

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH MARCH 2016 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

- 1. Apologies for Absence:** P. Richmond, H. Turvey. These apologies were accepted and approved.
Attending: K. Fincher (Chair), R. Brooker, Mrs A. Clinton, C. Dawson, M. Hughes, J. Sparling, M. Reeves, Cllr. R. Adams (District and County Councillors), Mrs. J. Greenway (Clerk and Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**
Mr Reeves signed his undertaking and declaration of acceptance of office.
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Cllr. Fincher reminded Councillors of the need to update their register of interests if necessary.
 - b) and c) None. Existing dispensations were noted.
 - d) None.
- 5. Minutes of the Parish Council Meeting held on 25th February 2016**
Approved as proposed by Cllr. Brooker, seconded by Cllr. Sparling and agreed by all.
- 6. 2016/74 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided his report after arrival following agenda item 27b. Concerns relating to planning application W/15/02133/PN, Woodbury Lane, Norton were highlighted to Cllr. Adams as detailed under agenda item 10. Cllr. Adams advised that recent Woodbury Lane flooding has been attributed to pebbles/gravel flowing from a property along Woodbury Lane and entering the new drainage system. Once these had been jetted through the system, it is understood that the new system was effective. Measures will be put in place to prevent these pebbles/gravel travelling into the drainage system. Cllr. Adams was updated regarding discussions under agenda item 12 relating to AVL proposals for development of land adjacent to Norton Road. Cllr. Fincher advised that consolidated traffic flow analysis data has yet to be received from Worcs CC which takes into account the impact of both the SWDP and the Parkway Station proposals. Cllr. Adams will chase this data and also investigate the possibility of arranging a meeting with Worcs CC and local Parish Councils to discuss the Parkway Station development timetable. Cllr. Adams advised that a request has been received for speed checks/speed enforcement measures along Hatfield Lane following extension of the 30 mph speed limit. The Safer Roads Partnership has advised that Parish Council support would be required for this request. Cllr. Adams will provide further details for Parish Council consideration. Cllr. Adams will continue to pursue arrangements for a meeting with Worcs CC to discuss bus service provision.
 - b) Finance**
 - (i) The current account balance was £9,252.14 on 10th March with the deposit account balance at £41,221.20 on 1st March. S.137 expenditure for 2015/16 totals £1,018.20 to date and is within the s.137 allowance.
 - (ii) There were no questions relating to the monthly accounts and bank reconciliation to 28th February. The Clerk advised that the Grant Thornton external audit and Annual Return papers have been received. The Clerk will progress with production of the annual accounts for the year ending 31st March 2016, will arrange the internal audit and will prepare the Annual Return in line with requirements.

The Clerk reported on enquiries made with Lloyds Bank relating to a change of bank account and the

turnover threshold for the proposed new account. Lloyds Bank has confirmed in writing that there is a buffer over the £50,000 turnover threshold, to ensure they don't move customer who are close to the threshold. They have noted that last year our account would have breached the £50,000 threshold due to the recreation facilities project and this may be likely again in future years due to projects undertaken. If Lloyds plan to move the account in future, we would be provided with 2 month's written notice to consider our options. It was agreed to accept the automatic migration to a Lloyds Treasurers Account.

c) West Mercia Police

The Clerk provided a report from the Police which included recent reported crimes. Cllr. Sparling provided an update on investigations relating to the SmartWater initiative. It was agreed for Cllr. Sparling to provide an article for the summer Parish Council newsletter to highlight the SmartWater initiative to residents and to provide the discount code.

d) St. James the Great Church, Norton

No report was available from Rev. Sloggett. Also see agenda item 23.

7. 2016/75 Annual Risk Assessment and Review of Fixed Asset Register

The previously circulated annual risk assessment and Fixed Asset Register were approved. The Clerk will increase the mower insurance to reflect the value of the new mower (£750). Proposed by Cllr. Mrs Clinton, seconded by Cllr. Brooker and agreed by all.

