

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 30<sup>TH</sup> JUNE 2016 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

**1. Apologies for Absence:** Mrs A. Clinton, P. Richmond, M. Reeves, Mrs S. Way-Vautier. These apologies and the reasons for them, were accepted and approved.

**Attending:** H. Turvey (Chair), R. Brooker, C. Dawson, K. Fincher, M. Hughes, J. Sparling, Cllr. R. Adams (District & County Councillor), Mrs. J. Greenway (Clerk & Responsible Finance Officer).

**2. Changes to Membership**

None.

**3. Declarations of Interest**

a) Cllr. Turvey reminded Councillors of the need to update their register of interests if necessary.

b) and c) None. Existing dispensations were noted.

d) None.

**4. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**

It was agreed to add Cllr. Brooker to the group of Councillors with responsibility for flooding and drainage matters.

**5. Minutes of the Annual Parish Council Meeting held on 26<sup>th</sup> May 2016**

Approved as proposed by Cllr. Brooker, seconded by Cllr. Sparling and agreed by all.

**6. 2016/165 Reports**

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

Cllr Adams provided an update on the A4440 southern link road works and is pressing for the pedestrian bridge to be installed as soon as possible. The forthcoming Local Transport Plan 4 consultation was highlighted, which will include the opportunity to comment upon matters such as traffic movements and implications. The next edition of the Wychavon newsletter should be delivered to residents shortly. It is understood that resurfacing work is being planned for Woodbury Lane. Concerns relating to the apparent lack of consistency in applying the SWDP were raised with Cllr Adams. The poor state of the pavement outside 2A Wadborough Road was noted by Cllr Adams, who will follow up with Highways, along with damage to the verge between the railway bridge and the entrance to The Retreat from Woodbury Lane. A complaint relating to safe pedestrian access to the bus stop by St. Peters roundabout was passed to Cllr Adams for action, with photographs to follow.

**b) Finance**

(i) The current account balance was £5,773.62 on 14<sup>th</sup> June with the deposit account balance at £48,948.41 on 3<sup>rd</sup> June. There has been no S.137 expenditure during 2016/17 to date.

(ii) There were no questions relating to the previously circulated monthly accounts and bank reconciliation to 31<sup>st</sup> May 2016.

**c) West Mercia Police**

The Clerk provided a report from the Police, including recently reported crimes, reports of dogs being out of control and reports of speeding along Crookbarrow Road.

**d) St. James the Great Church, Norton**

Mr Lucas provided a report as a co-opted member of the Parochial Church Council (PCC). In summary, members were reminded of the 100<sup>th</sup> anniversary of the Battle of The Somme and advised that Rev Sloggett is due to finish official duties at the end of September, with the Diocese considering a

replacement at the beginning of October. The Diocese and the PCC are keen to see further engagement between St. James' Church and the Parish Council in the future. The PCC plans to open up the Church for visitors and to develop activities/exhibitions in the Church to reflect the history of the Parish. The Beechill Room will also continue to develop as a venue for hire, which may provide a useful alternative for enquirers when the Parish Hall is booked. The Tower Heritage Lottery Grant application is progressing to repair the buttresses. The possibility of the Church becoming a Community Asset will be considered by the PCC as the grant application progresses and Church facilities develop.

#### **7. 2016/166 Annual Governance Statement, Year End Accounts, Internal Audit and Annual Return**

The Clerk referred to the Annual Return and supporting information, draft accounts for the year ended 31<sup>st</sup> March 2016 and internal auditor's reports, copies of which were circulated in advance of the meeting for review by members.

Section 1 of the Annual Return – Annual Governance Statement 2015/16, was reviewed, approved and signed by the Chairman and the Clerk. There were no 'no' responses.

Section 2 of the Annual Return – Accounting Statements 2015/16, was reviewed, approved and signed by the Responsible Finance Officer and the Chairman. The draft accounts produced by The Richards Sandy Partnership Ltd were also reviewed, approved and signed by the Chairman and the Responsible Finance Officer.

The bank reconciliation for the year ended 31<sup>st</sup> March 2016 was approved and signed by the Responsible Finance Officer.

The internal auditor's reports raised no matters for the attention of the Council. The Clerk highlighted a 'not covered' response in the Annual Return internal audit report relating to petty cash, as no petty cash is maintained by the Parish Council. This was noted and agreed.

