

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH SEPTEMBER 2012 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** Mrs. C. McGovern, K. Fincher, P. Richmond, M. Reeves and CSO Allchurch. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, C. Dawson, Mrs. D. Hewison, D. James, Cllr. R. Adams (County and District Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Changes to Membership**

The Clerk advised that Cllr. Lucas has resigned due to the requirements of the Localism Act in connection with the Register of Member's Interests. Wychavon DC has advertised the vacancy and will advise whether the position can be filled by co-option.
- 3. Declarations of Interest**

Cllr. Turvey asked members to note the changed requirements as outlined in the agenda and requested that any outstanding forms are forwarded to the Clerk. There were no declarations made for this meeting. Also see agenda item 6.
- 4. Minutes of the Parish Council Meeting Held on 19th July 2012**

It was proposed by Cllr. Dawson, seconded by Cllr. Mrs Hewison **and all were in agreement** that the minutes of the 19th July be approved.
- 5. 2012/218 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**

Cllr. Adams provided his report following agenda item 31 due to a delayed arrival. He advised that WCC is very pleased with exam results although the debate regarding English results continues. An offer was made to fund a speed activated sign for the Parish with the possibility that this could be hired out to other parishes. It was agreed that this would be very useful in view of concerns about speeding through the Parish. Cllr. Adams will arrange for Highways to forward sign details to the Clerk for review. The Broadband project is subject to a funding delay from the European Community and extra signage is planned to ease the problems experienced at the new Whittington roundabout.
 - b) Planning**
 - (i) Cllr. Turvey explained the following current applications:**

<u>Approvals</u>	
Ellerslie, Hatfield Lane, Norton. Ref: W/12/01468	Proposed demolition of existing dwelling and erection of 2 dwellings. Parish not support in light of neighbours concerns and suggested a meeting with the developer and planners.
4-6 Coronation Road, Littleworth Ref: W/12/01541	External wall insulation at 100mm thickness with render finish to all elevations. General observation made re consistency.
89-95 Wadborough Road, Littleworth. Ref: W/12/01541	External wall insulation at 100mm thickness with render finish to all elevations. Parish supports.
<u>Refusals</u> - None	
<u>Awaiting Decision</u>	
Land at Court Farm, Church Lane, Norton. Ref: W/12/00285	6 no employment buildings as extension to existing site and alterations to existing access. Parish does not support.

**Wadborough Road, Littleworth
Norton. Ref: W/12/00285**

Proposed new sewage pumping station required in connection with the first time sewerage project along Wadborough Rd, Littleworth alterations to existing access. Parish supports subject to conditions.

Internal Consultation - None

Other – None

Cllr. Turvey added that Malvern Hills DC is considering an application for a RSPCA dog rescue centre which has been supported by Kempsey Parish Council. Details have been circulated to those Parish Councillors that review planning applications. It is understood that an application for development of NJK CE First School is out for consultation and Cllr. Adams will follow up this process to include the Parish Council as a consultee.

(ii) Cllr. Turvey will progress the Crucible Business Park Liaison Group with Cllr. Bennett as soon as possible.

(iii) See agenda item 10 (Woodbury Lane development proposals).

c) Allotments

In the absence of Cllr. Mrs McGovern, the Clerk advised most plots are now being worked and those that have been given up are being re-let. Once vacant plots have been let, the waiting list will be reduced to around 6 prospective tenants. Also see agenda item 20.

d) Playing Fields

The Clerk confirmed that the existing adult team are continuing to use the pitches on a Sunday morning for the 2012/13 season. Also see agenda items 16 and 17.

e) Public Rights of Way

Cllr. Turvey advised that a meeting will be held the new owners of Woodhall Farm to discuss PRow issues shortly.

f) Finance

(i) The current account balance was £7,934.72 on 12th September with the deposit account balance at £68,707.50 on 3rd September. The Clerk confirmed that a quarterly financial review has been undertaken by Cllr. Mrs Hewison and advised that total S.137 spend agreed to date remains unchanged at £1,694.45.

