

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 31<sup>ST</sup> MARCH 2011 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

**1. Election of Chair**

In the absence of Cllr. Turvey and Cllr. Mrs McGovern, it was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all for Cllr. Reeves to act as Chair for this meeting. Best wishes were recorded for a speedy recovery for Cllr. Turvey.

**2. Apologies for Absence:** A. Bennett, Mrs. C. McGovern, H. Turvey. These apologies were accepted and approved.

**Attending:** M. Reeves (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, P. Richmond, J. Sparling, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).

**3. Changes to Membership**

Mr. Stefanovic was unable to attend the meeting to accept the position of co-opted member. Cllr. Reeves advised that he is not submitting a nomination form for the forthcoming Parish Council elections, but is available if the Parish Council wishes to co-opt him as a member after the elections to progress the projects that he is currently working on.

**4. Declarations of Interest**

The Clerk expressed an interest in agenda items 17 and 18 (Parish Council PAYE Registration and Parish Clerk Contract).

**5. Minutes of the Parish Council Meetings Held on 24<sup>th</sup> February 2011**

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Lucas **and all were in agreement** that the minutes of the 24<sup>th</sup> February be approved.

**6. 2011/58 Reports**

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

Cllr. Adams was unable to attend the meeting.

**b) Planning**

(i) Cllr. Richmond summarised the current applications:

Approvals – None

**Land off Crookbarrow Road,  
Norton. Ref: W/10/02978**

Outline planning application with means of site access from the junctions at Broomhall/Crookbarrow Road and Talavera Rd to be determined (internal access, layout, scale, appearance and landscaping reserved for subsequent approval) for the erection of up to 74 dwellings (class C3), public open space, pumping station, balancing pond and associated earthworks to facilitate surface water drainage, landscaping, car parking and other ancillary works. Parish supports subject to conditions.

**16 The Firs, Pershore Road  
Ref: W/10/02913**

Provision of fire escape and new doors to rear elevation. Parish supports.

**24 Talavera Road, Norton  
Ref: W/11/00133**

First floor side extension. Parish supports subject to conditions.

**Worcester Norton Sports Club  
Ref: W/10/00299**

Change of use of current changing rooms to create a workshop and retail area for the repair, manufacture and sale of cricket bats and associated equipment. Parish does not support.

**Worcester Norton Sports Club**  
**Ref: W/11/00300**

Advertising sign to side of building. Parish does not support.

Refusals - None

Awaiting Decision

**Woodside, Hatfield Lane**  
**Norton. Ref: W/11/00181**

Demolition of bungalow and erection of 4 no. dwellings.  
AMENDMENT: Amended topographical survey, location plan, proposed block plan to accurately show site boundary. Water Management Statement. Parish does not support.

**Hatfield Farm Bungalow, Hatfield Bank. Ref: W/10/00299**

Certificate of Lawful Use Existing for use of property as dwelling house without compliance of agricultural occupancy condition. Parish supports.

Internal Consultation

**25 Talavera Road, Norton**  
**Ref: W/10/00527**

Retrospective application for summer house in back garden.

**Boulterley Cottage, Brookfield, Broomhall. Ref: W/10/00527**

Proposed conversion of outbuilding to habitable accommodation and erection of single storey link and replacement garage.

Other - None

(ii) Cllr. Richmond advised that due to additional information obtained, the letter drafted following the last Parish Council meeting has not yet been sent to SMH. It was agreed that the Clerk will write to Wychavon DC to seek its view of a later planning approval condition relating to application 08/02902 which appears to restrict transporter movements.

(iii) SWDP - See agenda item 9.

(iv) Development of land adjacent to St. Peters Garden Centre - See agenda item 12.

(v) Cllr. Lucas advised that there has been no progress in arranging a first meeting of the Morganite Crucible Business Park Liaison Group but this will be picked up as soon as possible.

### **c) Allotments**

In the absence of Cllr. Mrs. McGovern, the Clerk advised that a site visit was held on 24<sup>th</sup> March, and most plots are being worked. There are currently 5 plots available (some being split plots) and people on the waiting list have been contacted to allocate these plots as soon as possible. A further 5 plots (split plots) will be available following ground preparation work which is planned after Easter when ground conditions will be better and weed spraying will be more effective. One letter has been sent to a tenant regarding non-working of an allotment asking that this is cultivated by a set date or the plot given up.

