MINUTES OF THE ANNUAL MEETING OF THE NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON THE 28TH MAY 2009 AT NORTON PARISH HALL, LITTLEWORTH

Public question time discussions are included as Appendix 2.

 Apologies for Absence: D. Lucas, R. Phillips, K. Fincher, Cllr. Adams (District & County Cllr). Attending: H. Turvey (Chair), Mrs. C. McGovern, A. Bennett, Mrs. D. Hewison, M. Reeves, P. Richmond, G. Dyer, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Election of Chairman

Cllr. Mrs. McGovern took the Chair. Cllr. Mrs. McGovern proposed Cllr. Turvey, this was seconded by Cllr. Mrs. Hewison and all were in favour. Cllr. Turvey was elected as Chairman and accepted this position.

3. Election of Vice-Chairman

Cllr. Mrs. Hewison proposed Cllr. Mrs. McGovern, this was seconded by Cllr. Turvey and all were in favour. Cllr. Mrs. McGovern was elected as Vice-Chairman and accepted this position.

- **4.** Chairman and Vice-Chairman Signing of Undertakings and Declarations of Office Cllr. Turvey and Cllr. Mrs. McGovern signed the Chairman's and Vice-Chairman's respective undertakings and declarations of acceptance of office.
- **5. Declarations of Interest** There were none.
- 6. To Note Standing Orders These were noted as agreed at the Parish Council meeting of 26th March 2009.

7. To Note the Code of Conduct

The Code was noted as previously circulated.

8. To Note the Council's Scheme of Delegation

These were noted as agreed at the Parish Council meeting of 26th March 2009.

9. To Agree Allocation of Areas of Responsibility to Councillors

These were agreed as detailed in Appendix 3. The Clerk will contact Cllr. Wallbank to confirm his areas of responsibility and attendance of future meetings.

10. To Note the Council's Financial Regulations, Risk Assessment and Insurance Requirements These were noted as agreed at the Parish Council meeting of 26th February and 26th March 2009.

11. Minutes of the Parish Council Meeting Held on 30th April 2009

It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Mrs. McGovern **and all were in agreement** that the minutes of the 30th April be approved.

12. 2009/111 Reports

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

Cllr. Adams was unable to attend the meeting and there was no report.

b) Planning Committee

 i) Cllr. Richmond summarised the current applications: <u>Approvals</u>
 3 Vimiera Close Single storey and two storey side extension. Parish supports. Ref: W/09/00669

| Worcester Norton Sports Club, Brockhill Lane Ref: W/09/00600 | Replacement of existing worn out 2 net cricket practice facility with new/updated 4 net practice facility. Parish supports subject to consultations with neighbours. |
|---|--|
| <u>Refusals</u> Land adj. to long Meadow and West View, Hatfield Ref: W/09/00488 | Erection of 2 no. dwellings. Parish does not support. |
| Awaiting Decision Norton Hall Nursing Home Ref: W/07/00182 | Two storey and single storey extensions to provide additional bedrooms, new dining room and lounge. New access & drive and new sewage treatment plant. Parish supports with concerns noted. To Development Control Committee. |
| 45 The Hidage, Littleworth Ref: W/09/00910 | Construction of timber deck, erection of pitched roof veranda on east elevation of property. Parish supports |
| Internal Consultation - None | |

Other - None

c) Allotments Committee

Cllr. Mrs. McGovern advised that most plots are looking good and in response to letters sent out, those that weren't being fully worked have now been started and one is to be split. The main allotment gate isn't shutting properly and the Clerk will ask Jon Griffiths if he can look at this.

d) Playing Fields Committee

Cllr. Richmond advised that following review of the report circulated with the agenda, the points noted do not appear structural problems. The Clerk will arrange for visits by the manufacturers (Semele and Lappset) to review the equipment regarding the points raised in the RoSPA inspection which are mainly low risk items requiring monitoring, with two or three medium risk items which will be investigated. Regular play area inspections continue to be undertaken by Mr. Pullen. It was noted that the youth shelter will need to be relocated if the Pre-School proposals proceed.