(ii) There were no questions regarding the monthly accounts to the end of August

(iii) The Clerk advised that Clement Keys Chartered Accountants (external auditor) has awarded an unqualified audit opinion and has closed the audit. There were no matters to bring to the attention of the Parish Council. The Clerk will advertise the closure of audit.

g) West Mercia Police

CSO Allchurch was unable to attend the meeting. The Clerk provided the Police report on crimes in the Parish since 1st August. It was also noted that there had been a car crash along Church Lane, Norton. The Clerk reported on the speed enforcement survey results for Wadborough Road, Littleworth (in the vicinity of the allotments). This survey collected results from traffic in both directions from 18th to 24th September and reveals speeds below the threshold of 35mph and therefore does not qualify for the Community Concern speed enforcement programme. The Clerk will seek further explanation of the data.

h) Parish Plan

Cllr. Turvey advised that Wychavon DC has recommended completing the Parish Plan and the aim is to finalise as soon as possible.

i) EnviroSort

Following the resignation of Cllr. Lucas the Clerk will clarify whether Cllr. Mrs McGovern is able to attend future liaison group meetings. If not, Cllr. Bennett offered to attend.

6. 2012/219 New Code of Conduct

a) The Clerk read out the response from Wychavon DC which advised that each Worcestershire Principal Council will publish the register of interest forms on the website during November 2012 and will subsequently provide links for Parish Councils to the Principal Council websites. This was noted.

b) The revised standing orders to allow the council to comply with the procedural changes resulting from adoption of the new Code were proposed by Cllr. James, seconded by Cllr. Bennett and agreed by all.

7. 2012/220 Fidelity Guarantee Insurance

The Clerk explained the information provided by Worcs CALC. Fidelity Guarantee insurance should be regularly reviewed for adequacy. A high point in liquidity or maximum cash exposure could be calculated based on the year-end cash balance plus 50% of the annual precept (where paid in two parts). Based on this calculation, the maximum cash exposure is calculated at c. £87k. The existing Fidelity Guarantee insurance cover is £50k. It was agreed for the Clerk to obtain quotes for cover of £90k and £100k for consideration by the Council.

8. 2012/221 South Worcestershire Development Plan (SWDP)

Cllr. Turvey advised that an update for residents has been included with the Parish Council newsletter and summarised the major changes for consultation as part of the SWDP organised event held on 31st August. The response was agreed that there appears no technical justification for a second site but if a site is required this should be adjacent to the A38. Wychavon has fulfilled its quota for traveller sites, whilst Malvern Hills and Worcester City have not, therefore any additional site should be well within their jurisdiction, not on the periphery, or within Wychavon. There would appear insufficient space on the currently allocated land for an additional site and an alternative would be to increase the size of existing sites. A further change included in the consultation is the limiting of retail floor space which was considered reasonable.

9. 2012/222 Land adjacent to St. Peters Garden Centre

Cllr. Turvey reported that the site is progressing more quickly than was expected and that the play area is anticipated to be available in January 2013 (this will be completed last due to health and safety requirements). Rather than providing a welcome pack it was agreed to provide a welcome letter from the Parish Council and Cllr. Turvey offered to draft. The Clerk will then liaise with the sales offices to arrange delivery to new residents.

10. 2012/223 Woodbury Lane Development Proposals

Correspondence from the planning consultant was considered. It was agreed that a response to the outstanding items will be sought along with feedback following the public exhibition to inform the Parish Council's formal position. The Clerk will write to the planning consultants. It was noted that not all residents received the planning consultant's flier advertising the public exhibition. This has been highlighted to the planning consultants who have arranged delivery of an information pack to these areas. The concerns of the immediate neighbours to the site, as explained during the public question time session, were noted (see appendix 2 for details). The proposed site is outside the existing development area and is not included within the land designated as business/employment sites. Concern was expressed regarding setting a precedent for development outside these designated areas.

Cllr. Adams arrived at 8.50pm and gave apologies for late arrival.