It was agreed for agenda item 26 to be considered at this point in the meeting. See minute ref: 2011/ 78.

### **d) Playing Fields**

The Clerk advised that the annual RoSPA play area inspection has not yet been received. The mole traps set have been successful and there are no signs of current activity. Cllr. Reeves advised that as part of the discussions with the Parks Officer at Wychavon DC (relating to the Crookbarrow Road development), it has been highlighted that there may be funds available for the play area at the Parish Hall.

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

In the absence of Cllr. Turvey, the Clerk advised that a report has been received from the Lengthsman regarding safety of the ditch crossing to access footpath NJ540 (in the vicinity of the

pumping station at the end of St. James Close). It is reported that the headwall seems to be in need of repair. It was agreed for the Clerk to contact the land owner to request maintenance work to ensure safe access to the public right of way. Referral will be made to Worcs CC if necessary. The Clerk will update Cllr. Turvey as Parish Paths Warden.

**f) Finance**

(i) The current account balance was £7,371.57 on 17<sup>th</sup> March with the deposit account balance at £35,294.81 on 3<sup>rd</sup> March, plus Treasury Stock of c. £15k.

(ii) There were no questions regarding the monthly accounts circulated with the agenda.

**g) Parish Hall Management Committee (PHMC)**

(i) The Receipts and Expenditure Report to 31<sup>st</sup> January circulated with the agenda was noted.

(ii) The minutes from the PHMC meeting of 7<sup>th</sup> March were noted.

(iv) It was agreed for agenda item 20 to be considered at this point in the meeting. See minute ref: 2011/72.

**h) West Mercia Police**

The Police were unable to attend. The Clerk read out an update following points raised at the last Parish Council meeting which is summarised as follows: the Police don't have any input to new housing developments, the Police cannot comment on the suggested speed limit reduction (from 30 to 20 mph) for Wadborough Road, but suggested consulting with Highways Department. The residents at Coppice Cottage have been advised to park further along Wadborough Road to avoid causing a hazard in the vicinity of the bend. It was noted that parking close to the bend still continues and the Clerk will advise CSO Allchurch.

It was agreed for agenda item 24 to be considered at this point in the meeting. See minute ref: 2011/ 76.

**i) Parish Plan**

Cllr. Reeves advised that the draft Plan has been circulated to members of the Parish Plan Group and also Wychavon DC for review and comment. Cllr. Turvey will collate comments received.

**j) EnviroSort**

Cllr. Lucas advised that regular litter picking continues and that a meeting has been held with residents in respect of the 'dropping noise'. This meeting was held in Woodbury Park to enable EnviroSort staff to experience the noise from gardens and inside properties. This matter is proceeding to resolution and good relationships are developing. All recycling in the region is now being received and a 3 day twilight shift has started, with no complaints. It was agreed that Cllr. Lucas, as a member of the Liaison Group, will raise a query regarding a new sign that has appeared underneath the 'No Left Turn' sign on the exit road, which indicates that this sign only relates to EnviroSort HGVs. This would be in contravention of the planning approval. Cllr. Lucas will report back to the next Parish Council meeting to consider further action if necessary.

**7. 2011/59 Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation**

a) It was proposed by Cllr. Lucas, seconded by Cllr. Richmond and agreed by all for a working group to be set up to review the existing scheme of delegation and to provide recommendations regarding any proposed changes to the Parish Council. The Clerk will progress via Cllr. Turvey as Parish Council Chairman.

b) It was agreed for the existing Standing Orders, Financial Regulations and Complaints Procedure to also be reviewed by the working group outlined in a) above.

**8. 2011/60 Annual Risk Assessment and Review of Fixed Asset Register**

Approval of the Annual Risk Assessment and Fixed Asset Register was proposed by Cllr.

Richmond, seconded by Cllr. Lucas and agreed by all.