The Clerk advised that meetings are being arranged with Mr. Dyer and contractors to discuss the playing field proposals and future land drainage and obtain quotes for the June Parish Council meeting. It was agreed that regular maintenance of the playing fields needs to be considered, to include re-turfing of any damaged goal mouth areas. The Clerk will also obtain quotes for a weed and feed treatment. It was suggested that the pitch by the tennis court is moved nearer to the main pitch to alleviate water logging, but that it may be better to re-turf the damaged areas of the main pitch in view of the concrete base installation of the goal post sleeves. The Clerk will liaise with Mr. Dyer and contractors. The Clerk was given delegated authority to accept a quote as discussed and agreed at the meeting.

e) Footpaths Committee

Cllr. Turvey advised that the 2009/10 P3 Scheme Grant has been approved at £850. Work to cut paths and footpath entrances will start shortly. The outstanding PIP (Parish Improvement Plan) items continue to be chased by Worcs CC.

f) Finance

(i) The current account balance was £15,184.29 on 14^{th} May with the deposit account balance at £42,133.04 on 1^{st} May, plus Treasury Stock of c. £15k. These balances include the first 50% of the precept (£13,520).

(ii) Monthly accounts are not available due to preparation of the year end accounts.(iii) See agenda item 13.

g) Parish Hall Management Committee

The Treasurer's Report for May was noted. Cllr. Mrs. McGovern will liaise with Cllr. Lucas to follow up outstanding items such as provision of a wages breakdown.

h) West Mercia Police

WPC Storr/CSO Fogwill were unable to attend and there was no report. Cllr. Bennett advised that at the last PACT meeting, it was announced that a new PC has been appointed as our Local Police Officer – PC Sean Woods. Cllr. Bennett reported that the main issues identified at the PACT meeting for our Parish were dog fouling, more litter bins and fouling in the field adjacent to the Garden Centre. It was agreed that as this land is maintained by the Garden Centre, the Police should contact the Garden Centre directly to investigate the possibility of 'no fouling' signage for this area. In response to a complaint received regarding parking on pavements the Clerk will contact CSO Fogwill for assistance.

i) Brockhill Recreation Area

Cllr. Reeves advised that the MoD has advised that no definite decision has been made regarding the future of the Records Office and has suggested that we make contact again in 2010 for an update. The Clerk will acknowledge this letter and ask that we are kept in mind. Nothing has been received in writing from Norton Sports Club and Cllr. Reeves will chase this.

j) Parish Plan

Cllr. Turvey reported that to accelerate the process, the plan has been split into six areas which have been allocated to members of the Committee to progress. More volunteers continue to be sought along with more input from residents to ensure the Plan is representative of the whole community. Methods of increasing survey response rates are being considered.

13. 2009/112 Year End Accounts and Annual Return

The Clerk reported on the draft accounts circulated with the agenda. The Clerk will prepare an Income and Expenditure year on year variation report for circulation and discussion by the Parish Council. The Clerk referred to the report from the Internal Auditor and reported on the content of sections 1, 2 & 4 of the Annual Return.

The accounts for the year ended 31st March 2009 were approved, and the Annual Return signed off, as proposed by Cllr. Reeves, seconded by Cllr. Richmond and agreed by all.

14. 2009/113 EnviroSort

In the absence of Cllr. Lucas, the Clerk advised that not all of the soil at the front of the site is likely to be removed, in line with the landscaping outside Arrow and the planning permission. Cllr. Lucas will raise the two week closure (w/c 15th June) of part of Woodbury Lane with Ian Barber, to ensure that this has been built into their plans in terms of access to the site to comply with the routing agreement. Cllr. Richmond raised concerns regarding the lack of space in the 'holding area' for waiting wagons. Cllr. Turvey advised that Wychavon DC has been contacted to confirm its definition of 'local traffic'. It was agreed for the Clerk to also seek clarification from Malvern Hills DC.

15. 2009/114 South Worcestershire Joint Core Strategy (SWJCS)

a) Cllr. Turvey circulated a draft document summarising the Parish Council's requests of the SWJCS and asked for comments over the next few days, with the aim to submit the document to the SWJCS during w/c 1st June. Cllr. Turvey noted suggested amendments to the introduction and the 'red line' defining the green gap (by the junction between Allencroft Farm and Hatfield Bank). It was suggested to also email this document to the members of Wychavon DC to follow up the petition submitted. Cllr. Turvey advised that SWJCS consultations with developers are due to start on 8th June.

