

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH JANUARY 2012 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** A. Bennett, M. Reeves, P. Richmond. These apologies were accepted and approved.

Attending: H. Turvey (Chair), K. Fincher, Mrs. D. Hewison, D. Lucas, Mrs. C. McGovern, J. Sparling, Cllr. R. Adams (County and District Councillor), Mrs. J. Greenway (Clerk/Responsible Finance Officer).

- 2. Signing of Outstanding Undertakings and Declarations of Office**

It was agreed for Mr. Dyer to sign his undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting

- 3. Changes to Membership**

The Parish Councillor vacancy remains and will be advertised in the next newsletter. As no response has been received to correspondence sent to Mr. Stefanovic it was agreed that it appears he does not wish to continue as a co-opted member.

- 4. Declarations of Interest**

The Clerk expressed an interest in agenda items 12 and 13 (Parish Council PAYE Registration and Parish Clerk Contract). Cllr. Mrs McGovern declared a personal interest in agenda item 12b and a personal and prejudicial interest in items 18a and 36d. Cllr. Sparling declared a personal interest in agenda item 6b and a personal and prejudicial interest in item 18a. Cllr. Lucas declared a common interest in item 18a rather than a personal and prejudicial interest.

- 5. Minutes of the Parish Council Meeting Held on 24th November 2011**

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher **and all were in agreement** that the minutes of the 24th November be approved.

- 6. 2012/1 Reports**

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

Cllr. Adams provided his report after item 6i). He reported on a well attended first session of the new youth club at Norton Cricket Club which included the Wychavon Youth Bus. Cllr. Adams advised that faster broadband is being pursued for Littleworth and Hatfield (Norton already has this) and Cllr. Turvey offered to assist.

b) Planning

(i) Cllr. Turvey summarised the current applications:

Approvals - None

Refusals

Baker's Builders Yard, Woodbury Lane. Ref: W/11/02288 Change of use and alterations to office to form detached dwelling. Parish does not support.

Awaiting Decision

25A Wadborough Rd, Littleworth Ref: W/11/02650 Erection of garden shed. Parish supports.

15 Gazala Drive, Norton Ref: W/11/02608

Raising of ridge and increase in roof pitch to enable conversion of loft space to play room, store and shower room. Parish supports subject to conditions and concerns.

**Woodhall, Pershore Road,
High Park. Ref: W/11/02772**

Lawful dwelling certificate for occupation of Woodhall as a single dwelling without complying with condition 3 of planning permission 75/603 specifying use as staff accommodation ancillary to Woodhall. No comment made due to lack of specific knowledge.

Internal Consultation

**Land off Crookbarrow Road,
Norton. Ref: W/12/00010**

Erection of temporary sales complex consisting of portable cabin, car parking & hoarding.

**Land off Crookbarrow Road,
Norton. Ref: W/12/00011**

Erection of signage, hoarding and flags around a temporary sales area complex on residential development site.

Other - None

It was agreed for the Clerk to contact Wychavon DC to seek the opportunity to review planning application W/11/02650 further, prior to a decision being made, following the public question time comments. Cllr. Turvey will review the planning file and comments submitted.

(ii) Cllr. Lucas advised that the Wychavon DC planning training was reasonably well attended. It provided an insight in to reviewing applications, complex issues that arise and provided guidance for responding to applications, along with a useful Q & A session.

(iii) Cllr. Turvey is gathering information regarding SMH operating hours to provide to the Clerk for forwarding to our solicitor for review and an opinion.

(iii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett.

c) Allotments

Cllr. Mrs McGovern advised that all plots are allocated and all but one annual rent bill has been paid. The Clerk is chasing this. Half of one plot has been given up and Cllr. Mrs McGovern will liaise with the Clerk to arrange splitting and allocation to new tenants. A letter will be sent to all tenants reminding them that plots must be kept in good condition and properly cultivated and that dogs are not allowed on the allotments. Specific letters will be sent to tenants that are not fully working their plots providing a date by which the plot must be clear and cultivated.

d) Playing Fields

The Clerk reported on concerns regarding the lack of communication by the football team and an outstanding payment of £30. It was agreed that no further bookings should be accepted until this payment has been received and future bookings must be paid for prior to the game.

e) Public Rights of Way

Cllr. Turvey provided an update on access requirements, work undertaken and outstanding items which are in the process of being resolved.

f) Finance

(i) The current account balance was £8,286.45 on 12th January with the deposit account balance at £59,161.27 on 3rd January (this includes £5k transferred to the current account on 10th January), plus Treasury Stock of c. £15k.