#### **9. 2011/61 South Worcestershire Development Plan (SWDP)**

Cllr. Fincher advised that a further meeting had been held with the Planning Team during which the planning document produced by the Parish Council was reviewed and the points contained within this were reiterated e.g. the provision of the green gap. These points were accepted. The next SWDP public consultation will take place in September and the working group plans to meet with the SWDP Team in June/July to reiterate the Parish Council position prior to the public consultation. The Parish Council is seen as positive and the SWDP Team appears keen to continue with engagement. An update has been included in the Spring Parish Council newsletter. The SWDP will run to 2030 and the recently approved Crookbarrow Road development has been agreed as the Parish contribution towards the SWDP housing numbers.

#### **10. 2011/62 Flooding Issues**

(a) Cllr. Reeves reported that Assent has been received from Natural England for the remedial work proposed. A Wychavon DC Officer is arranging a detailed survey and will provide a report on recommendations and pipe specifications. It has tentatively been agreed for the land owner to contract the work with the Parish Council permission. A list of operation conditions has been approved by Natural England for work on this SSSI (Site of Special Scientific Interest) and copies of this have been provided to the land owner and Wychavon DC.

Once the survey work has been completed, the land owner will provide a quote for the specified work for the Parish Council to consider whether to progress. Costs are anticipated in the region of £2/£2.5k but depend on the recommendations of the survey. Wychavon DC would act in an advisory capacity and would monitor the work. In the absence of Cllr. Reeves, another Parish Councillor may be needed to assist. Enquiries will be made to seek funds from Wychavon DC and Worcs CC, failing this, the Parish Council will need to decide if it wishes to fund the work from its reserves.

The proposed work would assist with the flow of water and if completed, Wychavon DC could be asked to contact Network Rail to clear a section of watercourse further downstream as feedback received indicates that a culvert is blocked.

In respect of the Parish Council's lack of power to undertake general flood alleviation measures, the Clerk advised that the Wychavon DC Officer has recommended that he provides a letter to the Parish Council explaining that the work is a continuation of that funded by the Wychavon Flood Grant Scheme based on his recommendation of work needed to maximise the efficiency of the alleviation measures. The Officer has advised that his recommendation would be that the size of the scheme proposed doesn't warrant a full delegation and that his letter should satisfy any audit query. It was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all to accept a letter from the Wychavon DC Officer rather than request a full delegation.

(b) Cllr. Reeves advised that no further news has been received from Worcs CC and this is being chased. No evidence has been received of contact between Severn Trent and Worcs CC to discuss their coinciding proposals. Severn Trent has undertaken some survey work and news is awaited following this. It was agreed that the Clerk will write to Dalcour Maclaren (Surveyors) to advise that the Clerk should be the first point of contact if, following survey work, Severn Trent wishes to approach the Parish Council to consider the pumping station being located on the Parish land between Courtnellan and Coppice Cottage or in the Parish Hall car park (in the corner adjacent to the footpath gate).

#### **11. 2011/63 Norton Pre-school Proposals**

Cllr. Lucas advised that the Pre-school building is now operating and that the opening went very well. A request has been made for Pre-school to hold a sleepover for staff in the new building. Subject to compliance with Hall operating hours, licensing laws and consideration of neighbours,

this was proposed in principle by Cllr. Richmond, seconded by Cllr. Mrs. Hewison and agreed by all. Cllr. Lucas will advise Pre-school and request that they advise the Clerk of the date in advance so that the Parish Hall gates can be left unlocked that evening in case of need of access by emergency vehicles. Pre-school has also requested that grass cuttings are not left in front of their building. The Clerk will arrange.

Cllr. Lucas advised that the exits at the front and rear of the building have been designated as fire exits and that the side exit by the public right of way is no longer a fire exit. The Clerk advised that installation of a water meter and of window guards will be considered at the next Pre-school Committee meeting. The first month's rent has been received as agreed.

#### **12. 2011/64 Land adjacent to St. Peters Garden Centre**

Cllr. Reeves advised that a meeting has been held including Wychavon DC, the developers and Cllr. Reeves as a Parish Council representative. Discussions included the s.106 agreement which has now been received in draft form for comment. Cllr. Reeves has produced notes following this meeting which have been forwarded to Cllrs Turvey, Richmond and Mrs. McGovern. If any other Parish Councillors wish to see these, please contact the Clerk. It was agreed that it is very positive for the Parish Council to be involved in this stage of the process and to be engaged longer term.

