

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH NOVEMBER 2015 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

- 1. Apologies for Absence:** H. Turvey, M. Reeves. These apologies were accepted and approved.
Attending: K. Fincher (Chair), Mrs A. Clinton (nee Poole), R. Brooker, C. Dawson, M. Hughes, P. Richmond, J. Sparling, Mrs S. Way-Vautier, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**
Cllr Mrs Way-Vautier signed her undertaking and declaration of acceptance of office.
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Cllr. Fincher reminded Councillors of the need to update their register of interests if necessary.
 - b) and c) Cllr. Brooker declared an interest in agenda item 13 and matters relating to the Parish Hall/Coppice Cottage boundary. Existing dispensations were noted.
 - d) None.
- 5. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**
Consideration will be given to a CALC representative at the January Parish Council meeting.
- 6. Minutes of the Parish Council Meeting held on 22nd October 2015**
Approved as proposed by Cllr. Sparling, seconded by Cllr. Dawson and agreed by all.
- 7. 2015/272 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams was unable to attend.
 - b) Finance**
 - (i) The current account balance was £22,546.56 on 16th November with the deposit account balance at £40,393.70 on 2nd November. S.137 expenditure for 2015/16 totals £100 to date and is within the s.137 allowance.
 - (ii) There were no questions relating to the monthly accounts and bank reconciliation to 31st October.
 - c) West Mercia Police**
The Police were unable to attend. The Clerk advised that it is understood that a disturbance in Salamanca Drive, Norton was reported to the Police (see agenda item 26). It was noted that a speed check has been undertaken in Church Lane in response to reports of speeding. Parking problems in Littleworth have been reported to the Police and residents have been encouraged to use the 101 service to report problems at the time they occur. Cllr. Sparling explained the electronic PACT form and asked for items to for inclusion to be advised to him.
 - d) St. James the Great Church, Norton**
Rev. Sloggett was unable to attend and advised there is nothing further to report. The Clerk will extend an invitation for the January Parish Council meeting.
 - e) EnviroSort**
The Clerk will re-circulate information received.

8. 2016/17 Budget and Precept

a) The Clerk advised that the precept request needs to be submitted to Wychavon DC by 5th February and provided an update on an unchanged Council Tax support grant. Draft Council Tax base figures should be available by 21st December. No decision has yet been made regarding Parish Councils being included in Government referendum principles in respect of 'excessive' precept increases. If this is extended to Parish Councils, it is likely to only include larger councils. Changes to future external audit for Parish Councils were summarised along with the proposal for a sector led body to procure audit services for smaller councils and to manage these audit contracts. It was agreed unlikely that the Council would opt out of the proposed sector led body arrangements. This will be considered further at the January Parish Council meeting. The deadline for opt out is 31st January 2016. It was agreed for the Clerk to draft a 2016/17 budget and precept for consideration at the January Parish Council meeting to allow submission of the precept request before 5th February 2016.

b) After consideration of mowing costs for 2016, it was agreed to instruct New Farm Grounds Maintenance to mow the playing field at a cost of £69.50 per cut and to mow the field perimeter at a cost of £16.50 (on every other field cut). It was also agreed to instruct Day-2-Day Garden Services to mow the small grass verges at Norton at a cost of £285 for 10 cuts. Proposed by Cllr. Richmond, seconded by Cllr. Brooker and agreed by all. The Clerk will instruct.

9. 2015/273 Current Planning Applications

Cllr. Fincher summarised the following current applications.

Approvals

**Birch House, 48 Wadborough Road
Littleworth. Ref: W/15/02318** Attached garage. Parish supports.

Refusals – None

Awaiting Decision

**Land to the south of the City of
Worcester, Bath Road. Malvern
Hills DC 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.
Malvern Hills DC 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
and the 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 Broomhall Way
Worcester City Ref: P14L0266** Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.

**Land at Broomhall Way
Worcester City Ref: P14L0266
(amended application)** Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.