The supporting information to be submitted to Grant Thornton UK LLP with the Annual Return, including the bank reconciliation, explanations for significant year on year variances, explanations for any differences between boxes 7 and 8 and reserve levels, was reviewed and approved for submission.

The Clerk advised that the audit will be advertised immediately after the meeting to comply with the deadline of 30<sup>th</sup> June, with the period of inspection commencing on 1<sup>st</sup> July 2016 as required.

Proposed by Cllr. Fincher, seconded by Cllr. Dawson and agreed by all.

#### **8. 2016/167 S106, New Homes Bonus (NHB) and Other Funding Opportunities**

Cllr. Brooker advised that 54 responses have been received relating to the questionnaire circulated with the newsletter. All have been broadly in favour, except 4 or 5 who have requested more investment in the Brockhill area of the Parish, development of the facilities at the cricket club and other ideas. The Clerk passed a further 8 questionnaires to Cllr. Brooker, who will update the results summary. Once received, the Clerk will contact Wychavon DC regarding the outcome of the consultation and next steps.

Cllr. Brooker is preparing a document which will provide an overview of the various phases of the projects proposed at the Parish Hall and in the surrounding grounds along with funding opportunities/applications submitted/proposed. This will explain the coherence of the various projects as an overarching document, showing project details, business cases, grant awards/funding to support Council decision and provide accountability regarding spending decisions. It is suggested that this document is supported by a Grant Awarding Policy, to be discussed under agenda item 9.

Cllr. Brooker advised that the Parish Hall has applied for a £10,000 Lottery Grant to fund the first phase of the coffee shop (capital equipment), with the NHB funding proposed for remodelling the facilities as a coffee shop.

Cllr. Dawson advised that further news should be received regarding the Tesco funding applications over the next couple of weeks. The adult gym suggestions will be considered further once an update has been received on the Tesco funding applications.

## 9. 2016/168 Grant Awarding Policy

The Grant Awarding Policy was agreed as proposed by Cllr. Brooker, seconded by Cllr. Fincher and agreed by all. This will be completed by the Parish Hall, to support the request for the Wychavon NHB funding to be provided as grant funding to the Hall, for development of the coffee shop/community hub.

## 10. 2016/169 Current Planning Applications

There were no questions relating to the following applications.

### Approvals

**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. Parish supports subject to conditions.

### Refusals

**Land adj. Pattann Bungalow, Abbotswood, Littleworth MHDC Ref: 16/00008/FUL** 1 no. 4 bed house. Parish does not support.

### 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. MHDC 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 Dr., 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 Bath Rd (OS 8571 5128), Broomhall. MHDC Ref: 16/00623/FUL** Proposed vehicular access on to Norton Road. No comments submitted.

**Grange Farm, Hatfield Lane,  
Norton. Ref: W/16/01163/PP**

Two storey side extension. Parish supports (with query for clarification).

**Winnells Farm, Church Lane,  
Norton. Ref: W/16/01235/PP**

Construction of detached garage with annexe over. Resubmission of planning permission W/15/02627/PP. Concerns submitted.

Internal Consultation - None

Other

Appeal re Tree Preservation Order application decision: HEARING DATE 8 JUNE 2016

**19 Salamanca Drive, Norton  
TPOA/15/040**

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

Concerns were expressed that there appears to be a presumption in favour of development, with applications being approved that are outside the development boundary. The Council agreed that development boundaries should continue to be observed.

#### **11. 2016/170 South Worcestershire Development Plan (SWDP) and Associated Matters**

Concerns were reiterated relating to interpretation of the SWDP Policy and the need for this to be consistent. Cllr. Adams will contact the Head of Planning for MHDC and WDC to enquire, on behalf of the Parish Council, about the current position relating to planning applications for the SWDP sites and how, when and by whom these will be determined.

#### **12. 2016/171 AVL Proposals for Development of Land adjacent to Norton Road**

No further news to report. A planning application has not yet been received for consultation but is anticipated by the end of July.

#### **13. 2016/172 Worcester Parkway Station**

Cllr. Fincher will attend a gateway artwork meeting on 2 August to discuss ideas and artists. The Clerk will arrange a meeting with representatives from Worcs CC. It is understood that work is due to start in January 2017, with completion in January 2018. Cllr. Turvey will contact WCC regarding routes of the public rights of way in the vicinity of the station to highlight the need for safe, off road and well signed paths for pedestrians (particularly those sections along Woodbury Lane and the B4084).

