

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH APRIL 2016 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** P. Richmond, H. Turvey, Mrs S. Way-Vautier. These apologies and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chair), R. Brooker, Mrs A. Clinton, C. Dawson, M. Hughes, J. Sparling, M. Reeves, Cllr. R. Adams (District and County Councillors), Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**
None.
- 3. Declarations of Interest**
 - a) Cllr. Fincher reminded Councillors of the need to update their register of interests if necessary.
 - b) and c) None. Existing dispensations were noted.
 - d) None.
- 4. Minutes of the Parish Council Meeting held on 24th March 2016**
Approved as proposed by Cllr. Sparling, seconded by Cllr. Hughes and agreed by all.
- 5. 2016/110 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided his report after arrival following agenda item 5d. Cllr. Adams has spoken to the Worcs CC Officer (Karen Hanchett) to chase the consolidated traffic flow analysis data (which takes into account the impact of both the SWDP and the Parkway Station proposals) and to obtain an update on traffic calming measures. The Officer will contact the Parish Council. The recent changes to the 382 bus service timetable were not subject to consultation by First Group. It is understood that First Group undertook a review of routes and advised Worcs CC of changes they were making. Cllr. Adams continues to seek a meeting with Worcs CC Officers to discuss the current and future bus service provision serving the Parish, including the impact of the Parkway Station. Cllr. Adams expressed disappointment at the outcome of the Molten Metal Products planning application decision and was thanked for his efforts, despite the disappointing result.
 - b) Finance**
 - (i) The current account balance was £9,227.65 on 21st April with the deposit account balance at £33,408.95 on 1st April. Half of the precept and grant from Wychavon DC is due to be received at the end of April, totalling £20,164. S.137 expenditure for 2015/16 totalled £1,568.20, within the s.137 allowance. There has been no S.137 expenditure during 2016/17 to date.
 - (ii) The Clerk advised that the ledger and supporting papers are with the accountants for production of the year end accounts and provided an update on the audit process including internal audit, external audit procedures and completion of the Annual Return.
 - c) West Mercia Police**
The Clerk provided a report from the Police, including recently reported crimes. It was agreed for the Clerk to include a summary of this in the Parish Council newsletter. Cllr. Sparling advised that the clarification sought relating to the SmartWater initiative has not been received and it was therefore agreed not to pursue this or include an article in the Parish Council newsletter. Cllr. Sparling highlighted problems experienced reporting an apparently abandoned vehicle to the 101 Police service and the Worcs CC Hub. Cllr. Sparling will contact Dave Hemmings at Wychavon DC to seek assistance.

d) St. James the Great Church, Norton

No report was available from Rev. Sloggett. Cllr. Dawson provided a brief update on the current position regarding the Church Tower funding application process.

6. 2016/111 S106, New Homes Bonus (NHB) and Other Funding Opportunities

Cllr. Fincher summarised that there are three projects currently being progressed to develop the Parish Hall and outside space: the coffee shop/community hub, the trim trail/exercise equipment/coppice area development and drainage of the football pitches. Various sources of funding are being explored/applied for to fund these projects including: New Homes Bonus, s106 funding, Tesco Green Space funding and the Landfill Community Fund.

Cllr. Dawson provided an update on the project to develop the trim trail and exercise areas around the Parish Hall playing field. Meetings are being held with various suppliers to develop ideas and obtain quotes. Grass 'matting' has been suggested as a good surface for a trim trail/pathway around the periphery of the field. Ideas regarding number/type of fitness equipment are being explored. The Tesco Green Space funding scheme is being reviewed for a possible application. This would be a Parish Council project. In response to a question about lighting around the trim trail, it was agreed to clarify requirements and to consider if necessary. Concerns were raised regarding the cost of lighting and disturbance to neighbouring residents.

The Tesco funding scheme is also being considered to fund development of the copse area adjacent to the playing field, to include a picnic area. Following feedback from Norton Pre-school, inclusion of an area that could be used for a Forest School will also be explored.