11. 2012/224 Flooding Issues

a) SSSI site drainage work – The Clerk advised that a site meeting has taken place with Mr. Reeves, the land owner, a Wychavon DC engineer and the Clerk. The ditch was observed following the Network Rail maintenance work. Drainage now appears much better with water flowing through the pipes in the field (despite the misalignment) and along the ditch. Some undergrowth is building up in the ditch which could, in time, clog the base of the ditch and restrict water flow. It was agreed for Wychavon to inspect the ditch annually and to write to Network Rail to request regular maintenance. The Clerk will also arrange for the Lengthsman to inspect the ditch annually and will ensure that inspection reports are received. As the Network Rail maintenance work appears to have resolved the drainage issue, it was agreed not to undertake the proposed pipe realignment work in the SSSI field at this time but to monitor the situation.

b) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – It is understood that this work to increase the capacity of the under road pipes remains in Worcs CC plans but is not yet scheduled. The Clerk will advise Highways regarding progress with the Severn Trent plans and highlight the benefits of the Highways work being undertaken at the same time.

c) Severn Trent sewerage scheme - Cllr. Turvey provided an update on the proposals, including the planning application submission and correspondence received. Dalcour Maclaren has confirmed that Severn Trent will cover reasonable costs incurred by the Parish Council e.g. valuation, land agent and legal fees. A valuation quote has been received from the District Valuer and Cllr. Turvey and the Clerk are meeting Halls to discuss a valuation and land agent services. Whilst Severn Trent has made an offer to purchase the field, it was agreed to consider this further once a valuation has been obtained. It was noted that there may be differing views regarding the value of the land (amenity v. development) and these will need to be considered, but it was agreed that the value should reflect that of the entire field, as the remaining land is considered of little value. If the Parish Council considers the value attached to the parcel of land is insufficient, an alternative site previously suggested, in the corner of the Parish Hall car park, could be considered further.

12. 2012/225 Norton Pre-school

Cllr. James declared a disclosable pecuniary interest and left the meeting at 9.05pm.

The budget submitted by Pre-school was noted along with the request for extended opening hours from 8am to 6pm (Monday to Friday) and opening during school holidays to cater for pre-school age children. After discussion it was agreed for the Clerk to seek further information from Pre-school. The extended opening hours appear to reflect a change in the nature of Pre-school, from a provider for local children, to more of a commercial operation moving towards nursery provision. If extended opening is considered, Pre-school would need to be aware of other users of the site and of increased use of recreation facilities during the requested additional hours e.g. after school and during holidays, particularly in view of plans to redevelop the Parish Hall recreation facilities.

Cllr. James returned to the meeting at 9.15pm.

13. 2012/226 Grass Verges along Crookbarrow Road

The Clerk provided an update on discussions with Wychavon and quotes received for verge maintenance to provide the basis for calculation of the developer contribution. It was agreed for the Clerk to clarify whether Wychavon would adopt all of the verges, including those due to be adopted by Worcs CC, provided that they received the commuted sum.

14. 2012/227 Employment Matters

a) All matters in hand.

b) A litter picker advert has been placed in the newsletter with a closing date of 15th October. It was agreed for Cllr. Dawson to assist the Clerk with interviews and the appointment process.

c) After discussion it was agreed to pay mileage expenses to the Parish Council handymen for local travel on Parish Council business. Mileage will be paid at the HMRC rate of 45 pence per mile with approval of any round trip of more than 10 miles being sought from the Clerk prior to travel.

Responsibility to consider whether travel is appropriate was delegated to the Clerk. These arrangements were proposed by Cllr. Bennett, seconded by Cllr. Mrs. Hewison and agreed by all.

15. 2012/228 Parish Clerk Contract

Cllr. Turvey advised that this will be looked at further as soon as possible to finalise.