The levels of reserves and use of these was questioned. Cllr. Turvey advised that some of the reserves are held as a contingency and that an appropriate sum could be considered and earmarked as such. Other items to be funded by reserves are the Parish Plan printing costs and remaining work under the flood relief scheme. Funds have been accrued to assist with funding of the Brockhill play area which is now to be provided by the developers as part of the new development at Norton. Redevelopment of the play area at Littleworth is now being considered. As part of the

discussions regarding the future relationship between the Parish Council and the Parish Hall, use of some of the reserves for capital projects at the Parish Hall may be considered.

(ii) The Clerk referred to the monthly accounts to the end of December (circulated with the agenda) and no questions were asked.

g) West Mercia Police

The Clerk read out a report from CSO Allchurch which summarised 2 thefts from business premises and 2 instances of criminal damage since 1st December. The Clerk advised that the Police are unable to arrange a Safer Roads Partnership road side box speed review as this is not a PACT priority for the Parish however, a speed review is being arranged via Highways (see agenda item 22 below).

h) Parish Plan

Cllr. Turvey explained the link with Neighbourhood Plans which become part of planning policy but require a referendum for the area subject to the Plan. Wychavon has recommended that the Parish Plan is finalised and used as a basis for a Neighbourhood Plan in the future if so wished. It was agreed to complete the Parish Plan and to obtain adoption.

i) EnviroSort

The Clerk will circulate the minutes from the Liaison Group meeting held in January.

Cllr. Adams arrived at 8.10pm and gave his apologies for late arrival due to attending the new youth club.

7. 2012/2 South Worcestershire Development Plan (SWDP)

Cllr. Fincher reported on a constructive and beneficial meeting with the SWDP Policy Manager and one of the Wychavon District Councillors who is a member of the Joint Advisory Panel (JAP). The suggestion to use existing field boundaries to maintain the rural feel for the strategic gap (rather than a linear 250m area) was well received. It is hoped that this suggestion will be presented to the JAP for approval to form part of the SWDP. A request has been made for the area currently allocated for a secondary school to be unallocated and to form part of the strategic gap on the Norton Barracks side of Norton Road. It is considered unlikely that Worcs CC will build a new secondary school. It was noted that JAP meetings are closed meetings and it was agreed that a request would be made for the Parish Council to provide a presentation to a future JAP meeting.

Cllr. Fincher will draft a flier to update residents for circulation with the next Parish Council newsletter.

8. 2012/3 Flooding Issues

a) The Clerk provided an update from Wychavon DC on the outstanding Network Rail work. An enforcement notice has been issued and a meeting held with Wychavon DC Officers and the land owner. Network Rail wishes to undertake the work from the SSSI field side rather than from the railway side and are seeking agreement from Natural England (who manage the SSSI field) and the land owner. Due to these enquiries and ground conditions it is unlikely that work will be undertaken for several months. Wychavon DC officers will continue to monitor progress.

b) Cllr. Adams advised that he has spoken to Worcs CC regarding the proposed flood alleviation work in the vicinity of Wadborough Road and the Parish Hall. Worcs CC are aware of the proposed Severn Trent work and are aiming to liaise with them. Cllr. Adams added that responsibility for drainage matters is passing to Worcs CC but it is likely that working practises between parishes and District Councils will remain unchanged.

c) The Clerk advised that there has been no further news regarding the Severn Trent work. The Clerk will contact Dalcour Maclaren for an update on this project.

