

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH JUNE 2014 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** D. James, Mrs. C. McGovern, P. Richmond, Miss A. Poole, M. Reeves, Cllr. Adams. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, C. Dawson, K. Fincher, Mrs. D. Hewison, Mrs S. Way-Vautier, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Declarations of Interest

a) Cllr. Turvey reminded members of requirements.

b) and c) Cllr. Way-Vautier declared an interest in Croquet Club matters (covered by an existing dispensation). Cllr. Bennett declared an interest in the 39 Mandalay Drive planning application, in view of the proximity to his residential property. Other existing dispensations were noted.

d) None.

3. Minutes of the Parish Council Meetings Held on 20th May and 5th June 2014

Approval of 20th May Annual Parish Council meeting minutes was proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all. Approval of 5th June Parish Council meeting minutes was proposed by Cllr. Fincher, seconded by Cllr. Mrs Way-Vautier and agreed by all.

4. 2014/121 Reports

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

Cllr. Adams was unable to attend but provided a brief report regarding a shared MD between Wychavon and Malvern Hills District Councils and investigations to clarify the ownership of the large Crookbarrow Road/Church Lane grass verge (believed to be Persimmon Homes). It is understood that the traffic monitoring along Church Lane has been completed and Cllr. Turvey has requested the data from this survey. Temporary community speed camera signs have been displayed along Church Lane and speed checks noted. The Clerk advised that the Hub has sent a request to the Parish Council relating to ditch/verge maintenance along Norton Road (between Yew Tree Court and St. Peters island), which it had been understood Worcs CC had in hand. The Clerk will follow up with Worcs CC.

b) Planning

- (i) Cllr. Turvey summarised the following current applications and a copy of the residents' petition, relating to the change of use of land aspect of planning application W/14/00956 (39 Mandalay Drive), was received by the Clerk. The original petition will be hand delivered to Wychavon Planning by the residents. Cllr. Adams has been made aware of the residents' and Parish Council's concerns regarding this application.

Approvals

1 Black & White Cottage, Church Lane, Norton. Ref: W/14/00753 2 bay oak framed garage and store. Parish supports subject to conditions.

3 Roselawn, Church Lane, Norton. Ref: W/14/00692 Single storey extension at rear to form kitchen/dining. Parish supports.

Refusals - None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. Malvern Hills DC Ref: W/13/00656/OUT 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.

Welbeck Land

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. Malvern Hills DC Ref: W/13/01617 St. Modwen Developments	Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.
Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green and the A4440 Broomhall Way. Worcester City Ref: P13A0617. St. Modwen Developments	Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.
Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes	Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure
Norton Grange, Hatfield Lane Ref: W/13/01825 (resubmission)	Change of use to cattery and erection of a single storey, mono pitch rectangular building and a single storey timber clad garden shed. <u>Amendment</u> : Amendment to red line and changes to the design of the proposed cattery. Parish does not support.
One Woodside, Hatfield Lane Ref: W/14/01036	Erection of wooden children's play fort. Parish does not support.
Oakleigh, Hatfield Lane Ref: W/14/01135	Retrospective change of use of agricultural land to domestic curtilage to Oakleigh and Ingwelaza. Parish commented on another retrospective application on a site where concerns were expressed regarding design/layout.
Albert House, Pershore Road, High Park. Ref: W/14/01706	Outline planning application for 2 dwellings and vehicle access. Parish does not support.
<u>Internal Consultation</u> 39 Mandalay Drive, Norton Ref: W/14/00956	Loft conversion with front and rear dormer windows, rear white PVC conservatory and change of use of land to domestic garden with pedestrian access.
9 Gazala Drive, Norton Ref: W/14/01146	Two storey side extension and single rear storey extension.
Bevere Lodge, Church Lane, Ref: W/14/01272	Single storey side extension and detached double garage to front.

