appointment of Internal Auditor**

Appointment of Iain Selkirk as the independent Internal Auditor for 2013/14, at a cost of £80, was proposed by Cllr. Richmond, seconded by Cllr. Mrs Hewison and agreed by all.

**8. 2014/4 Annual Insurance Renewal**

a) The Clerk referred to the insurance and asset details circulated prior to the meeting and provided renewal information from Zurich Insurance. Cover was agreed as adequate with the exception of the Fidelity cover which will be increased to £130,000 to reflect the STW land sale proceeds that are due. The Clerk will arrange for the Fidelity cover to be increased and for renewal of the policy for 12 months, as proposed by Cllr. Bennett, seconded by Cllr. Dawson and agreed by all at a cost of £2,262.81 including Insurance Premium Tax.

b) The Clerk provided a summary of an insurance training session and highlighted the need to review Parish Council risk assessment procedures including those relating to land owned, land maintained (e.g. PRowS) and activities undertaken. The requirements for references to be taken to support the Fidelity insurance and the Accident Cover age limit of 90 were noted. The Clerk will review risk assessment procedures with Cllr. Richmond.

**9. 2014/5 Development of the old Regiment HQ Site**

Cllr. Fincher advised that he is due to attend a meeting with Wychavon DC and Rooftop Housing to discuss the allocation hierarchy on 24<sup>th</sup> January. The aim is for the accommodation to serve ex-servicemen, if necessary from a national level if not allocated locally. Cllr. Turvey advised that Wychavon DC has advised that an ecological survey of the site was not been required and it would be for the owners to determine if there were any protected species on site e.g. bats.

**10. 2014/6 South Worcestershire Development Plan (SWDP)**

Cllr. Turvey advised that news is awaited on housing numbers and consideration will be given to another flier to parishioners once this is received. Concerns regarding how the SWDP, Planning Policies and Localism fit with each other have been highlighted to Peter Luff MP, who is due to meet with the Planning Inspectorate shortly.

Feedback was received from the Ketch Roundabout consultation events and it was agreed for Cllr. Turvey to draft a response for circulation to Councillors for comment before submission (deadline end of February). In terms of the lack of notice given for the consultation events, it was agreed for the previously circulated letter to be sent to Worcs CC.

**11. 2014/7 Land adjacent to St. Peters Garden Centre**

The Clerk reported that the developer has advised that works should finished by mid/late March. The play area has been built in accordance with the previously agreed plan, other than the location of the slide, which is a metre or so closer to the ditch course. As a result of this, remedial work is required before arranging the RoSPA safety inspection. It was noted that the play area ground is very wet and concerns were expressed about drainage. The Clerk will highlight to the developer and enquire about what drainage has been installed.

Reimbursement of the 2013 verge mowing costs has been received, along with an agreement for this arrangement to continue in 2014, subject to the developer reviewing the situation once the works are complete and the Public Open Space has been reinstated. The issues of mud being left on the pavement along Crookbarrow Road and a broken kerb (which is a trip hazard) have been brought to the attention of the developer and these matters will be attended to. It was noted that rubble on the road is also a problem and the Clerk will highlight this to the developer.

Worcs CC Highways has advised that the new roundabout will have a grass centre with the remainder being laid to tarmac. Once the roundabout has been adopted, the Parish Council could consider applying to Worcs CC for a licence to plant this.

#### **12. 2014/8 Worcester Parkway Station**

It was agreed for the Clerk to liaise with Councillors to identify suitable dates for a meeting with Worcs CC to discuss the Parkway Station proposals and to then contact Worcs CC and Cllr. Adams to arrange a meeting.

#### **13. 2014/9 Proposed Developments along Woodbury Lane, Norton**

The previously circulated objection response was submitted to the planning consultant before Christmas and whilst no response has been received, the planning consultant has attempted to contact Cllr. Turvey by phone. Cllr Turvey will endeavour to contact the planning consultant for an update.