Drainage of the playing fields is being investigated to establish the most cost effective method of improving the situation. Cllr. Brooker explained a phased approach, whereby drains and gullies would be cleared around the playing field and along the watercourse to allow water to drain away from the field. Costs for this first phase are estimated at £10,000, with formal quotes being obtained. S106 funding of £10,000 is available for work to improve the drainage of the football pitches/playing field.

Cllr. Brooker advised that the NHB application has been submitted for the coffee shop and community hub at the Parish Hall. A further consultation is planned with the next Parish Council newsletter to establish support for use of NHB funding for this project. Cllr. Brooker advised that the Hall Trustees are also applying for Lottery Grant funding to assist with this project. Discussions are also planned with Worcs CC to suggest that the Parish Hall could be used as a bus terminus for some services, which would provide further footfall for the coffee shop and community hub.

It was noted that a registration process is required to pursue the Landfill Community funding. It was agreed for Cllr. Brooker to register the Parish Council.

Progression of the projects as detailed was agreed by all.

7. 2016/112 Current Planning Applications

There were no questions relating to the following applications.

Approvals

Land at Woodbury Lane, Norton Resubmission of planning application W/14/00719/PN – proposed erection of an industrial building and associated infrastructure, parking, access, SuDs and landscaping to accommodate relocation of Molten Metal Products. Parish does not support.
Ref: W/15/02133/PN

Birch House, 48 Wadborough Rd, Attached garage. Revised proposal for W/15/02318. Parish Littleworth. **Ref: W/15/000347/PP** supports.

4 Orchard Grove, Littleworth Erection of summer house in back garden and removal of existing
Ref: W/16/00555/PP shed. 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. 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 and 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 adj. Pattann Bungalow, Abbotswood, Littleworth MHDC Ref: 16/00008/FUL 1 no. 4 bed house. Parish does not support.

Granary Barn House, Hatfield Lane, Norton. Ref: W/16/00548/PP Single storey rear extension and alterations to fenestration and chimney (resubmission of W/15/01461/PP). Parish supports.

Maple Cottage, Hatfield Bank, Norton. Ref: W/16/00605/PP Conversion of existing detached garage into a 3 bedroom annexe including new doors, windows and additional dormer on front elevation. Parish supports subject to conditions.

Internal Consultation

The Cedar, Hatfield Lane, Norton. Ref: W/16/00925/PP Erect a garden room, demolish shed and erect new shed, erect open gazebo, build a water feature with surrounding hard surface.

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.

8. 2016/113 South Worcestershire Development Plan (SWDP) and Associated Matters

Cllr. Fincher advised that the draft Affordable Housing Supplementary Planning Document has been reviewed and no comments are proposed. This was agreed. Cllr. Fincher has reviewed the Traveller and Travelling Showpeople Site Allocations document and comments are required, in line with previous discussions and Parish Council views on this subject. It was agreed for Cllr. Fincher to prepare comments for submission by the Clerk. The consultations on Community Infrastructure Levy Draft Charging Schedule and Revised Draft Developer Contributions SPD will be reviewed by Cllr. Fincher to establish the need for a response (due by 16th May).

9. 2016/114 AVL Proposals for Development of Land adjacent to Norton Road

No further news to report.

10. 2016/115 Worcester Parkway Station

Cllr. Adams advised that the project remains on target for operation at the end of 2018. The invitation to attend a meeting to consider the art proposed as a 'gateway' feature at the station was welcomed. Cllr. Fincher will aim to attend. The nature of the artwork and relevance of this was discussed, along with the potential for a sponsor.

11. 2016/116 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that the statutory declaration is being amended by the Council's solicitor and will shortly be available for execution by Mrs McGovern. The Council's solicitor has advised that he understands that STW solicitors have agreed to the proposed contract wording and that this will be finalised for completion, once the land has been registered with the Land Registry.