Land at Broomhall Way Worcester City Ref: P15L0319	Use of land for car boot sales to be held on more than 14 days per year. Parish submitted comments re parking and limitation on dates.
Granary Barn House, Hatfield Lane Ref: W/15/02655	First floor side extension, resubmission of w/14/2603. Parish does not support.
The Skillings, Church Lane, Norton Ref: W/15/02644	Retrospective planning application to reconstruct single storey domestic annex. Parish supports.
The Conifers, 14 St. James Close, Littleworth. Ref: W/15/02526	Proposed domestic extension to front elevation, lengthen garage to the side of dwelling and widen garage at rear. Parish supports.
<u>Internal Consultation</u>	
The Old Vicarage, Hatfield Lane Ref: W/15/01925	Change of use of land and the associated installation of a 6x2 (4kwp) ground mounted solar panels array for domestic purposes to be sited in the field adjacent to The Old Vicarage
Winnells Farm, Church Lane, Norton. Ref: W/15/0262	Outline application with all matters reserved for new build detached annexe accommodation.

Other

Appeal re Tree Preservation Order application decision:

**19 Salamanca Drive, Norton
TPOA/15/040**

Removal of tree from TPO protected tree from grass verge adjacent to property.

It was noted that the applicant for application W/15/02197 (35 St. James Close, Littleworth - conservatory) is in contact with Wychavon DC regarding its refusal. The Parish Council supported this application.

The Winnells Farm application was discussed along with the applicants offer to arrange a site visit. After consideration it was agreed to not support this application as it is outside the development boundary. This provides a consistent approach to other applications that have been received for development outside the development boundary and which have not been supported. Proposed by Cllr. Richmond, seconded by Cllr. Mrs Way-Vautier and agreed by all. The Clerk will submit the Council's response.

A report of transporters accessing SMH Fleet Solutions from the Woodbury Lane direction (in breach of a planning condition) has been passed to Wychavon Planning.

An update was received regarding the TPO Appeal 15/040, which will be heard during a hearing by the Inspector in the summer of 2016. Wychavon has confirmed that it aims to apply a consistent approach to work proposed/undertaken to trees protected by TPOs.

It was noted that a bough had fallen from a tree on the edge of the cricket pitch which could have caused injury or damage to property/cars. It was agreed for the Clerk to write to the Cricket Club to ask them to consider tree maintenance needs. A discussion followed relating to trees on Parish Council owned land and in particular, those at the Parish Hall. It was agreed for the Clerk to seek guidance from the Wychavon Parks Officer, Lynn Stevens.

10. 2015/274 South Worcestershire Development Plan (SWDP) and Associated Matters

Cllr. Fincher advised that the Parish Council's response to the 'main modifications' consultation has been submitted as agreed at the October Parish Council meeting. There was a general discussion relating to the SWDP and main modifications proposed. In response to a suggestion to arrange another public meeting, it was noted that previous public meetings have informed the Council's input to the SWDP consultations, including the main modifications response (based on previous feedback from residents)

and there is no further opportunity to comment. The nature of traffic calming measures proposed as part of the SWDP were considered in broad terms, including changes to the Norton Road/A4440 roundabout to make the Norton Road exit and route through the Parish unattractive for use as a rat run. The aim is for this to be coupled with traffic calming measures along Church Lane/Woodbury Lane. Further traffic flow analysis is being carried out by Worcs CC to provide a holistic approach to include both the SWDP and Parkway Station proposals. The appearance of cables across Crookbarrow Road is being investigated, as if these relate to Worcs CC data collection for traffic flow analysis, results will be flawed in view of the current closure of Woodbury Lane.

11. 2015/275 Land adjacent to St. Peters Garden Centre

The Clerk advised that Persimmon Homes continues to be chased for details of the sizes of the grass verges along Crookbarrow Road that it owns similar, so that commuted sums can be calculated for these and the verges owned/jointly owned by Taylor Wimpey. The Council will then consider the potential for adopting any of these areas of land. The developers are being chased for completion of the outstanding remedial work (a further meeting has been suggested) and the Parish Council bus shelter invoice (which is being funded by New Homes Bonus).

12. 2015/276 Worcester Parkway Station

No further news. Concerns have been raised with Worcs CC as previously discussed. Also see agenda item 10 SWDP regarding traffic calming measures.