9. 2012/4 Norton Pre-school Proposals

Cllr. Lucas will progress relocation of the youth shelter with Pre-school. Cllr. Lucas confirmed that the 2011 electricity bill of c. £500 has been paid by Pre-school with a direct debit set up for 2012. The actual costs will be calculated using the Pre-school meter readings with any adjustment made at the year end. Water costs are being calculated based on the separate meter readings.

10. 2012/5 Land adjacent to St. Peters Garden Centre

Reports were received of lorries destined for this site parking under the motorway bridge at around 7.30am, apparently waiting for the site to open at 8am. This is creating a hazard to motorists and also appears an infringement of the planning condition requiring vehicles to access the site via Norton Road and not Church Lane. The Clerk will contact the developers to ask for this practise to cease and copy in Wychavon Planning. Concern was also expressed that wheel cleaning has not always been effective with mud around the island at the entrance to the site and along Norton Road. This will also be highlighted to the developers.

11. 2012/6 Grass Verges along Crookbarrow Road

The Clerk advised that communications with the developers are very slow. Reimbursement of the grass cutting costs for 2011 (c. £1,900) should be received shortly. Maintenance arrangements for 2012 are being considered by the developers. There are some areas of grass verge along Crookbarrow Road that won't be adopted by Worcs CC and the developers are investigating ownership of these areas to ensure that all are subject to clear maintenance responsibilities.

12. 2012/7 PAYE Registration of the Parish Council

a) The Clerk advised that a full response has been received from the Department of Communities and Local Government following the Parish Council letter sent in April to Eric Pickles MP, Secretary of State, regarding Parish Clerks and PAYE. This is in line with other guidance received and has been circulated to Cllr. Turvey and Cllr. Mrs McGovern as Chair and Vice-Chair of the Parish Council for information.

b) The Clerk advised that the HMRC online Employment Status Indicator Test has been completed for a definitive answer regarding employment status for the positions of handyman and litter picker and this confirmed that both positions are classified as employees. Cllr. Turvey added that the test questions and responses have been reviewed to confirm the results. It was agreed by all to arrange for the handyman and litter picker to become employees of the Parish Council. The Clerk will liaise with Wychavon DC regarding payroll/PAYE processing. The Clerk will advise the handyman and litter picker and will obtain their tax codes and other necessary information. Contracts for these positions will need to be drafted. If circumstances change and these roles are provided by contractors the situation will be reviewed.

13. 2012/8 Parish Clerk Contract

Cllr. Turvey advised that he will follow up the comments received by NALC and will arrange a meeting with the working group and the Clerk to discuss this prior to providing recommendations to the Parish Council. It was agreed to finalise before the end of this tax year.

14. 2012/9 Appointment of Internal Auditor

It was agreed by all to reappoint Iain Selkirk as the independent Internal Auditor at a cost of £80.

15. 2012/10 Annual Insurance Renewal

The Clerk referred to the insurance and asset details circulated with the agenda and provided renewal information including options for a 1 year renewal and longer term 3 and 5 year renewals. It was agreed to remove the 'Other Contents' insurance of £10,049 as this relates to types of equipment/contents that the Parish Council either does not own or is insured as a separate item. The remaining cover was agreed as adequate and renewal of the existing policy for 12 months was agreed by all at a cost of £2,756.45 including Insurance Premium Tax. The Clerk will arrange.

16. 2012/11 Parish Hall Recreation Facilities

- a) Cllr. Turvey will contact Wychavon DC for an update regarding the S.106 funds. A meeting will be arranged with the Wychavon to discuss ideas for the multi-play area.
- b) A meeting is arranged with a play equipment provider to consider options for the S.106 funded multi-play area and to redevelop the Parish Hall play area. This will be attended by the Clerk, Cllr. Turvey, Cllr. Richmond and Mr. Reeves. Cllr. Sparling advised that feedback from the Parish Hall questionnaire highlighted the need to improve the play area. The Clerk advised that no response has been received from the resident who appeared interested in helping with such a project. A notice will be placed in the next newsletter seeking volunteers to assist. Redevelopment of the play area could be funded using a mix of reserves, New Homes Bonus and grant opportunities.
- c) The Clerk advised that enquiries have been made regarding installation of an artificial cricket strip on the playing field. An indicative cost for a concrete based wicket is in the region of £7,500 plus VAT. This will be considered alongside the developments in a) and b) above.