12. 2016/117 Employment Matters

a) Assistant Clerk - The selection panel (Cllr. Mrs Clinton, Cllr. Hughes and the Clerk) provided an update following interviews held. Whilst both candidates were very good, it was agreed to offer the position to the candidate with the most relevant skills and experience, subject to satisfactory references. The Clerk will advise the candidates and progress references. A start date was proposed after the school half term week, in early June.

b) Pensions Auto-enrolment – The Clerk advised that the NEST pension scheme has been set up and explained next steps. Cllr. Mrs Clinton has been set up as a user of the system as a contingency measure. This was agreed. The Clerk will write to all employees, input employee details to NEST and liaise with Wychavon payroll regarding monthly contribution figures. Contributions will be paid by direct debit, following input of contribution figures to NEST. The direct debit mandate was signed by Cllr. Fincher and Cllr. Mrs Clinton and Financial Regulations will be revised to reflect this. Agreed by all.

c) Clerk Additional Hours – The Clerk left the meeting at 8.15pm. It was agreed by all for the Clerk to carry forward 52.25 extra hours worked during 2015/16 into 2016/17 as 'banked hours'. The Clerk returned to the meeting.

13. 2016/118 Parish Hall Recreation Facilities

The Clerk advised that following the meeting with eibe to discuss the safety inspection findings, any required remedial action is in hand, with items of only low or very low categories highlighted within the report. It was noted that the Grounds Contractor's licence to spray weed killer would not extend to the Parish Hall grounds and Cllr. Brooker agreed to explore requirements to establish if the groundsman can spray weed killer to the Parish Hall outside space (including the tennis court, MUGA and play area).

14. 2016/119 Parish Hall Car Park/Playing Fields/Outside Space

Development of the Parish Hall outside space and playing field drainage as discussed under agenda item 6 above. The Clerk provided details of the Wychavon project to install signage to promote smoke free play parks. It was agreed to apply to participate in this scheme and for Cllr. Hughes to complete and submit the application form before 18th May.

15. 2016/120 Parish Hall

Cllr. Fincher provided an updated on Parish Hall matters. The Hall finances are now quite stable, with security/CCTV measures in place and leaks seemingly fixed. The electricity situation also now appears resolved. Other sources of funding are being explored to finance longer term projects e.g. roof replacement. It is planned that the Lawrence Beard room is jointly used as a coffee shop/community hub and a room to hire out. Consideration is being given to the need for shower facilities and whether this space could be better utilised. Due to the broken boiler that supplies the showers, the tank has been drained and the supply closed off.

16. 2016/121 Norton Pre-school

No further news relating to the Pre-school proposals. Contact is awaited from the Pre-school solicitor.

17. 2016/122 Allotments

Cllr. Brooker advised that STW require an application form to be submitted to obtain a quote for installation of a mains water supply to the 'garage side' of the Wadborough Road allotments, and a fee of £137.88. Proposed by Cllr. Mrs Clinton, seconded by Cllr. Dawson and agreed by all. Cllr. Brooker continues to seek a meeting with a 'lead tenant', to review the allotments and assess issues following the allotment tenants' meeting, but without success to date. The Clerk advised that vacant plots have been let, with the exception of the new plots by the old garage and the plot opposite the Parish Hall. One person remains on the waiting list and is in the process of being allocated a plot. The Clerk highlighted that one plot has been re-let, but the person who was previously offered the plot (in October 2015) has indicated, via another tenant, that they still wish to take up the tenancy. As the tenancy agreement and refundable deposit haven't been returned, despite chasing and the prospective tenant being advised that the plot would be re-let if the papers weren't returned by a specified date (now past), it was agreed to re-let the plot to a new tenant. In view of the amount of debris on the allotments, it was agreed for one full size and one mid-size skip to be arranged at a cost of up to £500. Proposed by Cllr. Sparling, seconded by Cllr. Dawson and agreed by all. Cllr. Brooker will arrange before 26th May, for a period of one week. Cllr. Brooker will place a notice on the allotments gates and where email addresses are held, the Clerk will advise tenants.

