

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH NOVEMBER 2014 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. Apologies for Absence: Mrs S. Way-Vautier, M. Reeves, Cllr. Adams (late arrival), PCSO Julie Pardoe. These apologies were accepted and approved.

Attending: H. Turvey (Chair), A. Bennett, C. Dawson, K. Fincher, Mrs. D. Hewison, D. James, Mrs. C. McGovern, P. Richmond, Miss A. Poole, Cllr. Adams (District and County Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

2. Changes to Membership

None

3. Declarations of Interest

a) Cllr. Turvey reminded members of requirements.

b) and c) Cllr. James declared an interest in agenda item 11 Norton Pre-school. Existing dispensations were noted.

d) None.

4. Minutes of the Parish Council Meeting held on 23rd October 2014

Approved as proposed by Cllr. Dawson, seconded by Cllr. Turvey and agreed by all.

5. 2014/246 Reports

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

Cllr. Adams provided his report after agenda item 27. Wychavon is due to review the new play area and green spaces associated with the Crookbarrow Road development after Christmas as part of the adoption process. A Parish resident has been appointed as an independent member of the Wychavon Audit Committee, which Cllr. Adams chairs. A Southern Link Road booklet has been produced by Worcs CC to update residents on works progress and future improvement plans. Worcs CC has arranged for delivery of this to homes at Brockhill. Cllr. Adams was updated regarding PQT discussions relating to the Woodbury Lane/Molten Metal Products (MMP) planning application and Parish Council discussions as detailed under agenda item 7.

b) Finance

(i) The current account balance was £7,362.33 on 20th November with the deposit account balance at £74,680.74 on 3rd November. The current account balance includes a £5,000 transfer from the deposit account on 7th November which is not reflected in the deposit account balance due the timing of the bank statement. S.137 spend to date for the 2014/15 financial year is £1,000 (donation to Church tower restoration).

(ii) There were no questions relating to the monthly accounts and bank reconciliation to 31st October.

c) West Mercia Police

In the absence of PCSO Julie Pardoe, the Clerk provided an update on recent crimes in the Parish, the Safer Road Partnership (SRP) report relating to Church Lane speed checks and parking on the grass verge at the Church Road/Hatfield Lane junction. The high incidence of speeding was noted and also that further checks will be undertaken. The Clerk will advise the SRP that traffic volumes through the Parish are expected to increase in view of the SWUE and Parkway Station proposals and that the Parish Council is in discussions with the County, District and City Councils regarding traffic calming measures. The Clerk will also request permission to forward the SRP report to County, District and City Councils to support traffic concerns.

6. 2014/246 2015/16 Budget and Precept

a) The Clerk provided an update on the 2015/16 budget/precept process, including availability of tax base figures for the Parish and the precept submission deadline of 16th January 2015. Cllr. Turvey commented upon the referendum risk and the need to include costs in the 2015/16 budget for the groundsman position and a possible Parish election. It was agreed for the Clerk, as Responsible Finance Officer, to draft the budget for consideration. This will be circulated to Parish Council members in advance of an additional Parish Council meeting in early January when the budget and precept will be considered and approved. The Clerk will arrange this meeting.

b) Quotes received were considered. As proposed by Cllr. Richmond, seconded by Cllr. Bennett and agreed by all, the Clerk will instruct New Farm Grounds Maintenance to undertake the 2015 Parish Hall field mowing at a cost of £66.67 per cut, plus £15.75 for a monthly perimeter cut (plus VAT) and instruct Day-2-Day Garden Services to undertake the small Norton verge cutting at a cost of £280 for 10 cuts on a pro-rata basis. It was noted that the Norton Churchyard cutting, Footpath 20 (NJ543) cutting, mowing of the field adjacent to Coppice Cottage, mowing of large Norton verges and annual Parish Hall, allotments and field hedge cutting remain covered by the 3 year agreement with Shear Perfection Ltd.

As part of verge maintenance discussions, it was noted that the verge outside The Retreat is in need of maintenance and path reinstatement work. It was agreed to obtain quotes for this work in due course and clarify with Worcs CC whether the land is adopted.