A flier has been prepared for circulation with the next Parish Council newsletter to provide an

update on the SWJCS to residents and also provide a further opportunity to sign the petition. **b**) In response to the Young People's petition, it was agreed that a copy of this will be sent to Wychavon DC and the SWJCS as a follow up to the main petition. The petition will also be presented at the next full meeting of Wychavon DC towards the end of June. Mr. Dyer will enquire whether the organiser of the petition would like to present the petition at this meeting. **c**) The Clerk provided background information regarding Housing Needs Surveys and it was agreed to invite the Community First, Worcestershire Rural Housing Enabler to the July Parish Council meeting to provide more information and to explain how such surveys are undertaken.

In response to a request from Cllr. Lucas, the Clerk suggested moving the SWJCS item to the end of the agenda in future to avoid Cllr. Lucas being excluded midway through the meeting due to his personal and prejudicial interest. This was agreed.

16. 2009/115 Flooding Issues

Cllr. Reeves advised that he has contact details for another recommended contractor and will make contact with him and Shear Perfection to obtain quotes. No news has yet been received regarding the Wychavon DC flood grant application in respect of the drainage work proposed in the field behind Coppice Cottage. In response to a question, Cllr. Reeves advised that old French drains on the left hand side of the allotment gardens (The Hidage side) need replacing and whilst tenants digging drainage channels may assist, the problem is at a deeper level. The work done on the right hand side last year was to alleviate flooding which was impacting upon adjacent properties.

17. 2009/116 Norton Pre-school Proposals

a) After review of the pegged out area during public question time, it was noted that the site needs to be adjusted to ensure the public right of way is clear. This may require the building to be moved forward a little or to be changed in size (to reduce the width). This was advised verbally to the Pre-school representatives. It was agreed that the proposals remain agreed in principle, but that the Parish Council should be satisfied that all potential costs have been investigated and that Pre-school has funds to cover these prior to work starting.

b) & **c**) The Clerk advised that Cllr. Lucas has suggested that the Working Group meets to discuss the terms of the lease with recommendations to be put to the June Parish Council meeting. It was suggested to also raise possible ground works costs and ownership of the building if Pre-School ceased. The Clerk will liaise with Cllr. Lucas.

18. 2009/117 Provision of New Allotments

The Clerk reported upon the cost estimate received. After discussion it was agreed that the Clerk will seek a quote to prepare the land for three plots, without any parking spaces or movement of the gateway. The suggestion was made that if the project proceeds then tenants would have an additional term within their tenancy agreement to the effect that parking would not be allowed along Wadborough Road, but instead the Parish Hall car park should be used.

19. 2009/118 Accountancy Fees for 2009/10

After discussion, acceptance of the quote from The Richards Sandy Partnership Ltd of £700 was proposed by Cllr. Bennett, seconded by Cllr. Mrs. Hewison and agreed by all. In view of the economic climate the Clerk will seek a fee for 2009/10 in line with last year (£670), but will accept the quote received if this request is not agreed. Consideration will be given to obtaining quotes from other accountants for the financial year 2010/11.

20. 2009/119 Planting of Roundabout at Brockhill and Tubs at the Parish Hall

a) After discussion of the quotes received it was agreed that the Clerk will seek quotes for low maintenance planting of the roundabout and tubs from Mark Jenkins and Shear Perfection. The Clerk was given delegated authority to accept a quote as discussed and agreed at the meeting.b) The Clerk will ask Mr. Pullen to water and dead head the roundabout and tubs once planted.

21. 2009/120 Parish Council Newsletter

Cllr. Mrs McGovern advised that Duplikate has suggested increased advertising charges for the newsletter, on the basis that they are currently comparatively low and that it is considered there is scope to increase. After discussion it was agreed to leave charges unchanged at present in view of the economic climate. The suggestion to refresh the content of the newsletter will be considered at the next Parish Council meeting. Future contributors could potentially include the younger members of the Parish.

Cllr. Mrs. McGovern advised that Ray Richardson is no longer able to deliver newsletters to the Barracks side of Brockhill and new volunteers will be sought. The Clerk will send a letter of thanks to Ray Richardson.

