

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH SEPTEMBER 2013 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

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

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

2. Changes to Membership

One application has been received and a notice has been placed in the Parish Council newsletter. Applications will be considered at the October Parish Council meeting.

3. Declarations of Interest

- a) Cllr. Turvey reminded members of requirements as outlined in the agenda.
- b) and c) None.
- d) Previous dispensations granted were noted.

4. Minutes of the Parish Council Meeting Held on 18th July 2013

Approved as proposed by Cllr. Mrs Hewison, seconded by Cllr. Mrs McGovern and agreed by all.

5. 2013/186 Reports

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

Cllr. Adams provided his report following arrival after agenda item 6. Following residents' concerns about children crossing Crookbarrow Road to catch the school buses at Norton, signs have been obtained for Crookbarrow Road to highlight this as a crossing point and hopefully drivers will reduce speeds. The new pedestrian crossing is due to be installed in early 2014. An issue has been raised about lorries parking overnight outside EnviroSort and whilst these vehicles may not be related to EnviroSort, Cllr. Adams will convene a Liaison Group meeting to discuss. Cllr. Bennett will be invited to attend. A resident of The Hidage has advised that parking along Wadborough Road, close to the junction with The Hidage, is reducing visibility and highway safety. It was agreed for Cllr. Adams to seek the views of Highways regarding the possibility of marking parking restrictions around this junction. It is understood that the STW planning application will be decided very shortly. The situation regarding the SMH planning conditions, specifically in terms of the definition of the site and the operating hours, was outlined to Cllr. Adams, who agreed to pursue a meeting with Wychavon to discuss the conditions/plans to provide clarity. The Clerk advised Cllr. Adams that no response has been received from Highways regarding further carriageway work to Church Lane and a replacement Highways Officer. Cllr. Adams will follow up.

b) Planning

(i) Cllr. Turvey summarised the following current applications:

Approvals

Regimental HQ, Crookbarrow Road. Ref: W/13/00858

Erection of 10 no. affordable dwellings comprising of a mixture of 1 and 2 bedroom flats and 3 bedroom houses. Parish does not support in the current format.

Woodhall, Pershore Road, High Park. Ref: W/13/01169

Renovation and extension of existing dwelling to include part conversion of adjoining redundant agricultural building along with the demolition of existing steel framed agricultural structures. Parish supports subject to conditions.

**Norton Grange, Hatfield
Lane Ref: W/13/01259 & 1260**

Conversion of lower ground floor store room, stable and garage into ancillary accommodation and replacement of a timber outbuilding with a new garage and stable with storage over. Parish does not support.

Refusals - None

Awaiting Decision

**Norton Parish Hall
Worcs CC Ref: 13/000028/CM**

Severn Trent Water proposed new sewage pumping station required in connection with the first time sewerage. Parish supports subject to neighbours' views being fully considered.

**Land to the south of the City
of Worcester, Bath Road.
Ref: W/13/00565/OUT**

Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

**Worcester Norton Sports
Club. Ref: W/13/01500**

Erection for new firing range shelter in timber with profiled metal roof along with formation of raised backstops (butts) to target areas. Parish does not support.

**The White Cottage,
50 Wadborough Road,
Littleworth Ref: W/13/01537**

Demolition of existing single storey side extension and erection of two storey and single storey side extension. Parish concerns noted.

**Broomhall Grange, Norton
Road, Broomhall. Malvern
Hills DC Ref: 13/00710/OUT**

Outline application for residential development (illustrative scheme of 37 dwelling units), with all matters reserved except for access. Parish does not support.

Internal Consultation

**Norton Grange, Hatfield Lane
Ref: W/13/01825**

Change of use to cattery and erection of a single storey, mono pitch rectangular building and a single storey timber clad garden shed.

**59 Mandalay Drive, Norton
Ref: W/13/01905**

Proposed family room.

Other - None

(ii) SMH Fleet Holdings vehicle movements/planning conditions – The Clerk advised that a response has been received from the Wychavon Enforcement Officer which indicates that the situation has been referred to the Wychavon Development Control Manager who appears to have no further comments to make on this situation. It was agreed that there remain some points where further clarification is needed, particularly regarding the definition of the site. The Clerk will seek clarity on whether this is an Enforcement or Planning matter. It was also agreed to seek the assistance of Cllr. Adams in progressing this matter to a clearer conclusion.