#### **14. 2016/173 Severn Trent Water (STW) Sewerage Scheme and Associated Matters**

The solicitor has confirmed that the land registration application has been submitted to the Land registry, but no timescale is available for completion of the registration process.

#### **15. 2016/174 Crookbarrow Road Adoptions**

Worcs CC has confirmed that areas under the old s278 agreement have been adopted, with plans provided to identify these areas of land, which are now being maintained by WCC. The Clerk advised that non-cutting of the narrow verge alongside the Crookbarrow Road/Church Lane bend has been reported and has now been cut. Areas under the new s278 agreement (the areas around the re-engineered island) have yet to be adopted and remain under the ownership and maintenance of the developers. The Clerk advised that work to establish maintenance needs for the areas suggested for consideration of adoption by the Parish Council and calculation of commuted sums, will be undertaken as soon as possible.

#### **16. 2016/175 Drakes Broughton and Wadborough with Pirton Neighbourhood Plan**

It was agreed for Cllr. Turvey to draft a response for submission by 29<sup>th</sup> July and to seek a meeting with Wychavon DC to gather information regarding Neighbourhood Plans and funding that may be available, to allow the Council to consider development of a Neighbourhood Plan for the Parish.

## **17. 2016/176 Employment Matters**

**a) Assistant Clerk** – The Assistant Clerk is now in post and attended the public question time session to provide introductions. The Clerk advised that the support role is working well.

**b) 2016/18 Pay Scales** – The National Joint Council for Local Government Services 2016/18 pay scales were adopted with effect from 1 April 2016. Proposed by Cllr. Hughes, seconded by Cllr. Fincher and agreed by all. The Clerk will arrange an annual performance review with Cllrs Turvey and Fincher.

**c) Pensions Auto-enrolment** – The Clerk advised that the one employee required to be auto-enrolled, has been, in line with the staging date of 1 June 2016. The Clerk has liaised with Wychavon payroll regarding calculation and processing of the NEST pension contributions for the June payroll, which will be uploaded to the NEST website for the monthly DDR. The Assistant Clerk has been assessed regarding pensions auto-enrolment and will be written to in line with requirements. No further auto-enrolments are required at this time. The HMRC declaration of compliance is being progressed for completion.

## **18. 2016/177 Parish Hall Recreation Facilities and Outside Space**

Cllr. Brooker advised that there are 4 phases proposed for development of the Parish Hall and its outside space. Phase 1, the coffee shop, phase 2, work to improve drainage of the playing field area (incl. ditch maintenance work and a swamp/bog garden (supported by NJK CE First School and Norton Pre-school)), phase 3, a jogging track around the perimeter of the field, phase 4, a gym area, with path, fencing and a trim trail. Consideration will be given to reducing the number of football pitches and if one is retained, this may be better located in the opposite orientation to the existing pitches and more towards the centre of the playing field. Further planting was suggested to extend the copse area as a wildflower meadow, with additional trees planted to assist with drainage of the area. To enhance the area as a family environment, informal paths and picnic tables were suggested for consideration. Cllr. Brooker is investigating costs (including maintenance), funding opportunities, possible timescales and other ancillary matters. It was agreed for Cllr. Brooker to progress with a Landfill Grant application, for development of the copse area, with a registration fee of £100. Proposed Cllr. Fincher, seconded Cllr. Dawson and agreed by all. In response to a question regarding planning permission requirements for the swamp/bog garden, Cllr. Brooker will make enquiries with Wychavon Planning to establish if planning permission would be required. Cllr. Fincher will seek the assistance of Pershore Horticultural College to develop phase 2 of the proposals, as it is understood the College assisted with developing the original coppice area. Cllr. Brooker advised that the Royal Horticultural Society can provide guidance regarding planting of native species.

In view of the apparent deficiencies of the outflow drainage from the playing field across the field beyond the playing field towards the railway line, it was agreed for Cllr. Brooker to contact the tenant farmer to discuss drainage matters and maintenance needs.

Playing field hire costs were reviewed, with an increase to £8 per hour, per pitch, proposed by Cllr. Fincher, seconded by Cllr. Sparling and agreed by all. The Clerk will advise the Hall Manager, who is now managing field bookings on behalf of the Parish Council.

## **19. 2016/178 Parish Hall**

Cllr. Fincher provided an updated on Parish Hall matters, including the 80's night on 2<sup>nd</sup> July and seeking of a meeting with Pre-school to review arrangements for electricity payments etc and to consider moving of the Pre-school container due to the car park resurfacing plans.