8. 2016/76 Reserve Levels

The Reserve Policy was reviewed. Continuance of the principle of the existing policy was proposed by Cllr. Dawson, seconded by Cllr. Sparling and agreed by all. This policy will be reviewed annually and will be updated regarding the level of earmarked reserves for the car park resurfacing project once the accounts for the year ending 31st March 2016 have been produced.

9. 2016/77 S106, New Homes Bonus (NHB) and Other Funding Opportunities

A project to rent out greenhouses on the allotments was suggested in addition to previous projects suggested for consideration: coffee shop/community hub at the Parish Hall, a monthly coach service to Tewkesbury market, a community shop, playing field drainage, development of sports/recreation facilities in the Parish Hall grounds. It was agreed not to pursue the greenhouse suggestion due to practicality issues.

Cllr. Brooker provided further information relating to development of a coffee shop/community hub at the Parish Hall and discussions with Wychavon DC relating to NHB funding. Wychavon appear supportive of the proposed activities, which would be based in the Lawrence Beard Room. It was proposed that the project would be run by the Hall Trustees, with the Parish Council being required to submit the NHB application. The coffee shop/community hub would generate funds for use within the community for community events and to assist with Hall maintenance. The NHB would help to develop the facilities, which are then proposed as being self-sufficient. Cllr. Brooker offered to set up the facilities, although the Hall may need to appoint employees to run. The Hall Trustees have submitted a Lottery funding bid, with a decision due by the end of April. The Parish Council could apply for full funding by NHB, and reduce the drawdown if the Lottery funding bid is successful. The Wychavon Localism Panel is next due to meet on 15th May and an application would be required by mid-April to be presented to this meeting. In response to questions, Cllr. Brooker explained how the proposal would fit with existing users of the Lawrence Beard Room and that the servery facilities could be used to support Hall bookings/provide a bar. Over 70 questionnaires have been returned which have been supportive of the proposals, including provision of refreshments to users of the Hall outside space. In addition to providing a meeting place and refreshments, functions of the hub were also considered. Costs to refurbish the small kitchen and the Lawrence Beard Room, including appropriate furniture, have been costed at a maximum of £37k. Concern was expressed about demand and competition with the garden centre café. It was agreed that there is good footfall at the Hall (including those using the outside space). Demand could also be generated from neighbouring villages e.g. Stoulton, Wadborough and Drakes

Broughton and it is understood that over 50% of Hall bookings enquire about provision of a bar. Demand has been evidenced using the newsletter questionnaire, although it was noted that this did not specifically refer to use of NHB funding for development of the facilities. The Hall Management Team are supportive of the proposals which could also link in to the suggestion for the Hall to become a terminus point for local buses. It was agreed for an application to be submitted for use of NHB to develop a coffee shop/community hub at the Parish Hall and for the application to be drawn up by Cllr. Brooker. Proposed by Cllr. Mrs Clinton, seconded by Cllr. Sparling and agreed by all. Cllr. Mrs Clinton offered assistance with the project.

Use of s106 funding was considered to further develop recreation/sporting facilities outside the Hall including a running track/'trim track'/junior bike track around the playing field perimeter, outside gym equipment and a multi-purpose, all-purpose surface, 5 a side football pitch. Playing field drainage work would need to be incorporated into the project, with £10k s106 funding available specifically for this purpose. The proposed new facilities should incorporate at least one full size football pitch. Evidence and ideas will be gathered to discuss proposals with Jem Teal, Wychavon Community Development Manager. It was agreed for Cllr. Brooker to provide a questionnaire for inclusion in the next Parish Council newsletter by 1st May. Cllr. Dawson offered assistance. Cllr. Brooker and Cllr. Dawson will explore costs and other sources of funding (e.g. the Premier League and the FA Facilities Fund, Sports England). It was agreed by all to pursue enquiries relating to development of outside recreation/sporting facilities at the Hall as proposed by Cllr. Fincher, seconded by Cllr. Sparling.

10. 2016/78 Current Planning Applications

There were no questions relating to the following applications, with the exception of application W/15/02133/PN: Land at Woodbury Lane and W/16/00605/PP: Maple Cottage, with discussions as detailed below.

Approvals

**Winnells Farm, Church Lane,
Norton. Ref: W/15/02627/PP**

New build detached annexe accommodation. Parish does not support.