16. 2012/229 Parish Hall Recreation Facilities

The Clerk provided an update on the working group activities including meeting with suppliers and obtaining designs and quotes for consideration. It was agreed for the working group to proceed to hold consultation events with groups linked to the parish and with the community as a whole to gather feedback on the designs obtained. The Clerk will update Wychavon regarding progress with the multi-use play area in view of the link with the s106 funding. It was agreed for the Clerk to make enquiries for replacement of the broken springy toy to utilise the £600 donation from Norton Toddlers with the aim that this can be incorporated in the new play area in due course.

17. 2012/230 Parish Hall Grounds

a) Following feedback regarding the impact of a large volume of grass cuttings around the Parish Hall due to a delayed cut and wet conditions, a quote from the existing contractor for collection of grass cuttings in future was considered. It was agreed that the increased costs couldn't be justified in the current climate and that the problems encountered were due to an unfortunate set of circumstances. In general, there hasn't been a problem with grass cuttings in the past.

b) The Clerk will seek advice from Zurich Insurance regarding any benefit from displaying an 'entry at your own risk' sign at the entrance to the Parish Hall car park.

c) No quotes have yet been received for planting of the Hall patio tubs. The Clerk will obtain quotes and arrange the work up to a cost of £200 as proposed by Cllr. Bennett, seconded by Cllr. Dawson and agreed by all.

The Clerk reported on a request received for two portacabins to be temporarily sited on the Parish Hall car park. It was agreed to decline this request due to the impact on other Hall users and activities for the period involved. The Clerk will advise the enquirer.

A report of increased dog fouling around the Parish Hall grounds was noted which has been reported to the Wychavon Dog Warden. It was confirmed that there is a dog waste bin at the Hall.

18. 2012/231 Parish Hall Security

The Clerk provided the following update from Cllr. Mrs McGovern (Chair of the Charity Trustees). Due to unforeseen circumstances the CCTV that was being considered is no longer progressing and new quotes are being sought.

19. 2012/232 Parish Hall

a) In the absence of Cllr. Fincher (Parish Council landlord representative) the Clerk provided the following update from Cllr. Mrs McGovern (Chair of the Charity Trustees). Quotes for the Hall flooring will be sought after the panto in January 2013, however the Trustees would prefer the flooring to be replaced after the car park has been resurfaced. The radiators in the Lawrence Beard room are being serviced for the short term, with quotes for a new system to be obtained.

Replacement of the tables and chairs is also being considered. The Clerk confirmed that the New Homes Bonus application has been submitted for the current level of funding of £1,228 towards the cost of replacement flooring.

b) The Clerk provided a high level summary of the response received from CALC. The existing Lease and Trust Deed requires the four original lessees and trustees of the Parish Hall to vest the lease in the Official Custodian for Charities, providing continuity of title without having to find successors to the original lessees from time to time. The Official Custodian plays no part in the management of the Hall which is the responsibility of the management committee and members of the committee are the trustees of the charity. The committee may vary its membership by its own resolution and the charity can alter its constitution by application to the Charity Commission. It is understood that the lease has been vested in the Official Custodian for Charities and the Clerk will

seek a copy of this from the Charity Trustees for the Parish Council file. If the Charity surrendered the lease and the Parish Council took possession and ran it directly, charitable status would cease. Other suggestions made including replacement of the lease and trust deed and additional implications of the Parish Council running the Hall directly are detailed within the CALC response which it was agreed would be circulated to Parish Councillors for review along with a summary from the Clerk. A meeting will also be arranged to discuss the advice received with representatives of the Charity Trustees. As members of the working group agreed at the November 2011 Parish Council meeting, Cllr. Fincher and Cllr. Mrs. Hewison will be invited to attend with the Clerk.

c) The Clerk advised that car park tarmacking quotes have not been forthcoming and other contractors have been contacted. It was agreed for the Clerk to meet contractors to obtain advice and cost estimates with the assistance of another Parish Council representative, with Mr. Reeves suggested. The Clerk will arrange. As costs are likely to exceed £50,000, the Clerk advised that it may be necessary to invite tenders in line with Financial Regulations and Standing Orders. The concerns of the Hall Manager regarding the condition of the car park surface were noted.