22. 2009/121 Dogs Roaming onto the Allotments

The Clerk provided background and reported that Wychavon DC has advised that the new Dog Control Order regarding the requirement to keep dogs on leads doesn't apply to the public right of way to the rear of the allotments as this is not adjacent to the highway. Whilst Dog Exclusion Orders for Wychavon DC apply to enclosed play areas, these don't apply for allotment gardens in Wychavon. Dog fouling on the allotments or public right of way is an offence and Wychavon DC may be able to assist if details of the incidents can be provided. If a regular pattern emerges then a Dog Warden visit may be able to be arranged.

Cllr. Turvey will request way marking posts for the public right of way, to which signs could be added to keep dogs on leads. The Clerk advised that there is currently a sign at The Hidage end of the public right of way requesting that dogs are kept on leads. It was agreed that installation of a fence would be an expensive solution and the annual budget is fully committed. The Clerk will update the complainant.

23. 2009/122 Bus Shelter Maintenance

The Clerk advised that an insurance claim form has now been received. The Clerk will establish whether the policy has a protected No Claims Bonus and if so Police crime numbers will be obtained and the claim form completed and submitted.

24. 2009/123 Annual Insurance Renewal

The Clerk advised that the tennis court nets/posts can be insured for £17.64 (replacement value £600) and the tennis court fencing (replacement value £2,900) at an annual premium of £35.02 incl. Insurance Premium Tax, with a £100 excess per claim. It was agreed for the Clerk to extend the insurance cover as above.

25. 2009/124 Worcs CC Street Lighting Initiative

The Clerk advised that a quote is awaited from Worcs CC.

26. 2009/125 Archive of Local Historic Photographs

No further news. Review at the June Parish Council meeting.

27. 2009/126 Parish Camping Weekend

As discussed and agreed within the public question time (see Appendix 2).

28. 2009/127 Skateboard Park/Area

Following the request made at the Annual Parish Meeting for development of a new skateboard area, the Clerk presented the quotes obtained in 2005 which included a first phase cost of c. ± 19 k, with a second phase at c. ± 10 k. It was agreed that the costs of such a development are prohibitive at present plus the site of the old skateboard area is now proposed for the Pre-school development. The Clerk will advise the enquirer.

29. 2009/128 Damage to Gate Installation at the Churchyard Entrance from the New Car Park

Cllr. Turvey advised that the gate appears to have been damaged during the building process and that volunteers will be organised to reinstall this. One side of the public right of way to the rear of the churchyard car park has been fenced and the Clerk will advise the Church Warden that if the other side is to be fenced or hedged a minimum width of 2.5m must remain clear.

30. 2009/129 Annual Firework Event

Cllr. Mrs. McGovern advised that the Hall Management Committee has received reduced quotes for the firework display which should hopefully reduce any loss incurred by the event assuming attendance levels similar to last year. The timing of the event was raised, as this is usually during the half term school holiday which could reduce attendance due to holidays; however this does reduce the risk of clashes with other bonfire events.

31. 2009/130 Filing Cabinets at Parish Hall

It was agreed to re-key the cylinder lock to the Chubb fire safe at a cost of £50. The Clerk will arrange.

32. 2009/131 Parish Hall

a) & b) In the absence of Cllr. Lucas the Clerk advised that Cllr. Lucas will circulate a note by way of background for consideration at the June Parish Council meeting.

The Clerk advised that an enquiry has been received from the Caravan Club that held a weekend event at the Hall in December 2007 for a similar event this December. After discussion, including the drainage problems experienced after the last event, it was agreed to increase the cost for the weekend to ± 300 (± 250 in 2007) and to increase the refundable deposit to a level that would cover the cost of the drain maintenance work that was necessary in 2007. A special condition would also apply to the booking to the effect that if drainage problems are experienced after the event then the refundable deposit will be used to cover the cost of rectification. The Clerk will progress.