**Land at Broomhall Way
Worcester City Ref: P15L0319**

Use of land for car boot sales to be held on more than 14 days per year. Parish submitted comments re parking and limitation on dates.

**The Conifers, 14 St James Close
Littleworth. Ref: W/15/03262/PP**

Shed (retrospective). 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
Welbeck Land**

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.

**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

Land at Broomhall Way
Worcester City Ref: P14L0266

Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.

Land at Broomhall Way
Worcester City Ref: P14L0266
(amended application)

Outline matters application for the erection of up to 81 dwellings with all matters reserved, excluding access.

Land at Woodbury Lane, Norton
Ref: W/15/02133/PN

Resubmission of planning application W/14/00719/PN – proposed erection of an industrial building and associated infrastructure, parking, access, SuDs and landscaping to accommodate relocation of Molten Metal Products. Parish does not support. To Wychavon Planning Committee 31 March 2016. Officer recommendation – approval. See discussions below.

Land adj. Pattann Bungalow,
Abbotswood, Littleworth
MHDC Ref: 16/00008/FUL

1 no. 4 bed house. Parish does not support.

Birch House, 48 Wadborough Road,
Littleworth. Ref: W/15/000347/PP

Attached garage. Revised proposal for W/15/02318. Parish supports.

4 Orchard Grove, Littleworth
Ref: W/16/00555/PP

Erection of summer house in back garden and removal of existing shed. Parish supports.

Internal Consultation

Granary Barn House, Hatfield Lane,
Norton. Ref: W/16/00548/PP

Single storey rear extension and alterations to fenestration and chimney (resubmission of W/15/01461/PP).

Maple Cottage, Hatfield Bank,
Norton. Ref: W/16/00605/PP

Conversion of existing detached garage into a 3 bedroom annexe including new doors, windows and additional dormer on front elevation. See discussions below.

Other

Appeal re Tree Preservation Order application decision:

19 Salamanca Drive, Norton
TPOA/15/040

Removal of tree from TPO protected tree from grass verge adjacent to property.

W/15/02133/PN: Land at Woodbury Lane – Cllr. Fincher provided background to this application and the previous planning submission, which was not supported by the Parish Council and was refused by Wychavon. The current application does not include the additional units for prospective new tenants and is due to only serve the expansion of Molten Metal Products. The land proposed for the development continues to be outside the now approved SWDP and is not included in the Strategic Housing Land Availability Assessment (SHLAA). The Planning Committee Report indicates that SWDP policies SWDP8 and SWDP12 may allow controlled development of such green field sites subject to specific criteria and the Planning Officer recommendation is for approval of the application. It was agreed that this appears to undermine the principles of the SWDP and SHLAA and that the Parish Council remains in objection to this application on this site. Concerns have been expressed regarding flooding in this vicinity (despite the recent flood alleviation works to Woodbury Lane) and it was agreed that no further developments should be approved in this vicinity until the effects of the Parkway Station development have been seen. It was noted that the Worcs CC drainage response relating to this application appears to

have been made within the confines of a constrained brief and seems not to have taken into account the current land drainage conditions and the impact of the Parkway Station. Concern was also highlighted relating to the application being revised in future to allow for other occupiers of the site, or being converted to housing, once the site has already been subject to development. The application will be heard at the Wychavon Planning Committee meeting on 31 March 2016. No Parish Councillors were available to attend but concerns will be highlighted to Cllr. Adams.

W/16/00605/PP: Maple Cottage, Hatfield Bank – Cllr. Fincher provided background to this application and the previous application for a Certificate of Lawfulness (which was granted for building works completed over 4 years ago, but not for use as a granny annex). As the works for the annex conversion appear to be internal, with no external changes to the garage in terms of height/size and there remains sufficient car parking space, it was agreed to support this application subject to the annex remaining as ancillary use to the main property and not being used as a separate dwelling. The Clerk will submit the Council response.

11. 2016/79 South Worcestershire Development Plan (SWDP) and Associated Matters

Cllr. Fincher provided an update on the current consultations relating to the draft Affordable Housing Supplementary Planning Document and Traveller and Travelling Showpeople Site Allocations. It was agreed for Cllr. Fincher to draft comments and to circulate these to Parish Councillors for review, prior to submission of the Parish Council response before 25th April.