## **20. 2016/179 Allotments**

Cllr. Brooker advised that there are 2 plots to let, with no-one currently on the waiting list. Four plots are in need of work and Cllr. Brooker will email details to the Clerk to contact the tenants. At the May Annual Parish Council meeting, expenditure of £2,500 was agreed to cover the total cost of the proposed mains water connection to the 'garage side' of the allotments. STW will provide the mains connection to the land boundary, with the Council required to provide the trench and pipework to the STW connection point, plus to install a trough and standpipe. Following receipt of quotes for the non-STW

element of the work, total costs have risen to £2,700. Following discussion, it was agreed that installation of the mains water supply will allow proper use/cultivation of the plots and costs will in part be recouped by increasing allotment rents over future years. Total costs of £2,700, to be funded from reserves (as an allotment approval project) were proposed by Cllr. Fincher, seconded by Cllr. Sparling and agreed by all. Mr Gill will be instructed to undertake the non-STW element of the connection work. It was noted that the footpath at the back of the main allotments is overgrown. The Clerk will ask Mr Gill to clear.

#### **21. 2016/180 Public Rights of Way (PRoW)**

Cllr. Turvey advised that he is in contact with WCC regarding replacement of the gate in the corner of the playing field, by the coppice area. New sign posts are also being requested where these are missing or damaged.

#### **22. 2016/181 Communities within the Parish**

Responses to the questionnaire circulated with the Parish Council newsletter were considered. It was noted these have highlighted a view by some residents, that all developments undertaken are for the Parish Hall and that more developments should be undertaken in the Brockhill area of the Parish, and in particular at the cricket club site. Email feedback received by Cllr. Turvey and Cllr. Fincher was conveyed to the Parish Council and will be circulated to Council members, along with the joint response from Cllrs Fincher and Turvey (not sent on behalf of the Parish Council). It was noted that NHB funding has recently been used for a new bus shelter in the Brockhill area of the Parish and that the Parish Council pressed for the play area in the new development adjacent to the garden centre. In terms of the cricket club site, it appears that some residents are not aware of the development proposals the club has for the site and the significant level of s106 funding 'earmarked' for these developments. The proposals for developments on the Parish Hall site aim to provide a spread of facilities across the Parish and the Council is keen to engage with the cricket club regarding development of facilities to serve the whole community. It is understood that there are still plans for pitches on land south of the garden centre as part of the SWDP. It was noted that the Talavera Road play area is not yet adopted and concerns regarding maintenance of the area were expressed. Cllr. Adams will pursue a meeting with the Wychavon Parks Officer to discuss the delay to adoption and to highlight maintenance concerns. A further 'Ward Walk' is also being considered by Cllr. Adams.

To help to respond to points raised as part of the NHB funding consultation process, it was agreed to include a summary of the consultation answers in the next edition of the newsletter. This will incorporate details of suggestions made for other projects for funding and responses to matters raised by residents, including developments understood to be proposed for the cricket club site. Cllr. Brooker will provide Cllr. Fincher with a summary of consultation responses and Cllr. Fincher will draft an article for the newsletter by 1<sup>st</sup> August.

To provide another opportunity to engage with the local community, it was suggested that the Council could have a 'pop up shop' once a month at the garden centre. The Clerk will contact the garden centre to enquire whether they would support this initiative.

#### **23. 2016/182 Worcester Norton Sports Club (WNSC)**

The Clerk reported that the shooting club have advised that over the next few months, there will be an increase in activity by outside security organisations who use their ranges for training purposes. No further news on development plans for the cricket club site.

#### **24. 2016/183 Highways and Drainage Matters**

Road flooding Hatfield Lane: Cllr. Adams has met with one of the residents reporting this problem and the matter is being investigated by Highways. An update should be provided by the Hub, once the investigations are complete, in response to the report submitted by the Parish Council.

Car transporters parked under the motorway bridge, Church Lane: The Clerk will contact SMH to highlight the incident when 4 transporters were parked around the motorway bridge, creating a hazard to

drivers and seek assurance that this situation will not arise again.

Verge maintenance and road sweeping at Norton: Feedback was noted from a resident of Vimiera Close. The Clerk will ensure that the verge in question is on the schedule for mowing and will submit a request for road sweeping to WCC in view of the extensive weeds growing in the road gutters. The Clerk will update the resident.

Speed checks Hatfield Bank and Church Lane: The Safer Road Partnership has been requested to carry out speed checks following feedback received.