33. 2009/132 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.

| Creditor | Detail | Amount £ |
|--------------------------|--|----------|
| New Farm Grounds | Mowing of Parish Hall playing field (3 visits in | 175.61 |
| Maintenance | April) | |
| Southern Electric | Regiment Close street lighting April 2009 | 16.50 |
| H. Turvey | Prizes purchased for Steps in Time event | 16.35 |
| Security Patrol Services | Locking of Parish Hall gates 20/4/09 to 3/5/09 (Invs | 56.36 |
| | 14237 & 14258) | |
| | TOTAL | 264.82 |

Accounts for Confirmation:

Accounts for Payment:

| Creditor | Detail | Amount £ |
|--------------------|--|----------|
| Mrs. C. McGovern | Expenses Claim – refreshments purchased for the | 13.07 |
| | Steps in Time event and mileage to EnviroSort | |
| | Liaison Group meeting | |
| The Richards Sandy | Final 50% of annual fee to produce monthly | 385.25 |
| Partnership Ltd | management accounts and year end accounts | |
| P. Skeys | Lengthsman work April | |
| D. Lucas | Expenses Claim – ink cartridges and paper 4 | |
| G.B. & T.J Yarnold | Welding and painting of gates and fence at Parish 50 | |
| | Hall | |
| Playsafety Ltd | RoSPA play area inspection | 89.70 |
| Mrs J. Greenway | Honorarium May 2009 597.7 | |

| Mrs J. Greenway | Expenses May 2009 | 70.65 |
|----------------------|---|----------|
| Stadia Sports Ltd | 2 winding handle sets for tennis net posts | 70.74 |
| Iain Selkirk | Internal audit for year ended 31st March 2009 | 75.00 |
| J. Roach | Litter picking April & May (17.5 hours) | 100.28 |
| O.H.M.S. Ltd | Lawn mower repair | 78.09 |
| Shear Perfection Ltd | Mowing churchyard (£169) & Brockhill grass verges | 668.00 |
| | (£165) 9/5/09 and 22/5/09, Inv. 441 & 442 | |
| R. Pullen | Mowing and strimming May (13.5 hours) plus petrol | 94.85 |
| | and round up | |
| | TOTAL | 2,951.92 |
| | GRAND TOTAL | 3,216.74 |

a) Renewal of the Community First annual subscription at a cost of £38 was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Bennett and agreed by all. Cllr. Turvey will remain the nominated delegate.

Cllr. Turvey confirmed that the Chairman's Report within the next edition of the newsletter covers future precept levels and seeks feedback from Parishioners.

34. 2009/133 Correspondence for Information

See Appendix 1 for a list of correspondence received.

a) Due to the timing of the Civic Service, many Councillors are unable to attend. Cllr. Bennett will attend. The Clerk will invite members of the Council not at the meeting and also Cllr. Adams. The Clerk will advise the Chapel Secretary.

35. 2009/134 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk advised that there was nothing further to report other than those items already discussed during the meeting.

36. 2009/135 Items for Update to Local M.P.

After discussion it was agreed that there are no items for update to Peter Luff M.P. However a copy of the SWJCS document detailed under agenda item 14a will be forwarded once finalised.

37. 2009/136 Councillors' Reports and Items for Future Agenda

Cllr. Bennett advised that he attended the CALC Wychavon Area meeting and circulated the meeting notes. The Power of Wellbeing was discussed at the CALC meeting and the Clerk will check the criteria for eligibility.

38. 2009/137 Date of Next Meeting – Thursday 25th June 2009

The meeting closed at 10.40pm.