(iii) The changes to the Wychavon Planning procedures were noted and the introduction of a dedicated Parish Council slot at Planning Meetings for a trial period was welcomed. In terms of the cessation of circulation of hard copies of planning applications from 1 April 2014, it was agreed for the Clerk to respond that the Parish Council would like the option to selectively request hard copies of some planning applications and to establish how quickly these will be provided and for a clearer idea of charges payable for this.

Worcester Parkway Station – The Parish Council has received initial contact from consultants appointed by Worcs CC regarding this proposal. The Clerk will request a meeting in around one month's time to discuss preliminary work undertaken.

c) Allotments

Cllr Mrs McGovern advised that one large plot opposite the Parish Hall is being given up. This

plot does not have mains water which could present a problem for future tenants and the situation will be considered further at the next PC meeting. Vacated plots on the main allotments site are being let to new tenants from the waiting list. Existing tenants are being contacted where plots are not being fully worked. Also see agenda item 16.

d) Playing Fields

There is a new adult team using the pitches for the 2013/14 season. Also see agenda items 13, 14 and 15.

e) Public Rights of Way

The second cut of the Public Rights of Way is nearing completion.

f) Finance

(i) The current account balance was £7,784.00 on 12th September with the deposit account balance at £73,337.90 on 2nd September. To date there is no S.137 spend for the 2013/14 financial year.

(ii) There were no questions relating to the monthly accounts to 31st August (previously circulated). The Clerk confirmed that a quarterly financial review has been undertaken by Cllr. Mrs Hewison.

(iii) The Clerk advised that Grant Thornton UK LLP (external auditor) has awarded an unqualified audit opinion for the year ended 31st March 2013 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 and publish the statement of accounts.

g) West Mercia Police

The Clerk advised that CSO Allchurch has moved to a new area and is being replaced by CSO Julie Pardoe from 30th September. CSO Pardoe has been invited to future Parish Council meetings.

h) Parish Plan

No further news to report.

i) EnviroSort

The improved litter situation was noted and the Clerk will thank the EnviroSort Manager.

6. 2013/187 Parish Council Workload

The high volume of current work and that pending was acknowledged. It was agreed that at the present time, items associated with the Severn Trent mains sewerage project are the top priority.

7. 2013/188 Proposed Development of the old Regiment HQ Site

a) The application was approved at the Wychavon Planning Committee meeting. Representatives of the Parish Council will be invited to a meeting to discuss the allocation hierarchy and the local member (Cllr Adams) will be invited to comment upon the colour of the brickwork/render.

b) The correspondence from Wychavon was noted. The Parish Council elected to speak at the Wychavon Planning Committee meeting in support of this application in principle, but with reservations. However, the Chair of the Planning Committee felt that the representation was more in objection than in support and in view of this Rooftop Housing, who also spoke during the supporter's slot, was given additional time to speak. It was agreed that the Clerk will write to the Head of Housing and Planning Services to apologise for placing the Chair of the Planning Committee in this difficult position.

8. 2013/189 South Worcestershire Development Plan (SWDP)

A meeting is planned with Welbeck to discuss their proposals and the SWDP in more detail, with the suggestion of a public meeting in mid/end of November to update residents. Consideration will be given to also inviting a representative(s) from Welbeck to attend. There is no news on the proposed locations of the Gypsy and Traveller sites. The Asset of Community Value nomination

has been accepted and Worcester Norton Sports Club (Cricket Club) has been included on the Wychavon list of Assets of Community Value. It will remain on this list for a period of 5 years.

9. 2013/190 Land adjacent to St. Peters Garden Centre

The Clerk advised that the S278 agreement has now been signed by the developers. The outstanding remedial work, play area installation and pedestrian crossing work is due to be completed by one contractor, with work anticipated to start in October. The pedestrian crossing won't become operational until towards the end of the works, which is anticipated in early 2014 following a 16-18 week programme. The Clerk reported that work on the play area has started, which has resulted in residents adjoining the play area site contacting the Parish Council, to highlight their lack of detailed knowledge about the play area design and their concerns. The Clerk has contacted Taylor Wimpey and a representative has offered to contact the residents to discuss the situation.