Church Lane hedge maintenance: WCC has considered the Parish Council request for hedge maintenance due to highway safety concerns but has concluded that this is not safety critical at the present time. It is understood that maintenance work will be carried out after the end of the bird nesting season. It was agreed that the Parish Council has highlighted the safety concerns to WCC in the event of any incidents before Highways carries out the required maintenance work.

## **25. 2016/184 Hedge Maintenance**

In view of concerns relating to hedges encroaching on to the pavements, it was agreed for the Clerk to ask Mr Gill, Parish Grounds Contractor to cut back the hedges adjacent to the main allotments, the field between Courtnellan bungalow/Coppice Cottage and the front of the Parish Hall car park (all pavement side only). Cost last year was £100. Proposed Cllr. Fincher, seconded Cllr. Brooker and agreed by all.

## **26. 2016/185 Litter Bin on Verge outside The Retreat**

It was agreed to replace the damaged bin on the verge outside The Retreat with a new 50L post mounted bin supplied by Wychavon DC, at a cost of up to £250. The Clerk will confirm with Wychavon that there will be no charge for emptying, as this will be a replacement bin and will explore fixing options. Proposed Cllr. Fincher, seconded Cllr. Hughes and agreed by all.

## **27. 2016/186 War Memorial**

The Clerk provided an update on recommended work and quotes for maintenance of the War Memorial. It was agreed to undertake the recommended work to replace the 2 rotten timbers in the base and to repaint the memorial at a cost of up to £400. The Clerk will instruct Shear Perfections Ltd, with costs funded from reserves if necessary. The Clerk is in contact with the British Legion to seek a contribution towards the maintenance costs. Proposed Cllr. Fincher, seconded Cllr. Brooker and agreed by all.

## **28. 2016/187 Norton WW1 Group Trail Leaflet**

The proposed trail leaflet was considered along with the request for assistance with funding. It was noted that the Council has the power to provide funding under s.19 Local Government Act (Miscellaneous Provisions) 1976. Whilst grant funding for this purpose is not included in budget, the £700 budget for the Norton Community Games and Fun Run medals/trophies will not be fully utilised, due to the Games not taking place in 2016, so some of these funds could be used towards the trail leaflet, with any shortfall funded from reserves. In view of the link to the Barracks and the history of the Worcestershire Regiment and the positive impact upon the Parish, it was agreed to provide grant funding of £750 towards the total cost of £1,500. It will be requested that all road names from the Brockhill development are included and that the Parish Council has sight of the proof prior to printing. The Clerk will advise Mr Hodgkins. Proposed Cllr Hughes, seconded Cllr. Brooker and agreed by all.

## **29. 2016/188 Finance**

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

Accounts for Confirmation: None

Accounts for Payment:

<b>Creditor</b>	<b>Detail</b>	<b>Amount £</b>
New Farm Grounds Maintenance	2 cuts of playing field plus one perimeter cut for May £155.50 plus VAT	186.60
K. Gill	Allotments clearance work and removal of debris £250 plus VAT	300.00
I. Selkirk	Internal audit for year ended 31 March 2016	85.00
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT (27/5/2016)	106.20
Severn Trent Water Ltd	Allotments water bill Dec 2015 to June 2016	49.66
Mrs J. Greenway	Honorarium June 2016 - Gross including expenses paid via payroll	1,183.79
NEST	Employer pension contributions June payroll	6.60
Mrs J. Greenway	Expenses for May and June 2016 (£106.21 less £37.84 paid via payroll)	68.37
D. Fletcher	May/June – Groundsman duties (£445.41) and litter picking (£95.85) (Gross incl. materials purchased and mileage)	541.26
Shear Perfection Ltd	Churchyard mowing £88.50 and 2 <sup>nd</sup> cut of FP20 (NJ543) £60 plus VAT (10/6/2016)	178.20
HMRC	Quarterly PAYE Tax and NI	554.05
Shear Perfection Ltd	Churchyard mowing £88.50 plus VAT (27/6/2016)	106.20
	<b>TOTAL</b>	<b>3,365.93</b>
	<b>GRAND TOTAL</b>	<b>3,365.93</b>

b) Renewal of the CPRE annual membership at a cost of £36 was agreed by all as proposed by Cllr. Fincher, seconded by Cllr. Hughes.

**30. 2016/189 Correspondence for Information**

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

**31. 2016/190 Clerk's Report on Urgent Decisions since the Last Meeting**

As discussed during the meeting.