12. 2016/80 AVL Proposals for Development of Land adjacent to Norton Road

As previously agreed, Cllrs Fincher, Hughes and Sparling attended an informal meeting to gather further information relating to the AVL proposals on land allocated for development within the SWDP. The company has since arranged a public consultation event and a separate briefing with neighbouring Yew Tree Court residents, which seemed to allay some residents' concerns relating to the design of the building, landscaping, operating hours and the nature of the business. The company has agreed to undertake a noise survey, although due to the office space, nature of operations and vehicle movements using transit vans (rather than HGVs), this is not anticipated to be a problem. It is understood that residents have asked the company to consider purchasing an additional parcel of land adjacent to Yew Tree Court to assist with management of the area by one company. The line of the Public Right of Way has been highlighted and the need to divert this will be investigated by the company. AVL appears to have a positive liaison with residents and the Parish Council. The proposals will be finalised following the public consultation, with a view to a planning application being submitted to Wychavon DC in May and if approved, development starting towards the end of 2016. It was agreed for Cllr. Fincher to write to the consultant to indicate the Parish Council's support in principle for the proposals, but retaining the Council's right to object to the application, or elements of it, when the planning application is received for formal consultation. Cllr. Fincher will also highlight the residents' request for consideration to be given to purchase of an additional area of land.

13. 2016/81 Land adjacent to St. Peters Garden Centre

The Clerk advised that Taylor Wimpey has arranged for mowing of the verges on the basis of the existing cutting schedule. Persimmon Homes continue to be chased for removal of the soil bund on the verge by the Pershore bound bus shelter and for plans of the areas of land that it wishes for the Parish Council to consider adopting. It was agreed to investigate calculation of commuted sums based on the plans received from Taylor Wimpey and on the basis of contractor quotes for the areas under the sole ownership of Persimmon Homes. Wychavon DC has offered assistance with commuted sum calculations (to include grass mowing and tree/hedge maintenance). The Clerk will progress.

14. 2016/82 Worcester Parkway Station

As discussed under agenda item 6a.

15. 2016/83 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that the statutory declaration has been reviewed and the solicitor instructed to issue

the final document for execution by Mrs McGovern. STW solicitors have requested a change to the previously agreed contract wording relating to the timescales for the Parish Council to consider whether to proceed with buy back of the land. Clause 1.2 of The Schedule was originally for a period of 1 month, with an extension agreed to 6 months. STW now wish this to revert back to 1 month due to the other periods of time built into The Schedule under Clauses 1 and 1.1. After discussion, a revised period of 3 months was agreed for Clause 1.2. A period of one month was not considered practical. Proposed by Cllr. Fincher, seconded by Cllr. Brooker and agreed by all. The Clerk will advise the Council's solicitor.

16. 2016/84 Employment Matters

a) Assistant Clerk - The Clerk advised that 2 applications have been received. These will be reviewed by the previously agreed selection panel of Cllr. Mrs Clinton, Cllr. Hughes and the Clerk, with interviews arranged as agreed upon by the panel. The Clerk will progress.

b) Pensions Auto-enrolment - Cllr. Mrs Clinton advised that a meeting was arranged with the Clerk to set up a Parish Council pension scheme with The People's Pension, but a £500 set up fee has now been introduced by this provider. The Clerk left the meeting for discussions. Upon return to the meeting, it was noted that the auto-enrolment pension scheme provider has now been agreed as NEST, which does not charge a set up fee. Proposed by Cllr. Sparling, seconded by Cllr. Dawson and agreed by all. The Clerk will progress with Cllr. Mrs Clinton.

c) Groundsman/Litter Picker holiday – It was agreed to pay the groundsman/litter picker in lieu for holiday entitlement not taken. Proposed by Cllr. Brooker, seconded by Cllr. Dawson and agreed by all.

