

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH NOVEMBER 2013 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

1. Apologies for Absence: A. Bennett, M. Reeves, P. Richmond. These apologies were accepted and approved.

Attending: H. Turvey (Chair), C. Dawson, K. Fincher, Mrs. D. Hewison, D. James, Mrs. C. McGovern, Miss A. Poole, Mrs S. Way-Vautier, Mrs. J. Greenway (Clerk/Responsible Finance Officer).

2. Changes to Membership

Mrs Sue Way-Vautier was welcomed as a co-opted Parish Councillor and Miss Abigail Poole as a co-opted member (without voting rights). The Clerk will circulate an updated contact list to members of the Council.

3. Declarations of Interest

a) Cllr. Turvey reminded members of requirements. The Clerk clarified that declarations of interest and dispensation requirements also apply to Public Question Time discussions.

b) None.

c) Cllr. Mrs Way-Vautier advised that she is unable to discuss finance work due to her job role.

d) Previous dispensations granted were noted. The Clerk will agenda consideration of dispensations for new members relating to budget and precept setting at the January meeting.

4. Minutes of the Parish Council Meetings Held on 24th October 2013

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

Cllr. Adams gave apologies and left the meeting to meet with a parishioner following the Public Question Time discussions.

5. 2013/237 Reports

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

In the absence of Cllr. Adams, the Clerk advised that Cllr. Adams has requested a lollipop person for Crookbarrow Road, but in view of the crossing due in early 2014, Worcs CC has advised that there is insufficient time to make an appointment and complete the necessary checks that are required. A decision about further surfacing work to Church Lane will be made once the 2014/15 budget has been agreed. The Worcester Parkway proposals are at a very early stage and Worcs CC is aware that the Parish Council wishes to be involved early in the process. Worcs CC Officers have agreed to meet with the Parish Council in February/March time to discuss plans. Cllr. Adams has requested that the Crookbarrow Road temporary traffic lights are lifted over the anticipated 2 week Christmas shut down period.

b) Planning

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

Approvals

Worcester Norton Sports Club Erection for new firing range shelter in timber with profiled metal roof along with formation of raised backstops (butts) to target areas. Parish does not support.
W/13/01500

Refusals

Broomhall Grange, Norton Road, Outline application for residential development (illustrative scheme of 37 dwelling units), with all matters reserved except for access. Parish does not support.
Broomhall. Ref: Malvern Hills
DC 13/00710/OUT

Awaiting Decision

Land to the south of the City of Worcester, Bath Road.

Ref: W/13/00565/OUT

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

Internal Consultation - None

Other

Norton Grange, Hatfield Lane

Ref: W/13/01825

Change of use to cattery and erection of a single storey, mono pitch rectangular building and a single storey timber clad garden shed. Parish Council concerns submitted. Application has been stopped due to a query about access to the proposed cattery site from the public highway and the impact of the proposals upon other properties/buildings on the site and neighbouring residents.

(ii) The Clerk provided details of Wychavon DC costs to provide hard copies of planning papers and a comparison with Duplikate copy costs.

(iii) SMH Fleet Holdings vehicle movements/planning conditions – There has been no response from Wychavon DC. It was agreed for the letter drafted by Cllr. Turvey to be sent to the Enforcement Officer following review by the Clerk. It was noted that SMH transporters have been seen using the Woodbury Lane/B4084 route as access since the start of the Crookbarrow Road road works. Vehicle registration numbers will be taken where possible for reporting as this is not the designated access route to the site.

c) Allotments

Cllr Mrs McGovern advised that the annual bills have been issued and that the pest control contractor will be instructed, as tenants have now been notified that bait boxes will be placed on the allotments. There are 2 vacant plots and the Clerk will contact those on the waiting list to let.

d) Playing Fields/Play Area

The Clerk advised that the adult team continues to use the pitches on Sunday mornings. Also see agenda items 13 and 14.

e) Public Rights of Way

Cllr. Turvey advised that our Lengthsman could attend the Worcs CC strimmer course, which will next be run in the spring. Cllr. Turvey is clarifying course costs. The Clerk will advise the Lengthsman of dates once received.

f) Finance

(i) The current account balance was £5,401.36 on 21st November with the deposit account balance at £84,409.08 on 1st November. S.137 spend to date for the 2013/14 financial year is £25 which is within the total allowance.