Other

Appeal to the Planning Inspectorate re:

Broomhall Grange, Norton Road, Ref: Broomhall Malvern Hills DC 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. Refused by Malvern Hills DC Planning.

c) Allotments

In the absence of Cllr. Mrs McGovern, the Clerk advised that vacant plots will be reallocated as soon as possible. Cllr. Bennett and the Clerk will review the garages to assess their condition.

d) Playing Fields/Play Area

The Clerk reported on summer bookings for pre-season football training/friendlies. After

consultation with the Hall Manager, both pitches/changing rooms are being let on August Sunday mornings and conditions have been applied to help to manage the situation. The existing adult team wishes to continue to hire the pitches for the 2014/15 season.

e) Public Rights of Way (PRoW)

Cllr. Turvey advised that due to the rate of growth, the PRoWs will need a second cut in line with the maintenance schedule. It was agreed for the Clerk to instruct the contractor to undertake this work during the first half of July. The £350 cost of this work will be part funded by the remaining £150 P3 grant, with the remainder from the precept.

f) Finance

(i) The current account balance was £5,567.04 on 19th June with the deposit account balance at £72,248.99 on 2nd June. S.137 spend to date for the 2014/15 financial year remains nil.

(ii) There were no questions relating to the monthly accounts to 30th May. The Clerk advised that information gathered at a CALC finance training day, indicates that where a Parish Council operates its accounts on an income and expenditure basis, expenditure should be recorded net of VAT, with no VAT paid/reclaimed shown in the accounts, other than as a debtor or creditor in the balance sheet. This is the case for the Parish Council year end accounts, but the monthly accounts currently detail the amount of the VAT reclaim and also VAT paid during the year as a total figure, alongside the net expenditure figures. The Clerk will review with the Parish Council accountants, to discuss removal of the VAT figures from the monthly management accounts.

g) West Mercia Police

Cllr. Bennett advised that a PACT meeting is being arranged for July.

h) Parish Plan

No further news.

i) EnviroSort

Cllr. Bennett advised that a Liaison Group meeting is being arranged for the end of July. Cllr. Bennett will request that wagons are more effectively covered to reduce litter, including glass and also seek information relating to a possible extension in operating hours.

5. 2014/122 Year End Accounts and Annual Return

There were no questions relating to the previously circulated Income and Expenditure Variation Report for 2013/14.

6. 2014/123 Development of the old Regiment HQ Site

Cllr. Fincher advised that residents adjacent to this site continue to be unhappy about this development and the way it was handled. This will be raised with Mr Hegarty, Wychavon DC MD at a forthcoming meeting. Properties have not yet been allocated but the process for applications has started. Cllr. Bennett advised that the British Legion has been approached regarding provision of white goods and he will liaise with Cllr. Adams. The Clerk reported on email correspondence with Rooftop and Wychavon DC relating to the postal addresses of these properties. The Clerk will ask Rooftop for details of the proposed addresses for consideration.

7. 2014/124 South Worcestershire Development Plan (SWDP)

The proposed meetings with Wychavon DC/Malvern Hills DC/Worcester City Planning Officers and WCC Highways Officers have now taken place. The differences between the SWDP Policy and the Welbeck and St. Modwen planning applications were discussed. Disappointingly, there appears no appetite from the Planning Officers to enforce the detail of the SWDP regarding restricted access to Norton Road, access to the new development from the St. Peters roundabout and the re-introduction of the access road south of the Garden Centre along Broomhall Lane. The traffic modelling undertaken by and paid for by Welbeck, is said to show a nominal impact upon Norton Road, but Welbeck have declined to share their report. Concern was expressed that

developments are being considered in isolation, rather than taking a holistic view and that there is no 'control' assessment to use as the basis for comparisons. This will be raised with Mr Hegarty, Wychavon DC MD at the forthcoming meeting. Other communications from Wychavon DC have highlighted the need for great weight to be given to the SWDP. It appears that the boundary of the Welbeck and St. Modwen's land is informing the Norton Road layout, as neither wish to give up development land for highway provision. It was agreed to arrange a public meeting in September to update residents when the situation is clearer. The significant successes in shaping the SWDP were reiterated including the significant green gap and green spaces.