7. 2014/247 Current Planning Applications

Cllr. Turvey summarised the following current applications.

Approvals

Crookbarrow Way, Whittington New bridleway footbridge to pan the newly dualled southern link road. Parish supports.
Ref: WCC/14/00034/REG3

The Clerk will ask for the Parish Council to be consulted when the upgraded bridleway resurfacing work is being planned to allow comment on the nature of the surface (currently proposed as tarmac).

Refusals

Wadborough Farm Park, Stoulton. Ref: W/14/00859 (Drakes Broughton) Retrospective application for the retention of existing agricultural buildings, extensions, associated yards & improved slurry / effluent handling systems. Parish does not support the slurry/effluent handling system.

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. MHDC Ref: W/13/00656/OUT Welbeck Land Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: W/13/01617 St. Modwen Developments Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Broomhall Way Worcester City Ref: P13A0617 St. Modwen Developments Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

Land at Woodbury Lane, Norton Ref: W/14/00719 Hybrid application for full permission for the erection of an industrial building and associated infrastructure, parking, access, SuDS and landscaping to accommodate the relocation of Molten Metal Products. Parish does not support. **See further comments below.**

Woodhall, Pershore Road Ref: W/14/01515 Alterations and conversion of existing buildings to form 4 dwellings.

Norton Fields Farm, Stoulton Ref: W/14/01569 Single wind turbine of up to 86.5m in height with ancillary development and access track. Parish does not support.

Internal Consultation

Land at Broomhall Way Worcester City Ref: P14L0266 Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. The proposed response to support this application with concerns noted was agreed.

Pound House Farm, Church Lane. Ref: W/14/01991 Change of use from agricultural land to private animal compound

Broomhall Grange, Norton Road MHDC 14/01466/OUT Outline application with all matters reserved except for access, for residential development for up to 28 dwellings (amended scheme) It was agreed to continue to object to this application on the same principles as the previous application. Cllr. Turvey will draft the response.

23 Mandalay Drive, Norton Ref: 14/02639 2 storey and single storey rear extension.

Other

Appeal to the Planning Inspectorate re:

Albert House, Pershore Road, High Park. Ref: W/14/01706 Outline planning application for 2 dwellings and vehicle access. Parish does not support. Refused by Wychavon DC

Land at Woodbury Lane, Norton Ref: W/14/00719:

Following the PQT discussions relating to the Woodbury Lane planning application W/14/00719 (detailed in Appendix 2), the application was considered further. Cllr. Bennett declared an interest and took no part in discussions or voting. Whilst sympathetic to the needs of MMP, and wishing to support local business where reasonable, the Parish Council remained of the view that development of this green field site was not desirable for the reasons outlined in its response to the planning consultation, and therefore is not able to support the application. The Council understands that Wychavon Planning do not see merit in this proposal and that residents have opposed this development. With these factors in mind, and for the reasons outlined during the PQT discussions, the Council does not consider it necessary for the application to be put to the Wychavon Planning Committee. The Clerk will write to MMP to convey the Parish Council decision and recommend they look further at other options, in particular those that may be available on the existing Crucible Business Park site, either for extending the current facility or for a new build within the current boundary of the site.

It was noted that a handover celebration is being arranged for the old Regiment HQ site and representatives from the Parish Council are invited. The proposed date has now been cancelled and a revised date is awaited. The Clerk will advise councillors when received.

8. 2014/248 South Worcestershire Development Plan (SWDP)

Cllrs. Fincher and Turvey advised that the SWDP, including the revised housing numbers/sites, is

being considered by the Planning Inspector and news is awaited. It is understood that Welbeck is finalising a supplementary transport assessment, to include traffic calming measures and this should be available for consultation shortly.