The intention is for development to commence hopefully by the autumn. The adoption time limit of 2 years now appears to have been softened and the situation will be monitored. Early completion of the play area may be dependent on site safety issues. It is hoped that detailed plans for the play area will be provided to the Parish Council in mid-April.

It was suggested that a history of the names of the roads within the development is provided to new residents and Cllr. Lucas will liaise with Cllr. Turvey. The nature of a link to the Regiment was also discussed e.g. display boards to explain the history of the area and how this has evolved. Cllr. Richmond will liaise with Cllr. Lucas to provide some ideas.

The Clerk explained that invoices since regular maintenance of the large grass verges adjoining Crookbarrow Road started in 2006, have now been copied to send to Taylor Wimpey for reimbursement as agreed by the developer. The Clerk will advise Taylor Wimpey that the Parish Council is only claiming costs since 2006 and not for earlier maintenance undertaken.

Concern was expressed regarding the grassed area at the entrance to Talavera Road which is currently maintained by the residents adjoining the verge. The ownership of this area will be clarified with the developers at the next meeting. It was noted that the very cold winter appears to have killed the plants in the island by the Barracks. It was proposed by Cllr. Fincher, seconded by Cllr. Richmond and agreed by all for the Clerk to seek quotes to weed and re-plant the island and to approach SMH to fund this work in line with their sponsorship of the island.

#### **13. 2011/65 Wychavon DC Consultation re Planning Application Documents by CD**

After discussion it was agreed that the Clerk will write to Wychavon DC to advise that it wishes to continue to receive paper copies of all planning applications.

#### **14. 2011/66 Worcs CC Waste Core Strategy: Publication Document Consultation**

Cllr. Fincher offered to review the consultation papers and to provide a recommended response to the April Parish Council meeting.

#### **15. 2011/67 Parish Lengthsman Scheme 2011/12**

The Clerk advised that renewal papers have been received and that the annual budget is unchanged. It was proposed by Cllr. Lucas, seconded by Cllr. Richmond and agreed by all to continue with membership of the Worcs CC Parish Lengthsman Scheme for 2011/12. The Clerk will arrange.

#### **16. 2011/68 P3 Application 2011/12**

The Clerk advised that after consultation with Cllr. Turvey, the P3 application has been submitted for the maximum £500 grant, due to the deadline for applications. After consideration of public rights of way maintenance requirements and quotes received, it was proposed by Cllr. Sparling, seconded by Cllr. Fincher and agreed by all to undertake 2 cuts of the public rights of way and entrances at a cost of £350 per cut. This is in addition to the £309 cost for 3 cuts to FP20 (NJ543) and installation of one footpath sign at £30. This work will result in total costs of £1,039 against a P3 grant applied for of £500 plus the £500 footpaths budget for 2011/12.

#### **17. 2011/69 PAYE Registration of the Parish Council**

Prior to leaving the meeting, the Clerk advised that as the Parish Council is obtaining legal advice regarding these matters, it was felt that advice should also be sought by the Clerk. The Clerk provided copies of advice and guidance notes received from the Society of Local Council Clerks to Parish Councillors for information.

The Clerk left the meeting at 9.30pm for discussions to be held regarding agenda items 17 and 18, returning at 10.40pm.

Upon return the Clerk was advised that Cllr. Fincher will produce minutes of the discussions held. These are attached as Appendix 3.

#### **18. 2011/70 Parish Clerk Contract**

See comments above under agenda item 17.

#### **19. 2011/71 Parish Hall Recreation Facilities**

In view of the late time, it was agreed by all to defer this item to the April Parish Council meeting to give ample time for discussion. It may be possible to develop the facilities in the Parish Hall grounds via the s.106 agreement for the Crookbarrow Road development and other funding highlighted by the Wychavon Parks Officer.

#### **20. 2011/72 Parish Hall**

a) Cllr. Lucas provided background to the Lease and Trust Deed along with a verbal summary of the matters noted in connection with the content of this document and current practises. Cllr. Lucas will circulate a summary of these points to Parish Councillors for consideration and agreement of actions at the April Parish Council meeting, prior to the Parish Hall AGM on 9<sup>th</sup> May. The working group were thanked for their investigations and for seeking to resolve the matters highlighted.

b) After discussion it was agreed not to change the current situation regarding Hall Manager hours until the matters above have been resolved. The Clerk will contact the Hall Manager to explain that Cllr. Lucas and Cllr. Sparling will be in touch to discuss the nature of the Parish Hall and the Management Committee and the queries raised.