8. 2014/125 Land adjacent to St. Peters Garden Centre

The Clerk advised that despite chasing the developer and contractor there have been no responses to the emails sent regarding replacement of the bus shelter, play area matters, the pedestrian crossing and general reinstatement work. It was agreed for the Clerk to seek a meeting with the developer to discuss the outstanding matters. Cllr. Fincher will draw up a snagging list for discussion at this meeting and for forwarding to Worcs CC Highways.

In terms of the Parish Council providing a matching bus shelter, for the opposite side of Crookbarrow Road, the Clerk advised that a consultation exercise will be required to support a New Homes Bonus application. It was agreed for Cllr. Turvey to draft a consultation poster for display at the existing bus shelter, to request responses concerning the nature of a new bus shelter and support for funding with NHB. The Clerk will add this poster to the Parish Council website and forward to those residents that have opted to receive email correspondence from the Parish Council. Cllr. Fincher offered to enlist the help of a neighbour, who uses the buses, to gather feedback/responses.

Cllr. Turvey advised that via Cllr. Adams, Worcs CC has advised that the roundabout signage is not considered appropriate and Highways will revisit this. It was also suggested that the boundaries for the weight restriction may benefit from extension. The need to clarify the weight restriction signage has been highlighted by SHM Fleet Solutions Ltd and members of the Council have been invited to an informal visit to learn more about the company operations. It appears that SMH is no longer planning to build the extended facility and at expiration of the 3 year planning approval, the access restrictions condition will lapse. The company is receptive to discussing traffic management and also potentially additional planting on the bund to provide better screening.

9. 2014/126 Worcester Parkway Station

Cllrs Turvey and Fincher reported on the Parkway proposals which include a split level station at the back of the site (with one line over the other), a large car park and small shop plus cafe. There is currently no enabling development within the proposals, with the car park area taking up most of the site. A walkway/cycleway is planned along the edge of the industrial units to Woodbury Lane to encourage pedestrian/cycle access. It is hoped that there will be a bridge over the railway line but this is subject to Network Rail agreement. Worcs CC is drawing up its business case, with the aim is for trains to be stopping by the end of 2016. In terms of traffic management concerns, it has been highlighted to Worcs CC that traffic modelling needs to include the impact of the Parkway, the SWUE and the A4440 improvement work, to provide a holistic and cumulative approach to traffic forecasting and management. The Parkway potentially could be operational before the A4440 improvement work is complete and the SWUE built. Worcs CC has consulted with the Parish Council regarding its response to the Great Western franchise and this has been circulated to Councillors. The 1st phase of the project is likely to include the London line, with the Cross Country line as phase 2. It appears that the London line will no longer be dual tracked all the way to Worcester.

10. 2014/127 Proposed Developments along Woodbury Lane, Norton

No further information has been received from the planning consultant.

11. 2014/128 Worcs CC Draft Planning Validation Document Consultation

Councillors to forward comments to the Clerk by 20th July if a response is required.

12. 2014/129 Wind Turbine Proposal Norton Fields Farm

The previously circulated pre-application information and Parish Council response were considered, along with the reply from the consultants. As a measure to guard against a proliferation of wind turbines on this site in the future, it was agreed for the Clerk to seek an assurance from the consultants that only one wind turbine is planned, with no more in the future.

13. 2014/130 Severn Trent Water (STW) Sewerage Scheme

The Clerk reported on contract queries highlighted by our solicitor and responses to these were agreed. The Clerk will advise the solicitor. The contract does not include the £9,000 community payment and the Clerk will enquire whether this can be paid separately to the Parish Council (with the land payment sum included within the contract). The ST1 Land Registry statutory declaration has now been finalised for Cllr. Mrs McGovern to sign, which will allow an application for first registration to be submitted to the Land Registry. The outstanding remedial work was noted and the Clerk will chase this via the land agent. The Clerk highlighted feedback received from a resident, advising that a ditch at the back of the allotment land has been left with debris from the works. STW has been asked to remove this urgently. Worcs CC and Wychavon DC have been advised in case of any problems relating to the newly installed drainage system in this vicinity.

14. 2014/131 Employment Matters

The draft groundsman job specification was circulated and explained by Cllr. Fincher. The Clerk will circulate by email to all councillors, for review and comment to Cllr. Fincher prior to the July Parish Council meeting, when this proposal will be considered further including hours, rate of pay and funding/precept increase.