13. 2015/277 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk reported on the STW response to the contract terms and comments from the Parish Council solicitor. After discussion the following was agreed. After decommissioning the site, it should be reinstated to its pre-pumping station condition. The pre-emption clause should be uncapped and not capped at 50 years. As a public body, the Parish Council should be able to be located by STW without too much difficulty in the future. Any cap could result in STW selling the land to any 3rd party, without reference to the Parish Council after the cap has expired. It was noted that no cap to the pre-emption right of first refusal to buy back the land, was mentioned as part of the Heads of Terms discussions. Our solicitor has advised that the restrictive covenant relating to use of the site would bind successors in title. On this basis, the restrictive covenant should include use as a pumping station or as public open space, so that the Parish Council, as a potential successor in title, can use the land as public open space. Our solicitor has confirmed that access rights granted would pass to future owners, but the restrictive covenant will restrict use and therefore access for any other use would need to be consented to by the Parish Council and this offers protection against access for any other uses. This was accepted. The Clerk will respond to our solicitors and Dalcour Maclaren (as STW agent) as agreed, also advising STW that the Parish Council will be seeking advice from OFWAT to help to expedite matters. Proposed by Cllr Mrs Way-Vautier, seconded by Cllr. Richmond and agreed by all.

Cllr. Brooker left the meeting at 8.40pm for discussion of Coppice Cottage/Parish Hall boundary matters. Cllr. Fincher advised that a copy of the new Parish Hall site plan, including the line of the public right of way (553C) has been provided to the owner of Coppice Cottage as agreed. The owner is content with the boundary line, but not that of the line of the public right of way, which is shown as the OS line, which should reflect the definitive line. The difficulties in identifying the exact point on the ground where the path runs were reiterated (in part due to the 6 figure grid reference basis of the mapping). It appears that the public right of way may run through the area of land enclosed by the new fence. The owner of Coppice Cottage has requested that the line of the public right of way is removed from the Parish Hall site plan. The owner appreciates the difficulties in establishing the line of the public right of way on the ground and is happy to accept the plan without the line of the public right of way, with an accompanying letter that highlights the risk of the line of the path being challenged at a future point in time and that this being subsequently proven to run within the enclosed Coppice Cottage land, or indeed, further into the Parish Council's land at the Parish Hall. A draft letter was agreed, as was use of the Parish Hall site plan, without the line of the public right of way, for land registration purposes. A request will be made for the Land Registry to hold a copy of the letter to the Coppice Cottage owners

with the land title documents. Proposed by Cllr. Mrs Way-Vautier and Cllr. Richmond and agreed by all. The Clerk will progress.

Cllr. Brooker returned to the meeting at 8.55pm.

14. 2015/278 Employment Matters

a) Consideration was given to employment of an Assistant Clerk, including benchmarking, grade, hourly rate, duties and hours of work. The job specification was agreed with scope for this to evolve. It was agreed for the Clerk to include an Assistant Clerk in the 2016/17 budget and precept calculations on the basis of grade SCP15 for 5 hours per week. This subject will be considered further at the January Parish Council meeting. Proposed by Cllr. Richmond, seconded by Cllr. Brooker and agreed by all.

b) The Clerk and Cllr. Mrs Clinton provided an update on the pensions auto-enrolment process including employee eligibility and potential schemes for consideration. The Clerk and Cllr. Mrs Clinton will gather further information regarding potential schemes, summarise options for the basis of contributions and provide forecast costs for inclusion in the 2016/17 budget. This information will be circulated in advance of the January Parish Council meeting, to allow a decision to be made regarding the pension provider and the basis for contributions at the January Parish Council meeting.

Cllr. Brooker gave his apologies and left the meeting at 9.20pm.