20. 2012/233 Allotments

a) The Clerk provided feedback from residents living near to the allotments regarding the nuisance of bonfires. The Clerk will circulate the Worcester City Council allotment bonfires nuisance advice for review by Councillors. It was agreed that if Councillors have no objections, this will be sent to all allotment tenants with the annual bills which will be sent out in October/November.

b) Delegation to Cllr. Mrs McGovern and the Clerk to consider and agree refund of allotment refundable deposits when plots are given up was proposed by Cllr. Mrs Hewison, seconded by Cllr. Bennett and agreed by all.

c) The quote to maintain the hedge between the allotments and 72 Wadborough Road (opposite the Parish Hall) was considered. The Clerk will seek further details including an estimate of the existing height.

21. 2012/234 Grass Bank Salamanca Drive

The public question time comments as detailed in Appendix 2 were considered. Cllr. Adams will follow up the enquiry regarding fire safety. The Clerk reported on information provided by The Greenbelt Company including details of the Land Registry transfer from Wainhomes and Persimmon Homes to Greenbelt Energy Ltd in November 2010. Further information is being sought from Greenbelt but without success at present. In response to the Parish Council enquiry, the current owner has indicated that he may be interested in selling the land to the Parish Council subject to agreement of terms. The Clerk advised that the area of land is larger than just the grassed bank visible from Salamanca Drive and extends beyond the hedge at the top of the bank towards the gun club. It was agreed for the Clerk to provide a copy of the map to Cllr. Bennett to view and photograph the area for reference purposes. The Clerk will investigate costs to maintain the area as was undertaken previously.

22. 2012/235 Church Lane Parking

a) The Clerk summarised the meeting with Mr Smith which included the suggestion of installation of a remote activated electric gate at the yard entrance. This would allow drivers access to the yard without the need to stop and open the gate which in itself can cause a hazard as larger vehicles jut out into the road whilst the gate is being opened. It is hoped this would encourage more visitors to use the yard parking. Mr Smith has confirmed that all visitors and users of the livery are requested to park in the yard and not on Church Lane. Mr Smith agreed to investigate options and to provide details to the Parish Council.

b) Details of gate costs have not yet been received. The Clerk will contact Mr Smith and agenda consideration of a contribution towards costs at the October Parish Council meeting.

23. 2012/236 Sunday and Bank Holiday Bus Service

The Clerk advised that the last service ran on Sunday 16th September. The group is keen to support

the service next year and are willing to look at including Littleworth in the route with this more closely following that of the 382 service. A breakdown of passenger numbers is being obtained to assess usage from various locations. The Parish Council will be contacted later in the year to start discussions about the service for 2013.

24. 2012/237 Brockhill Road Signs

The cost for inclusion of the Worcestershire Regiment crest on replacement road name signs at Brockhill was agreed by all at £4 per sign, or £8 for a double sided sign.

25. 2012/238 Waste Incinerator at Hartlebury

Submission of the drafted response to Hartlebury Parish Council was proposed by Cllr. Mrs Hewison, seconded by Cllr. James and agreed by all. The Clerk will send the response.

26. 2012/239 Government Consultation on Council Tax Changes

After discussion it was agreed by all not to respond.