15. 2014/132 VAT Procedures

The Clerk advised that the VAT report has been revised in light of information from the CALC finance training. As some Parish Council activities are likely to be considered business activities (e.g. playing field bookings), it may be that HMRC will require the Council to become VAT registered. As this is a specialist area, it was agreed to seek a quote for a professional review of the Clerk's report/Parish Council activities, to ensure the correct questions are put to HMRC. The Clerk will approach Derek Kemp, NALC financial advisor. Proposed by Cllr. Fincher, seconded by Cllr. Bennett and agreed by all, with the exception of abstention by Cllr. Mrs Way-Vautier.

16. 2014/133 Funding of Proposed Capital Projects

The Clerk advised that 11 of the 13 responses received supported use of some of the New Homes Bonus (NHB) funding for development of recreation facilities at Norton Parish Hall. The remaining 2 responses highlighted a preference for use of funding to assist development Worcester Norton Sports Club (WNSC). Whilst a low number of responses, this represents 85% in favour of the proposed use of NHB funding. If there were strong objections to this proposal, it is believed that more responses would have been received. In terms of using NHB funding for WNSC facilities, it was suggested that there is significant s106 funding earmarked for this development and therefore using NHB funding for other projects shares the funding across the Parish. Consideration will continue to be given to other projects that are deliverable and meet the criteria for NHB funding e.g. a second new bus shelter on Crookbarrow Road. The Clerk will circulate details of other suggestions received.

17. 2014/134 Parish Hall Recreation Facilities

Cllr. Dawson provided an update on the project specification following feedback from councillors and this will form the basis of the tender exercise. Cllr. Dawson is making enquiries with Wychavon officers regarding tender documentation. The Clerk provided details of tender requirements included within the Parish Council Financial regulations. Tenders will be invited from 4 play area suppliers who have been involved in pre-tender discussions/meetings with Cllr.

Dawson, to discuss the project and refine its design. It was agreed for Cllr. Dawson to prepare and issue the invitation to tender on this basis, requesting tender responses by 11th July, to allow for these to be reviewed prior to the Parish Council meeting on 17th July. It was suggested that a group of councillors and the Clerk meet on 14/15/16 July to consider the quotes and agree a recommendation to be put to the Council for approval on 17th July. Cllr. Dawson will arrange this meeting. The Clerk advised that guidance received at the CALC finance training day was that VAT should be able to be reclaimed relating to this project. This point will be clarified with HMRC. The Clerk will establish the timescales for Wychavon approval of a NHB application.

18. 2014/135 Parish Hall Car Park/Grounds/Outside Space

- a) The Clerk has spoken to Martyn Cross, Wychavon Engineer, to enquire whether he can provide the necessary survey and report for the Parish Hall car park and will chase for a response. It has been highlighted to Wychavon that the Parish Council is willing to pay for this service.
- b) The football pitch hire costs will remain unchanged at £7.50 per hour, as proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all.

19. 2014/136 Parish Hall

- a) Update from landlord representative: Cllr. Fincher advised that he has met with Mr Lucas to discuss the current structure of the Trustees and that Mr Lucas may wish to be reappointed as a Trustee. This will be considered at the next Trustees meeting. The nature of the 'landlord/ tenant' relationship was discussed along with the need for the Trustees and Parish Council to work together for the benefit of the Hall and its users. There is currently a surplus within the Hall accounts and consideration is being given to projects this may fund e.g. roof leak, external cladding repair/replacement, CCTV, new kitchen. This surplus will not be needed to fund a paid, employed Hall Manager if necessary in future, as the cost of this is included in the projected budget. The priorities and costs of proposed capital projects will be considered by the Trustees and where assistance with funding would be needed, alternative sources of funding will be investigated, including from the Parish Council. The need to be clear on VAT implications was noted.
- b) Parish Hall building insurance: Following the decision to donate a sum to the Parish Hall to pay for 50% of the building insurance cost in 2013 (amounting to £723), a donation on the same basis in 2014 was proposed by Cllr. Bennett, seconded by Cllr. Mrs Hewison and agreed by all, with the exception of abstention by Cllr. Mrs Way-Vautier. The Clerk will obtain a copy of the renewal quote from the Hall Manager.
- c) and d) Hall/playing field bookings: It was agreed for the outside space, in conjunction with the two specified Hall bookings, to be used free of charge, provided that the hirer is paying for use of the Hall. Additional hire conditions were agreed which the Clerk will convey to the Hall Manager.