(ii) There were no questions relating to the monthly accounts or bank reconciliation to 31st October (previously circulated). The Clerk advised that whilst the 'Administration' expenditure lines will exceed budget, mainly due to an increase in the Clerk's honorarium following an increase in hours and the benchmarking exercise, this will be covered by below budget expenditure on the 'Capital Items' lines. The Clerk will contact the developers to arrange for reimbursement of the 2013 Norton verges maintenance costs.

g) West Mercia Police

PCSO Julie Pardoe was unable to attend the meeting. Following the Public Question Time discussions, it was noted that further speed checks will be undertaken along Church Lane, some in the vicinity of Pound House Farm. The Clerk advised that PCSO Pardoe has visited local livery yards concerning horses being ridden/leaving mess on pavements and that Crookbarrow Road/Talavera Road safety concerns have been highlighted. Additional sites for the vehicle activated

sign have been identified in Church Lane and sites in Crookbarrow Road are being investigated.

h) Parish Plan

Cllr. Turvey will circulate the Parish Plan in its current form to Parish Councillors for review/comment and suggestions on how to progress and finalise.

i) EnviroSort

No recent problems have been noted.

6. 2013/238 2014/15 Budget and Precept

a) The Clerk and Cllr. Turvey provided an update on the budget/precept setting process including changes to Tax Base/the impact of this, local referendums/excessive increases and the need for the precept request to be submitted to Wychavon DC by 31st January. It was agreed for the Clerk, as Responsible Finance Officer, to draft a budget for 2014/15, gather Tax Base figures from Wychavon DC and to circulate these to members of the Council for consideration of the final budget and precept at the January Parish Council meeting.

b) Quotes received were considered. As proposed by Cllr. James, seconded by Cllr. Dawson and agreed by all, the Clerk will instruct New Farm Grounds Maintenance to undertake the 2014 Parish Hall field mowing at a cost of £63.50 per cut and Shear Perfection Ltd to undertake Norton Churchyard cutting at a cost of £217 per cut, Footpath 20 (NJ543) cutting at £60 per cut, mowing of field adjacent to Coppice Cottage at a cost of £90, mowing of large Norton verges at £170 per cut and annual Parish Hall, allotments and field hedge cutting at a cost of £350. All prices are subject to addition of VAT.

7. 2013/239 Development of the old Regiment HQ Site

Cllr. Turvey advised that Wychavon Planning has been contacted about the s106 funding, Parish Council involvement in the allocation hierarchy and approval of the external appearance by Cllr Adams. The Housing Officer will contact the Clerk to arrange a meeting to discuss the allocation hierarchy and Cllr. Turvey will contact Wychavon Planning to clarify if the s106 agreement has now been signed and if they have been contacted regarding bats on the site.

8. 2013/240 South Worcestershire Development Plan (SWDP)

Cllr. Fincher advised that the public meeting was not arranged due to a lack of information to convey. Instead, a flier will be issued with the Parish Council newsletter to provide an update to residents. The Planning Inspector has raised queries relating to the SWDP including a reduction in retail space and addition of up to a further 9,000 houses across South Worcestershire. In view of the land included in the SHLAA, it is hoped that the increased housing numbers will not impact upon the sites identified within/adjacent to our Parish as there is insufficient land included in the SHLAA. It is understood that the SWDP Team are due to respond to the Inspector by the end of January with a plan to address the matters raised.

Traffic calming measures have been highlighted within the SWDP and in view of rat run/speeding concerns, it was agreed for Cllr. Turvey to contact Worcs CC to establish what measures are planned to comply with the SWDP and to highlight the need for these to be put in place prior to any development commencing.

9. 2013/241 Land adjacent to St. Peters Garden Centre

The Clerk advised that a response is awaited from the developers to confirm that the play area is being built in accordance with the previously agreed plan. The developers have confirmed that the large verge opposite the new development will be reinstated once work has been completed and the works compound is no longer required. It was noted that the play area appears almost complete. The Clerk will contact Highways to enquire about proposals for the new traffic island, as a gateway to our Parish and also contact Shear Perfection about re-siting of planting from the old island to that by the Barracks.