10. 2013/191 Wychavon New Local Enforcement Plan

It was agreed for Cllr. Turvey to review and circulate draft comments for agreement by councillors prior to the submission deadline of 18th October.

11. 2013/192 Flooding Issues

a) Proposed Worcs CC Highways flood alleviation work Wadborough Road/Parish Hall area – The Clerk advised that as agreed, consent has been given to Worcs CC and this work is now progressing. This project is expected to run for approximately 4 weeks. The road gulleys may be installed after the STW work has been undertaken, so that the drainage levels can be assessed once all the road works have been completed.

b) Severn Trent Water (STW) Wadborough Road sewerage scheme – The Clerk circulated revised Heads of Terms and accompanying plans dated 26th September. The Heads of Terms were agreed by all subject to STW agreeing to be fully responsible for maintenance of all of the concrete access road and the turning head, plus being responsible for 25% of the maintenance costs relating to the existing tarmac area that will form part of the access road. Cllr. Turvey will discuss with the Parish Council land agent. If STW requests permission to remove the large tree adjacent to the information board, the residents of Coppice Cottage will be consulted for their views. The road closed/diversion barriers at both ends of Wadborough Road are extending so far across the road that it is making it difficult to obtain access. The Clerk will ask for the barriers to be reduced in size to allow for traffic that needs access to obtain this more easily. The Clerk circulated copies of the Parish Hall site plan produced by the land surveyor. This plan was agreed and will be submitted to the solicitor to support the Parish Hall Land Registry application.

c) The Clerk advised that Wychavon DC is liaising with the land owner regarding Network Rail ditch maintenance requirements on land to the rear of Cooksholme Farm, Littleworth.

12. 2013/193 Employment Matters

The Clerk advised that the Clerk's contract of employment is being reviewed to ensure that it includes all agreed amendments prior to signing. The contract of employment for the new handyman and the revised contract for the litter picker (to reflect changes to holiday entitlement) have been issued.

Mrs Collins gave left at 9pm.

13. 2013/194 Parish Hall Recreation Facilities

No progress to report.

14. 2013/195 Parish Hall Car Park/Grounds/Outside Space

a) Car park tarmacking proposal: The Clerk is chasing STW for their contractor details. Whilst a plan has not been received from STW detailing the dimensions of the proposed pumping station

and access road, the size of the area of hard standing that STW will concrete/use as the pumping station compound has been received. The Clerk will progress quotes with the local contractor.

b) It was agreed to consider the need for 2 football pitches at a future date due to time constraints and the non-urgent nature of this item. The Clerk will agenda for a future meeting.

c) The request for a youth football club, with an under 14 and under 18 team, to use the pitches on Sundays was considered. Requests for a second adult team to use the Parish Hall pitches as a home ground have been previously refused due to the nature of the pitches, in terms of drainage and the need to try to maintain the playing surfaces during the winter months by resting pitches in between games. A waiting list for adult teams to use the pitches is maintained. Whilst it was agreed that it would be good to more fully utilise the pitches, as the pitches are currently used by an adult team, the waiting list for use of the pitches and in view of the drainage issues it was agreed that this would not be possible at this time. The Clerk will advise the enquirer and offer to add the team to the waiting list.

15. 2013/196 Parish Hall

a) Cllr Fincher advised that the septic tank is not currently causing problems and that the jetting work and extra emptying seem to have alleviated the situation. Parking at the Hall during the period of the STW works for large events, continues to concern the Hall Manager, although following clarification of the STW works/storage areas, the impact may now be a less than was thought. Use of the tennis courts was considered further. In view of the work involved in using the tennis courts for over flow parking, compared to the amount of additional spaces that this area would provide and the scope for damage to cars, it was agreed not to proceed with this suggestion. Whilst the car park area will be reduced, with more structured parking, it was considered that the capacity of the remaining area could be increased.

b) Septic tank drainage issues: See above and item 15e.

c) Mains sewerage system connections Parish Hall and Pre-school: Following the meeting with the local recommended contractor, the Clerk has obtained a revised plan of the proposed connection layout from STW. Clarification is being sought on the details of this and will be provided to the contractor to prepare quotes for the Parish Hall/Pre-school connections. STW has surveyed the site and will be providing quotes for its contractors to install the connections for comparison purposes.

d) Alternative car parking provision during the STW works: See item 15a.

e) Reimbursement of the £90 soakaway jetting cost paid by the Parish Hall and payment of the D. G. Jones invoice of £115 for work carried out to the manhole cover and a meeting with a Parish Councillor, was proposed by Cllr. James, seconded by Cllr. Fincher and agreed by all.