20. 2014/137 Worcester Norton Sports Club (WNSC)

It was noted that Mr Goode was appointed as Chairman at the WNSC AGM. Community facilities questionnaires continue to be returned and Cllr. Fincher and Mr Goode will be attending the Whittington Parish Council meeting on 8th July, to provide background to this questionnaire and to arrange for distribution within their Parish. The Worcester News article relating to WNSC and the Croquet Club was noted, along with comments submitted to the Worcester News relating to this article. The need for planning permission to be obtained prior to any demolition work to the groundsman's house or removal of TPO trees was reiterated.

21. 2014/138 Croquet Club

Cllr. Turvey will seek an update from Cllr. Adams relating to ownership of the parcel of land at the end of Brockhill Lane, as it is suspected this is owned by Worcs CC. Cllr. Mrs Way-Vautier advised that the parcel of Parish Council land along Wadborough Road, Littleworth is unfortunately too small. Use of an old bowling green in Cripplegate Park has been investigated but has proved unsuitable as this area must remain as public open space. The Croquet Club is actively seeking other areas of suitable land, although the ideal would be to remain at WNSC, with high netting installed to provide protection from cricket balls.

22. 2014/139 St. James Church, Norton

Following discussion, a donation of £1,000 towards restoration of the Church tower, as an important historic land mark, was proposed by Cllr. Bennett, seconded by Cllr. Fincher and agreed by all, with the exception of abstention by Cllr. Mrs Hewison. This will be funded from reserves, subject to the Clerk confirming that the Parish Council has the power to make this donation.

23. 2014/140 Highways Matters

a) Parish traffic calming/restricted access: discussed under agenda items 7, 8 and 9.
b) The Clerk explained feedback received regarding inconsiderate parking in St. James' Close (which it is understood relates to school parking) and a request for marking of double yellow lines in St. James' Close. After discussion it was agreed that this would set a precedent for marking of lines in other areas e.g. The Hidage and potentially push the problem elsewhere, rather than solve it. The Clerk will advise the resident that where yellow lines have been marked, these have been supported relating to specific, frequent and significant safety concerns. In the event of parking problems, these should be reported at the time to the Police. The Clerk confirmed that school has been advised of this feedback and will again remind parents about considerate parking. The Clerk reported on success in obtaining re-marking of the central white line along the top section of Wadborough Road, Littleworth and also the need for maintenance work to the drain/culvert/ditch opposite school, adjacent to FP20 (NJ543). The Clerk will seek Mr Reeves' assistance in clarifying work required.

24. 2014/141 World War I Centenary

(a) Cllr. Mrs Way-Vautier reported on discussions and activities planned at the first meeting of the WW1 events steering group. Cllr. James continues to press WNSC for suitable dates for the proposed Mercian Regiment cricket match. It was agreed that the Parish Council is supportive of the steering group/WW1 centenary activities and will try to assist where it can.

(b) It was agreed for access to s106 funding for WW1 centenary activities and how this could be administered/donated, to be explored further.

(c) The group is considering various ideas regarding signage/displays within the Parish. It was agreed, in principle, for the Parish Council to submit necessary planning applications, subject to consideration of each application proposed and the WW1 group preparing the application.

(d) The Clerk advised that, on the basis of the number of medals purchased for the Queen's Diamond Jubilee, the cost of WW1 Remembrance Medals for children attending NJK CE First School and Norton Pre-school, would amount to c. £750. It was suggested that other members of the Parish may like to receive a Remembrance medal. After discussion, it was agreed to place an article in the Parish Council newsletter advising that medals will be given to pupils attending NJK CE First School and Norton Pre-school and inviting parents of children living in the Parish, aged 10 or below, who attend another school, to request a medal for their child/children free of charge. Any other parishioners, or young people over the age of 10, will be invited to request a medal at cost price (£3.25). Proposed by Cllr. Bennett, seconded by Cllr. Dawson and agreed by all.