10. 2013/242 Worcester Parkway Station

Cllr. Turvey advised that following initial contact by the consultants, the Council has been referred to Worcs CC for an update on progress. Responses to specific questions have not been forthcoming although, via Cllr. Adams, Worcs CC Officers have advised that plans are at a very early stage and have offered to meet with the Parish Council in February/March time. Cllr. Adams is aware that the Parish Council wishes to be involved at an early stage in this process and this has been conveyed to Worcs CC Officers.

11. 2013/243 Flooding Issues

a) Severn Trent Water (STW) Wadborough Road Sewerage Scheme

The revised Heads of Terms dated 22nd November and accompanying plan dated 4th October were considered. The Clerk advised that the Parish Council land agent and solicitor have reviewed and confirmed these Heads of Terms. As proposed by Cllr. Fincher, seconded by Cllr. Mrs Way-Vautier and agreed by all, the Heads of Terms were approved and were signed on behalf of the Parish Council by Cllr. Turvey (as Chairman) and Cllr. Mrs McGovern (as Vice-Chair), witnessed by the Clerk.

The Clerk advised that a plan has been received from STW in advance of a wayleave agreement to enable Western Power to provide a power supply to the sewage pumping station. This plan was agreed subject to the land highlighted pink on the plan remaining under Parish Council ownership and the area being reinstated after installation of the power supply. The Clerk will confirm that the power supply will be cabled underground.

The Clerk confirmed that the Parish Council solicitor is liaising with the STW solicitors regarding the area of land that will be subject to the first registration. Our solicitor has been advised that the Parish Council preference is for the 'red line' area of land being purchased for the pumping station to be registered first, rather than this area of land plus that over which STW has rights relating to the access road and turning head. The land agent (Paul Bowness) has been instructed to undertake a guide price valuation of the Parish Hall site to support the Land Registry application, at a cost of £100-150 plus disbursements, travel and VAT.

The indemnity policy initially suggested by our solicitor (in respect of the possessory land title) is not suitable as work has started on site. Our land agent is liaising with STW to establish whether they require such a policy to be put in place by the Parish Council. It is possible that in view of the compulsory purchase powers of STW and the minimal risk that the Parish Council ownership (and therefore STW ownership) of the site would be challenged, STW will not require such an indemnity. The Clerk will liaise with the land agent.

The situation regarding the Parish Hall/Coppice Cottage boundary was reviewed in light of a Parish Hall site plan provided by our land surveyor, including the current line of the Public Right of Way. It was agreed for Cllr. Turvey to contact Worcs CC to establish whether there have been any changes to the route of this PRoW since the early 1970s. The Clerk will clarify the Land Registration process if the Parish Council submitted a site plan that shows a different boundary line to that of an adjacent property.

See agenda item 15b for Parish Hall/Pre-school connection to the new mains sewer.

The Clerk advised that STW contractors (NMC) have confirmed that the pipes in the allotments next to 72 Wadborough Road will be laid outside the tree canopy to avoid destabilising/damaging the hedge and ash tree. Reports have been received that the road is now being left in a cleaner state.

b) Littleworth flood alleviation maintenance

The Clerk advised that concerns regarding a lack of ditch maintenance by Network Rail have been highlighted to Wychavon DC and whilst these were understood, under the Land Drainage Act, Wychavon can only request that the land owner (Network Rail) puts in place a regular regime of

maintenance, which it has requested Network Rail does. It was agreed for the Clerk to request Network Rail contact details from Wychavon DC so that the Parish Council can write directly to Network Rail to highlight these concerns.

12. 2013/244 Employment Matters

- a) Successful completion of the probationary period for Mr Abbott as a Parish handyman was proposed by Cllr. Mrs Hewison, seconded by Cllr. James and agreed by all. The Clerk will advise Mr Abbott.
- b) Approval of the previously circulated Clerk contract was proposed by Cllr. Fincher, seconded by Cllr. James and agreed by all. Cllr. Turvey will sign on behalf of the Parish Council as Chairman.

13. 2013/245 Parish Hall Recreation Facilities

Cllr. Dawson advised that a meeting has been held with Jem Teal, Wychavon DC Development Manager to discuss development of the recreation facilities and contact has been made with an Outreach Project Officer to explore funding opportunities/applications. Cllr. Fincher has offered to assist with bid writing and Cllr. Dawson is arranging a meeting with the Outreach Project Officer. In view of the s106 funding secured for the tennis courts/MUGA development, it is hoped that match funding opportunities will enable redevelopment of the play area.