17. 2016/85 Parish Hall Recreation Facilities

The Clerk advised that the groundsman has confirmed that the toddler swing seats are now satisfactory. The content of the annual safety inspection was noted, with items of only low or very low categories highlighted within the report. A copy of the report has also been provided to the groundsman. A meeting has been arranged with eibe to discuss the findings and any required remedial action. It was agreed to place the suggested RoSPA play area safety training for the groundsman on hold due to availability of the groundsman to attend. The groundsman has advised that following 12 months in the role, he no longer feels that the training is necessary to undertake the safety checks and carry out maintenance work.

18. 2016/86 Parish Hall Car Park/Playing Fields/Outside Space

The Clerk advised that the adult Sunday morning football team has disbanded and no longer requires use of the pitches. It was agreed to offer use of the pitch to the waiting list. It was also agreed to accept the offer from the outgoing team to retain the £60 credit for games not played, by way of compensation for the short notice of relinquishing the pitches. The Hall Trustees highlighted that the Hall showers are not working due to boiler/water heating issues. Options to resolve are being investigated by the Hall Manager, with costs anticipated at around £200/£300. Once a solution and costs have been established, the Hall Trustees will advise the Parish Council and may request consideration of a contribution towards the cost. The Clerk advised that football teams using the changing rooms and showers pay £15 per 2 hour booking for their use, which is paid across the Parish Hall. Drainage of the playing fields was discussed, with full use of the playing field being dependent on drainage work. It was agreed to include drainage work in the NHB/s106 funding applications discussed under agenda item 9. The Clerk advised that a FA pitch inspection is being arranged via Pershore Town Juniors, which will include drainage work recommendations. Cllr. Brooker and Mr Reeves will attend this inspection (subject to availability) and will review drainage matters/quotes received. The Clerk advised that a site meeting has been held with a Worcs CC Footpaths Officer, who has advised that the Pre-school container cannot be moved to the suggested location (between the Pre-school building and the ditch) as this would be likely to obstruct the definitive line of the Public Right of Way.

19. 2016/87 Parish Hall

Cllr. Sparling provided suggestions to assist with marketing of the Hall and events/activities of regular users, which were noted. The Hall Manager has asked regular users for information to add to the Parish Hall website and is using Facebook to good effect as a marketing tool. A request has been received from Norton Community Trust to use the Hall site for the annual Fun Run on 25th September, in support of St.

Richard's Hospice. Due to a prior dog show booking, Norton Community Trust has been asked to reconsider the date as the car park will be in use to support the usually well attended dog show. A Hall booking fee has not been charged in the past for the fun run, but as a charity itself, the Hall now requires all hirers to pay a booking fee, including charities. For this event a £55 booking fee would be payable. As a community event, which the Council has supported in the past, it was agreed by all for the Parish Council to support the event by making a donation to cover the booking fee. Proposed by Cllr. Sparling, seconded by Cllr. Mrs Clinton and agreed by all. In response to concerns that the Council may receive other requests for funding of Hall booking fees, it was agreed to consider any other requests at the time received and that no precedent is being set.

20. 2016/88 Norton Pre-school

a) No further news relating to the Pre-school proposals. Contact is awaited from the Pre-school solicitor.
b) The Clerk provided details of a proposal from Pre-school to improve the Forest School area. This was agreed by the Parish Council, subject to access to the ditches being maintained for clearance by a mini-digger. The Clerk will advise Pre-school and ask the groundsman not to use this area for any green cuttings/debris following ground maintenance work.

21. 2016/89 Allotments

The summary from the allotment tenants' meeting was noted and will be circulated to tenants. The Clerk has chased outstanding allotment bills and is arranging for 2 further plots to be split. Vacant plots will be allocated as soon as possible. After discussion, it was agreed to increase allotment rents by 50% in the autumn of 2016 and a further 50% in the autumn of 2017. Additional rent of £20 pa will be charged to tenants with plots including chickens, with effect from the autumn of 2016, as a contribution towards pest control costs. With immediate effect, the refundable deposit will be increased to £50. Proposed by Cllr. Brooker, seconded by Cllr. Sparling and agreed by all. Cllr. Brooker will chase STW for news on the mains water connection and is arranging to meet with a long standing tenant to review the allotments.