17. 2012/12 Parish Hall Security

Cllr. Lucas advised that various systems are being reviewed and costs remain as envisaged. Details will be provided to the Parish Council for review as part of the decision process. The Clerk highlighted a model CCTV code of practise which will be forward to Cllr. Lucas. The Parish Hall/Charity trustees will review and consider adoption of an appropriately tailored policy as operators of the CCTV.

18. 2012/13 Parish Hall

Cllr. Lucas advised that the working group will meet in February to consider options/recommendations regarding the lease and trust deed and future responsibilities and will report back to the next Parish Council meeting. It was agreed that the Clerk will contact CALC/NALC to seek advice regarding a more straight forward landlord tenant agreement, that wouldn't preclude or restrict access to funding opportunities and how to proceed. The Clerk provided details of a quote received to provide an insurance reinstatement valuation for the Parish Hall and it was agreed to obtain a comparable quote from the District Valuer.

19. 2012/14 Communications with Parishioners/Data Protection Requirements

- a) After discussion it was proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all for the Clerk to notify the Information Commissioner's Office (ICO) that the Parish Council is a data processor. Notification costs £35 pa.
- b) The Clerk will circulate information regarding the need for individual councillors to notify the ICO as data processors for councillors to review and consider.
- c) The draft Data Protection Policy circulated with the agenda was agreed.
- d) Cllr. Fincher will liaise with the Clerk to draft a notice for the newsletter regarding provision of Parish Council updates to residents by email.

20. 2012/15 Playing Field

It was agreed for Pre-school to use the playing field free of charge for the family fun day in June (subject to availability). The same conditions of use will apply as for previous Pre-school fetes.

21. 2012/16 Bus Services Review

The Clerk reported on the response from Worcs CC. It was agreed for the Clerk to respond that adjusting the timetable by 10 minutes doesn't really address the issue and that it is felt that another bus is needed an hour later. This would only require an extra bus 4 nights a week. Cllr. Adams advised that rural transport funding may be available to assist as a subsidy to fund the additional service. In light of the reduced bus service a query was raised regarding continued gritting along Wadborough Road and Church Lane. The Clerk will make enquiries.

22. 2012/17 Traffic Calming Measures in Littleworth and Norton

- a) The Clerk advised that the sign to the north of the school has been moved by Highways to

outside Cooksholme Farm (as this was initially not installed in the correct position). The sign to the south of the school will remain in its current location. Following a meeting between Cllr. Adams, Highways, Cllr. Sparling and a Littleworth resident, the sign operating times have been reviewed by Highways (after liaising with school). The Clerk will update the resident.

b) The Clerk reported that Highways will undertake a speed/traffic survey before the school February half term, weather permitting. Cllr. Sparling advised that the survey equipment appears in place.

23. 2012/18 Churchyard Mowing

a) The Clerk reported upon the response from the PCC accepting the offer to share the churchyard mowing costs with the Parish Council for the forthcoming year. The Clerk will thank the PCC and provide details of the cutting schedule/costs and request reimbursement on a quarterly basis.

b) Churchyard maintenance quotes were considered (to include around the car park). It was agreed for the Clerk to contact Shear Perfection regarding the future work, in view of the long standing relationship and to review the outcome of these discussions with Cllr. Turvey as Chairman.

24. 2012/19 Cambrai Drive Gate

The Clerk provided an update from Wychavon Planning and Highways. To summarise, the number of dwellings on this section of the development required a link between the 2 sections of Cambrai Drive to comply with Highways requirements. To prevent this link being used as a rat run, it was designed for emergency vehicles only with pedestrian access. On the basis that provision for this emergency link is specifically referred to in the S278 agreements relating to adoption of these roads by Worcs CC, the gates must remain to prevent a thoroughfare link between Salamanca Drive, Cambrai Drive and Mandalay Drive. It was agreed to proceed as suggested by Wychavon Planning by contacting Highways to explore options for a lock with a common emergency access key. It is not felt a viable option for residents to hold keys as they may be out at the time of any emergency. The Clerk will progress.