14. 2013/246 Parish Hall Car Park/Grounds/Outside Space

- a) Car park tarmacking proposal: The Clerk advised that 4 quotes have now been received and highlighted that the specifications within these differ in terms of tarmac, base layer, drainage recommendations etc. It was agreed for a working group of Cllr. Fincher, Cllr. Turvey, Cllr. Mrs Way-Vautier and the Clerk to review quotes and seek expertise to assess these. Cllr. Fincher offered to contact Mr. Dyer regarding provision of such expertise. The Clerk will clarify the VAT position to confirm that VAT payable can be reclaimed. Funding options will also be explored.
- b) The need for 2 football pitches was briefly considered, including discussions with Worcester Norton Sports Club about future cricket pitch requirements. It was agreed to review the situation in spring 2014 when the situation may be clearer. The Clerk will agenda.

15. 2013/247 Parish Hall

- a) The Clerk advised that 2 bookings have been cancelled due to the impact of the STW works. One cancelled slot was re-booked and the other late cancellation was not refunded, but a free booking has been offered for the event next year. Cllr. Fincher confirmed that at the last Trustees meeting, the balance between community events at the Hall and commercial bookings was discussed. The Clerk advised that the date suggested by the organisers of the Fun Run, is one where the Hall is already booked and an alternative date/solutions to this are being considered. It was agreed that with the Hall receiving bookings for many months in advance, community event dates may also need to be considered earlier to ensure Hall availability. It was acknowledged that from an income perspective, it is difficult to refuse bookings in case a community event is arranged but equally it is important that community events continue to be held at the Hall.
- b) Three quotes have now been received for the Parish Hall/Pre-school mains connection work. Acceptance of the Colin Griffiths quote at a cost of £12,105 plus VAT was proposed by Cllr. Fincher, seconded by Cllr. Mrs Hewison and agreed by all. It was noted that emptying of the septic tank will need to be arranged separately. The Clerk will seek advice from the contractor regarding 'blanking off' the septic tank pipes, recommendations for the septic tank post mains connection and likely timescales for this work. The Clerk will also establish if Mr Griffiths will be undertaking connection work for residents.

The Clerk will chase STW for clarification regarding the permissions required for a third party contractor to undertake this work and also that only one permission will be required (as essentially the new mains pipes will connect the Parish Hall, with Pre-school using the Parish Hall pipes). The STW cost to process these permission applications is £221.55 each. It was agreed that, as at present, the Parish Hall will continue to be billed for all site water use, with a reimbursement

arrangement put in place between the Parish Hall and Pre-school for Pre-school's water use. The Clerk is confirming this arrangement with STW.

Following information received from Mr Reeves regarding residents' connections and progression of building regulations via an independent consultant, rather than Worcs CC, the Clerk has made contact with the consultant who is quoting to provide support to residents. The Clerk outlined the support available and advised that the consultant will provide a quote for undertaking building control support for consideration by the Council. In view of the timescales for this work and the next scheduled Parish Council being towards the end of January, it was agreed for the 'STW project working group' (Cllr. Turvey, Cllr. Fincher, Cllr. Mrs McGovern and Mr Reeves) to review this quote and accept this up to a value of £500.

The Clerk will investigate the possibility of using New Homes Bonus funding for this project and also clarify the VAT position to confirm that VAT payable can be reclaimed.

16. 2013/248 Wychavon Allotment Land, Rear of Coronation Cottages, Littleworth

The Clerk provided an update from Wychavon that confirms that it would be looking to receive a capital sum for the land and that the land is currently 'garden land' used by neighbouring residents from which there is no revenue. The concerns highlighted by the Parish Council relating to ditch maintenance and potential flooding have been noted. It was agreed for the Clerk to advise Wychavon that the Parish Council may be prepared to take on this land as 'garden land' for neighbouring residents to use, but not if it would be required to pay more than a very small nominal cost. It was agreed that the Parish Council has other projects that require funding and anything other than a nominal cost would not be justified due to the lack of revenue from this land, the covenants attached to it and the potential to incur maintenance costs.