22. 2016/90 Public Rights of Way (PRoW)

The Clerk advised that Worcs CC will arrange a replacement gate for the entrance to public right of way in the far corner of the Parish Hall playing fields and a sign post for the entrance to PRoW NJ543 (old FP20) from Wadborough Road. It was agreed to submit the same P3 Scheme application as last year (by 29th April) and to instruct Mr Gill, Grounds Contractor to undertake this maintenance work in 2016. Proposed by Cllr. Brooker, seconded by Cllr. Sparling and agreed by all. The Clerk will progress.

23. 2016/91 St James the Great Church

Cllr. Dawson provided an update following the meeting on 1st March to progress the Church Tower Heritage Lottery funding application. Consideration is also being given to how to expand community use of the Church. It was agreed to continue to provide positive engagement and support to this initiative.

24. 2016/92 Kempsey Pre-Submission Neighbourhood Development Plan

It was agreed that the Council had no comments to submit at present. Drainage matters were highlighted in terms of the potential impact of drainage from land in Kempsey Parish, on land within our Parish.

25. 2016/93 382 Bus Service

The Clerk advised that Cllr. Adams is chasing Worcs CC Officers to arrange a meeting to discuss current and future bus service provision. Cllr. Hughes explained previously circulated information relating to a bus services timetable review and suggestions for provision of an hourly service to/from Littleworth using the Parish Hall as a terminus/turning point. It was agreed by all to put this proposal to Worcs CC as part of the meeting to discuss bus service provision. The Clerk will continue to chase for a meeting with Worcs CC.

26. 2016/94 Worcester Norton Sports Club (WNSC)

The WNSC social programme was noted. It was agreed that liaison on the programme would have been welcomed to help to develop ideas, provide support and avoid the likelihood of duplication of events or

events clashing. The Clerk advised that WNSC has held an Extraordinary General Meeting, during which it is understood that development proposals have been presented to members for consideration. The Parish Council will be invited to a stakeholder event in due course to receive a presentation on proposals. WNSC has thanked the Parish Council for its support with provision of 2 new letter bins, locations for which are in the process of being agreed.

27. 2016/95 Highways and Drainage Matters

a) Parking in Littleworth at School Times – The Clerk advised that a letter has been sent to school highlighting the public question time discussions before the February Parish Council meeting and the ideas suggested which may help to alleviate the problem. A positive response has been received from school. No further reports of problems have been received from residents.

b) Church Lane Hedge Maintenance – The Clerk advised that this has been re-reported to the Hub for action, advising that in view of the incidents reported and the safety concerns, the Parish Council is considering cutting the hedge back and passing the cost to Worcs CC. Worcs CC has responded that it is making enquiries regarding land ownership and advised the Parish Council of the situations when it may carry out such work, which this is not. Due to the safety issues, the Clerk will press for urgent action.

Cllr. Adams arrived and provided his report as detailed under agenda item 6a.

c) Highway Flooding within the Parish – Mr Reeves referred to his flooding report and highlighted that the drain across the field to the back of Coppice Cottage is working well, but the inlet in the coppice area needs to be cleared out and if possible protected by a wire guard to help to prevent larger debris entering the system. The Clerk will instruct the Lengthsman. Whilst there is more capacity now for flood water, the limiting factor in this area is the lie of the land and in future it may be necessary to create a larger swale in the vicinity of the coppice area. Mr Reeves reminded the Parish Council that following installation of the pipe across this field, it should not be ploughed any deeper than 8". The tenant farmer is aware of this. The Clerk advised that a resident of Hatfield Lane has reported highway flooding and the impact of this on their cellar to the Worcs Hub. The resident will forward the Worcs CC response.

d) Watercourse adjacent to Garden Centre/Sobroan Close – The Clerk will seek an update from Wychavon DC and advise the resident that reported the situation.

28. 2016/96 Lengthsman Scheme

The Lengthsman Scheme application for 2016/17 has yet to be received for consideration.

29. 2016/97 Salamanca Drive Grass Bank

The complaint received was noted and considered. The Clerk will thank the land owner for starting grounds maintenance work and request that the green waste is removed from the site following contact from residents. The Clerk will update the resident.