#### **21. 2011/73 Use of Parish Hall Outside Facilities for a Sports/Family Day**

After discussion it was proposed by Cllr. Lucas, seconded by Cllr. Hewison and agreed by all to charge a fee of £60, plus a £250 refundable deposit (in case of damage caused), for use of the outside facilities at the Parish Hall for a sports/family day held by an accountancy firm for charity on 2nd July (12 noon to 6pm). The organisers must have appropriate insurance in place and understand that public access cannot be denied. If a BBQ is included within the event, this must be covered by insurance, be undertaken away from the Hall building (on the edge of the playing field) and must be supervised by an adult at all times. The Clerk will advise.

#### **22. 2011/74 Old Barracks HQ**

In view of the late time, it was agreed by all to defer this item to the April Parish Council meeting.

### **23. 2011/75 Worcs CC Subsidised Travel Services Review**

Cllr. Reeves provided background to the information circulated prior to the meeting which included a survey and draft letter to Worcs CC provided by the Wadborough action group. A meeting with Worcs CC is being arranged by the action group which Cllr. Reeves and Cllr. Sparling will attend (subject to availability). Cllr. Reeves advised that doubt has been cast on the base data but the survey is still considered to be useful information to send to Worcs CC. It was agreed that it is important that the message is conveyed to Worcs CC that the 382 bus service is also vital to younger residents.

### **24. 2011/76 Traffic Calming Measures in Littleworth**

a) It was proposed by Cllr. Richmond, seconded by Cllr. Lucas and agreed by all that the Clerk will contact Highways to request installation of horses being ridden signs along Wadborough Road in an attempt to slow traffic and improve safety.

b) The Clerk will chase Highways for an update regarding installation of the 20 mph zone and the revised road markings which are supported by Cllr. Adams. It was noted that parking in St. James Close has caused problems for larger vans/lorries seeking access and concern was expressed that emergency vehicle access could be hindered. The Clerk will advise the Police of the situation.

### **25. 2011/77 Parish Hall Car Park**

Cllr. Reeves provided background to a recommendation received from a contractor regarding skimming the whole car park, in addition to filling in the pot holes, and the likely costs involved. Whilst it was agreed that resurfacing of the car park was a long term aim, it was considered that this would be better done with tarmac at a later date when funds allow. It was proposed by Cllr. Lucas, seconded by Cllr. Richmond and agreed by all to instruct Shear Perfection Ltd to fill in the pot holes in the Parish Hall car park at a cost of £1,390 for 40 tons of stone and installation.

### **26. 2011/78 Allotments**

a) Installation of an 8' x 6' greenhouse was agreed provided that a concrete base is not installed.

b) As an alternative to splitting plots with turf paths, it was agreed for the Clerk to seek a quote for plot splitting using weather boards with ash in between. The Clerk will obtain a quote. The Clerk advised that the company that had provided a quote to remove the asbestos from the allotments has now advised that it is unable to undertake the work. A quote has been sought from another specialist company. It was proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all to instruct Hintons to remove the asbestos at a cost of £270. The Clerk will arrange.

### **27. 2011/79 Parking in the Lay-by at High Park**

The Public Question Time discussions were considered along with information from the Police. It was proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all to consult with local residents regarding the location of the new Parish Council notice board and to approach Highways to ask whether the No Parking signs provided by the residents can be installed on Highways land, with Parish Council approval.

### **28. 2011/80 Photograph Archive**

Cllr. Reeves advised that a specialist company in Malvern has provided a quote of 50p per slide to digitalise Mr. Jaynes' slides plus another 50p to record a caption for each slide to CD. The work would be undertaken in batches of 300 and the captions would be sought from Mr. Jaynes. The slides will be edited to use only those relevant to the Parish and neighbouring surroundings. It is anticipated that there will be between 800-1,000 slides and therefore a maximum cost of £1,000. The CD produced will be the property of the Parish Council and will provide a valuable archive. It has been agreed with Mr. Jaynes that the CD will not be sold or used for other means during his life time. Cllr. Richmond proposed proceeding as outlined, this was seconded by Cllr. Fincher and agreed by all. The Clerk will obtain supplier details from Cllr. Bennett to enable an order to be issued.