9. 2014/249 Land adjacent to St. Peters Garden Centre

The Clerk advised that despite chasing, the developers have not provided an update on the outstanding matters including replacement of the bus shelter and general reinstatement work. The developers have again been reminded that passengers are waiting for buses with no shelter from the weather and that this situation needs to be resolved as a matter of priority. A revised quote has been obtained for the shelter (due to expiry of the old quote) which has increased the shelter cost by £100, which was agreed. Installation guidance and base specification have been obtained from the supplier and quotes obtained for installation of bases for both shelters. It is proposed that the 'developer's shelter' will need to be installed on a concrete base within the grass verge, to provide sufficient clearance along the pavement and from the highway. The depth of the pavement where the Parish Council supplied shelter will be installed is much deeper and appears to allow for this to be installed at the back of the pavement, still providing sufficient clearance along the pavement and from the highway. Once the requested installation location plans have been received from the developers, the Clerk will submit these to Worcs CC Highways for their approval of the installation positions and for Shear Perfection Ltd to work on the pavement adjacent to the highway.

The Clerk will submit the installation quote to the developers for their shelter along with a request for an update on island/verge maintenance, permission to site the shelters on their land without a potentially costly and lengthy land transfer (provided the Council takes full responsibility for the shelters once installed) and provision of an estimate of costs for the proposed land transfer for the bus shelter sites if this is required.

10. 2014/250 Worcester Parkway Station

No further news.

11. 2014/251 Norton Pre-school

Cllr. James declared an interest. The Clerk reported that the purchase of Pre-school is currently on hold and therefore there is no need to progress with any changes to the lease at present.

12. 2014/252 EnviroSort

Cllr. Bennett advised that the next liaison group meeting will be held on 10th December and welcomed any feedback in advance of the meeting. It was agreed that the issue of glass on the road and pavement appeared improved.

13. 2014/253 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that following the site meeting with Cllr. Fincher, representatives of STW/Dalcour Maclaren, NMC Nomenca and the Council's land agent, our land agent has provided a plan detailing the agreed boundary fence line with Coppice Cottage. Unfortunately, the land proposed for enclosure within the garden of Coppice Cottage appears to include the line of the public right of way (based on the Ordnance Survey plan). It was agreed for our land agent to obtain a copy of the definitive map and to overlay the definitive line of the public right of way on to his map. This should allow the land agent to calculate how far the fence would need to move to be clear of the definitive line of the public right of way. The situation will then be discussed with the owners of Coppice Cottage so that they are aware of the possible risks of installing the fence on the boundary line. It was noted that a footpath diversion order would be likely to be a very lengthy process but without this, the right to walk the definitive line of the public right of way remains, despite the 'deminimis' nature of the changed route. A footpath diversion order was commenced in the 1970's by the then owners but wasn't concluded and the line of the fence may have been influenced by the line of the public right of way rather than the line of the property boundary.

There has been no news on completion of the outstanding remedial work by STW/NMC and the Parish Council land agent is chasing for progress. Work is due to be completed by 18th December.

The Parish Council solicitor is continuing to chase the STW solicitor for an update regarding the contract of sale. Our solicitor has reconsidered the process to register the whole of the Parish Hall site and no longer feels that it is necessary for a deed of variation to be entered into in respect of the plan supporting the Parish Hall lease and trust deed. This may still need to be progressed if requested by the Land Registry, but this is considered unlikely. It was agreed for the Clerk to instruct the land surveyor to produce a new site plan, including the agreed boundary line with Coppice Cottage. Cllr. Mrs McGovern agreed to complete a revised statutory declaration to support registration of the whole site. Proposed by Cllr. Fincher, seconded by Cllr. Bennett and all were in agreement.

14. 2014/254 Employment Matters

Interviews for the groundsman position will be held on 1st December. The Clerk reported that Mr Abbott has resigned as a handyman and litter picker and it was agreed to seek to fill these vacancies from the groundsman applicants in view of the similar nature of the roles and the need to appoint as soon as possible. It was agreed by all for Cllr. Turvey, Cllr. Fincher and the Clerk to undertake the interviews and to agree which applicant(s) to appoint.

15. 2014/255 VAT Procedures

The Clerk advised that a copy of the response from HMRC has been circulated to Cllr. Turvey and Cllr. Fincher (as Chair and Vice-Chair) and provided a summary of this response which unfortunately hasn't provided any great clarity to the situation. Based on the guidance provided by Derek Kemp, NALC financial advisor and the HMRC response, it appears that the Council can reclaim VAT relating to the play area/MUGA redevelopment (as a non-business activity) and also relating to resurfacing of the Parish Hall car park, which would appear to be non-business activity, as a free to use facility which is not marked with parking bays. On a similar basis, as a non-business activity, the VAT paid on the Parish Hall mains sewer connection should be reclaimable.