25. 2014/142 Annual Parish Meeting – 21st May 2014

It was agreed that there was quite a good attendance and that the information booklet is a very useful document to support the meeting. Consideration will be given to how to attract new speakers for the 2015 meeting.

26. 2014/143 Newsletter

(a) After discussion, it was agreed to publish a selection of Mr Jaynes' photographs in the Parish Council newsletter, in recognition of his services to the community. Cllr. Bennett will liaise with Mr Jaynes' family to obtain permission to reproduce photographs and where possible, to obtain background information relating to photos to be published. Cllr. Bennett will also make enquiries about wording for a certificate of appreciation in respect of Mr Jaynes' services to the community, to be awarded to his family.

(b) Following residents' feedback about disappointing service from a garden landscape business, it was agreed to include a general notice in the Parish Council newsletter suggesting that Parishioners

use recommended tradesmen where possible. The Clerk will prepare a notice. The Clerk advised that following the invitation for them to write a short article, no response has yet been received from the resident who contacted the Parish Council about dog barking.

27. 2014/144 Community Games Event 2015

The 2014 Games was a great success and a good forum to engage with residents and gather feedback. It was agreed for the Clerk to ask Cllr. Adams whether the Parish Council could share the Wychavon 'tent' next year, with Parish Councillors available during the day. The Clerk will also contact the event organisers for news on estimated costs for the inter-school sports medals for the 2015 event, so that consideration can be given to funding by the Parish Council.

28. 2014/145 Worcs CC Consultation – Statement of Community Involvement

Councillors to forward comments to the Clerk by 20th July if a response is required.

29. 2014/146 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 £
Duplikate	Summer newsletter (net of advertising income)	330.50
Norton Community Trust	Support for 2014 Norton Community Games event	300.00
OHMS Ltd	New strimmer and safety visor	277.55
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 16/5/2014 plus VAT	464.40
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 30/5/2014 plus VAT	464.40
I. Selkirk	Internal audit fee	80.00
Community First	Silver membership renewal	20.00
New Farm Grounds Maintenance	Playing field cut May 3 cuts at £63.50 and one perimeter cut at £15 plus VAT	246.60
Severn Trent Water	Allotment water bill (December 2013 to June 2014)	100.98
Worcs CALC	Finance training day (Clerk attending)	75.00
	TOTAL	2,359.43

Accounts for Payment:

Creditor	Detail	Amount £
R. Pullen	May/June 2014 – play area work/inspections (4 hours), mileage and pay in lieu of holiday (Gross)	33.69
Mrs J. Greenway	Honorarium June 2014 (Gross)	1,044.50
Mrs J. Greenway	Expenses June 2014 (£90.34 less mileage paid via payroll)	80.12
SME Solicitors	Advice relating to covenants in respect of land at Salamanca Drive (£300 plus VAT)	360.00
SME Solicitors	Interim payment relating to work to complete declaration for first registration of Parish Hall land (£1,000 plus VAT)	1,200.00
SME Solicitors	Payment for advice/work in respect of the wayleave relating to STW pumping station at Norton Parish Hall (£72 plus VAT)	86.40
Shear Perfection Ltd	Mowing of churchyard (£217) and Norton verges (£170) 13/6//2014 plus VAT	464.40
HMRC	Quarterly PAYE/NI payment	826.44
	TOTAL	4,095.55
	GRAND TOTAL	6,454.98

30. 2014/147 Correspondence for Information

See Appendix 1 for a list of correspondence received.

31. 2014/148 Clerk's Report on Urgent Decisions since the Last Meeting

Items as discussed during the meeting.

32. 2014/149 Items for Update to Local M.P.

Nothing at this time.

33. 2014/150 Councillors' Reports and Items for Future Agenda

Autumn newsletter reports to be submitted to Cllr Mrs McGovern by 15th August.