15. 2015/279 Parish Council IT Provision

The Clerk advised that the switch to BT Infinity is due on 27th November following which BT/McAfee antivirus software will be available for the Parish Council laptop. The option of cloud storage for files, in the form of Microsoft One Drive, was discussed and agreed not to use at present. To enhance existing hard drive back up arrangements, it was agreed to purchase a 2TB external RAID drive at a cost of up to £200. Proposed by Cllr. Fincher, seconded by Cllr. Hughes and agreed by all. The Clerk will arrange. Costs incurred by the Clerk relating to broadband and telephone calls, to support the Parish Council, were considered. It was agreed for the Parish Council to reimburse the 'any time call plan' at a cost of £6 per month, as this service would not be taken without the need for Parish Council phone calls during the day. It was also agreed to continue to reimburse £3.95 per month for the cost of provision of the Parish Council phone number. Proposed by Cllr. Richmond, seconded by Cllr. Sparling and agreed by all.

16. 2015/280 Parish Hall Recreation Facilities

Cllr. Dawson provided details of replacement nets for the old Semele climbing frame, including costs and installation requirements. It was agreed to purchase a new centre net at a cost of £1,410 and for this to be installed by the Groundsman. The side net (that has been removed) will not be replaced, as the design of this has now changed and would need fixing to the ground with various anchor points and a base plate, which would mean lifting the new safety surface and replacing an area of this. In view of the new equipment and a new centre net, the play value of the area is not considered to be significantly reduced. Proposed by Cllr. Mrs Clinton, seconded by Cllr. Mrs Way-Vautier and agreed by all. The Clerk reported on initial feedback from eibe regarding the toddler swings and in view of queries raised, this will be explored further with eibe as the equipment remains under warranty.

17. 2015/281 Parish Hall Car Park/Playing Fields/Outside Space

The Clerk advised that Cllr. Brooker is following up various maintenance matters to obtain quotes. The deteriorating surface of the Parish Hall car park was highlighted and in particular the number of pot holes which create a hazard for users. Whilst there are plans to resurface the car park, this is being delayed due to other matters e.g. clearance of ditch/undergrowth, removal of the recycling bins (enquiries are being made), possible Pre-school container move, completing the STW contract (for funding), the potential need for Pre-school to lay its own electricity connection and successful grant funding applications. It was agreed that remedial work is required in view of the delay in the resurfacing project. The Clerk will seek a quote from Shear Perfection Ltd to supply stone and fill in the potholes in the car park. Costs were agreed up to £1,000 for completion of the work before Christmas. Proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.

The Clerk highlighted a complaint that was sent to the Worcestershire FA regarding language used by footballers playing on Sunday mornings. The Clerk has contacted the team manager who has apologised and will ensure this behaviour ceases. The Worcestershire FA has advised that it will also be following up the report with the teams involved and the referee. Cllr. Fincher advised that the flags have been ordered as was agreed.

18. 2015/282 Parish Hall

As landlord representatives and Parish Hall Trustees, Cllrs Fincher and Dawson provided an update summarised as follows. A meeting has been held with Pre-school to review the electricity billing arrangements and to agree a contribution towards water costs. Pre-school no longer uses the Parish Hall broadband and so no contribution is required to this cost. See agenda item 22 for discussions relating to the future nature of Pre-school and revision of the lease. As a result of Pre-school proposals, there may be a need for Pre-school to install its own electricity supply and this will be revisited at a meeting with Pre-school before Easter, when proposals may be clearer. CCTV is being fitted to the Hall which will not cover the playing field due to a limited range of 100m. The Clerk will forward a CCTV protocol document to Cllr. Fincher. The Hall is applying for a £10k Lottery Grant (at no cost to the Hall) to look to turn the front hall into a coffee shop/bar. This would generate additional income that could assist with future maintenance costs e.g. new roof, and shouldn't impact upon use of the front hall by hirers. The Hall is applying for various licences and the implications of these are being explored by Cllr. Brooker.