17. 2013/249 Maintenance Work

a) The Clerk provided details of a quote received to fabricate and install flag pole brackets at the Parish Hall. It was noted that this is in excess of the verbal quote received and the Clerk will discuss with Mr Reeves prior to acceptance of the quote.

b) It was agreed to accept the quote of up to £200 plus VAT from Yarnold Welding & Fabrication to repair the Parish Hall fence following a vehicle collision. Following completion of this work, the Clerk will pursue an insurance claim against the insurer of the car.

18. 2013/250 Highways Matters

a) Norton Road traffic calming measures: see discussions under agenda item 8 SWDP.

b) Road safety concerns Church Lane: Following the Public Question Time discussions, it was agreed to reply to the correspondence received from Doorbars advising that discussions have now been held with Mr Smith relating to the concerns raised. It was confirmed that following a meeting with Highways, the Vehicle Activated Speed sign will be moved closer the Pound House Farm to highlight speeding to motorists, the Police will be asked to undertake speed checks along Church Lane (in the vicinity of Pound House Farm) and contact will be made with Highways regarding traffic calming measures within the Parish.

19. 2013/251 Grass Bank Salamanca Drive

The Clerk advised that further investigations are being made to establish whether it is permissible for residents to make donations to the Parish Councils for land purchase and that Persimmon Homes will be contacted to enquire whether it would remove/release the covenant relating to revision of title, if the land was to be acquired by the Parish Council. It was noted that the land owner had requested a notice to be placed in the Parish Council newsletter however when a request was made for this to be reworded following review, a revised notice was not forthcoming.

20. 2013/252 Worcs CC Subsidised Bus Services Review

The previously circulated information was considered along with the potential for the 382 evening services on Fridays and Saturdays to cease as part of this review. It was agreed for the Clerk to

submit a response that these are valuable services for young people in a Parish where activities are limited. The Clerk advised that this consultation has been advertised in the Parish Council newsletter to encourage residents to respond.

21. 2013/253 Worcs CC Minerals Local Plan Consultation

It was agreed not to respond to this consultation.

22. 2013/254 Wychavon Diamond Jubilee Community Recognition Award

Nominations and the reasons for the nomination should be provided to the Clerk by 15th December to allow submission to Wychavon DC before Christmas.

23. 2013/255 World War I Centenary

Cllr. Way-Vautier provided background to this centenary. Suggestions for linked activities included opening of the new play area with the connection to Fred Dancox, an ‘Old Worcester’s’ cricket match on the top pitch by the Barracks and an event at NJK CE First School. Cllr. James will make enquiries relating to the cricket match and Cllr. Mrs McGovern will discuss with school. The Clerk advised that a resident has also suggested arranging an event within the Parish to commemorate this centenary and the Clerk will provide feedback following Parish Council discussions about joint celebrations/activities.

24. 2013/256 Finance

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

Accounts for Confirmation:

Creditor	Detail	Amount £
P. Skeys	Lengthsman duties – August, September and October	472.50
S. Skeys	Second cut of Public Rights of Way	320.00
New Farm Grounds Maintenance	3 cuts of the playing field October (£181.50) plus VAT	217.80
Shear Perfection Ltd	Repair of Crookbarrow Road bus shelter roof (£190) plus VAT	228.00
	TOTAL	1,238.30

Accounts for Payment:

Creditor	Detail	Amount £
R. Pullen	Oct/Nov 2013 – play area inspections and maintenance work (5 hours), mileage and pay in lieu of holiday (Gross)	40.76
M. Abbott	Litter picking/Parish maintenance (mowing/strimming) Oct 2013 – 19.5 hours, mileage, and pay in lieu of holiday (Gross)	146.45
Mrs J. Greenway	Honorarium November 2013 (Gross)	1,010.95
Mrs J. Greenway	Expenses November 2013	90.27
G. Taylor	Refund of allotment refundable deposit	30.00
	TOTAL	1,318.43
	GRAND TOTAL	2,556.73

b) As proposed by Cllr. Mrs Hewison, seconded by Cllr. Fincher and agreed by all, £50 will be donated to The Poppy Appeal following supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service. Noted as s137 expenditure.

c) Renewal of the Society of Local Council Clerks membership at a cost of £147 was proposed by Cllr. Dawson, seconded by Cllr. James and agreed by all. The Clerk will arrange.

25. 2013/257 Correspondence for Information

See Appendix 1 for a list of correspondence received.