30. 2016/98 Refurbishment of the War Memorial

The Groundsman is working on an estimate of costs for the recommended work and the local branch of the British Legion is investigating the possibility of providing financial assistance with this work.

31. 2016/99 Notice Boards

The Clerk advised that the manufacturer can supply the notice board with bespoke post fixing points at the required position, to allow the existing installation sites to be used. Cllr. Hughes has provided these measurements to the Clerk. Following enquiries regarding the header lettering, this would be engraved into the wood and can be left plain or can be coloured. It was agreed for the Clerk to enquire about the endurance and maintenance needs of black and gold lettering, with the colouring with the longest endurance to be selected. Engraving of the Parish Council name on the notice board header, coloured in either black or gold, at a cost of £85.80 plus VAT (£2.60 per character) was proposed by Cllr. Sparling, seconded by Cllr. Brooker and agreed by all. It was noted that the clouded window in the notice board outside school has been replaced.

32. 2016/100 World War I Centenary Group

The Clerk provided an update on the proposed information board installations and a meeting with Mr Hodgkins and Persimmon Homes regarding installation locations and land ownership/adoption. Taylor Wimpey and Persimmon Homes have given permission to Mr Hodgkins to site the information boards on land under their ownership and have agreed to explore installation via their contractors (to ensure services that may be in the vicinity are not disturbed). Cllr Mrs Clinton advised that she is working with the group to add information to the Parish Council website e.g. background to road names.

33. 2016/101 Badges and Identity Cards for Parish Councillors

Information has been received relating to badge suppliers for Worcs CC and Wychavon DC. The acrylic Wychavon DC style badges were preferred, with pins, clips and magnets as options. It was agreed for Cllr. Hughes to obtain further quotes for badges and ID cards, with a lanyard including the Parish Council name. Cllr. Hughes will email information to Councillors for agreement and a decision upon whether a badge is required with a pin, clip or magnet. Purchase of badges for members of the Parish Council and the Clerk was agreed up to a cost of £250 (excl. VAT), with the aim to have badges for the Annual Parish Meeting on 10th May. Proposed by Cllr. Brooker, seconded by Cllr. Mrs Clinton and agreed by all.

34. 2016/102 Wychavon Parish Games 2016

It was agreed not to participate in the 2016 Wychavon Parish Games.

35. 2016/103 Norton Charities

Following receipt of correspondence from Mrs McGovern for Norton Charities, it was agreed to re-appoint Mrs McGovern, Mr. Reeves and Mrs Franklin as the Parish Council appointed Trustees of Norton Charities for a further 4 year term. Proposed by Cllr. Dawson, seconded by Cllr. Brooker and agreed by all. The Clerk will advise.

36. 2016/104 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
OHMS Ltd	Toro 20975 30" mower (£750), Husqvarna 125BV blow/vac (£208.33), strimmer cord (£18.96) plus VAT	1,172.75
Duplikate	Spring newsletter net of advertising	381.00
	TOTAL	1,553.75

Accounts for Payment:

Creditor	Detail	Amount £
P. Skeys	Lengthsman duties November 2015 to February 2016	693.00
Mrs J. Greenway	March 2016 (Gross) including expenses paid via payroll	1,151.91
D. Fletcher	February and March – Groundsman duties (£764.18) and litter picking (£150.20) (Gross incl. materials purchased and mileage)	914.38
Shear Perfection Ltd	Mowing of Churchyard (cuts @ £88.50 plus VAT)	212.40
Red Kite Pest Control	Trapping of moles in Parish Hall grounds	100.00
Mrs J Greenway	Expenses March 2016	8.94
	TOTAL	3,080.63
	GRAND TOTAL	4,634.38

- b) A donation to cover the £120 cost of the portaloos for the Parish pantomime was proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all. The Clerk will arrange.
- c) A donation of £550 to NJK CE First School, towards the cost of transport for pupil swimming lessons, was proposed by Cllr. Dawson, seconded by Cllr. Sparling and agreed by all. This is S137 expenditure which remains within the annual limit. The Clerk will arrange.
- d) Renewal of the NALC Local Council Review subscription at a cost of £17 was proposed by Cllr. Dawson, seconded by Cllr. Mrs Clinton and agreed by all. The Clerk will arrange.

