

**MINUTES OF THE MEETING OF NORTON PARISH COUNCIL HELD ON WEDNESDAY 14<sup>th</sup> OCTOBER 2015**

**PRESENT: COUNCILLORS E JENKINS EJ; S NORGATE SN; C EDWARDS CE; D ROLLS DR.**

**IN ATTENDANCE: P CLARKE (CLERK)**

PUBLIC 3

**248/ APOLOGIES**

Apologies were received from B. Cllr Waters and Cllr Garbutt

**249/ REQUESTS FOR DISPENSATION OR OTHER DECLARATIONS OF MEMBERS INTERESTS**

None

**250/ MINUTES OF PREVIOUS MEETING HELD ON 2 SEPTEMBER 2015**

The minutes were agreed and signed.

**251/ MATTERS ARISING**

170: Defibrillator – Clerk had chased Mark Calway for update, and SWAST and St John's Ambulance for information.

EJ has written to MacDonald's for sponsorship.

**Future agenda Item**

Noted Healthwatch will be coming in November

**252/ POLICE REPORT**

None

**253/ COUNTY COUNCILLOR REPORT**

None

**254/ BOROUGH COUNCILLOR REPORT**

None

**255/ JOINT CORE STRATEGY**

Report from Graham Garbutt was read:

I understand that the Inspectors scrutiny of target dwelling numbers is nearing completion and being reported to the three councils. The results could mean a change of site requirements for the JCS, possibly leading to reconsideration of sites previously rejected or of new ones

**256/ Neighbourhood Development Plan Update**

Report from Graham Garbutt was read:

The NDP steering group will meet tomorrow evening and hopes to be in a position to submit a final draft to the borough council for validation, following which there will be a public consultation. Recent discussions have concentrated on proposals for Twigworth. We also now need to establish a new timetable for this process.

**257/ VILLAGE HALL UPDATE**

EJ and SN had attended village hall meeting

EJ reported the external auditor had identified gaps in the system, in particular the tendering and budget process, the differentiation between the Parish Council and the village Hall committee and VAT.

Everything will now go through the Parish Council and the village hall minutes will be noted at the PC meeting and Clerk will file a copy.

All major orders will go through the Clerk, to arrange tenders and any monies in and out, the PC will become part of the process.

Every project will have its own file; SN will be a signatory on the VH committee bank account.

Original deeds show the PC are Trustees, with the village hall committee managing it.

CE will draft a question to the auditorsto ask how to deal in the future.

Money for projects has to be ring fenced and monitored.

Village Hall committee are happy with this.

The minutes from the village hall meeting on 12 October were noted.

**258/ PLANNING**

**15/00849/FUL The Manor Wainlode Lane**

1. Supported subject to following comments;
2. The site is in the landscape protection zone and requires careful consideration in that context.
3. The total volume needed should be validated against the scale of agricultural activity planned.
4. The proposed new building is next to another recent building of similar design and together they would have substantial visual impact. Consideration should be given to materials use and associations hard sanding, fencing, etc. including colours and reflective material. New planting/landscaping may be appropriate.
5. Recommendation that a restriction for continued agricultural purposes is a condition of planning. The parish council has previously commended policies adopted by Malvern Hills council to address possible future re use of new agricultural buildings in the event that a proposed use is discontinued. This approach is advocated in the draft NDP and has been discussed with borough council officers.

**259/ CLERK REPORT**

None

**260/ FINANCE REPORT**

Clerk circulated report.

Cheques 646 – 656 were agreed.

EJ will hold onto CH 652 (Jo Robson) and CH 652 (PJP) cheque till funds are in account.

**261/ TO PROPOSE THAT DOGS ARE ALLOWED TO BE ON THE PLAYING FIELD, OWNED BY THE PARISH, FOR EXERCISE OR DISPLAY IF THEY ARE PART OF AN ORGANISED GROUP THAT HAVE HIRED THE VILLAGE HALL. THE GROUP MUST MAKE SURE THAT THE FIELD IS LEFT CLEAN AND TIDY.**

Proposed DR seconded CE and agreed.

**262/ THE AGREE THE COUNCIL ADOPTS THE RISK ASSESSMENT AND THE STATEMENT OF INTERNAL CONTROL**

J circulated a working document, the auditor had requested this.

Details are in the financial regulations; this is a statement of intent.

CE proposed DR seconded this as a working document with a 6 monthly review.

Two or three councillors will do an audit in February report back to the March meeting, and will forward an action plan. DR will lead on this. **A: DR**

**263/ CORRESPONDENCE**

EJ will forward GCC transport plan consultation to NDP group.

**264/ PARISHIONERS QUESTIONS**

Will the PC buy a wreath for War memorial?

This was agreed. EJ will look on British Legion website to order.

**A: EJ**

The parish will meet on 11/11 at war memorial.

A plan should be produced to show what areas of the playing field are owned by the parish council and the LA. To be forwarded to village hall committee.

**A: EJ**

**265/ ANY OTHER BUSINESS**

Noted Induction course for Councillors on 20<sup>th</sup> October.

Footpath, top of Wainlode Lane by the substation damaged by Western Power, Clerk to notify Richard Waters

**A: Clerk**

**266/ DATE AND TIME OF NEXT MEETING**

Wednesday 25<sup>th</sup> November 2015 at 7.30 PM

There being no further business the meeting ended at 8.35pm.