18. 2016/123 Public Rights of Way (PRoW)

The Clerk advised that the P3 Scheme application has been submitted as agreed. Mr Gill, Grounds Contractor, has quoted an increased fee of £260 plus VAT, per cut, to undertake the PRoW maintenance work in 2016, due to the time taken to complete this in 2015. Costs of £520 plus VAT for 2 cuts were agreed by all. Along with the £180 plus VAT cost to cut NJ543 (old FP20) 3 times a year, this results in total PRoW maintenance costs of £700 plus VAT. The P3 grant will fund costs of £500, with the remainder from Parish Council funds. Agreed by all.

It was reported that dogs are being allowed off lead in fields at the back of Coppice Cottage, where sheep and lambs are grazing. The Clerk will place a notice in the Parish Council newsletter to remind dog walkers to keep to PRoW routes and to keep dogs on leads in areas where livestock is present.

19. 2016/124 Annual Parish Meeting (APM) – 10th May

Councillors were asked to attend the APM where possible. Cllr. Brooker will provide an allotments report for the APM information booklet and Cllr. Hughes will provide a bus services report. The Clerk will purchase refreshments to offer to attendees at the end of the meeting, at a cost of up to £50. Proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all. The Clerk will deliver the road side signs to Cllr. Fincher who will install with posts to be provided by Cllr. Brooker.

20. 2016/125 Parish Council Newsletter

It was noted that content is required by 1st May.

21. 2016/126 382 Bus Service

Cllr. Adams will seek to arrange a meeting with Worcs CC Officers and if possible, representatives from

First Group, to discuss current and future bus service provision (including services to the Parkway Station) along with possible use of the Parish Hall as a bus terminus/turning point.

22. 2016/127 Worcester Norton Sports Club (WNSC)

Cllr. Fincher referred to the clash of dates with the Norton Fun Run and an existing Hall booking on 25th September 2016. Following a meeting with representatives from Norton Community Trust, a plan has been drawn up which will allow both events to take place. WNSC has provided a copy of its proposals to develop the site, which has been shared with Parish Councillors. WNSC will submit a planning application to Wychavon DC in due course and it is understood will be undertaking a public/stakeholder consultation. It was noted that proposals include changing the structure of WNSC, Barracks curtilage issues and funding by way of s106 monies.

23. 2016/128 Highways and Drainage Matters

a) Parking in Littleworth at School Times – The Community Enforcement Officer (traffic warden) has visited and has issued a ticket. The Clerk will contact school to arrange liaison with the CEO. School has responded positively to the suggestions made following the February Parish Council meeting and the residents that attended the February Public Question Time session have been updated. Feedback was received about a complaint about a blocked drive in Orchard Grove.

b) Church Lane Hedge Maintenance – The Clerk advised that Worcs CC has acknowledged the area as Highways verge and is planning maintenance work after the end of the bird nesting season. In view of the highway safety concerns, Highways has been requested to arrange a survey to check for nesting birds and if none are present, for an initial trim of the outer section of the hedge to be carried out as soon as possible, in advance of more extensive maintenance work in the autumn.

c) Highway Flooding within the Parish – The Clerk reported on correspondence with a second resident of Hatfield Lane and Nigel Huddleston MP, relating to flooding along Hatfield Lane, in the vicinity of The Cedars, and badger activity on Hatfield Bank. The Clerk will chase Worcs CC for news on an ecological survey that was planned relating to the badger activity. It was suggested that the 4 road gullies in the vicinity of The Cedars are jetted and the output from these checked to ensure the water is getting away. The Clerk will contact Paul Finch, Highways for assistance (copy to Cllr Adams). Mr Reeves referred to drainage from Wadborough Road, along the ditch adjacent to FP20 (NJ543) and highlighted that this ditch has been at maximum capacity recently, with flooding of Wadborough Road. It was suggested that the width of the ditch is doubled in size, so that this can act as a swale at times of heavy rain, reducing the risk of highway flooding and allowing the water to slowly drain away downstream towards the railway line. To assist with the flow of water, it was also suggested that the size of the culvert by the bridge by the pumping station is increased. Properties along FP20 (NJ543) are currently at risk of flooding, as are properties in St. James Close. There have also been reports from residents of foul water by properties at the end of St. James Close, at times of heavy rain/flooding. The Clerk advised that it is understood that Wychavon DC has written to the land owner requesting clearance/maintenance work to the ditch adjacent to the public right of way. In view of the potential scale of the work required, it was agreed to seek a site meeting with Martyn Cross, Wychavon Engineer, to review and discuss the work required, to seek the support of Wychavon and investigate possible funding assistance.