| Correspondence Received for 28 th May 2009 Parish Council Meeting | | | |
|--|--|--|--|
| Sender | Subject | | |
| Bryant Homes | Land adj. to St. Peters garden Centre – unable to assist in providing an area of land for | | |
| | development as a play area. | | |
| CALC | Updates on various matters & invitation to Wychavon Area CALC meeting on 27 th May | | |
| Clerks & Councils Direct | Magazine May 2009 | | |
| Community First | Membership Renewal. Workshop invitations – An Introduction to Sustainable Funding. | | |
| CPRE | Invitation to Annual General Meeting on Saturday 27 th June. | | |
| | 'Stop the Drop' Parish Council toolkit – fighting litter and fly-tipping | | |
| Environment Agency | Acknowledgement of letter re EnviroSort permit application | | |
| CMRF Liaison Group | Severn Waste services report to the May Liaison group meeting | | |
| Komplay | Product brochure | | |
| Lloyds TSB | Acquisition of HBOS and business developments | | |
| MoD | Availability of land for development of a play area – the availability or the future of this | | |
| | land has not yet been decided upon and is unlikely to be known until well into 2010 | | |
| Monster Play | Natural Play Scheme | | |
| Mr. Munn | Confirmation of wish to retain allotment plot and that cultivation of this has now started | | |
| NJK C.E. First School | Letter of thanks for the donation towards swimming transport costs | | |
| NJK Our Future | Meeting dates | | |
| Norton Methodist Chapel | Invitation to Parish Civic Service -Sunday 21 st June, 11am, Norton Methodist Church | | |
| Pershore high School | Newsletter May 2009 | | |
| Pershore Volunteer Centre | Invitation to official opening of new premises Weds 3 rd June 4-6pm | | |
| Persimmon Homes | Land adj. to St. Peters Garden Centre – acknowledgement of letter which has been | | |
| | passed to different office for reply | | |
| Rural Services Community | Weekly rural news focus. Sustainable Rural Communities Seminar – Friday 26 th June | | |
| Soc. Council Clerks | The Clerk journal May 2009. Health, Safety and Reducing Risk Course | | |
| Assoc'n of Carers | Caring News May and events info | | |
| Worcs CC | Confirmation of £850 P3 grant for 2009/10 | | |
| Worcs CC | Environmental Services information Bulletin April 2009 | | |
| Worcs CC | Lengthsman Scheme for 2009/10 and invoice payment process | | |
| Worcs CC | Open air theatre at Worcester Woods Country park Thursday 13 th August | | |
| Worcs CC | Public Notices re: | | |
| | • Temporary closure of part of Woodbury Lane (from junction with the B4084 for c. 50m) for resurfacing work. Expected for 2 weeks from 15/6 | | |
| | • Temporary 10mph speed limit on the B4084 from Mucknell Farm Lane for c. 610m | | |
| | in a north westerly direction) for resurfacing work. Expected for 2 weeks from 15/6 | | |
| Worcs CC | Worcestershire Warden newsletter Feb09 and Countryside Service structure chart | | |
| Worcs CC Highways | Installation of a second grit bin along Church Lane, between Smiths Livery Yard and Mr | | |
| ······································ | & Mrs Kite's – as there is already a grit bin at the corner of Crookbarrow Road/Church | | |
| | Lane and this is secondary route, the request does not fulfil the criteria for a second bin. | | |
| Wychavon Community | Fundraising opportunities, resources available, Youth Action magazine | | |
| Action Partnership | | | |
| Wychavon DC | Dog micro-chipping events | | |
| Wychavon DC | Invitation from the Chairman of Wychavon DC to attend the annual Civic Service – | | |
| | Sunday 31 st May at 3pm, Evesham Methodist Church | | |
| Wychavon DC | Planning approval notices: | | |
| | W/09/00669: 3 Vimiera Close – single storey and two storey side extension | | |
| | W/09/00009. 5 Vinitera Close – single storey and two storey side extension W/09/00600: Worcester Sports Club – Replacement of existing worn out two net | | |
| | cricket practice facility with new/updated four net practice facility | | |
| Wychavon DC | Planning enforcement – notes from seminar for Wychavon DC and presentation slides | | |
| • | (circulated to Councillors with responsibility for planning matters) | | |
| Wychavon DC | Standards Board agenda – 3 rd June 2009 | | |

Notes from the Public Question Time Prior to the Parish Council Meeting

Three members of the public attended the public question session.

On behalf of the young people of the Parish, Chloe Bitcon presented a petition regarding the SWJCS proposals. This contains 58 signatures, with a further 10 to 20 online. This petition was undertaken as the Parish Council SWJCS petition included only those of voting age and the young people of the Parish felt they will be very much affected by the proposals and wished to voice their view. If some development is necessary, then this should be positive and not destroy the local community, with the impact upon schools and boundaries being fully considered. Young people value the community they live in and do not wish for it to change for the worse, so wish for the individual and unique identity of the Parish to be retained. The cricket ground is important to the young people and more facilities would be good. Cllr. Turvey thanked Chloe for the petition and for attending the public question time with Mrs. Bitcon and suggested that she and some of her friends may like to consider assisting with the Parish Plan.