The guidance from HMRC relating to the Norton verge mowing and the Churchyard mowing does not appear to relate to the scenario that we experience, as the verges are not yet adopted and the Churchyard is not a local authority cemetery, but is managed by the Church. Based on guidance from Derek Kemp, NALC financial advisor, to avoid passing on the Council's special VAT status, it was agreed to pass on the gross cost of the Norton verge cutting to the developers and the gross cost of the Churchyard mowing to the PCC. It was agreed for the Council will reclaim the VAT calculated on the proportion of the Churchyard mowing costs that is paid by the Council as a non-business activity.

The Clerk is seeking clarification from the NALC financial advisor, relating to the partial exemption computation that is required as part of the process to calculate VAT that may be reclaimed. Once this has been obtained the 2013/14 VAT reclaim will be drafted for approval.

No direct response was received from HMRC relating to the newsletter invoicing procedures outlined in the Parish Council letter dated 6th November, but the comment that 'the procedures between the Council and its 'customers' is a business decision, one on which HMRC cannot comment upon' appears to indicate that they are not concerned about the process being adopted.

In terms of VAT registration requirements, this may be waived if it is unlikely that this would result in output tax of more than £1,000 per year and if this arises from activities such as occasional sales of assets that have reached the end of their useful life. However, if there is evidence of a steady and regular level of business activity, even though output tax resulting from registration might be less than £1,000, registration may still be required. The Clerk advised that football pitch bookings using the current system would be classified as business activities but no clarification has been received relating to the Parish Council field, garage and Pre-school lettings.

The Clerk will apply to HMRC for a 'clearance' for exemption to register for VAT. All actions proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all.

16. 2014/256 Parish Hall Recreation Facilities

a) The Clerk advised that the play area/MUGA installation is planned for after 12th January (to avoid the Hall panto dates) and a firm date is awaited. The NHB funding has been received and the s106 funding process is that this to be released upon invoice.

b) Quotes were considered to remove the large conifers between the Semele climbing frame (that is remaining) and the tennis court fence, and to grind out the stumps. It was agreed for the Clerk to instruct New Farm Grounds Maintenance at a cost of £685 plus VAT, as proposed by Cllr. Dawson and seconded by Cllr. Bennett. The Clerk has asked Wychavon DC to confirm that the trees are not covered by any Tree Preservation Orders.

17. 2014/257 Parish Hall Car Park/Grounds/Outside Space

Cllr. Dawson has provided the draft flag pole planning application for the Clerk to sign off and submit along with a copy of the Parish Council logo and fixing drawing. The Clerk advised that the Saturday morning junior football team matches appear to be working well, with many of the players living within the Parish. The Clerk reported that the pot hole at the entrance to the car park has been filled and as an extra piece of work a trench has been dug out to allow water to drain away from the entrance area. This was agreed at a cost of £240 plus VAT as an urgent item by Cllr. Turvey and Cllr. Fincher and was confirmed by the Council.

18. 2014/258 Parish Hall

As landlord representative and Parish Hall Trustee, Cllr. Fincher provided an update summarised as follows. The roof work and cladding repair/maintenance is in hand but poor weather has slowed progress. Quotes have been received for the CCTV and keyless entry system with installation planned early in the New Year. The fire safety audit work should be completed before Christmas. The contribution of up to £300 towards the outside lighting repair costs was welcomed. LED lights are being tested and a day/night/timed auto- sensor is being considered. Outside lights will not remain on all night in view of the proximity of neighbouring properties. The pot hole and drainage issues at the entrance to the car park have been attended to by the Parish Council. It was noted that when the play area/MUGA is being installed, co-ordination will be required relating to site compounds in view of other work planned at the Hall. The difficulty in attracting new Trustees was again highlighted and any volunteers would be appreciated. If more Trustees cannot be identified by the Hall AGM in May, it is a real possibility that the lease will be handed back to the Parish Council to manage and run the Hall.