16. 2013/197 Allotments

a) Feedback from tenants regarding installation of a fence to the rear of the allotments was considered. It was also noted that for newly enclosed Public Rights of Way (PRoW), these should be 3 metres wide after enclosure. Whilst this would be possible at one end of the allotments (following undergrowth clearance), at the other end (towards plot 26) this would not. It was agreed that it is important for the Parish Council to comply with these requirements. Following discussions, it was agreed for the Clerk to contact tenants with plots adjoining the PRoW to advise that a width of 3 meters is required to enclose a PRoW and that there is insufficient space along the full length of the path for this to be achieved. Combination locks will be obtained and secured to the allotment gates from Wadborough Road to help to reduce unauthorised access.

b) The problem with rats at the allotments was noted and the quote received for control of this problem was considered. It was agreed to enter into a one year annual contract with Red Kite Pest Control at a cost of £285. The Clerk will progress and clarify whether poison will be used. If so, tenants will be notified prior to bait boxes being installed on site.

c) The land owner request for the informal stile/bridge to be removed from the rear of the allotments into the neighbouring field was considered. As this isn't a PRoW, it was agreed for the Clerk to instruct the handyman/Lengthsman to remove. It was agreed not to install a sign at this point as this could be interpreted as giving permission to access the neighbouring field provided that dogs are kept on leads. The Clerk will advise the land owner.

17. 2013/198 Wychavon Allotment Land, Rear of Coronation Cottages, Littleworth

The correspondence received from Wychavon and previously circulated regarding the possible disposal of Wychavon allotment land was considered. In view of the covenants that would be placed on the land (to remain as garden/allotment land) and the liabilities taken on when owning/managing allotments, it was agreed that the Clerk will seek further information regarding the nature and cost relating to any potential transfer of this land to the Parish Council.

18. 2013/199 Maintenance Work

- a) Churchyard mowing: It was noted that the PCC would like the additional seeded area to be mowed at the same regularity as the rest of the churchyard and that it will pay for this additional mowing. Rev'd Sloggett has confirmed that public liability insurance is mandatory for all Churches and that they are fully covered.
- b) The Clerk advised that a written quote for supply and installation of the flag pole is awaited. It was agreed for this to be accepted up to a cost of £200 as proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all. The Clerk will chase for the quote.
- c) The Clerk advised that a quote is awaited for repair of the Parish Hall fence following a vehicle collision. This will be pursued through an insurance claim against the insurer of the car. The Clerk will chase for the quote.
- d) Acceptance of the quote for weed spraying around the Parish Hall grounds, along Norton Barracks wall and the island by the Barracks was proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed at a cost of £50. The Clerk will instruct Simon Skeys following completion of the weed spraying contractor questionnaire/risk assessment procedures.
- e) The need for contractors to hold a strimmer certificate was considered. Cllr. Turvey will enquire whether the contractor can attend the Worcs CC Public Rights of Way strimmer course as this contractor undertakes some of our PRow maintenance.

19. 2013/200 Highways Matters

- a) CSO Allchurch has advised that some speed checks have been undertaken along Talavera Road, Norton but further checks are needed to build up a more accurate view of the situation.
- b) Residents' concerns relating to road safety along Crookbarrow Road were noted and in particular the link to children crossing for the school buses. The Clerk advised that after liaison with Cllr. Adams, temporary highway signage has been obtained (to highlight children crossing) and the local Middle School has been provided with contact details to arrange road safety visits for pupils. The problem has also been highlighted to the local Police for patrols at school bus times and Highways will be consulted to confirm the suitability of Crookbarrow Road for the vehicle activated speed sign. The new pedestrian crossing should be installed and operational in early 2014. Provision of a lollipop person prior to this date hasn't been possible due to the amount of time required to progress an appointment.
- c) The continued problem of horse mess on the pavements was acknowledged. The Clerk will investigate the situation regarding fines payable for horses being ridden on/leaving mess on the pavement and draft a notice containing this information for display at the livery yards and for inclusion in the newsletter.
- d) It was agreed for Cllr. Adams to seek the views of Highways regarding the request received for marking of central white lines along Woodbury Lane, particularly on the section including the sharp bends to improve road safety.