#### **14. 2014/10 Severn Trent Water (STW) Sewerage Scheme**

The clerk confirmed that a signed copy of the Heads of Terms has now been received back from STW and the contract is awaited. In terms of the area of land to be registered to support the STW scheme, the Parish Council solicitor has recommended that the red line area of land being purchased by STW plus the area over which STW has rights should be registered first, as the Parish Council needs to prove ownership of this area of land too, in order that it can grant the rights detailed within the Heads of Terms. This was proposed by Cllr. Fincher, seconded by Cllr. Way-Vautier and agreed by all. The Clerk will confirm to the Parish Council solicitor. It was noted that when the remainder of the Parish Hall site is registered it may be possible to merge this with the title number of the land over which STW has rights, so that the remainder of the site (after the STW land sale) is covered by one Land Registry Title Number. The Parish Council solicitor is in the process of preparing the Statutory Declaration that will be signed by Cllr. Mrs McGovern in support of the Land Registry application.

The Clerk continues to chase STW for a definitive answer relating to their requirement for an indemnity to support the possessory land title. The wayleave agreement allowing Western Power to lay a power cable to the pumping station has been completed following review by the Parish Council solicitor. The cable is being laid underground, the land will remain in the ownership of the Parish Council and will be reinstated after completion of the work. Progress continues on site and news on a project completion date has been requested.

The Parish Council solicitor has flagged that this transaction has been more complex and time consuming than was anticipated, with much 'toing and froing' with STW and as a result it is likely that the legal fees relating to the STW transaction (excluding the land registration work) will exceed the £2,000 cap detailed within the Heads of Terms. The Clerk will ask the solicitor for a forecast of the final legal cost so that this can be put to STW.

Cllr. Turvey has chased Worcs CC for news on any changes to the route of the PRoW which may assist with the Parish Hall/Coppice Cottage boundary query.

See agenda item 19b for Parish Hall/Pre-school connection to the new mains sewer.

#### **15. 2014/11 Employment Matters**

Employment of a groundsman at the Parish Hall and the activities that this role may cover were discussed. It was agreed for Cllr. Fincher to draft a job description for circulation to councillors for feedback. Consider further at the next Parish Council meeting.

#### **16. 2014/12 VAT Procedures**

a) The Clerk referred to a previously circulated VAT procedures review report and reiterated that the VAT situation appears complicated. The Clerk recommended seeking advice from HMRC to

confirm procedures and to clarify whether it would be possible to reclaim the VAT for proposed capital projects. It was agreed for the Clerk to seek further guidance to review the Parish Council activities in VAT terms (e.g. business/non-business/exempt) and to draft a set of questions for HMRC advice. These draft questions will be circulated to councillors, for further review at the February Parish Council meeting.

**b)** It was noted that as the Parish Council has received reimbursement for the Norton verge mowing (from the developers) and for 50% of the churchyard mowing (from the PCC), it does not meet the criteria to reclaim the VAT paid on these invoices. It was agreed that the Clerk will request reimbursement of the amount of VAT paid on the Norton verge invoices from the developers. The Clerk will contact the PCC to enquire whether it is able to reclaim the VAT. It was suggested that in future, if the contractor is agreeable, the churchyard work could be paid via 2 invoices, one for the Parish Council and one for the PCC. This will be considered further following a response from the PCC.

## **17. 2014/13 Parish Hall Recreation Facilities**

Cllr. Dawson advised that a meeting has been held with the Worcestershire Rural Outreach Centre to assist with funding needed in addition to s106 MUGA development funding. The necessary forms have been completed and submitted to enable the project officer to provide support/advice and a further meeting is being arranged. Cllr. Dawson is attending a free fund raising skills course and will review funding opportunities/draft proposals/funding bids with Cllr. Fincher. It was noted that the ability to reclaim VAT is being explored and if the project is under the name of the Parish Hall, this may also restrict the possibility of reclaiming the VAT.

A report was received from Mr Reeves that the play area is in need of maintenance work including repair work/repainting of the seesaw, repair of the roundabout, replacement of the broken seat taken out of use, treatment of the wooden climbing frame and swing frames and general review of the Semele equipment for maintenance needs. The Clerk confirmed that the play area is being inspected weekly by one of the handyman and an inspection report submitted (based on a RoSPA provided template). The handyman has been advised to take any equipment considered to be unsafe out of use. The annual RoSPA play area inspection is due in March. The Clerk will review the work needed and liaise with the handyman/equipment manufacturer to repair/carry out maintenance work. An initial budget of £500 was agreed for this work as proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all. The Clerk will also arrange to meet with the RoSPA inspector to discuss the equipment when the annual inspection is being undertaken. The subject of training for the person undertaking the weekly play area inspections also requires review.