Dawn Kelly attended to discuss the proposed Parish camping weekend on 20th/21st June. The event is being organised by 4 Parishioners: Dawn, Jenni Morris, Karen Keyte and Carolyn Rose who will be responsible for the event which will only be open to residents of the Parish. Booking will be via Dawn with a 25 tent maximum. Dawn is also a First Aider. A charge will be levied per tent to ensure that costs are covered. It was agreed to provide the field free of charge as a one off community event inspired by residents' feedback to the Parish Plan questionnaire. Arrival will be at lunchtime on Saturday, with tents erected on the field followed by afternoon family activities. It was agreed that a BBQ could be held in one central area, away from the Hall and under the supervision of 2 adults (no disposable BBQs). An evening get together is planned with noise reduced to a minimum at around 11pm. It was agreed to allow a mini generator for small flood lights.

In the event of bad weather, there will be the option to move into the Hall. The field area will be 'fenced' off as a private event. Insurance will be put in place and the Police and Fire Service will be notified of the event. The Parish Hall car park gates will be pulled shut during the night but not locked and the organisers will consider how to deal with any potential uninvited participants. Cllr. Turvey thanked Dawn for attending and for organising this event. Dawn expressed an interest in joining the Parish Plan Committee.

The meeting then moved outside to view the pegged out area proposed for the Pre-school development. Discussions with Alastair Walker (Pre-School Chairman) and Helen Hope (Pre-school Supervisor) reflected that the proposed site encroached on the public right of way and it was agreed that the building would need to be either narrowed or moved forward a little to resolve this. The question of supply of services was raised and the nature of the car park composition was explained to highlight the potential for costly ground work. These comments were noted by the Pre-school representatives.

Appendix 3

Norton-juxta-Kempsey Parish Council

Councillor Responsibilities – May 2009

| Councillors with Responsibility for Playing Fields: | | | | |
|--|---|---|--|--|
| Chair: | Cllr. Richmond Cllr. Mrs. Hewison | Cllr. Wallbank | | |
| Councillors with I | Responsibility for Planning Ma | <u>itters:</u> | | |
| Chair: Deputy: | Cllr. Richmond Cllr. Bennett Cllr. Lucas Cllr. Phillips Mr. Ives (Co-opted Member | Cllr. Reeves Cllr. Turvey (Parish Council Chairman) for Parkway Station issues) | | |
| | Responsibility for Footpaths: | | | |
| Chair: | Clir. Turvey (Parish Council Clir. Bennett Clir. Mrs. Hewison | Chairman and Parish Paths Warden) Cllr. Lucas Cllr. Reeves | | |
| Councillors with I | Responsibility for Allotments: | | | |
| Chair: | Cllr. Mrs. McGovern (Parish Cllr. Wallbank | Council Vice-Chairman) | | |
| Councillors with I | Responsibility for Finance and | | | |
| | Parish Council Chairman Parish Councillors Responsible Finance Officer | Parish Council Vice-Chairman (Mrs. J. Greenway) | | |
| SWJCS Working | Group: | | | |
| | Cllr. Turvey (Parish Council Cllr. Mrs. McGovern (Parish Mr. Dyer | | | |
| Parish Hall Mana | gement Committee: | | | |
| | Cllr. Mrs. McGovern (Parish Cllr. Wallbank | Council Vice-Chairman) Cllr. Lucas | | |
| <u>EnviroSort Liaiso</u> | <u>n Group:</u> Cllr. Lucas | Cllr. Mrs. McGovern (Parish Council Vice-Chairman) | | |
| Flooding Issues: | Cllr. Reeves | Cllr. Turvey (Parish Council Chairman) | | |
| PACT Representative: Cllr. Bennett | | | | |
| Brockhill Recreat | <u>ion Area:</u> Cllr. Reeves | Cllr. Bennett | | |
| CALC Wychavon Area Meeting Representative: Cllr. Bennett | | | | |
| Community First Representative: Cllr. Turvey (Parish Council Chairman) | | | | |
| Pre-School Work | <u>ing Group:</u> Cllr. Lucas | Cllr. Mrs. Hewison | | |