25. 2012/20 Parking on Gazala Drive Grass Verge

The Clerk reported that the Police have advised that this matter is outside their jurisdiction as the grass verge is understood to be privately owned by the developers of the site. It was agreed for the Clerk to respond to the enquirers that as the land is believed to be privately owned it is outside the Police and Parish Council jurisdiction. It would be for the land owners to take action and their details are currently being sought.

26. 2012/21 Odour Issue affecting Littleworth

Feedback from residents is that the problem continues. Cllr. Adams advised that Wychavon DC held a public meeting on this subject and is trying to resolve the problem with input from the Environment Agency, local residents and Peter Luff MP. The team at Wychavon are aware that Littleworth is being affected.

27. 2012/22 Youth Club Update

The Clerk advised that the new youth club has started on a Thursday (5-7pm) at Norton Cricket Club. This is open to all young people, primarily from within the Parish, from Year 6 (age 10/11) to 18. The Wychavon Youth Bus will also be visiting the group.

28. 2012/23 Land Ownership

The Clerk advised that further information from the archives has been provided to the solicitor to progress registration. A further cost cap of £500 plus VAT plus disbursements was proposed by Cllr. Lucas, seconded by Cllr. Fincher and agreed by all.

29. 2012/24 Land between Coppice Cottage and the Parish Hall

The Clerk provided details of the enquiry received and background information. It was agreed that the Clerk should respond that the land purchased by the owners of Coppice Cottage from the Parish

Council is believed to be within the existing boundary fence. The Parish Council is not able to consider selling further land at present as some of this land may be required as part of the Severn Trent Water project to install mains sewers in this part of Wadborough Road.

30. 2012/25 Dog Fouling

The Clerk advised that reports have been received of a worsening dog fouling problem at Brockhill, around the Cricket Club, since developments have started on the field by the garden centre. It was agreed to include a more high profile notice in the newsletter advising that the dog warden will be patrolling the area. The Clerk will write to Norton Cricket Club to ask if they would like some 'dog' notices for their fence.

31. 2012/26 Grit Bins

The Clerk advised that the Parish Council can purchase additional grit bins. The Parish Council would be responsible for monitoring and replenishing these bins (via the Lengthsman). The cost is currently £135 per bin, delivered and filled. Orders are now being taken for winter 2012/13. Councillors will consider locations for additional grit bins and advise the Clerk.

32. 2012/27 Parish Council Newsletter

The Clerk reported on the alternative quote received which was compared to the cost and service provided by the existing printer. After discussion, it was agreed to continue to use Duplikate as the printer in view of the service received including invoicing and collection of advertising fees.

33. 2012/28 Parish Council Files

It was agreed to purchase 2 new filing cabinets for the Parish Hall Committee Room at a cost of £169 + VAT each, plus up to 6 shelving brackets at a cost of £22.50 plus VAT each. Cllr. Sparling will check that 2 additional cabinets will fit and advise the Clerk.

34. 2012/29 New Homes Bonus

Suggestions for use of the New Homes Bonus funds of £1,228 were considered including a Jubilee celebration, play area redevelopment and the new Youth Club. It was noted that these funds will continue to accrue if not spent. The current commitment for parishes to receive a proportion of the New Homes Bonus runs for 2 years. It is hoped that some of the dwellings in the new development at Norton will fall within this time period. The Clerk will agenda for further discussion at the February Parish Council meeting.

35. 2012/30 Treasury Stock Investment

The Treasury Stock investment that is due to mature in early March was considered and the Clerk will investigate current deposit/bond rates for consideration.