## **18. 2014/14 Parish Hall Car Park/Grounds/Outside Space**

**a)** Car park tarmacking proposal: A meeting of the working group (Cllr. Fincher, Cllr. Turvey, Cllr. Mrs Way-Vautier and the Clerk) is being arranged to review quotes, gather expertise regarding the specifications (e.g. type of tarmac, base layer, drainage recommendations etc.) and consider funding. It was noted that the position regarding reclaiming VAT is being clarified and this may impact upon the need to progress with a formal tender process.

**b)** Painting of the Parish Hall fence: It was agreed that following completion of the STW works and repair of the damaged section of fence following the car collision, the Clerk will obtain quotes for this work.

## **19. 2014/15 Parish Hall**

**a)** Update from landlord representative: Cllr. Fincher advised that there hasn't been Trustees meeting since the last Parish Council meeting, with the next meeting arranged for 13<sup>th</sup> February.

**b)** Parish Hall mains sewerage connection: As agreed Colin Griffiths has been instructed to undertake this work. Building Regulations have been progressed through South Worcestershire Building Control at a cost of £322 including VAT. SWBC were extremely helpful and were able to process the Building Notice application to meet the tight timescale requested by the STW contractors (which the independent contractor was not able to do). The first section of pipe,

running underneath the new access road, has been laid. The remainder of the work will be undertaken once the STW contractors are off site and the pumping station is in use (estimated April 2014). The contractor has been liaising directly with SWBC for the necessary inspections. It was noted that our contractor has been very helpful and accommodating in response to the STW contractor's demands relating to the timing of this work and their requirements for joint working on site.

On completion of the pipe laying under the new access road, our contractor has highlighted his concerns that the concrete slabs being laid over the pipe trench should be appropriately reinforced to minimise the risk of any settling of ground levels (after compacting) impacting upon the access road slab levels and potentially then on the pipes. Our contractor has highlighted this to the STW contractors, but as this reinforcement has not been included in the access road design, this request/recommendation has been declined. It was agreed for the Clerk to make a request for the necessary reinforcement on behalf of the Parish Council and to remind STW that under the Heads of Terms it has responsibility for maintenance of this section of the access road. It was highlighted that STW were aware from the outset that these pipes would be laid under the access road and it is their plan that has been used for the depth/route of the pipes. If STW does not appropriately reinforce the access road and problems occur, the Parish Council may make a claim against STW.

STW has clarified that permission is not required for a third party contractor to undertake this work and also that the connection will be in the name of Norton Parish Hall.

The contractor has advised that the septic tank pipes will be 'blanked off' and he can provide more advice regarding recommendations for the septic tank post connection once this is emptied to enable connection to the new mains; it may be possible to just leave it empty rather than infill.

The Clerk will investigate the possibility of using New Homes Bonus funding for this project. Again, the ability to reclaim the VAT for the pipe laying work is being clarified.

c) 2015 Pantomime arrangements: Cllr. Richmond advised that the dates requested for the 2015 panto are 15/16/17 January, rather than the 8/9/10 that is currently booked. It was noted that the subject of the 2015 panto dates was raised at the July 2013 PC meeting and the Clerk advised that after enquiries it was understood that the situation was resolved and the dates had been agreed with Mr Simms. It was agreed for Cllr. Fincher to raise at the next Trustees meeting.

Cllr. Richmond advised that some of the pantomime scenery needs 'resurfacing' and asked for the Parish Council to consider making a contribution towards the cost of the 'mdf' (£435 plus VAT) which the panto group will repaint. After discussion, a donation of £435 plus VAT was proposed by Cllr. Bennett, seconded by Cllr. Mrs Way-Vautier and agreed on the basis of 4 votes in favour and 1 abstention. Cllrs. Richmond, Mrs McGovern and Mrs Hewison did not vote in accordance with their dispensation relating to panto matters.