**32. 2016/191 Items for Update to Local M.P.**

The Clerk will invite Nigel Huddleston to the Parkway Station meeting which is being arranged with Worcs CC officers.

**33. 2016/192 Councillors' Reports and Items for Future Agenda**

None.

**34. 2016/193 Date of Next Meeting:  
Thursday 21<sup>st</sup> July 2016**

The meeting closed at 10.15pm.



<b><u>Correspondence Received for 30<sup>th</sup> June 2016 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including amazing youth work volunteer, Westcotec vehicle activated signs, bus services bill briefing, legal topic notes re responsibilities of councils as land owners and copies of planning documents, Safer West Mercia Plan, Buzzz, Three Counties Orchard Project newsletter, Milestone Society, Transparency Fund, new salary scales 2016/17, Malvern Hills Volunteers' Week, news from NALC, dates for the diary/training, vacancies (to Parish Councillors)
CPRE	2016/17 membership
Highways England/ Balfour Beatty	M5 junction 4a to 6 smart motorway development and motorway closures
Lloyds Bank Plc	Changes and updates to accounts
Mr Baxter	Feedback relating to NHB consultation
Mr Wilkins	Verge maintenance and road sweeping Norton (particularly Vimiera Close)
Ms Sears	Garage rental enquiry and offer to deliver newsletters
NALC	Local Council Review magazine summer 2016
Open Spaces Society	Open Space magazine summer 2016, annual report and accounts and invitation to AGM 7 <sup>th</sup> July 2016
Rooftop Housing Group	Go-ON project to get digitally connected.
Soc.Local Council Clerks	Split of activities and formation of a separate body, the Association of Local Council Clerks to provide trade union activities.
St Peter's Parish Council	A4440 improvement scheme public event 27 <sup>th</sup> June 2016, Newlink magazine June 2016
West Mercia P&CC	Newsletter and consultation
West Mercia Police	Reports of speeding Crookbarrow Road, Norton
Worcs CC	<ul style="list-style-type: none"> <li>• Public path stopping up order 2016 - stopping up of footpaths NJ-523 (PART) and NJ-524, formerly footpath 9 and of footpath NJ-545 (PART), formerly footpath 21 and creation of alternative footpath: copy Order, plan and public notice</li> <li>• Highways roadworks weekly reports</li> <li>• Maintenance of Highways verge hedge along Church Lane</li> <li>• Highway sign clearance programme</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Invitation to Chairman's Civic Service 17 July 2016</li> <li>• Agenda for Member Conduct Committee 13 June 2016</li> <li>• Parish Matters newsletter June 2016</li> <li>• Reminder of consultation requirements for NHB applications</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda for Planning Committee meeting 30 June 2016</li> <li>• Consultation relating to Drakes Broughton and Wadborough with Pirton Neighbourhood Plan. Comments by 5pm 29 July 2016</li> <li>• Information explaining what types of planning applications that Wychavon do not send to Parish Councils for consultation.</li> <li>• Government Neighbourhood Planning promotion campaign.</li> <li>• Minutes for Planning Committee meeting 26 May</li> </ul> <p><u>Planning Approvals:</u></p> <ul style="list-style-type: none"> <li>• W/16/00605/PP – Maple Cottage, Hatfield Bank: Conversion of existing detached garage into a 3 bedroom annexe including new doors, windows and additional dormer on front elevation</li> </ul> <p><u>Planning Refusals:</u></p> <ul style="list-style-type: none"> <li>• 16/00008/FUL – Land adj. Pattann Bungalow, Abbotswood, Littleworth: 1 no. 4 bed house.</li> </ul>

**Public Question Time Discussions**

One member of the public attended the Public Question Time to support the request received for a contribution towards a Norton WW1 Trail Leaflet.

Other activities of the WW1 Group and the link to St James the Great Church, were highlighted and summarised as follows.

Activities to date/planned:

- New Norton village name signs
- Development of Remembrance Garden at St Peter's Garden Centre
- Production and placement of 5 information boards around Norton explaining the link to the Barracks and the Worcestershire Regiment. Installation and an official opening is anticipated in September
- Norton trail leaflet as information for residents and as a trail for visitors (any support from the Parish Council would be acknowledged within the leaflet)
- St James the Great Church will be open to the public and a Worcestershire Regiment theme is planned in Church

Thanks were expressed to the small group of volunteers who have driven these projects, which will provide a long lasting link to the Worcestershire Regiment and its history within the Parish.