36. 2012/31 Finance

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

Accounts for Confirmation:

Creditor	Detail	£
The Poppy Appeal	Donation re poppy wreath for Parish Council at the Remembrance Service	50.00
R. Pullen	General parish maintenance	27.36
Duplikate	Winter newsletter (£491.25) and leaflet printing (£236)	727.25
Security Patrol Services	Parish Hall car park gate locking (10/10 to 23/10/2011)	58.80
Norton Parish Hall	Donation re loss of income due to the parish pantomime	300.00
L. Davies	Winner prize parish logo competition	100.00
J. Sparling	Runner up prize parish logo competition	50.00
P. Skeys	Lengthsman work November and December	315.00

J. Greenway	Honorarium December 2011 (Wychavon DC pay slip)	601.45
HMRC	Quarterly payment re National Insurance	52.00
Severn Trent Water	Allotment water bill (June to December)	257.62
Security Patrol Services	Parish Hall car park gate locking (24/10 to 13/11/2011)	88.20
R. Pullen	Play area inspections (December and January)	12.16
Security Patrol Services	Parish Hall car park gate locking (14/11 to 1/12/2011)	75.60
	TOTAL	2,715.44

Accounts for Payment:

Creditor	Detail	£
Mrs J. Greenway	Honorarium January 2012 (pay slip from Wychavon DC)	601.45
Mrs J. Greenway	Expenses (December and January)	170.54
Mr. S. Noon	Winner of the winter newsletter number puzzle	10.00
Mr. M. Wilkes	Runner up of the winter newsletter number puzzle	5.00
Mrs C. McGovern	Cost of refreshments for the after panto party	35.87
Sign Here	2 Dogs on Leads signs for the Parish Hall grounds plus posts	168.00
	TOTAL	990.86
	GRAND TOTAL	3,706.30

b) Renewal of the Society of Local Council Clerks membership at a cost of £110 was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all. The Clerk will arrange.

c) It was agreed by all not to renew the NALC Direct Information Service subscription on the basis that important information is notified to the Parish Council by Worcs CALC.

d) A donation of £550 to NJK CE First School towards the cost of transport for pupil swimming lessons was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Fincher and agreed by all. The Clerk will arrange.

e) It was agreed by all not to make a donation to the Wychavon Citizen's Advice Bureau.

37. 2012/32 Annual Parish Meeting

It was agreed to change the date of the APM from 19th April as not all councillors could attend this date. The Clerk will liaise with Cllr. Sparling regarding Hall availability and Cllr. Turvey to agree a new date (likely to be in May). The new date will be advertised in the Parish Council newsletter. Ideas for the format of the meeting and for promotion to improve attendance will be considered at the February Parish Council meeting.

38. 2012/33 Correspondence for Information

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

39. 2012/34 Clerk's Report on Urgent Decisions since the Last Meeting

No items other than those discussed within the agenda.

40. 2012/35 Items for Update to Local M.P.

Nothing at this time.

41. 2012/36 Councillors' Reports and Items for Future Agenda

Newsletter items should be submitted to Cllr. Mrs McGovern by 18th February.

42. 2012/37 Date of Next Meeting: Thursday 23rd February 2012

The date of the March meeting was noted as 29th (not 30th as previously advised).

The meeting closed at 10.40pm.