Discussions continued relating to the finances of the panto including ticket revenues, Parish Hall hire costs, reserve levels and use of previous reserves/surpluses. The 'status' of the panto was also raised (including the possibility of charity status to improve grant funding opportunities), along with clarification of the panto 'management' structure and insurance responsibilities.

d) Control of moles: Clearance of the current infestation was agreed by all at a cost of £120. The Clerk will liaise with Red Kite Pest Control about the timing of this work.

e) Painting of Parish Hall fence: See item 18b.

## **20. 2014/16 Worcester Norton Sports Club (WNSC)**

Cllr. Fincher advised that along with Cllr. James, he had attended part of the last WNSC Board meeting, which was also attended by Jem Teal, Wychavon Development Manager. Cllr. Fincher

gave an update on outline proposals to develop the Club on its existing site including aspirations to provide a more community orientated facility, with a diverse set of sports, a sports hall and new club house. These outline plans will be put to WNSC members for discussion. The need to develop a holistic plan, encompassing other sites in the Parish and also those proposed within the SWDP was noted, as was the need to satisfy the requirements of Whittington Parish in view of the proposed s106 funding from the Kilbury Drive development.

As part of the development of facilities within the Parish, the Parish Council has been asked to issue a questionnaire to residents of NJK Parish to identify what facilities they would like to see and also to liaise with Whittington Parish Council to establish what facilities its residents would like. This information would help to support release of s106 funding. These requests were agreed and Cllr. Fincher will liaise with WNSC/Jem Teal to develop a questionnaire.

#### **21. 2014/17 Croquet Club**

The Clerk advised that that it is understood that verbal notice of 3 months has been given for the Croquet Club to vacate its existing site and that the houses adjacent to the Croquet Club are due to be demolished in the next 3 months. Written notice has been requested by the Croquet Club. Cllr. Way-Vautier confirmed this and advised that written notice has yet to be received. The Club has fixtures for the forthcoming season already booked. Cllr. Way-Vautier added that at the WNSC EGM on 8<sup>th</sup> December, verbal notice of 3 years was given to the Croquet Club. It was agreed for Cllr. Turvey and Cllr. Fincher to seek clarification on plans and timescales. Possible alternative sites for the Croquet Club will be considered and discussed further at the next Parish Council meeting.

#### **22. 2014/18 Wychavon Allotment Land, Rear of Coronation Cottages, Littleworth**

The Clerk reported that Wychavon DC is exploring the option of selling the land to the existing residents however, if this does not take place, they will advise the Parish Council.

#### **23. 2014/19 Maintenance Work**

The quote of £300 to fabricate and install flag pole brackets at the Parish Hall was agreed by all following discussion with Mr. Reeves. The Clerk will accept this quote and clarify whether Mr Yarnold will also assist with installation of the flag pole within the bracket. It was also agreed for the Clerk to progress with a planning application for this installation.

#### **24. 2014/20 Highways Matters**

a) It was agreed for the Clerk to obtain quotes for 'litter picking in progress' signs for use by the Parish litter picker. The Clerk will also confirm with the litter picker that a high visibility jacket is worn at all times.

b) Norton Road traffic calming measures: It was agreed for the Clerk to send the previously circulated draft letter to Worcs CC.

#### **25. 2014/21 Wychavon DC Private Hire Licencing Policies Consultation**

It was agreed not to respond to this consultation.

#### **26. 2014/22 World War I Centenary**

Cllr. Fincher advised that Cllr. James raised this topic at the WNSC Board meeting, with a Mercian Regiment/WNSC cricket match suggested. Cllr. James is following up to progress but dates are proving a little difficult due to cricket fixtures that are already booked. The Clerk will contact Cllr. Adams to obtain the WCC contact for WWI centenary events. Cllr. Bennett added that the British Legion is also planning activities. It was noted that the Community Games Group (now Norton Community Trust) is also considering commemorative events.