20. 2013/201 School Transport Post 16

Cllr. Fincher provided an update on the response received from Worcs CC. In summary, the raising of the participation age is not a change to the statutory school age. It is therefore not a statutory duty of the County Council to provide free transport following this change and so free transport is not being extended. A request has been made for this information to be communicated to parents.

21. 2013/202 Grass Bank Salamanca Drive

The Clerk advised that the owner has responded to the Parish Council letter and has outlined maintenance work planned which is due to include an area being opening up by garden fences and

a pathway opened up around the boundary of the land. Tree and bush lopping is also planned but this may be over a period of a couple of years. It is not planned to mow any larger area of grass than is already cut, other than 2-3 metres from the pavement and away from garden fences. The owner has requested a newsletter article to highlight maintenance work being undertaken and the general safety of the area. The Clerk will request a draft article for consideration. In terms of the land covenants, it was agreed for the Clerk to write to Persimmon Homes to enquire whether it would remove/release the covenant relating to revision of title, if the land was to be acquired by the Parish Council. Following public question time discussions, the Clerk will research whether it is permissible for residents to make donations to the Parish Councils for land purchase.

22. 2013/203 Coppice Cottage Boundary

Following discussions with surveyors and production of the Parish Hall site boundary plan, it was agreed that the Parish Council view remains that the boundary with Coppice Cottage lies on the line of the existing fence, which it is believed was erected after the land transfer in the 1970s. As previously agreed, if the current owners would like the situation reviewed further, additional information is required including more detailed plans and information. The Clerk will update the owners that the Parish Council is in the process of registering the Parish Hall grounds with the Land Registry and will provide a copy of this plan following registration.

23. 2013/204 Dog Walking Areas

- a) It was noted that the Public Right of Way accessed from the lane from the roundabout by the Garden Centre, across into Kempsey Parish, has now been way marked and is a good walk.
- b) The request for an additional dog waste bin to be installed in Salamanca Drive was considered. The Clerk will enquire whether Wychavon DC would empty an additional bin, if the location of the large grass verge along Salamanca Drive would be acceptable and the costs involved.

24. 2013/205 Hartlebury Waste Incinerator

It was agreed not to submit a further response in respect of this proposal.

25. 2013/206 New Homes Bonus (NHB)

Cllr. Turvey provided an update following the NHB event held by Wychavon DC. The Government now classifies NHB funding as part of its 'core funding', rather than an addition to this and is consulting on further changes to NHB which would result in a % of NHB funds previously allocated to Wychavon DC and Worcs CC, being diverted to Local Enterprise Partnerships (LEPs). Wychavon has indicated that it wishes to honour year 2 and 3 NHB allocation for the full 6 years, provided that there are no new major policy changes by Government. In view of the current Government consultation and the wider financial situation at Wychavon, it is very unlikely that it will make any allocations from year 4 onwards (which relates to the net change in homes between October 2012 and October 2013). It was agreed to write to Wychavon, to highlight the NHB funds that the Parish would have been eligible for under the old system and the impact of not receiving these funds. Cllr. Turvey will draft a response.

26. 2013/207 West Mercia Police

It was agreed not to submit a response to the West Mercia Police & Crime Commissioner annual survey. Cllr. Adams advised that a visit by the Police & Crime Commissioner (or his deputy) is being arranged by Drakes Broughton Parish Council and it was agreed that representatives from NJK Parish Council would like to join this meeting if possible. Cllr. Adams will follow up.