Correspondence Received for 26th January 2012 Parish Council Meeting	
Sender	Subject
Allotments Regeneration Initiative	Forum minutes (forwarded to Cllr Mrs McGovern)
Arien Signs	Product information
CALC	Updates on various matters and training, Executive Officers' report to the December Area Meeting (all forwarded to Parish Councillors for information). Retirement Gratuities.
Clerks & Councils Direct	January magazine
Community First	E-bulleting incl. funding opportunities (circulated to Parish Hall Trustees for info). Worcs CC consultation regarding infrastructure support in the voluntary and community sector
CPRE	Campaigns update, Planning Explained Guide and Neighbourhood Planning, Fieldwork magazine Winter 2011. New guide: A Guide to Neighbourhood Planning
Dept for Communities and Local Government	Full response to HMRC PAYE/Parish Clerks letter sent in March 2011
EFG Harris Allday	Custody holdings schedule and revised regulatory forms re investment advice
EnviroSort Liaison Group	Minutes from January meeting
Farm Garden	E-news information sheet
Furniture at Work	Product brochure
Glasdon	Product brochure
Iain Selkirk	Internal audit for year ending 31 st March 2012
John Thompson & Partners	Invitation to South Worcester Forum 14 th December 2011
Littleworth and District Royal British Legion	Thank you for Poppy Appeal donation in respect of poppy wreath supplied for the Remembrance Day Service
Mrs Davies	Thank you for the logo competition prize
Ms Manuschka	Odour problem at Stoulton
NALC	Direct Information Service (forwarded to Parish Councillors for information)
New Farm Grounds Maintenance	Churchyard mowing
NJK CE First School	Assistance with swimming transport costs
NJK CE First School	Open Day 1 st February 2012 (details circulated to Parish and District Councillors)
Norton Parish Church	Churchyard mowing
Pershore High School	Invitation to carol service and newsletter
Royal Bank of Scotland	Business fixed rate deposit rates
RTC Safety Surfacing Ltd	Product information
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
SMP Playgrounds	Product information
Society of Local Council Clerks	Annual subscription. The Clerk Magazine January 2012
Sovereign Play	Product brochure
St. Richard's Hospice	Spring newsletter and raffle tickets
SWDP Team	Acknowledgement of Parish Council response to the Preferred Options Consultation
Taylor Wimpey	Maintenance of large grass verges at Brockhill
The Richards Sandy Partnership Ltd	Change of address
West Mercia Police	Crime alerts (circulated to Parish Councillors)
Western Power Distribution (formerly Central Networks)	Invitation to stakeholder workshop on future investment plans – 22/23 Feb 10am-1pm, Birmingham/Gloucester
Whittington Parish Council	Copy letter to St. Peter's Parish Council re proposed roundabout on St. Peter's Drive
Worcs Assoc'n Carers	Caring News Winter 2011
Worcs CC	382 bus service (response to Parish Council letter)
Worcs CC	Budget Consultation Meeting 18 th January (forwarded to Parish Councillors)

Worcs CC	Submission of Worcs CC Waste Core Strategy to Secretary of State
Worcs CC Highways	20mph school zone sign installation locations and period of light flashing
Worcs Rural Outreach Project	Hire of Wyre Piddle Village Hall. Funding Fair 5 th March 2012.
Wychavon CAB	Request for financial support
Wychavon DC	Ceasing to distribute weekly planning list by email (available on website)
Wychavon DC	Chairman's Wine Tasting evening 23 rd March (forwarded to Parish Councillors)
Wychavon DC	Christmas and New Year refuse and recycling
Wychavon DC	Democracy and Elections Scrutiny Team – 2011 Local Elections review
Wychavon DC	Emergency access gates Cambrai Drive, Norton
Wychavon DC	Home composting
Wychavon DC	New Homes Bonus
Wychavon DC	Precept request letter (responded to as agreed November PC meeting)
Wychavon DC	Precepts and referendums for 2012/13
Wychavon DC	Refusal Notice: planning application W/11/02288 – Railway Goods Yard, Woodbury Lane, Norton (change of use & alterations to office to form detached dwelling)
Wychavon DC	Standards Committee agenda for meeting 18 th January
Wychavon DC	Wychavon Bursary 2011/12
Wychavon DC	Wychavon Community Grants 2012
Wychavon DC	Youth bus
Wychavon Strategic Partnership	Meeting minutes

Public Question Time Discussions

Cllr. Lucas spoke as a member of the public to advise that Church Lane, Norton needs litter picking.

Cllr. Sparling spoke as a member of the public regarding planning application W/11/2650 - 25A Wadborough Road, erection of a shed, which the Parish Council has supported. He highlighted that this is a retrospective planning application and that planning permission is required due to a condition in the original planning approval to build the property. Concerns were expressed regarding whether Parish Councillors have visited the site or spoken to neighbours, that this may be an extension rather than a shed (as it is attached the house) and also the shed is erected on the parking area (which was a condition of the original planning approval). The shed is very close to the boundary fence, making maintenance impossible and the water gutter overhangs the neighbour's property. Due to the height of the shed and the close proximity to the neighbour's conservatory this is causing a substantial reduction in light.

These comments were noted and will be considered by the Parish Council.