19. 2015/283 Allotments

The Clerk advised that Cllr. Brooker is progressing with staking out/re-measuring of plots, is investigating combination locks for the allotment gates and is contacting the grounds contractor to request a quote to split the large plot on the 'garage' side of the allotments into 7 plots, with a compacted stone path running down the centre of the plots, parallel to the road. Some vacant plots that were reallocated have not been taken up by the new tenants and these will be offered to those on the waiting list. The Clerk will chase prospective tenants where tenancy papers have been issued but where no response has been received. Additional plots have also been given up which will be re-allocated as soon as possible. The groundsman is repairing/replacing the allotments gates. A response is awaited from STW regarding a quote to install a mains water supply to the 'garage side' allotments. Re-measuring of the allotments is resulting in some plot sizes being different to those in the allotments register, with some larger and some smaller than the recorded dimensions. It is suspected that over time, plot boundaries have evolved. It was agreed for the bills to be issued on the basis of the re-measured sizes, as these are based on the current plot dimensions. The Clerk will issue the allotment bills once the new sizes are available.

20. 2015/284 Public Rights of Way (PRoW)

a) The Clerk advised that, as agreed, a letter has been sent to the resident of 1 Jubilee Row regarding ownership and maintenance of the hedge and trees adjacent to the garden of 1 Jubilee Row and NJ543 (old footpath 20). It appears that the hedge may now have been removed and a new fence installed by the residents.

b) The proposed footpath changes relating to the Parkway Station proposals were considered. The Clerk will submit a comment that the old path NJ524 met with path NJ548, which the new path NJ545 does not and enquire if there is a reason for this. If the paths are not going to meet, then adequate signage and a suitable pavement adjacent to the B4084 will be required to provide a link between the 2 paths (new NJ545 to existing NJ548).

21. 2015/285 Worcester Norton Sports Club (WNSC) and Croquet Club

At present no community events appear planned at WNSC for the remainder of 2015 and 2016. A meeting will be arranged in the New Year to seek an update on plans and any potential assistance that may be required. The Croquet Club is planning its 2016 fixtures at its current location. Feasibility studies are being carried out for various sites, but no new site has been secured or contracts signed.

22. 2015/286 Norton Pre-school

Following initial enquiries about possible changes to the structure of Pre-school and the impact upon the lease about 12 months ago, Pre-school is exploring the possibility of progressing with proposals to become a Community Interest Company. Pre-school would no longer have charitable status, would have directors and would run as a 'not for profit' company. This is primarily as a result of the difficulties in obtaining trustees for the existing charity that fulfil the necessary criteria and have appropriate experience. The Parish Council solicitor has previously advised that a deed of variation would be required (as the lease cannot be assigned), although Pre-school has asked whether a new lease may be considered as a more cost effective option. Following a review of the terms of the lease, costs when the lease was drawn up and Parish Council work involved in drawing up and entering into a new lease, it was agreed that a deed of variation appeared the more cost and time effective option. The Clerk will advise Pre-school and ask for projected timescales for a decision to be made, as if Pre-school needs to install its own electricity supply, this will impact upon the timing of the Hall car park resurfacing.

23. 2015/287 Highways Matters

The Clerk highlighted reports of speeding along Church Lane, a request for traffic calming measures along Church Lane, drivers moving the Woodbury Lane road closure signs to gain access along Woodbury Lane, parking problems in Littleworth at school times and positive feedback following installation of 'dog poo fairy' signs at Norton. Speeding and traffic calming measures were discussed under agenda items 7c and 10. Highways has been notified of the actions of drivers relating to the Woodbury Lane road closure.

24. 2015/288 Refurbishment of the War Memorial

It was agreed for the Clerk to seek recommendations and quotes for maintenance work. The Parish Council has previously undertaken maintenance work to the War Memorial.

25. 2015/289 Notice Boards

The Crookbarrow Road notice board is due to be replaced now that the bulk of the remedial work has been completed relating to the adjacent development. The developers have jointly donated £1,500 towards the cost of replacing this notice board and this will be acknowledged in some way on/in the new notice board. Cllr. Sparling provided some information relating to new notice boards for consideration. It was agreed for the Cllr. Sparling to gather further information for circulation to Councillors for review. It was suggested that there may be space for a larger notice board in this vicinity, as this is well used. Cllr. Sparling will review options. In terms of other notice boards within the Parish, it was agreed that the Groundsman will survey these to assess maintenance work required and this will be assessed to establish whether any other notice boards need to be replaced or if they can be refurbished. The Clerk will liaise with the Groundsman. The content of the notice boards was discussed, along with whether this should include advertising of local community events and local businesses and if the notice boards should be locked in future. The general consensus of opinion was that the notice boards provide information for the local community and as such, they will remain open for community notices/adverts and Parish Council/Parish Hall communications, which was agreed. Where notice boards are overloaded with information, Councillors were welcomed to remove notices as considered appropriate.