d) Update re Watercourse adjacent to Garden Centre/Sobroan Close – Wychavon Officers have undertaken a site visit and are exploring enforcement action.

e) Request for Speed Checks along Hatfield Bank – The Clerk reported on resident's correspondence. It was agreed to support the request for speed checks along Hatfield Bank, in the vicinity of the extended 30mph speed limit. The Clerk will advise the resident and request via the Safer Road Partnership. It was also agreed to request follow up speed checks along Church Lane, as the problem of speeding appears to be worsening again.

f) Request for Assistance with Parking in Gazala Drive (associated with school buses) – The Clerk reported on resident's correspondence. It was agreed that yellow lines would be likely to move, rather than solve the problem and may lead to further requests for yellow lines in other areas, which may impact upon residents/visitors being able to park on the road. It was agreed that should problems persist, then the situation will be reconsidered, but at present, it was not felt necessary to ask for school buses to

cease stopping in this vicinity. The Clerk will update the resident and advise that dangerous or illegal parking should be reported to the Police using the 101 phone number.

24.2016/129 Lengthsman Scheme

As proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all, the Parish Council will continue to be a member of the Lengthsman Scheme for 2016/17. The Clerk will progress and request that the Lengthsman clears out the culvert by the entrance to the allotments opposite the Parish Hall.

25.2016/130 Salamanca Drive Grass Bank

The Clerk provided an update following correspondence with the land owner and Cllr. Hughes provided feedback following a site meeting with the land owner. It was noted that the bonfire took place after the Council's request for a fire not to be used for clearance of the green waste on the bank, due to previous feedback from residents and health and safety concern due to the close proximity of residential properties. It is understood that the land owner remained with the bonfire until it was 'out' and that some of the green waste burned was not from the site, but had been left there e.g. old Christmas trees, shrub/tree loppings and grass cuttings. The land owner has also complained about dog poo bags being left in the area. It is hoped that the new dog poo bin close to the bank, will help with this problem. It was agreed that the Parish Council has tried to assist with progressing maintenance matters and to update the resident on actions undertaken, offering to pass on emails to the land owner if they wish, asking the land owner to respond directly.

26.2016/131 Installation of Bin along Nivelles Grove

The problem of litter on the grassed area towards the end of Nivelles Grove at the junction with Talavera Road was considered along with issues of dog fouling. It was agreed to enquire whether Wychavon would empty another smaller, post mounted litter bin and if so, to ask the developer if they would purchase for Wychavon to install. It was suggested that the lack of lighting along Nivelles Grove could be a contributing factor to the dog fouling problem. It was agreed to seek an update on adoption of public areas from Wychavon and also to enquire about the adequacy of lighting in this area and whether lit 'bollards' would be a possibility along the tarmac path from Talavera Road to Crookbarrow Road.

27.2016/132 Talavera Road Play Area

Concerns were highlighted regarding dogs being allowed in the play area (some off lead), dog fouling and poor maintenance of the play area and grounds (which remains unadopted and under the ownership of the developers). The Clerk provided information from Wychavon regarding dog access to play areas. It was agreed to write to the developers, copy to the Wychavon Parks Officer (Lynn Stevens), highlighting the poor maintenance of the play area, concerns about who is carrying the risk for injury in the event of an accident and asking for an update on when adoption will take place. A request will also be made for the footpath that runs from the play area to the balancing pond to be fenced off, or the gate locked, to reduce the risk of children falling into the watercourse that runs adjacent to the path. The path is currently very overgrown and doesn't appear to be being used by walkers. The developers will also be asked to exclude dogs from the play area, install signage to highlight this and move the dog poo bin to outside the play area. The Clerk will progress.