27. 2012/240 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium July 2012: £629.42 net rather than £623.42 reported at July meeting due to a £6 tax adjustment.	629.42
R. Pullen	Parish maintenance June/July (mowing/strimming, play area inspections). 24 hrs (£145.92) + £7.40 petrol. Gross figure reported at July meeting. Net figure now received.	122.72
Shear Perfection Ltd	Mowing of churchyard and around car park (£177), Norton verges (£173) plus supply and install posts and tie backs to Norton Parish Hall car park (£280)+VAT (19/7)	756.00
C. Dawson	Mileage expenses to attend the PlayFair exhibition at Stoneleigh, Coventry (99 miles @ 60.1p)	59.50
New Farm Grounds Maintenance	Mowing of playing field (£57.50 x 2), and annual cut of field adjacent to Coppice Cottage (£92.50) plus VAT	249.00
P. Skeys	Lengthsman work June and July	315.00
S. Skeys	Installation of footpath sign (£20), weed spraying Norton Barracks roundabout and around Parish Hall grounds (£35), first cut of public rights of way (£350)	405.00
Valuation Office Agency	Insurance reinstatement valuation of Norton Parish Hall	480.00
Open Spaces Society	Annual membership (£40) and enrolment fee (£12)	52.00
Shear Perfection Ltd	Mowing of churchyard (£177), Norton verges (£173) plus strimming of additional area of church yard (back of The Old Post Office) (£75) + VAT (3/8)	510.00
Clement Keys	Statutory audit of Annual Return	480.00
Wychavon DC	Administration of payroll 2011/12 (£25 set up cost plus 12 payslips at £2.50)	55.00
Mrs J. Greenway	Honorarium August 2012 net	623.82
R. Pullen	Parish maintenance July/Aug (mowing/strimming, play area inspections). 24 hrs (£145.92) + £7.06 petrol (net)	122.38
Shear Perfection Ltd	Mowing of churchyard (£177), Norton verges (£173) + VAT (17/8)	420.00
Fleet (Line Markers) Ltd	2 bags of line marker	13.15

Simon Skeys Gardening Services	Second cut of public rights of way	325.00
P. Skeys	Lengthsman work August	157.50
Shear Perfection Ltd	Mowing of churchyard (£177), Norton verges (£173) + VAT (31/8)	420.00
	TOTAL	6,195.49

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium Sept 2012 plus mileage expenses paid through payroll (£12.02). Pay slip from Wychavon DC. Net	635.44
Mrs J. Greenway	Expenses August and September 2012 (£114.64 less mileage £12.02 to be paid via payroll)	102.62
Shear Perfection Ltd	Mowing of churchyard (£177), Norton verges (£173), ash tree maintenance between allotments and 72 Wadborough Rd (£290) + VAT (12/9)	768.00
Stoulton Groundcare Ltd	Annual hedge cutting (allotments and Parish Hall grounds)	270.00
Duplikate	Autumn newsletter (net of advertising revenue) £370.96 plus SWDP update flier £98	468.96
R. Pullen	August/Sept: mowing/strimming (17 hrs) + petrol. Net.	88.78
The Richards Sandy Partnership	50% of annual accountancy fee	468.00
HMRC	Quarterly payment (tax £77, employers NI £0.34)	77.34
	TOTAL	2,879.14
	GRAND TOTAL	9,074.63

28. 2012/241 Correspondence for Information

See Appendix 1 for a list of correspondence received. The Clerk highlighted the correspondence with Zurich insurance regarding the car park gate claim which is being settled as recommended on a best terms basis.

29. 2012/242 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that repair of the vandalised bench on the Church Lane/Crookbarrow Road verge has been authorised at a cost of £50. This was confirmed.

30. 2012/243 Items for Update to Local M.P.

None.

31. 2012/244 Councillors' Reports and Items for Future Agenda

To review maintenance of the Radley bridleway hedge towards the Wadborough Road end.

32. 2012/245 Date of Next Meetings: Thursday 25th October.

The meeting closed at 10.55pm.