On behalf of Norton Theatre Group, Cllr. Fincher requested that the Parish Council consider making a donation to cover the cost of the portaloos required for the Parish pantomime. This was agreed up to a cost of £100 plus VAT, as proposed by Cllr. Bennett and seconded by Cllr. James. Cllr. Mrs Hewison, Cllr. Mrs. McGovern and Cllr. Richmond abstained. Cllr. Fincher, on behalf of Norton Theatre Group, also asked the Council to consider making a donation towards the cost of radio microphones. Between 5 and 7 microphones are required at a cost of around £100 each. Following discussion of the Hall panto hire arrangements and panto surplus funds, a donation of £300 was agreed as proposed by Cllr. James and seconded by Cllr. Turvey. Cllr. Mrs Hewison, Cllr. Mrs. McGovern and Cllr. Richmond abstained.

Cllr. Dawson (second landlord representative) advised that the 2014 accounts are being prepared and will be submitted to the Charity Commission in accordance with the required deadline. The Parish Council internal auditor was approached to assist but due to the amount of work involved, costs were difficult to establish and likely to be high. Cllr. Dawson is therefore reconciling the books/bank statements and with support from the 'Hall Doctor' is investigating implementation of an accounting system that will ease accounting procedures, produce regular reports and the year end accounts. Prior to submission to the Charity Commission, the accounts need to be signed off by an 'upstanding member of the community' and Cllr. Turvey volunteered to assist.

The Clerk advised that Wychavon DC has agreed in principle to set up and run the Hall payroll and a decision on charges is being chased.

19. 2014/259 Allotments

Cllr. Mrs McGovern reported that bills are due to go out and vacant plots will be re-allocated as soon as possible. The Clerk added that the new groundsman will assist with allotment matters once appointed.

20. 2014/260 Wadborough Road Garages

Cllr. Fincher provided an update following inspection of the garages. One is in poor condition and potentially of asbestos construction. The Clerk will seek advice on the situation and cost to remove from a specialist company. The Council will then consider the situation further, including the need to replace the garage and planning requirements. The other 2 'semi-detached' garages are of brick construction. The left hand side garage (as you face the garages) is let, with the other now vacant. The vacant garage contains old Parish Council items which are considered of no use or value (e.g. the old windows from the Parish Hall). This garage is dry, has a high pitched roof and could be secured. It was agreed to offer this garage space to the panto group for storage of their equipment at no cost, as proposed by Cllr. Dawson and seconded by Cllr. Turvey. It was agreed for volunteer councillors to empty the garage and dispose of the contents in to a skip. The Clerk will arrange a skip at a cost up to £200, as proposed by Cllr. Fincher and Cllr. Dawson. The Clerk advised that the resident that had previously enquired about the availability of the garages has asked that if they become available he is notified.

21. 2014/261 Public Rights of Way (PRoW)

Cllr. Turvey advised that there is nothing to report other than the bridleway upgrade discussed under agenda item 7.

22. 2014/262 Worcester Norton Sports Club (WNSC)

Cllr. Fincher provided an update from Mr Goode, WNSC Chairman. The Cricket Club has secured promotion to the Birmingham League and improvements are planned to the facilities to meet the League's requirements. WNSC will comply with all TPOs and planning requirements as part of the site improvements. Funding is in the process of being secured to allow WNSC to draw up formal plans and to prepare the site for improvement. Norton Youth Club is renovating the old Solitaire rooms to provide more bespoke rooms within the Cricket Club building.

23. 2014/263 Croquet Club

It is believed that the Croquet Club is exploring the feasibility of potential new sites and is continuing to use the existing lawns at present.