28.2016/133 Notice Boards

The supplier has advised that black lettering has better endurance and lower maintenance requirements. It was therefore agreed to select black header lettering. The Clerk advised that as the proposed new notice board is wider than the existing notice board, only one of the existing ground installation points can be used, due to the adjacent pavement. The area is currently unadopted and the developers have verbally given permission for a new notice board to be erected using the existing installation points. In view of the potential for services around the installation site, it was agreed to enquire whether the developers would install the notice board. The Clerk will progress.

29. 2016/134 Badges and Identity Cards for Parish Councillors

Cllr. Hughes provided details and costs for acrylic badges from the Wychavon DC supplier, Recognition

Express H&W. It was agreed to purchase 25 badges at a cost of £113.75 plus VAT, with delivery before the Annual Parish Meeting. Photo ID cards can also be produced by the same supplier at a cost of £120.50 plus VAT for 25 cards including case and lanyard. It was agreed to purchase 25 cards (minimum order) of style A, with a green plastic case and green lanyard for all members of the Parish Council and all Parish Council employees. ID cards will include a photo, first name, surname and position/role. As the minimum order is 25, additional cards will be obtained for the Chairman and Vice-Chairman, detailing these roles. Parish Councillors and employees will email photos to Cllr. Hughes in the format requested. Proposed by Cllr. Mrs Clinton, seconded by Cllr. Dawson and agreed by all.

30. 2016/135 Wychavon DC Consultations

It was agreed for Cllr. Fincher to review the following consultations and to decide whether a Parish Council response is required. Mobile Homes Act 2015 Draft Fees Policy consultation (response by 3 June) and Hackney Carriage and Private Hire Vehicle Licensing Policies consultation (response by 24 June). The Clerk will forward the consultation documents to Cllr. Fincher.

31. 2016/136 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
HMRC	Quarterly PAYE Tax and NI payment	556.64
Norton Theatre Group	Donation to cover cost of Parish pantomime portaloos	120.00
NJK CE First School	Donation towards swimming lesson transport costs	550.00
1415 Ltd T/a Mr Flag	Flags for Parish Hall flag pole (£450.20 plus VAT)	540.24
NALC	Local Council Review annual subscription	17.00
Shear Perfection Ltd	Churchyard mowing 4 April (£88.50 plus VAT)	106.20
	TOTAL	1,890.08

Accounts for Payment:

Creditor	Detail	Amount £
Worcs CALC	The Good Councillors Guide (3 copies) plus p&p	10.15
New Farm Grounds Maintenance	2 cuts of playing field plus one perimeter cut for March (£155.50 plus VAT)	186.60
P. Skeys	Lengthsman duties March 2016	304.50
Mrs J. Greenway	April 2016 (Gross) including expenses paid via payroll	1,151.95
D. Fletcher	March/April – Groundsman duties (£426.57) and litter picking (£104.95) including holiday paid in lieu (Gross incl. materials purchased and mileage)	531.52
Wychavon DC	Payroll charges for 2015/16	60.00
Recognition Express H & W	25 Parish Council badges including £15 set up charge (£113.75 + VAT)	136.50
Mr. M. Wilkes	Winner of newsletter number puzzle	10.00
Mr. A. Rudge	Runner up of newsletter number puzzle	5.00
Mrs J. Greenway	Expenses reimbursement April £100.06 less £11.41 paid via payroll	88.65
Shear Perfection Ltd	Churchyard mowing (£88.50) and FP20 (NJ543) maintenance (£60) plus VAT (25/4/2016)	178.20
	TOTAL	2,663.07
	GRAND TOTAL	4,553.15

b) Renewal of the CALC membership at a cost of £741.54 plus VAT was proposed by Cllr. Hughes, seconded by Cllr. Brooker and agreed by all. The Clerk will arrange.