34. 2014/151 Date of Next Meeting - Thursday 17th July 2014

Cllr Mrs Hewison gave potential apologies in advance of this meeting.

The meeting closed at 10.50pm.

Correspondence Received for 26th June 2014 Parish Council Meeting	
Sender	Subject
ADAS Ltd	Wind turbine proposal Norton Fields Farm
B and S Chains	Play area spares/equipment
CALC	Updates on various matters and training, including Governance & Accountability, Neighbourhood Planning networking event, Allotments Management Seminar, payroll providers, Broadband (Enigma Business Park), preparing for power cuts, agenda Wychavon Area Meeting 5 th June, Local Government Transparency Code, effective meetings networking event, Health & Wellbeing (social isolation for older people), allotment fees, WCC volunteering event, consultations re acute hospital services, Police & Crime Commissioner E-newsletter, funding, news from NALC, dates for the diary/training (to Parish Councillors). Local Government Pension Scheme (applies only to Councils who have employees that are members of scheme)
Carers Action Worcester	Caring News summer 2014
Community First	Membership entitlements, E-bulletin
CPRE	AGM 27 th July, newsletter and Annual Report, Campaigns Update (to Parish Councillors)
Fields in Trust	E-newsletter June 2014
HAGS SMP	Product brochure recreation equipment
J. Parkers	Bulb catalogue
Mr Dyer	Membership of the SWDP working group
Mr Fletcher	Parking problems St. James' Close
Mr Salisbury	Notice of termination of allotment tenancy wef 30 th September
Mrs Burford	Parish picnic at Norton Parish Hall (no longer proceeding)
Mrs Dixon	Tradesman issue
Mrs Pitkeathly	Feedback re proposed use for New Homes Bonus Funding and other matters
Mrs Pullen	Maintenance of outside space at Norton Parish Hall
Ms. S. Gisbourne	Newsletter advert enquiry
NALC	Local Council Review online, Local Council Review magazine summer 2014
Norton Parish Hall	Maintenance of outside space, booking enquiries including use of Hall grounds
Norton Pre-School	Vandalism and CCTV
Open Spaces Society	AGM 8 th July, Annual Report and accounts, summer 2014 magazine
Richards Sandy Partnership Ltd	Bound copy of final year end accounts
Rooftop Housing Ltd	Regiment HQ brochures
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service (to Parish Councillors)
Stackastage	Staging product information (to Norton Theatre Group)
Various	Community facilities questionnaires
West Mercia Police	Future development of PACT and issues of concern
Whitehill Direct	Notice board supplies
Worcs CC	<ul style="list-style-type: none"> • Ketch roundabout and A4440 works update (to Parish Councillors)
Wychavon DC	<ul style="list-style-type: none"> • Preservation Order query hedge near to Regiment HQ Crookbarrow Road • Process for allocation of Regiment HQ properties • Connecting with Communities programme • Ministerial Statement from Secretary of State for Communities and Local Government • Invitation to Chairman's Gala Evening (to Parish Councillors)

Public Question Time Discussions

Two residents attended, one to observe proceedings and the other to request that the Parish Council considers covering the cost of printing a newsletter type publication highlighting the history of the Barracks, the Regiment and Worcester Regiment servicemen who were awarded the Victoria Cross. At present, many residents of the Parish seem unaware of the history of the Parish and the basis for many of the road names in the Brockhill area development; such a publication would help to share this information with residents.

By way of background, Mr. Lucas advised that he, along with the curator of the Mercian Regiment Museum, would research, validate and write the proposed publication, which it is envisaged will be around half the number of pages of the Parish Council newsletter. Costs are estimated at c. £500 without any advertising included.

It was suggested that the Parish Council has input to the cover to the publication and for the publication to be circulated with the Parish Council newsletter, at some point within the next 4 years, to tie in with the WW1 centenary commemorations.

The Clerk will agenda for discussion at the July Parish Council meeting and investigate availability of s106 funding from the Crookbarrow Road development for this purpose.

The members of the public were thanked for attending the Public Question Time.