27. 2013/208 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
OHMS Ltd	Repair and service of mower	174.76
OHMS Ltd	Repair of strimmer	49.60
Shear Perfection Ltd	One cut Brockhill verges (£173), churchyard (£217), clearance by churchyard path (£50) plus VAT (22/7)	528.00
Mayglothing Waste Ltd	Jetting of soakaway/septic tank at Norton Parish Hall	144.00
Wychavon DC	Payroll administration 2012/13	65.00
Mrs Burford	Support for community picnic at Norton Parish Hall	150.00
Fleet (Line Markers) Ltd	Line marker	13.99
New Farm Grounds Maintenance	2 cuts of the playing field (£121), annual cut of field adjacent to Coppice Cottage (£94.50) plus VAT (July)	258.60
Shear Perfection Ltd	One cut of Brockhill verges (£173) and churchyard incl. extra area (£217) plus VAT (2/8)	468.00
Fleet (Line Markers) Ltd	Line marker	42.72
Fleet (Line Markers) Ltd	Line marker	13.99
Fleet (Line Markers) Ltd	Line marker	27.98
P. Skeys	Lengthsman duties June and July 2013	315.00
Shear Perfection Ltd	One cut Brockhill verges (£173) and churchyard (£217) plus VAT (17/8)	468.00
Fleet (Line Markers) Ltd	Line marker	27.98
New Farm Grounds Maintenance	2 cuts of the playing field (£121) plus football pitch marking (£195) plus VAT (August)	379.20
Mrs J. Greenway	Honorarium August 2013 (Gross)	1050.95
R. Pullen	July/Aug 2013: play area inspections/maintenance (9.5 hrs), mileage & pay in lieu of holiday (Gross)	74.01
M. Abbott	Litter picking/Parish maintenance July 2013: 12 hrs, mileage, pay in lieu of holiday, reimbursement of expenses incurred (Gross)	122.95
Shear Perfection Ltd	One cut Brockhill verges (£173) and churchyard (£217) plus VAT (6/9)	468.00
Grant Thornton UK LLP	External audit fee	240.00
	TOTAL	5,082.73

Accounts for Payment:

Creditor	Detail	Amount £
Norton Parish Hall	Contribution of 50% of building insurance costs	722.72
Norton Parish Hall	Reimbursement of extra emptying of septic tank	165.00
Duplikate	Autumn newsletter (net of advertising) plus fliers (£6)	356.00
R. Pullen	Aug/Sept 2013: play area inspections/maintenance work (4.5 hours), mileage and pay in lieu of holiday (Gross)	36.62
M. Abbott	Litter picking/Parish maintenance August 2013: 26.5 hrs, mileage, and pay in lieu of holiday (Gross)	191.49
Mrs J. Greenway	Honorarium September 2013 (Gross)	1,010.97
Mrs J. Greenway	Expenses Aug/Sept 2013 (excl. mileage paid via payroll)	196.57
HMRC	Quarterly Tax, Employee's NI and Employer's NI due	613.46
Shear Perfection Ltd	One cut Brockhill verges (£173), churchyard (£217) (20/9) plus Littleworth hedge cutting (£350) plus VAT	888.00
Worcs CALC	Charles Arnold Baker publication and training/networking session	61.25
	TOTAL	4,242.08
	GRAND TOTAL	9,324.81

- b) A donation of £25 to support the West Mercia Police Wychavon 'Bobby' magazine which is issued to children within the Parish was proposed by Cllr. James, seconded by Cllr. Fincher and agreed by all. This expenditure will be S.137 expenditure. The Clerk will arrange.
- c) Renewal of the Open Spaces Society membership at a cost of £45 was proposed by Cllr. Mrs Hewison, seconded by Cllr. Mrs McGovern and agreed by all. The Clerk will renew.

28. 2013/209 Correspondence for Information

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

29. 2013/210 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting plus hedge cutting in Littleworth (allotments, Wadborough Road field and Parish Hall grounds) at a cost of £350 plus VAT, undertaken prior to the STW/Worcs CC road closure. This was confirmed.

30. 2013/211 Items for Update to Local M.P.

In view of the changes to the New Homes Bonus (NHB) and the deadline for the Government consultation on NHB, Peter Luff MP has been contacted to highlight the impact of these changes on local communities. This was confirmed.

31. 2013/212 Councillors' Reports and Items for Future Agenda

No reports or additional items requested for a future agenda.

32. 2013/213 Dates of Next Meetings:

October Parish Council Meeting: In view of the number of potential apologies for the meeting scheduled for 31st October, it was agreed to reschedule for Thursday 24th October.

The meeting closed at 10.35pm.