26. 2013/258 Clerk's Report on Urgent Decisions since the Last Meeting

Re-planting of the Parish Hall tubs was agreed at a cost of up to £50 plus VAT.

27. 2013/259 Items for Update to Local M.P.

Nothing at this time.

28. 2013/260 Councillors' Reports and Items for Future Agenda

Employment of a Parish Hall groundsman will be added to the January agenda for consideration.

29. 2013/261 Dates of Next Meeting: Thursday 23rd January 2014

2014 Parish Council meeting dates were agreed as follows:

23rd January, 27th February, 27th March, 24th April, 29th May, 26th June, 17th July, 25th September, 30th October and 27th November.

2014 Annual Parish Meeting: 21st May. The Clerk will book the Hall.

The meeting closed at 10pm.

Correspondence Received for 28th November 2013 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Minutes Worcs CALC Wychavon Area Meeting 4/9/2013(forwarded to Parish Councillors). • Events Bulleting: Clerk & Councillor briefing ‘Insurance and Protecting your Money’ – 21/11/2013, 7pm, County Hall, Worcester (forwarded to Parish Councillors). • Notice and agenda for Wychavon Area CALC meeting 5/12/2013 (forwarded to Parish Councillors) • Updates on various matters and training, including Budget and precept, Council Tax Benefit Subsidy, Subsidised Bus Services review Worcs CC, Worcs Next Generation, insurance briefing, WCC budget cuts, mineral site plans, notice boards, traditional orchards, Fire & Rescue consultation, funding information, diary dates, training, vacancies, news from NALC (forwarded to Parish Councillors).
CH2M Hill	Worcester Parkway Station proposals
Clerks & Councils Direct	November edition
Community First	<ul style="list-style-type: none"> • Invitation to AGM 14th November, St. Peter’s Baptist Church, Worcester (4.45pm – 7.30pm) plus agenda/supporting papers. • E-bulletin incl. funding opportunities (forwarded to Cllr. Dawson and Hall Manager) • Worcestershire Voices Forum Event – 27/11/2013 (forwarded to Parish Councillors). • Community Buildings Health Checks (forwarded to Parish Hall Trustees)
Contact the Elderly	Newsletter notice
CPRE	Campaigns Update (forwarded to Parish Councillors), Countryside Voice magazine Winter 2013
Doorbars	Concerns relating to road markings installed in the vicinity of the Livery Yard, Church Lane, Norton
Environment Agency	Heating oil tank campaign
HAGS SMP	Introduction of new Area Sales Manager
Littleworth & District Royal British Legion	Provision of wreath for Remembrance Sunday Service and donation to The Poppy Appeal
MADE	November training and events (forwarded to Parish Councillors)
Malvern Hills DC	Refusal notice re planning application 13/00710/OUT: Outline application for residential development with all matters reserved except for access (Broomhall Grange, Norton Road, Broomhall) (forwarded to Parish Councillors)
NALC	Chairman’s Briefing – Council Tax Benefit Support Grant (forwarded to Parish Councillors)
National Trust	Newsletter article
New Farm Grounds Maintenance	Parish grass cutting 2014
Norton Parish Hall	Cancellation of events due to Severn Trent Water work in Parish Hall car park
Nottssport	Cricket products
Open Spaces Society	Open Space magazine Autumn 2013
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service (forwarded to Parish Councillors)
Soc. Local Council Clerks	The Clerk magazine November edition. Annual membership.
SWDP	Statement of Community Involvement Consultation Draft (November 2013) available to view between 15/11/2013 and 3/1/2014. Comments by 5pm 3/1/2014. (forwarded to SWDP working group members)
TTB Supplies	Cleaning supplies for Norton Parish Hall (forwarded to Hall Manager)
War Memorials trust	War memorial preservation and maintenance
West Mercia Police	Acknowledgement of donation to The Bobby Club magazine. Crime report.
Wicksteed	Play area product brochure