Correspondence Received for 27th September 2012 Parish Council Meeting	
Sender	Subject
Audit Commission	Appointment of external auditor 2012/13 – Grant Thornton
CALC	Updates on various matters and training (forwarded to Parish Councillors for information) incl. NALC Legal Topic Note Neighbourhood Planning England, Localism Act, Code of Conduct/Standards/Members’ Interests, consultation on local Council Tax collection, PAYE changes April 2013, Fidelity Guarantee Insurance agenda Wychavon Area meeting, invitation to AGM 10 th October. Parish Hall Lease and Trust Deed.
Clement Keys	Annual Return 2011/12 – an unqualified audit opinion given
Clerks & Councils Direct	September 2012 Magazine
Cllr. Lucas	Letter of resignation
Community First	Changing Futures Fund (not available to Parish Councils but forwarded to Parish Hall Trustees for information). Newline magazine Summer 2012
CPRE	Countryside Voice magazine Summer 2012, Fieldwork magazine August 2012, Annual Meeting and talk (Sat 27 th October, Malvern), campaign updates (forwarded to Parish Councillors for information)
Dalcour Maclaren	Severn Trent proposals Wadborough Road, Littleworth
DCM Surfaces	Play area surfacing product information
Eibe	Play area flier
Festival Housing	Confirmation that it will provide the affordable housing on the Crookbarrow Road development and advertising material to assist in attracting interest from those with a local connection
Fields In Trust	Queen Elizabeth II Challenge and toolkit
Glasdon	Product information
Go Shelters	Product information
Gregory Gray Associates	Spies UK proposals Woodbury Lane (forwarded to Parish Councillors for information). Spies UK proposals Woodbury Lane public exhibition flier delivery
Hartlebury Parish Council	Waste incineration Herefordshire and Worcestershire
Insignia	Enamel badges
Lloyds TSB	Account/product information
Malvern Theatre	Newsletter item
Mr Goode	Public meeting held on 17 th July 2012
Mr Hands	Grass bank Salamanca Drive, Norton
Mr Ives	Copy of response to SWDP consultation
Mr Sparling	Report of a dog on a lead being chased by a loose dog and owners concerns
Ms Goodman	Animals roaming on the road outside Eastfield Farm (forwarded to CSO Allchurch)
NALC	Local Council Review Autumn 2012, People in Action Conference – 20 th September
Navigus Planning	Neighbourhood Plans and the Localism Act
Norton Community Games	Fun Run results: net proceeds for distribution £137.78. Parish share £34.45 to be passed to St. Richard’s Hospice as agreed at July Parish Council meeting.
Norton Parish Hall	Health and safety responsibilities including ensuring car park surface is maintained to minimise slip and trip hazard
Norton Pre-school	Dog fouling around the Parish Hall grounds
Notts Sport	Cricketing facilities
Open Spaces Society	Membership pack
Pershore High School	August/September newsletter
Pershore Market Town Partnership	Invitation to 10 year anniversary event – 27 th September 11am
Pershore Volunteer Centre	NHS local reorganisation and invitation to workshop 2 nd October (forwarded to Parish Councillors). Wors Rural Outreach Project Newsletter (to Parish Hall Trustees for information)
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)