Correspondence Received for 26th September 2013 Parish Council Meeting	
Sender	Subject
Arien Signs	Product information
CALC	Updates on various matters and training, including CALC AGM, Children's Social Care, Winter service news, Wychavon Area meeting and Executive Officer's Report (incl. funding/precept setting), Worcestershire Gypsy & Traveller Accommodation consultation, Neighbourhood Planning event, 2013/14 National Salary Awards for Clerks/RFOs, new Parishes, feedback on external audit, new CCTV Code of Practice, CiLCA, superfast broadband, funding information, NALC 'A New Future' consultation, NALC Direct Information Service, Police & Crime Commissioner Engagement Strategy and annual survey, Networking event, diary dates, training, news from NALC (forwarded to Parish Councillors for information).
Carers Action Worcs	Caring News Autumn 2013
Clerks & Councils Direct	September edition
Cllr. Middlebrough	Response to Parish Council letter re Cllr. Adams no longer being a member of the Wychavon Planning Committee
Community First	E-bulletin including funding information. Newline magazine Summer 2013. Employment Workshop 3 rd October (10am – 2.30pm)
CPRE	Countryside Voice magazine summer 2013
Dalcour Maclaren/STW	Matters relating to proposed pumping station in the grounds of Norton Parish Hall
Festival Housing	Strategic Plan 2013/18
Fields in Trust	August update incl. Olympic legacy
Fladbury PC and Crophorne PC	Copy response to Wychavon plans regarding circulation of hard copies of future planning applications
Glasdon	Street furniture product brochure
Go Shelters	Product information
Grant Thornton UK LLP	Conclusion of audit – no matters raised for attention
Hartlebury Parish Council	Proposed waste incinerator at Hartlebury, nr Kidderminster (forwarded to Parish Councillors for information)
Hereford & Worcester Action Group	Proposed incinerator at Hartlebury, Nr. Kidderminster (forwarded to Parish Councillors for information)
Kempsey Parish Council	Copy of response to the South Worcester Urban Extension planning application
Lloyds Bank	Changes to the Lloyds Group
Miss Holden	Dog fouling, horses manure on pavements/footpaths, road markings Woodbury Lane
Mr & Mrs Dixon	New play area at Norton
Mr & Mrs Weale	Concerns relating to the Norton Grange, Hatfield Lane planning applications
Mr Hands	Land adjacent to Salamanca Drive
Mr Morgan	Information from Worcs CC re Green Deal Funding
Mr. Davies	Football pitch enquiry
Mrs Delord	Overgrown pathway from Gallipoli Drive to Crookbarrow Road (adjacent to the old Barracks HQ site). Now cleared by handyman.
Mrs Knott	Salamanca Drive grass bank
Mrs Milne	Norton Baby and Toddler Group – changes to leaders
Mrs Peters	Traffic calming Crookbarrow Road, Norton
Mrs Walker	Rat control at the allotments
Mrs Walker	Rats at the allotments
Ms K. Harvey	Road safety concerns Crookbarrow Road, Norton
NALC	Local Council Review autumn 2013 edition. Putting Communities First conference 19 th September (forwarded to Parish Councillors for information)
National Allotment Society	Information relating to badgers
National Trust	Parish Council newsletter article
Norton Community Games	Summer 2013 newsletter (forwarded to Parish Councillors for information)
Norton Parish Hall	2015 Panto dates
Open Spaces Society	Newsletter
Pershore High School	School newsletter June/July