### 29. 2011/81 Parish Volunteer Group

In view of the late time and the non-urgent nature of this item, it was agreed by all to defer this to the April Parish Council meeting.

### 30. 2011/82 Community Games Event

In view of the late time, it was agreed by all to defer this to the April Parish Council meeting for fuller consideration.

### 31. 2011/83 Proposed Pershore Library Move

It was agreed for the Clerk to establish the deadline for the petition and to circulate this to Parish Councillors if the deadline has not passed.

### 32. 2011/84 Land Ownership

The Clerk advised that due to other work commitments/priorities there is no progress to report at this stage.

### 33. 2011/85 Finance

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

Accounts for Confirmation:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Society of Local Council Clerks	Conference 17 <sup>th</sup> March 2011	48.00
NJK CE First School	Donation towards swimming transport costs	525.00
R. Pullen	Play area inspection and maintenance of area (Feb – 4.25 hrs)	25.20
D. Lucas	Litter picking October/November 2010 (13 hrs)	77.09
	<b>TOTAL</b>	<b>675.29</b>

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
Fleet (Line Markers) Ltd	Line marker	8.93
Norton Parish Hall	Reimbursement of changing room fees collected.	105.00
Mrs. C. McGovern	Reimbursement for after panto party refreshments	38.90
Duplikate	Spring 2011 Newsletter	421.25
Security Patrol Services	Locking of Parish Hall gates (31/1/2011 to 27/2/2011)	117.60
P. Skeys	Lengthsman duties March 2011	157.50
Mrs J. Greenway	Honorarium March 2011	721.73
Mrs J. Greenway	Expenses March 2011	103.02
Red Kite Pest Control	Control of moles on playing field	100.00
R. Pullen	Mowing/strimming March 2011 (9.5 hrs) plus petrol	63.33
	<b>TOTAL</b>	<b>1,837.26</b>
	<b>GRAND TOTAL</b>	<b>2,512.55</b>

It was also proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all to renew the Community First silver level annual subscription at a cost of £20.

### 34. 2011/86 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk advised that Highways has considered the request to install a cycle barrier on the footway between Kohima Drive and Mandalay Drive but has advised that a barrier cannot be installed in this instance as it would



restrict access for double pushchairs and other legitimate users.

**35. 2011/87 Clerk's Report on Urgent Decisions since the Last Meeting**

No items other than those discussed within the agenda.

**36. 2011/88 Items for Update to Local M.P.**

Nothing at this time.

**37. 2011/89 Councillors' Reports and Items for Future Agenda**

Cllr. Sparling advised that 3 of the 'old' windows have been pushed out of the Wadborough Road bus shelter. Cllr. Sparling will investigate possible alternatives to the polycarbonate windows and costs for the consideration at the April Parish Council meeting.

**38. 2011/90 Annual Parish Meeting – 7<sup>th</sup> April.**

Apologies were noted from Cllr. Turvey, Cllr. Reeves, Cllr. Lucas, Cllr. Bennett and potentially from Cllr. Richmond. Cllr. Mrs. Hewison, Cllr. Fincher and Cllr. Sparling confirmed their availability. Cllr. Mrs. McGovern will chair the meeting in the absence of Cllr. Turvey.

**39. 2011/91 Date of Next Meeting: Parish Council meeting Thursday 28<sup>th</sup> April 2011**

Cllr. Reeves and Cllr. Richmond gave apologies in advance of this meeting. Cllr. Reeves was thanked for chairing his last meeting as a Parish Councillor.

The meeting closed at 11.15pm.