Sender	Subject
Soc. Local Council Clerks	The Clerk magazine September 2012, notice of AGM 13 th October, news bulletins and National Conference
St. Peter's Parish Council	SWDP consultation event timing
Supported Lodgings Scheme	Newsletter item
SWDP Team	SWDP Preferred Options Document – Significant changes consultation. Closing date for comments 14 th September (comments submitted and acknowledged)
Taylor Wimpey	Indicative date of January 2013 for installation of the new play area at Norton
Theatre Group	Fund raising opportunity through theatre productions. Forwarded to Parish Hall Trustees for information.
Unlock Democracy	Sustainable Communities Act
West Mercia Police	Crime reports and invitation to next PACT meeting 18 th October (forwarded to Cllr. Bennett as PACT representative). Speed reduction wheelie bin stickers. Speed box survey results Wadborough Road, Littleworth – speeds fall below threshold to qualify for Community Concern speed enforcement programme.
West Mercia Police	Unfortunately, unable to provide details of who reported the problem of children playing near to the Gun Club at Norton (due to data protection)
West Mercia Police – The Bobby Club	Thank you for the Parish Council donation
Worcs Assoc'n Carers	Caring News Autumn 2012
Worcs CC Highways	Notice of road traffic regulation: Talavera Road, Norton prohibition of heavy commercial vehicles over 7.5 tonnes
Worcs CC Planning Unit	Questionnaire: which areas we would like to received future consultations on
Worcs CC Transport Services	Sunday and Bank Holiday bus services
Wychavon DC	Communicate newsletter August (forwarded to Parish Councillors for information)
Wychavon DC	Extract from letter to the CLG re the planning appeal decision at Honeybourne and its implications (forwarded to Parish Councillors for information)
Wychavon DC	Flood alleviation work Cooksholme Meadow SSSI field
Wychavon DC	Invitation to Local Communities Event 24 th October (forwarded to Parish Councillors)
Wychavon DC	Member Conduct Committee meeting agenda 6 th August
Wychavon DC	Notice of casual vacancy NJK Parish Council (following resignation of Cllr. Lucas)
Wychavon DC	Parish Matters newsletter Sept 2012
Wychavon DC	Planning approval notices: <ul style="list-style-type: none"> • W/12/01541: 4-6 Coronation Road, Littleworth – external wall insulation at 100mm thickness with render finish to all elevations • W/12/01550: 89-95 Wadborough Road, Littleworth – external wall insulation at 100mm thickness with render finish to all elevations • W/12/01468: Ellersie, Hatfield Lane - Proposed demolition of existing dwelling and erection of 2 dwellings
Wychavon DC	Register of Members' Interest Forms
Wychavon DC	Replacement road signs at Brockhill to include the Worcestershire Regiment Crest
Wychavon DC	Revised proposals for new Parliamentary Constituency Boundaries to be published on 16 th October 2012. Deadline for comments on revised proposals 10 th December.
Wychavon DC	Youth Bus dates August
Wychavon DC – Chairman	Invitation to James Bond themed Charity Dinner Dance 3 rd November. Tickets £40 per person. Invitation to the Wychavon District Council Civic Service Sunday 30 th September
Zurich Insurance	Introduction of Tennyson Insurance Ltd for specialist insurance for not for profit charity organisations. Forwarded to Parish Hall Trustees for information.
Zurich Insurance	Parish Hall gates insurance claim

Public Question Time Discussions

Three members of the public attended to raise concerns regarding the lack of maintenance to the grassed verge/bank along Salamanca Drive, Norton as summarised below:

- Following the recent change in ownership, maintenance of the whole of the grass bank is no longer undertaken.
- An area a couple of metres back from the pavement is mowed but the remaining area is very overgrown and this is considered a health and safety hazard.
- When dry, the long grass is viewed as a fire hazard.
- A question was asked regarding whether the Parish Council would consider purchasing the land (if the new owner would sell this) to ensure that the area is retained as public open space and is maintained as previously. In response it was explained that this matter is on the agenda for discussion during the Parish Council meeting.
- The residents were asked to provide their contact details to the Clerk so that they can be updated regarding developments by the Parish Council.

Two members of the public attended to raise concerns regarding the development proposals for Woodbury Lane, Norton as summarised below:

- Despite living adjacent to the site, a flier wasn't received from the planning consultant regarding the public exhibition on 15th September. Subsequent to the event, information has been received and the planning consultant has advised that there may be another consultation event.
- With 24 hour operations planned, the impact upon the residents will be significant and will have a detrimental impact on quality of life in terms of noise, traffic, odours and the outlook from homes.
- The resident has spoken to the planning consultant and has followed this up in writing to express his concerns including the height of the proposed silos.
- The resident has also met with Wychavon Planning to discuss the proposal and to raise his concerns which include the fact that the site is outside the development boundary.
- The Parish Council acknowledged the concerns expressed and advised that it has raised various issues with the planning consultant as part of the pre-application consultation. Responses are being sought to all the points raised by the Parish Council following the public exhibition and this will assist in informing the Parish Council position along with feedback from parishioners.

In response to a question about the latest SWDP consultation event at St. Peter's Garden Centre, attendees were advised that:

- This was a consultation about major changes to the Preferred Options Document and not an opportunity to make representations about unchanged details.
- Major changes included a second traveller site which the Parish Council has opposed.
- It is understood that the travellers' preferred site is off the A38.
- The need for a second site is Government driven and whilst Wychavon has fulfilled its allocation of sites, Malvern Hills has not. It is therefore believed that this site should be within Malvern Hills and not Wychavon.

Parishioners were thanked for attending the public question time session.