Correspondence Received for 26th September 2013 Parish Council Meeting continued...	
Sender	Subject
Peter Luff MP	Acknowledgement and thanks for providing a copy of the Parish Council response to the Welbeck planning application for South Worcester. Parish Council contact details
Rev. Sloggett	Confirmation that the PCC will pay for maintenance of the extra area of grass in the churchyard and that public liability insurance is in place. Norton churchyard came joint first in the best kept churchyards, over one acre, category
Richards Sandy Partnership	Final bound copy of accounts for year ended 31 st March 2013
Rural Services Network	Rural News Digests and Rural Opportunities Bulletin (forwarded to Parish Councillors for information)
Smart Computers	IT support services
Soc. Local Council Clerks	Notice of AGM 18 th October 2013. Shropshire Branch training day invitation for Worcestershire members. The Clerk magazine September edition
Sovereign Play	Product information
St. Peters Parish Council	August 2013 Parish Council newslink magazine
West Mercia Police	<ul style="list-style-type: none"> • PCSO Allchurch moving to Droitwich Rural & Town West, being replaced by PCSO Julie Pardoe wef 25th September (forwarded to Parish Councillors for information). • Request for a donation towards printing and distribution costs for 'The Bobby Club' magazine for children • PACT meeting 11th September • Crime alerts (forwarded to Parish Councillors for information) • Talavera Road speed checks and Crookbarrow Road safety concerns
Worcester Renewable Energy Ltd	Parish Council newsletter article and advert
Worcs CC	Bus service provision/revised timetable during Severn Trent Water road closure
Worcs CC	<ul style="list-style-type: none"> • Post 16 school transport • Public notice re temporary closure of Fox Lane, Kempsey (3 days within a 5 week period commencing 9th Sept) (forwarded to Parish Councillors for information) • Public notice re Wadborough Road closure for STW works 23rd September for 13 weeks (forwarded to Parish Councillors for information) • Wadborough Road, Littleworth proposed drainage scheme • Public Notice relating to parking restrictions on Church Lane/Woodbury Lane/Wadborough Road, operative from 3rd October 2013 • Highways Winter Service Newsletter September 2013 • Public Notice relating to parking restrictions opposite NJK CE First School, Wadborough Road, Littleworth, operative from 19th September 2013
Worcs CC	Road works report
WPAG/Liz Holpin/ nochickenfarm.org	Proposed chicken farm at Upton Snodsbury (forwarded to Parish Councillors for information)
Wychavon DC Planning Applications	<p><u>Approval Notices:</u></p> <p>– W/13/01169: Woodhall, Pershore Road, High Park, Whittington (Renovation and extension of existing dwelling to include part conversion of adjoining redundant agricultural building along with the demolition of existing steel framed agricultural structures).</p>
Wychavon DC	<ul style="list-style-type: none"> • Agenda for Member Conduct Committee meeting 5th August • Consultation on new Local Enforcement Plan (forwarded to Parish Councillors for information) • Copy of response sent to Malvern Hills DC re planning application 13/00710/OUT (Broomhall Grange, Norton Road, Broomhall) • Neighbourhood Planning Seminar – 22nd October (forwarded to Parish Councillors for information) • New Homes Bonus Consultation & event on 25th September re NHB, Council Tax setting 2014/15 and other issues (forwarded to Parish Councillors for information) • New Homes Bonus: Annual report and requests for advance payment

Correspondence Received for 26th September 2013 Parish Council Meeting continued...

Sender	Subject
Wychavon DC continued...	<ul style="list-style-type: none"> • Parish Council dedicated public speaking slot to be introduced at September Planning Committee meeting, Code of Practice for public speaking at the Planning Committee and provision of hard copies of planning applications (forwarded to Parish Councillors for information) • Planning Committee meeting 15th Aug - nature of Parish Council representation & post meeting discussions with a representative of Rooftop Housing • Revised plan to support Parish Council Community Asset Nomination re Norton Cricket Club • Rural Community Energy Fund (forwarded to Parish Councillors and Parish Hall Trustees for information) • SMH planning conditions relating to opening hours (forwarded to Parish Councillors for information) • Future plans for garden/allotment to the rear of Coronation Cottages, Wadborough Road, Littleworth • Asset of Community Value nomination – Worcester Norton Sports Club (Cricket Club, Brockhill Lane) <p>Reminder of Code of Conduct training events on 2nd and 7th October at 7pm</p>

Public Question Time Discussions

Two residents of Salamanca Drive attended to highlight the lack of maintenance to the grass bank adjacent to Salamanca Drive, safety concerns and to gain a better understanding of the current situation/Parish Council discussions.

It was confirmed that the Parish Council has been in contact with the owner of the land to request additional maintenance of the area and to highlight safety concerns and the land owner's response will be discussed during the Parish Council meeting. The Parish Council has considered covenants attached to the land and in view of the nature of these, it may not be considered appropriate to use public money to purchase the land. Whilst the previous owner (Greenbelt Company) mowed the land more extensively than the current owner, it has not been possible to establish details of any previous maintenance arrangements/requirements.

It was agreed as unfortunate that this parcel of land was not adopted by Worcs CC/Wychavon DC.

The residents enquired whether a donation from residents would allow the Parish Council to purchase the land if terms could be agreed with the current owner. It was agreed for Parish Council to consider the implications of this suggestion.

Members of the public were thanked for attending.