32. 2016/137 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted. The Clerk will circulate the Volunteers Event information to Councillors.

33. 2016/138 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

34. 2016/139 Items for Update to Local M.P.

Correspondence to Worcs CC Highways regarding Hatfield Lane flooding and badger activity on Hatfield Bank will be copied to Nigel Huddleston MP by way of update (see agenda item 23C)

35. 2016/140 Councillors' Reports and Items for Future Agenda

None.

36. 2016/141 Date of Next Meetings:

Tuesday 10th May 2016 – Annual Parish Meeting

Thursday 26th May 2016 – Annual Parish Council Meeting

The meeting closed at 10.20pm.

<u>Correspondence Received for 28th April 2016 Parish Council Meeting</u>	
Sender	Subject
Active Places	Promotion of a single national authoritative database of sport facilities
Aon Insurance	Promotion fliers
Balfour Beatty	Update re M5 smart motorway works J4a to 6
CALC	<ul style="list-style-type: none"> • Membership renewal • Lighting of beacons for the birthday celebrations of Her Majesty the Queen • Audit training/presentation being provided by Grant Thornton • Spring training sessions for Councillors and Clerks. • Updates on various matters and training sessions, including external audit, centenary of The Somme, pensions, youth work contracts, defamation, LEADing Rural Business Programme, Foodbank, Tesco bags of help, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
CPRE	<ul style="list-style-type: none"> • Invitation to relaunch of Wychavon Group and AGM 19 April • Countryside Voice magazine spring 2016
Insignia UK	HM Queen Elizabeth II 90 th birthday commemorative medal
John Campion	Information from candidate standing in P & CC election May 2016
Mr & Mrs Williams	Request for speed checks along Hatfield Bank
Mr Hodgkins	Parking in Gazala Drive
Mr Whitmore	Flooding Hatfield Lane, badgers on Hatfield Bank and lack of response via the Hub
Norton Pre-school	Thank you for WW1 commemorative medals
Superfast Worcestershire	Update on project progress
SWDP	<ul style="list-style-type: none"> • Invitation to, and presentation from, a briefing session on the impact of the SWDP on consideration of planning applications • Invitation to seminar event re consultations on Community Infrastructure Levy Draft Charging Schedule (2016) and Revised Draft Developer Contributions SPD (2016)
The Pensions Regulator	Reminder or actions required
West Mercia Police	Shed/outbuilding security
Wicksteed	Promotional flier – play/recreation equipment
WNSC	Report on proposed development
Worcs CC	<ul style="list-style-type: none"> • Invitation to event to promote and celebrate volunteering in your communities 9th June 5pm-7pm The Hive and nominations for volunteers that deserve recognition • Invitation to meeting to develop public art for the ‘gateway’ at the Parkway Station • Lengthsman Scheme 2016/17 • Roadworks reports • Events associated with the centenary of the Battle of the Somme
Wychavon DC	<ul style="list-style-type: none"> • Consultation on Hackney Carriage & Private Hire Vehicle Licensing Policies • Consultation on Mobile Homes Act 2013 Draft Fees policy • List of candidates for Police & Crime Commissioner Election on 5 May • Promoting smoke free play parks • Invitation to Civic Service 17 July 2016, 3pm, St Peter’s Church, Bengeworth • Funding for development of green spaces (Tesco Bags of Help Grant) • Community Enforcement Officer visits
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 28 April and Committee updates • Minutes for Planning Committee meeting 31 March • Invitation to training relating to Wychavon Local Enforcement Plan and Planning Compliance Officer role 11 May, Civic Centre, 6pm <p><u>Planning Approvals:</u></p> <ul style="list-style-type: none"> • W/16/00555/PP 4 Orchard Grove: Erection of summer house in back garden and removal of existing shed • W/15/02133/PN Land at Woodbury Lane: MMP application • W/16/00347/PP Birch House, 48 Wadborough Road: Attached garage