26. 2015/290 Salamanca Drive Bench

Resident's feedback relating to disturbances around this bench and the impact upon privacy was considered. The residents moved to the property around 12 months ago, with the bench situated in this location for at least 10 years without problems being reported. The bench is located over the road from the property of the resident providing the feedback and was not felt to impede upon privacy. It was therefore agreed to leave the bench in its current location. The resident has reported disturbances to the Police using the 101 service and has been encouraged to continue to do this at the time of any disturbances, so that the Police have the opportunity to attend and speak to those involved. The Clerk will advise the resident.

27. 2015/291 World War I Centenary

Cllr. Mrs Way-Vautier provided an update and the Clerk advised that it is understood that Worcs CC is planning some form of statue at the Parkway Station.

28. 2015/292 Community Orchard

The Clerk will investigate Parish Council powers to undertake this activity, insurance/risk assessment and VAT implications if the apple juice was to be sold as soon as possible. Some concerns were expressed relating to longer term management, the workload involved, insurance and practical aspects relating to project.

29. 2015/293 Wychavon Diamond Jubilee Community Recognition Award

It was agreed to nominate the Norton Theatre Group. Cllr. Richmond will gather information and liaise with Cllr. Fincher to prepare the supporting information for this nomination, for provision to the Clerk by 11th December. Proposed by Cllr. Sparling, seconded by Cllr. Fincher and agreed by all

30. 2015/294 Photo Archive

The Clerk advised that the photo archive has been completed and Mr Bennett currently has the external hard drive archive and the slides. It was agreed to store the slides in the filing cabinets at the Hall as a temporary measure and for the Clerk to hold the external hard drive. The County Archive will be contacted to enquire if it would hold the slides in the future.

31. 2015/296 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
P. Skeys	Lengthsman duties June to October 2015	787.50
Shear Perfection Ltd	Mowing churchyard £88.50 and Norton verges £170 plus VAT	258.50
New Farm Grounds Maintenance	October - 2 paying field cuts (£66.67 each), one perimeter edge cut (£15.75), marking of football pitches (£217) plus VAT	439.31
K. Gill	Supply and installation of new allotment gate £350 plus VAT	420.00
Fleet Line Marker Ltd	3 bags of line marker (£19.50) plus VAT	23.40
Tower Mint	218 WW1 Remembrance Medals plus postage (£15) plus VAT	868.20
	TOTAL	2,796.91

Accounts for Payment:

Creditor	Detail	Amount £
M. Dexter	Copy, remount, repair and clean 3,414 slides to digital archive	1,900.00
Shear Perfection Ltd	Cut hedge between allotment/72 Wadborough Road £150 + VAT	180.00
R. Brooker	Stakes for allotment marking out	37.85
Worcs CALC	Clerk attendance of Pensions auto-enrolment training session	10.00
Mrs J. Greenway	Honorarium November 2015 (Gross)	1,102.34
D. Fletcher	November – Groundsman duties (£398.36) and litter picking (£70.60) (Gross incl. materials purchased and mileage)	468.96
S. N. Day	Mowing of small grass verges at Norton	280.00
The Tower Mint	WW1 Remembrance medals incl. postage (£723.50) plus VAT	868.20
Mrs J. Greenway	Expenses November	17.85
	TOTAL	4,865.20
	GRAND TOTAL	7,662.11

Renewal of the Society of Local Council Clerks subscription at a cost of £149 was agreed by all. Proposed by Cllr. Mrs Way-Vautier, seconded by Cllr. Fincher and agreed by all.