Worcester City Council	Presentation slides from Community Infrastructure Levy (CIL) event 23/10/2013 (forwarded to Parish Councillors)
Worcs Assoc'n Carers	Caring News Winter 2013
Worcs CC	<ul style="list-style-type: none"> • Subsidised Bus Services Review and consultation process. Deadline for comments 17/1/2014 (forwarded to Parish Councillors) • Worcestershire Minerals Local Plan – second stage consultation, events and deadline for comments 31/1/2014 (forwarded to Parish Councillors) • New guidance for Safety at Street Works (forwarded to Lengthsman)
WPAG/Liz Holpin/ nochickenfarm.org	Applicant's appeal re Wychavon DC Planning Committee rejection of the planning application for a proposed chicken farm at Upton Snodsbury (forwarded to Parish Councillors)
Wychavon DC	<ul style="list-style-type: none"> • Diamond Jubilee Community Recognition Award – nominations for a group or individual by 3rd January 2014. • Agenda for Member Conduct Committee meeting 4/11/2013 • Procedures for Parish Council speaking slot at Planning Committee meetings (forwarded to Parish Councillors). • Invitation to Chairman's Charity Sunday Lunch 24/11/2013 (forwarded to Parish Councillors). • Parish Precepts and Council Tax 2014/15, Council Tax Support and Council Tax Base. Deadline for Precept submission 31st January 2014. • Parish Matters November newsletter (forwarded to Parish Councillors). • Annual report 2012/13 • Agenda for Special Member Conduct Committee meeting 19/11/2013 • Garden land to the rear of Coronation Cottages, Wadborough Road, Littleworth • Charity event dates (forwarded to Parish Councillors). • Private Hire Licencing policies – consultation (forwarded to Parish Councillors)
Wychavon DC Planning Applications	<p><u>Approval Notices:</u></p> <p>– W/13/01500: Worcester Norton Sports Club (erection of new firing range shelter in timber with profiled metal roof along with formation of raised backstops (butts) to target areas and erection of 2.5m high timber screen fence to north eastern boundary)</p>

Public Question Time Discussions

Mr Smith, Smiths Livery Yard, Pound House Farm attended to discuss the recently installed double yellow lines along a section of Church Lane, Norton.

Mr Smith highlighted the following concerns:

- Parked cars provided a traffic calming effect by stopping/slowing down traffic. Removal of this parking has resulted in traffic speeds outside the yard increasing.
- Due to increased traffic speed it is more difficult and dangerous for both vehicles and riders to access the yard.
- Very large and slow farm vehicles will be accessing the yard at haymaking time which, due to the increased speed of vehicles travelling along Church Lane, could result in accidents.
- Drivers are intolerant of horse riders and often blow their horns where riders are 2 abreast (which is done for safety reasons).
- Many vehicles set off the vehicle activated speed (VAS) sign, but few have been seen braking to reduce their speed as a result.
- The impact of the parking restrictions is damaging his livery business.
- A recent accident by the Church appears to have been in part as a result of a car travelling too fast.

Mr Smith acknowledged that:

- There is a risk if cars are parked too close to the junction with Wadborough Road or are parked on both sides of Church Lane.
- It is not acceptable for vehicles to be parked on the pavement.
- Horses shouldn't be ridden on, or leave mess on pavements.

Cllr. Turvey provided background to the installation of these lines which followed a Highways visit to the Parish (on another matter) during which inappropriate parking outside the livery yard was noted. The Parish Council supported installation of these lines in response to complaints from parishioners and after seeking support from the livery yard to help to alleviate the problem.

Mr Smith confirmed that yard users were asked to park in the yard and not to park on the pavement but this had limited success. To assist in improving the access area to the yard, Mr Smith confirmed that he could move the gate back, as previously discussed with representatives from the Parish Council. Whilst this would allow vehicles to clear the highway before stopping to open/close the gate, Mr Smith felt this would have a limited effect as he believes the main problem is the speed of traffic along Church Lane.

Mr Smith advised that he has been in contact with the Police to request speed checks outside the yard and asked whether it may be possible to install any form of traffic calming measure in this vicinity e.g. a chicane. Cllr. Turvey advised that traffic calming measures are included on the agenda to consider during the Parish Council meeting.

Mr Smith requested that consideration is given to removal of the lines from beyond the livery yard gate (towards the Church), but that these remain on the opposite side of Church Lane. Cllr. Adams responded that generally once lines have been installed they remain in place for a 2 year review period but he will raise traffic calming measures with Highways. The Clerk advised that following a meeting with Highways, a site for the VAS sign has been identified nearer to the yard entrance which it is hoped may assist in reducing speeds.

Mr Smith was advised that this subject will be discussed further during the Parish Council meeting and was thanked for attending the Public Question Time.