24. 2014/264 Highways Matters

a) New village signs: Cllr. Turvey will follow up with Worcs CC and Cllr. Adams. The WW1 group has also enquired about the possibility of adding a section to read 'Former home of the Worcestershire Regiment' underneath the village name signs, but Worcs CC has advised that this would not be possible.

b) Wadborough Road/Littleworth drainage matters: The Clerk advised that the drains in the vicinity of the School have been reported to Highways for jetting, that land owners have been contacted about ditch maintenance along the Radley bridleway and FP20 and Network Rail has been contacted about maintenance of the ditch adjacent to the railway to the back of Cooksholme Farm. The drains still appear blocked and the Clerk will chase Highways. There has been a change of land ownership along the Radley and the Clerk will clarify on whose land the ditch sits and the need for maintenance. Mr Gill has cleared the section of ditch adjacent to his land along FP20. No response has been received from Network Rail, which isn't unexpected. The section of ditch, from the inlet pipe at the Wadborough Road entrance, to FP20 to the section cleared by Mr Gill, also needs clearing and digging out to increase capacity. As proposed by Cllr. Richmond, seconded by

Cllr. Fincher and agreed by all, the Clerk will instruct Shear Perfection to carry out this work at a cost of £450 plus VAT.

c) General/other highway matters: The Clerk advised that Worcs CC has undertaken work to the drainage pipes on Hatfield Lane to alleviate flooding in the vicinity of The Shrubbery. Overhanging trees/shrubs along the ‘banked’ section of Hatfield Bank have been reported to Highways following feedback from the Lengthsman. Highways has responded that they don’t consider this creates safety issues to highway users in relation to the nature, use and traffic levels of the lane, but this will be monitored via routine inspections. Worcs CC is being chased to remove the concrete block that is in the ditch opposite the garden centre, which is supporting the new highways sign and blocking the watercourse.

25. 2014/265 Grass Bank Salamanca Drive

The Clerk reported on a complaint received from a resident relating to maintenance of the area, correspondence to the land owner and the response received. It was agreed that a notice will be placed in the spring newsletter as a reminder not to dump rubbish/garden waste. The Clerk will provide an update to the resident, advising that their feedback has been passed on to the owner and that the owner is planning to continue to mow the strip of land adjacent to the pavement and to re-do the paths created around the left and right sides of the land. The Clerk will continue to chase the land owner for confirmation that public liability insurance is in place to cover this area of land.

Cllr. Adams arrived and apologised for late arrival.

26. 2014/266 World War I Centenary

Cllr. James provided an update as a member of the WW1 project group. The Parish Council is acting as a grant distributing body in relation to the Crookbarrow Road development s106 public arts contribution of £3k, which is to support a community project celebrating the history of Norton Barracks. Up to £1,500 of this funding has been approved for production of the proposed history of the Barracks/road names booklet being drafted by Mr. Lucas. Other activities being planned by the group include QR codes for road name signs, a cookbook, display boards on the grass verge at the corner of Crookbarrow Road/Church Lane, a map showing the present day site overlaid with a map from the WW1 period, a Regiment march from the Barracks to a service at St James Church and resurrection of the cricket match idea. The group is liaising with Wychavon DC and Worcs CC as necessary. The group is also seeking funding via the Government Armed Forces Covenant Fund and it was agreed for the Parish Council to issue a letter of support. The Clerk will arrange.

27. 2014/267 Wychavon Diamond Jubilee Community Recognition Award

It was agreed to nominate the Norton Theatre Group for their long service to the community in proving an annual pantomime. Cllr. Fincher offered to write the nomination and asked for information to be provided to support this. It was noted that the nomination needs to be submitted to Wychavon DC by 7th January 2015 latest.

28. 2014/268 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:

Creditor	Detail	Amount £
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 30/10/2014 plus VAT (last cuts)	464.40
New Farm Grounds Maintenance	Playing field mowing October - 3 cuts at £63.50, one perimeter cut (£15), removal of dead tree (£55) plus VAT	312.60
	TOTAL	777.00

Accounts for Payment:

Creditor	Detail	Amount £
R. Pullen	Oct/Nov 2014 – play area maintenance work/inspections (3 hours), mileage and pay in lieu of holiday (Gross)	28.60
Mrs J. Greenway	Honorarium November 2014 (Gross)	1,044.50
M. Abbott	August – 8 hours litter picking/Parish maintenance, September – 7 hours litter picking/Parish maintenance, October – 4.5 hours litter picking/Parish maintenance, plus pay in lieu of holiday and reimbursement for petrol/oil for mower/trimmer and trimmer line	176.82
S.N. Day	Summer and autumn planting of Parish Hall pots (£59.75 and £68) plus 10 cuts of small Brockhill verges (£275)	402.75
H. Berisford	Return of refundable allotment deposit	30.00
Fleet (Line Markers) Ltd	2 bags of line marker	15.60
Shear Perfection Ltd	Repair of pot hole at the entrance to the Parish Hall car park and digging out trench for water runoff to the field (£240 plus VAT)	288.00
	TOTAL	1,986.27
	GRAND TOTAL	2,763.27

b) As proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all, £50 will be donated to The Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service. Noted as s137 expenditure.

c) As proposed by Cllr. Richmond, seconded by Cllr. James and agreed by all, £100 will be donated to the Girl Guiding Association in view of their activities that benefit members of the Parish. Noted as s137 expenditure.

29. 2014/269 Correspondence for Information

See Appendix 1 for a list of correspondence received.

30. 2014/270 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

31. 2014/271 Items for Update to Local M.P.

Nothing at this time.

32. 2014/272 Councillors' Reports and Items for Future Agenda

January 2015 Parish Council meeting agenda item:

- To consider ideas to improve the dog fouling problem, including the possibility of requesting regular incidents to be reported to the Parish Council and anonymous reports being included within the newsletter to deter future incidents.

33. 2014/273 Date of Next Meeting - Thursday 29th January 2015

2015 Parish Council meeting dates were agreed as follows:

29th January, 25th February (Wednesday), 26th March, 30th April, 21st May, 25th June, 16th July, 24th September, 22nd October and 26th November.

2015 Annual Parish Meeting: Tuesday 5th or Wednesday 6th May. The Clerk will check on Hall availability.

The meeting closed at 10.20pm.

Correspondence Received for 27th November 2014 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training, including 2015 elections process, CALC AGM, recording of meetings, flood resilience, delivering differently, Community Champions, Housing your Community, SWDP, new LEADER Programme, South Worcs playing pitch strategy, Worcs CPRE, 11 th WCC Parish Conference, funding, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	November magazine
Community First	Surviving Winter Campaign 2014
CPRE	Fieldwork magazine, re-launch of Wychavon group and Countryside Voice magazine Winter 2014
Miss Day	Donation towards Girl Guiding International Trip
Mr Berisford	Vacation of allotment
Mr Lane	Enquiry re dog walking help and 'wanted' advert for newsletter
Mr Robins	Wadborough Road garages
Mrs Knott	Salamanca Drive grass bank maintenance
Open Spaces Society	Open Spaces newsletter Autumn 2014
Pershore High School	Newsletter October/November 2014
Soc. Local Council Clerks	The Clerk magazine November 2014. Training events and CPD
St. Richard's Hospice	Events
SWDP Team	Copy of correspondence to Minister Brandon Lewis re the emerging SWDP (to Parish Councillors)
West Mercia Police	Neighbourhood watch/Scam information
Worcs Assoc'n of Carers	Winter newsletter
Worcs CC	<ul style="list-style-type: none"> • Approval Notice: 14/000034/REG3 – proposed new bridleway footbridge to span the proposed dualled Southern Link Road at Crookbarrow Way, Whittington • A4440 overnight closure as part of improvement work. • Southern Link Road scheme and Ketch update • Worcester Transport Strategy Autumn newsletter • Public Path creation agreement re upgrade of bridleways NJ501WT572
Wychavon DC	<ul style="list-style-type: none"> • Prospective District Councillor event • Funding opportunities • Wychavon DC Chairman's Civic Service – 18 Jan 2015
Wychavon DC Planning	<ul style="list-style-type: none"> • Planning Committee agenda, papers and minutes for meeting 6th November • Planning Committee agenda, papers and minutes for meeting 4th December • Notification of Planning Appeal: Albert House, Pershore Road, High Park - outline application for 2 dwellings and vehicle access • <u>Approval Notices:</u> • W/14/01835/PP: 5 High Park Cottage, High Park (single storey rear extension, window to side elevation and new pitched roof to existing dormer window on front elevation) • W/14/01591/CU: Unit at Norton Business Park, Church Lane (Change of use from D2 to office use)

Public Question Time Discussions

Mr. Hill, Managing Director of Molten Metal Products (MMP) and Mr Stennard Harrison, Property Developer, attended to discuss the Woodbury Lane planning application W/14/00719.