#### **27. 2014/23 Finance**

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



Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Littleworth & District Royal British Legion	Donation to The Poppy Appeal re Remembrance Sunday wreath	50.00
Society of Local Council Clerks	Annual membership	147.00
Duplikate	Winter newsletter (net of advertising revenue £285) plus SWDP Housing development fliers (£105)	390.00
Fleet (Line Markers) Ltd	Line marker supplies	13.99
Severn Trent Water	Allotment water bill (incl. adjustment for previous quarter)	284.39
R. Pullen	Nov 2013 – play area inspections (4 hours), mileage and pay in lieu of holiday (Gross)	34.59
M. Abbott	Litter picking/Parish maintenance (mowing/strimming) Nov 2013 – 11 hrs, mileage, pay in lieu of holiday (Gross)	82.29
Mrs J. Greenway	Honorarium Dec 2013 plus mileage Oct expenses (Gross)	1,030.18
HMRC	Quarterly Tax, Employee's NI and Employer's NI due	562.08
Wychavon District Council	Building Notice application re new Parish Hall mains sewer connection	322.00
	<b>TOTAL</b>	<b>2,916.52</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
R. Pullen	Dec 2013/Jan 2014 – play area inspections (2 hours), mileage and pay in lieu of holiday (Gross)	20.44
M. Abbott	Litter picking/Parish maintenance (mowing/strimming) Dec 2013 – 11.5 hrs, mileage, pay in lieu of holiday (Gross)	87.63
Mrs J. Greenway	Honorarium January 2014 (Gross)	1,010.95
Mrs J. Greenway	Expenses December 2013 and January 2014	162.37
Mrs C. McGovern	Refreshments for Norton Theatre Group after panto party	39.23
D. W. Playdon	Repair of leaking water trough at the allotments	35.94
A. Rudge	Winner of autumn newsletter number puzzle	10.00
S. Noon	Runner up autumn newsletter number puzzle	5.00
Day-2-Day Garden Services	Cutting of small grass verges at Brockhill, Norton in 2013 (8 cuts)	216.00
Day-2-Day Garden Services	Planting of tubs at the Parish Hall (plants and labour)	58.95
P. Skeys	Lengthsman work November and December 2013	315.00
S. Skeys	Lengthsman work January 2014	157.50
	<b>TOTAL</b>	<b>2,119.01</b>
	<b>GRAND TOTAL</b>	<b>5,035.53</b>

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 is S137 expenditure which remains within the annual limit. The Clerk will arrange.

**28. 2014/24 Correspondence for Information**

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

**29. 2014/25 Clerk's Report on Urgent Decisions since the Last Meeting**

None other than items discussed earlier in the meeting

**30. 2014/26 Items for Update to Local M.P.**

Nothing at this time.

**31. 2014/27 Councillors' Reports and Items for Future Agenda**

Items for the next edition of the newsletter need to be with Cllr. Mrs McGovern by 18<sup>th</sup> February.

**32. 2014/28 Annual Parish Meeting 21<sup>st</sup> May 2014**

It was agreed not to invite the Police & Crime Commissioner to the Annual Parish Meeting.

**33. 2014/29 Date of Next Meeting: Thursday 27<sup>th</sup> February 2014**

The meeting closed at 10.45pm.