37. 2016/105 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

38. 2016/106 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

39. 2016/107 Items for Update to Local M.P.

Nothing at present.

40. 2016/108 Councillors' Reports and Items for Future Agenda

The Hall Trustees will consider a request for bird boxes to be re-installed after completion of the Hall cladding work. Cllr. Fincher will progress.

41. 2016/109 Date of Next Meetings:

Thursday 28th April 2016 – Parish Council Meeting

Tuesday 10th May 2016 – Annual Parish Meeting

The Clerk will progress invitations for the Annual Parish Meeting and the information booklet.

The meeting closed at 11pm.

Correspondence Received for 24th March 2016 Parish Council Meeting

Sender	Subject
Balfour Beatty	M5 motorway works and overnight closures between junctions 4a to 5 on 23rd March North Bound and on the 29th March South Bound.
CALC	<ul style="list-style-type: none"> • Executive Officer's Report to Areas Meetings. • Hard copies of the Good Councillors Guide. • Updates including Local Council Awards, rural food poverty, PCC end of term report, superfast Worcestershire broadband update, External Audit, Annual Return, S. 137 limit for 2016/17, 'Basic' Broadband, flags and flag poles, NEST pensions, Worcester Heart Walk, Three Counties Traditional Orchard Project, LEADER Programme funding, Worcs Armed Forces Covenant, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
Clerks & Councils Direct	Magazine March 2016
Film Scene UK	Mobile cinema service
Grant Thornton	External audit/Annual Return papers
Kempsey Parish Council	Pre-Submission Neighbourhood Development Plan Regulation 14 consultation (Neighbourhood Planning (General) Regulations 2012). Comments by 30 th April.
Mr Jewell	Press release and Police & Crime Commissioner elections
Mr Lucas	Planning application consultations
Mr Lucas	St James Church Heritage Lottery Grant and associated matters
Mr Masey	AVL proposal for land adjacent to Norton Road
Mr Parry	Flooding of Hatfield Lane
Mr Wilson	Barrie Sheldon, Independent Candidate for P&CC election May 2016
Mrs Begley	Maintenance of the Salamanca Drive grass bank
Mrs Caines	Flooding of Woodbury Lane
Mrs Collins	Wychavon Parish Games 2016
NALC	Local Council Review magazine Spring 2016
NJK CE First School	Request for donation to assist with swimming transport costs
Norton Theatre Group	Request for donation to cover the portaloos costs for the pantomime
One Ltd	Proposal for relocation of a business to Norton and public consultations
Open Spaces Society	Spring newsletter
Persore Town Juniors	FA pitch inspection report
P&CC West Mercia	Weekly updates
Soc. Local Council Clerks	The Clerk magazine March 2016
Spinal Injuries Association	Fish and Chip supper fundraising event
St Peters Parish Council	Request for information relating to the funding and building of the Parish Hall.
SWDP	Consultation re draft Affordable Housing Supplementary Planning Document and Traveller and Travelling Showpeople Site Allocations Development Plan Documents (Preferred Options). Deadline for comments 25 April.
Worcs CC	<ul style="list-style-type: none"> • Worcestershire Minerals and Waste Annual Monitoring Report 2014-15 • Worcestershire Minerals Local Plan – Call for Sites response document • Audit of Flood Action Groups • Parish Paths Partnership (P3) Scheme 2016 (applications due by 29th April) • Tree planting project • Online survey re improvements to WCC service provision • Changes to the WCC self service account
Worcs CC Highways	Traffic Regulation Order Hatfield Bank – extension of 30mph zone
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 31 March 2016 • Approval notice W/15/03262: The Conifers, 14 St James Close: shed retrospective
Wychavon Parishes Action Group	<ul style="list-style-type: none"> • Frogmore Farm decision re Environmental Permit for chicken broiler sheds. • Invitation to Environment Agency drop in session 23rd March regarding the draft Environmental Permit for Frogmore Farm (chicken broiler unit application)