Discussions are summarised below.

- Mr Hill provided background to the history of the business and information relating to current operations and operational needs.
- MMP is growing substantially and is looking for new premises encompassing a warehouse facility with 6.5m eaves and a manufacturing facility which can house a 15T bay crane. MMP also has specific power supply requirements (electricity and gas).
- MMP has failed to find premises that meet their criteria and can potentially be delivered within the timeframe that is needed.
- Discussions have taken place with Welbeck and St. Modwen without success and MMP considers that availability of the proposed technology park, part of the SWDP, is too far in the future.
- The premises proposed for MMP within the Woodbury Lane planning application provide the facilities required including the power supply needs.
- MMP understands that neither Wychavon DC nor the Parish Council is supportive of the proposals but is seeking the Parish Council's support for its plans.
- MMP has contacted Cllr. Adams for his support and to request that the application is taken to the Wychavon Planning Committee, which would enable MMP to explain their proposals to the Planning Committee members. The Parish Council (PC) was asked to consider supporting this request.
- Mr Hill advised that MMP won't move if planning permission isn't obtained as expertise is local and staff are unlikely to want to move.
- The reasons for the PC lack of support were reiterated including:
 - the land being rejected as part of the SHLAA (Strategic Housing Land Availability Assessment)
 - the land not being included within the SWDP
 - the Planning Inspector has concluded that there is sufficient business land included within the SWDP
 - the SWDP process has included extensive consultation to identify development sites and therefore it is difficult to support other/additional sites, particularly where these are green field sites
 - support of sites not identified within the SWDP could set a precedent for development of other sites not included within the SWDP
- Mr Hill and Mr Harrison commented that Worcestershire is supposed to be 'open for business' and expressed concern about the deliverability of the proposed business development sites and timescales.
- It was highlighted to Mr Hill and Mr Harrison that the Woodbury Lane planning application includes not only facilities for MMP but other additional facilities too. Cllr. Turvey made a personal comment that if the application related to just a small site for MMP, then possibly the PC may be sympathetic to the proposal but this would need to be considered fully by the PC. Cllr. Fincher indicated, as a personal comment, that he may consider supporting an application along these lines.
- In reply to a question about suitable facilities within the Crucible Business Park, Mr Harrison advised that MMP are looking to own rather than rent premises. In response Cllr. Fincher commented that a desire to own, rather than lease, may not be sufficient justification for building on a green field site. Mr Hill added that recent discussions with the owners of Crucible Business Park have not taken place, but he believes that there would be restricted space for vehicle turning and that the vacant units are not suitable in terms of lay out. It isn't possible to extend the exiting unit due to

height requirements. Offsite storage is currently being used to manage stock levels. Mr Harrison summarised that MMP is an existing business with a genuine need.

- Cllr. Turvey advised that the PC understands that local residents do not want the field to be developed and want this green space between the business site and residential properties to be maintained. In response to a comment from Mr Harrison that other businesses haven't been a problem, it was highlighted that complaints have been received from residents.
- Mr Harrison enquired about the Council's view of the Parkway Station proposal. Cllr. Turvey advised that the Council is generally supportive of the SWPD and the Parkway Station, although it has concerns that are being discussed with the planners and Highways. The Council is not supportive of any business development on the Parkway site. This land has been allocated within the SWDP for the Parkway Station and not any another development.
- It was reiterated that some personal views had been voiced during the PQT and that the application and requests made by Mr Hill and Mr Harrison need to be considered by the PC before providing any further PC response.
- Mr Harrison reiterated that they are requesting a 'fair crack at the whip' and for the PC's support in asking for the planning application to go to the Wychavon Planning Committee, to enable MMP/Mr Harrison to explain the situation to Planning Committee Members.
- Mr Hill and Mr Harrison were thanked for attending the PQT.