<b>Correspondence Received for 31<sup>st</sup> March 2011 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Arien Signs	Product information
CALC	Response to letter re PAYE/Clerk employment status/Clerk contract/CALC communications
CALC	Updates on various matters and training (now being forwarded to Parish Councillors for information) .Agenda and report to area meeting. Invitation to Participatory Budgeting event 28 <sup>th</sup> March 2011.
Caloo	Play area/outdoor gym equipment
Chris Morag and Jo Manuschka	Parish Volunteer Group – offer of help
Clerks & Councils Direct	Newsletter March 2011
Community First	Annual subscription renewal
Community First	Newsline magazine Winter 2011
CPRE	Campaigns Updates
CSO Allchurch	Update on input to planning consultations, speed limit in Wadborough Rd and parking near to the bend by the Parish Hall
Douglas Tonks Ltd	New HMRC Guidance re Clerk employment status and PAYE. Provision of information and offer of assistance at a cost from £15 per pay period
Droitwich CVS	Free workshops – Dealing with Difficult Behaviour and Volunteer Management
Glasdon Direct	Product brochure
Internal Audit & Compliance Ltd	Provision of internal audit services
Littlethorpe of Leicester	Bus shelter brochure
Mike Henson	Community web site provision
MoD	Disposal of Mercian Regiment HQ, Crookbarrow Road, Norton
Mr. M. Abbott	Expression of interest in future litter picking positions
Mr. Whitworth	Copy of Parish Plan questionnaire
NALC	Local Council Review, Direct Information Service updates (now being forwarded to Parish Councillors for information), Communities in Action Conference
Natural England	Letter of Assent re drainage work to Cooksholme Meadows SSSI, Littleworth
Navigus Planning	The Localism Bill
Pershore Town Council	Petition re proposed Pershore Library move
Pershore Volunteer Centre	Training workshops – working safely with volunteers (6/4/2011) and dealing with difficult behaviour (20/4/2011)
Peter Luff MP	Acknowledgement of PAYE query. Adequacy of broadband provision – BT bid by Wores CC
PHMC	Agenda for meeting 7 <sup>th</sup> March 2011
Rural Services Network	Rural News Digest, Making the Most of Land and Environment free seminar
Russell play	Play area solutions
Society of Local Council Clerks	The Clerk magazine March 2011, CPD and Conference Programme, Government Consultation Resolving Workplace Disputes
Stallard March & Edwards	Land ownership title registration update.
Sustainable Gov	Public Service Efficiency Update
Wallace Croke Accountants	Provision of accountancy, audit, payroll, VAT support
Worcestershire Regiment	Invitation to the final ceremony at RHQ Building 97, Crookbarrow Road, Norton, 20/3/2011 at 11am.
Wores Assoc'n of Carers	Caring News Spring 2011
Wores CC	Changes to Wores Concessionary Travel arrangements wef 1 <sup>st</sup> April 2011
Wores CC	Lengthsman Scheme 2011/12
Wores CC	P3 Scheme 2011/12
Wores CC	Waste Core Strategy Document: Publication Document Consultation
Wores CC Highways	Request for cycle barrier on footway between Kohima Drive and Mandalay Drive.
Wychavon DC	Agenda Standards Committee meeting 30 <sup>th</sup> March 2011

Wychavon DC	Droitwich Spa Partnership Action Plan Consultation
Wychavon DC	Game On Newsletter March/April
Wychavon DC	Local Authorities (Members' Allowances) (England) regulations 2003: District Councillors – Members' Allowance Scheme – Revised rates for subsidence and travelling allowances
Wychavon DC	<p>Planning Approvals:</p> <ul style="list-style-type: none"> <li>• W/10/2913: 16 The Firs, Pershore Road – Provision of fire escape and new doors to rear elevation.</li> <li>• W/11/00133: 24 Talavera Road – First floor side extension.</li> <li>• W/11/00340: Worcester Norton Sports Club – Advertisement sign to side of building.</li> <li>• W/11/00299: Worcester Norton Sports Club - Change of use of current changing rooms to create a workshop and retail area for the repair, manufacture and sale of cricket bats and associated equipment</li> </ul>
Wychavon DC	Update on Census campaign and Census Carers Guide
Wychavon Sport	Invitation to join 2011 Wychavon Parish Games

**Public Question Time Discussions**

Two members of the public attended in connection with parking in the service road at High Park and discussions are summarised as follows.