It was agreed for flowers to be sent to Cllr & Mrs Turvey in view of the nature of Cllr. Turvey's absence at a cost of £30. Proposed Cllr. by Fincher, seconded by Cllr. Mrs Way-Vautier and agreed by all.

b) Donation of £50 to The Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service was agreed and noted as s137 expenditure. Proposed by Cllr. Dawson, seconded by Cllr. Richmond and agreed by all.

32. 2015/297 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

33. 2015/298 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

34. 2015/299 Items for Update to Local M.P.

The Clerk will invite Nigel Huddleston MP to join a future Parish Council meeting to meet Councillors.

35. 2015/300 Councillors' Reports and Items for Future Agenda

None.

36. 2015/301 Date of Next Meeting: Thursday 28th January 2016

The 2016 meeting dates were agreed as follows:

28th January, 25th February, 24th March, 28th April, 26th May, 30th June, 21st July, no meeting in August, 29th September, 20th October, 24th November, no meeting in December. Annual Parish Meeting: 10th May.

The Clerk will confirm availability of the Hall with the Hall Manager.

The meeting closed at 11.05pm.

<u>Correspondence Received for 26th November 2015 Parish Council Meeting</u>	
Sender	Subject
Broxap	Product information – litter bins and recycling units
CALC	Updates on various matters and training sessions, including External Audit, IPROW, Wychavon Area meeting on 3 rd December, pruning work day at Alfrick, West Mercia Womens' Aid, Women 2 Web, PCC newsletter, food links, safeguarding adults board event, CALC AGM 25 th November, Workplace Pensions, Transparency Code, Register of Interests, Council Tax Benefit Subsidy, Apple Day, Parish Council rights of appeal in Planning, budget and precept, next stage for Kidderminster Town Council, cold weather alerts, superfast Worcestershire, Worcs Parish Conference, Queen's 90 th birthday, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine Nov 2015
Community First	Invitation to AGM on 9 th December and supporting papers
CPRE	Countryside Voice magazine Winter 2015
DJ Hinton & Co Ltd	Customer satisfaction survey
Kier Services/Highways	Road scheme M5 – joint renewal work to the bridge structure of Green Lane underbridge between J6 and J5 M5 northbound
Littleworth & District Royal British Legion	Donation to The Poppy Appeal relating to provision of a poppy wreath for the Parish Council to lay at the Remembrance Service.
Lloyds Bank	Changes to Financial Services Compensation Scheme limit and withdrawal of payment instructions by fax
Mr Reeves	Copy of correspondence sent to Worcestershire FA re foul language used by football team playing a Norton Parish Hall
Mrs B. Abalti	Copy correspondence to Cllr. Adams regarding parking problems in St. James Close linked to school times
Mrs Mounce	Speeding along Church Lane and car transporters travelling from Woodbury Lane direction along Church Lane
Mrs Stephenson	Planning application W/15/1925 – The Old Vicarage, Hatfield Lane
Open Spaces Society	Newsletter and Open Space magazine Autumn 2015
Peter Edwards	Planning consultancy services for neighbourhood development plans
Soc of Local Council Clerks	Subscription renewal and The Clerk magazine Nov 2015
The Pensions Regulator	Auto-enrolment duties and timescales
West Mercia Police	South Worcestershire Citizen's Academy
Worcs Asscn of Carers	Caring News Winter 2015
Worcs CC	<ul style="list-style-type: none"> • Consultation relating to proposed diversion of footpaths NJ-523 (part) and NJ-524, and extinguishment of footpath NJ-545 (part) • Public Path Creation Agreement 2015 – Bridleway WT-572 and NJ-501
Wychavon DC	<ul style="list-style-type: none"> • Maintenance work to TPO trees and tree works appeal • Invitation to Chairman's Civic Service • Parish Precepts and Council Tax 2016/17 • Minutes for Member Conduct Committee 2nd November • Maintenance of watercourses on Cooksholme Farm land, Littleworth/Wadborough area • Parish Matters newsletter November 2015
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 12 November 2015 • Minutes from Planning Committee meeting 12 November 2015 Approval notices: <ul style="list-style-type: none"> • W/15/02318: Birch House, 48 Wadborough Road, Littleworth – Attached garage.