<b>Correspondence Received for 23<sup>rd</sup> January 2014 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training, incl. Council Tax support funding and referendum principles, Council Tax Benefit Subsidy/Council Tax Base and capping, WCC Parish Conference, West Mercia PCC budget, 1914 commemorations, WCC budget consultation event, Fire Service consultation, West Mercia PCC newsletter, Act Local, ice and snow procedures, draft Rural Crime Strategy, Western Power Distribution stakeholder workshops, CiLCA, vacancies, events, Budget and precept, Minister's statement re Local Government Finance, Quality Council Scheme, funding, WCC Growing Worcestershire consultation, mineral site developments, Rock PC apprentice scheme, Area meetings, S137 limit (to Parish Councillors)
Clerks & Councils Direct	January edition
Community First	E-bulletin incl. funding opportunities (to Parish Councillors and Hall Manager)
Evesham Cardiac Rehab	Invitation to a race night (to Parish Councillors).
Glasdon	Street furniture brochure
Hags SMP	Play area redevelopment – progress update
Iain Selkirk	Annual internal audit
Littleworth & District Royal British Legion	Acknowledgement and thanks for the donation to The Poppy Appeal.
Lower Broadheath PC	SWDP examination/localism (forwarded to Parish Councillors).
Mr Fletcher	School parking complaint (responded and advised PSCO Pardoe and Head Teacher NJK CE First School)
Mr Stone	Newsletter delivery
Mr Watson	Lack of progress with road works to redevelop Crookbarrow Road roundabout (responded with update)
Mrs Job	Christening information
NALC	'What next for localism' conference
NALC	Events calendar, Council Tax Benefit Support Grant, Local Council Review
National Allotment Society	Water regulations and the impact upon allotment sites
NJK CE First School	Request for assistance with swimming transport costs
Open Spaces Society	Enews, donation request
Pershore High School	December newsletter
Peter Luff MP	SWDP and localism
Rural Services Network	Rural Housing National Conference, weekly News Digest, Rural Vulnerability Service – fuel poverty and broadband provision (forwarded to Parish Councillors)
Soc. Local Council Clerks	The Clerk magazine January edition.
Spinal Injuries Association	Request for newsletter article
St. Peters Parish Council	November newsletter
Taylor Wimpey	Progress with Crookbarrow Road works – completion due mid/end March 2014. Norton verge mowing – continue with existing arrangement for 2014 but review once the roundabout works are complete and public open space is reinstated.
Tennyson Insurance	Parish Council insurance
West Mercia Police	Crime reports (forwarded to Parish Councillors). 2014 PACT meetings (forwarded to Cllr. Bennett)
Worcs CC	Lengthsman Scheme – processing invoices/timesheets
Worcs CC Highways	Planting of new roundabout at Crookbarrow Road. Highways road works report.
Wychavon DC Planning	Request for feedback on Parish Council public speaking slot at Planning meetings
Wychavon DC	<ul style="list-style-type: none"> <li>• Wychavon Community Grants Scheme (deadline 28 March 2014) (forwarded to Parish Councillors and other interested parties)</li> <li>• Communicate newsletter December (forwarded to Parish Councillors)</li> <li>• Private Hire Licencing policies – consultation (forwarded to Parish Councillors)</li> <li>• Changes to uploading date for planning lists on Wychavon website</li> </ul>
Wychavon DC Planning Applications	<p><u>Approval Notices:</u></p> <p>– W/13/00858: Regimental HQ, Crookbarrow Road (erection of 10 no. affordable dwellings comprising of a mixture of 1 and 2 bedroom flats and 3 bedroom houses)</p>

**Public Question Time Discussions**

One resident attended to raise the following points:

- Councillors were thanked for their work in 2013.
- Regiment HQ site – concern was expressed that the accommodation may not be allocated to ex-servicemen but instead become ‘general’ affordable housing. In response, Cllr. Turvey advised that a Parish Council representative is attending a meeting with Wychavon and Rooftop Housing to agree the allocation priority list. It is anticipated this will be along the lines previously discussed, with residents being allocated from a national level if necessary to provide the military connection.
- Ketch roundabout proposals – in view of the increasing difficulties crossing the A4440 between Norton Road and St. Peter’s, is a pedestrian crossing included within the proposals? Cllr. Turvey advised that the current proposals for the Ketch roundabout don’t stretch as far as the Norton Road/ St. Peter’s roundabout, but that within the current outline St. Modwen’s planning application there is a pedestrian bridge over the A4440.
- Croquet Club - it was suggested that the period of the planning permission for the portacabin may have been for 5 years and may now have expired.
- WWI Centenary celebrations – an offer was made to introduce whoever is leading the Parish events to the Curator at the Regimental Museum, who is keen to offer assistance with celebrations. Contact details will be emailed to the Clerk.
- Hartlebury incinerator – a suggestion was made that the Parish Council may wish to invite members of Hartlebury Parish Council to visit our Parish and the EnviroSort facility to highlight that the feared negative impact has not arisen and that the EnviroSort operators have been co-operative in response to concerns/issues raised. Cllr. Turvey advised that at the start of the Hartlebury process, in response to a letter from Hartlebury Parish Council, it was highlighted that the EnviroSort operators/Severn Waste have been responsive and helpful and the impact of the facility has not been as feared.

The member of the public was thanked for attending the Public Question Time.