- The service road is an Access Only road, with Access Only signs installed at the entrances.
- Problems have been experienced for many years with cars/vans/lorries parking and some being left in the service road.
- In the past, Police patrols were undertaken and tickets issued to those parked in breach of the Access Only restriction. Patrols now seem reduced.
- Residents became aware of signs installed at Whittington where a similar situation exists. The Police were contacted and agreed that these were a good idea.
- Signs were installed on the land near to the Parish Council notice board, with wording based upon those at Whittington. These signs appeared to have a positive impact upon the problem for the 18 months that they were in place and also litter was reduced.
- Highways Department advised the residents that this is Worcs CC Highways land and that the signs cannot be installed on it. The signs could be installed on residents' own property.
- Highways Department appears satisfied with the wording on the signs.
- There have been situations of confrontation when parkers have been approached by residents.
- Animal transporters have parked early in the morning and appear to have transferred animals between trailers.
- Children are picked up and dropped off by the school bus in this vicinity.
- Highways Department has suggested that it provides a sign to be placed in the Parish Council notice board.
- It would appear that some drivers perhaps don't see or don't understand the Access Only signs.

The residents were thanked for attending the meeting and were advised that the situation would be discussed during the Parish Council meeting.

**Agenda Item 17 (Clerk absent due to previously declared interest, notes taken by Cllr Fincher)**

1. Cllr Reeves updated the meeting with regard to the work conducted by the Working Group that had been formed to investigate the revision of the Clerks employment contract and related issues.
2. There were two themes to the discussion;
  - a. Whether or not the Parish Council should register as an employer and thereafter register for PAYE and NIC.
  - b. Whether or not the conditions of employment proposed by the Parish Clerk were acceptable to the Parish council.
3. Regarding para 2.a., Cllr Reeves informed the meeting that he had consulted widely, but that no two sources of advice were the same. However Everetts, a specialist firm of solicitors dealing with Local Council business, recommended that the Parish Council should register as an employer and for PAYE and NIC since this had no bearing whatsoever on any decision taken regarding the Parish Clerks employment status. It had been recommended that Wychavon District Council should register the Parish Council with HMRC as an employer for PAYE and NIC purposes and that they should also act as our payroll processor. It would cost £25 per employee to set up PAYE and £2.50 per month per payslip processed thereafter; this includes the necessary year end returns as required by HMRC. This was therefore put forward as a recommendation by Cllr Reeves as a member of the Working Group. **The motion was proposed by Cllr Lucas, seconded by Cllr Sparling and unanimously supported.**
4. With regard to para 2.b., the Parish clerk had forwarded supporting documentation arguing that she had been in employment with the Parish Council since 1 Mar 2005 and that any NIC payments should be backdated; this obviously has implications for both pension and redundancy payments. She had also produced a CALC derived contract of employment which she proposed as suitable for the current circumstance. The Working Group had previously agreed that neither the backdating of NIC or the proposed contract of employment were acceptable, but on putting it before the full Parish Council a difference of opinion emerged. Following discussion, the Parish Council agreed that negotiation around the proposed employment contract was appropriate, but that fighting the payment of NIC backdated to 1 Mar 2005 could have the effect of disenfranchising the Parish Clerk, hence leaving the Parish Council without an effective Parish Clerk and a large solicitor's bill. It was therefore recommended that the Working Group should reconvene on 11 or 12 Apr (as it had previously planned to do) to consider how they would modify the contract of employment and the implications of agreeing to the backdated NIC. **The motion was proposed by Cllr Fincher, seconded by Cllr Richmond and unanimously supported.**
5. Cllr Reeves informed the meeting that the solicitor's bill so far was £812 (+VAT) and that it was estimated that a further £500 would be required to modify the employment contract and £200 for the covering letter. It was proposed that the current bill should be settled. **The motion was proposed by Cllr Lucas, seconded by Cllr Richmond and unanimously supported.**
6. It was proposed that a further £500 be sanctioned for solicitor's bills without the need for the Working Group to come back to the Parish Council. **The motion was proposed by Cllr Richmond, seconded by Cllr Hewison and unanimously supported.**
7. It was proposed that the current method of payment of the Parish Clerk should continue until these issues were successfully resolved. **The motion was proposed by Cllr Lewis, seconded by Cllr Hewison and unanimously supported.**
8. It was noted that the importance of the matter entrusted to the Working Group required three Parish Councillors input and the short term inability of the Parish Chairman to participate in debate might mean that another Parish Councillor would need to take his place temporarily. Cllr Reeves would review whether a temporary member was required.