MINUTES OF THE MEETING OF NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON 30 MARCH 2023

See Appendix 1 for Public Question Time discussions.

1. Apologies for Absence: A. Job, M. Stafford. These apologies and the reasons for them were approved and accepted.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, M. Pollard, P. Richmond, J. Waizeneker, Cllr R. Adams (District Councillor), Cllr Mrs L. Robinson (County Councillor) J. Greenway (Clerk & Responsible Finance Officer).

2. Changes to Membership

None.

3. Declarations of Interest

- a) Reminder and requirements noted.
- **b) c) d)** None.

4. 2023/29 Minutes

- **a)** Minutes of the Parish Council meeting held on 16 February were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.
- **b)** The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk** Discussions pertinent to agenda items are recorded within the relevant section of the minutes.

Cllr Mrs Robinson arrived at 7.45pm (part way through agenda item 4b).

5. 2023/30 Reports

a) Cllr R. Adams (WDC District Councillor)

Cllr Adams provided a report including election ID requirements and communications to voters, CLG funding, funding for community Coronation events and crime/anti-social behaviour in the wider Wychavon area.

b) Cllr Mrs L. Robinson (WCC County Councillor)

Cllr Mrs Robinson's report circulated in advance of the meeting was noted, as was an update on routine procedures being carried out at Kidderminster and Redditch rather than at The Royal. There is no further news regarding the timescale for repairing/rebuilding sections of The Barracks curtilage wall that WCC has accepted responsibility for. It was agreed to seek a meeting with the WCC Chief Executive to discuss safety issues (alongside the Active Travel Corridor (ATC)), impact on the public (e.g. use of residential garden) and the two and a half year time period that has elapsed. An update will also be sought on ATC matters more generally following the site meeting held in November 2022 with the WCC Cabinet Member.

Further enquires will be made to establish if the CCTV parking van is still in operation (and if so, where it has been deployed to) and when the Parish can expect a visit.

Action: Clir Mrs Robinson

c) Finance

- (i) Balances: current account £12,930.04, deposit account £95,417.16 (30 March). Members were reminded that whilst balances are healthy, funds are committed or earmarked for future expenditure. Cllr Dawson has carried out an internal financial review with no matters for the Council's attention.
- (ii) There were no questions regarding the monthly accounts and bank reconciliation to 28 February which were circulated to members in advance of the meeting.
- (iii) 2022/23 Annual Governance and Accountability Return (AGAR) papers have been received. The Annual Return and supporting papers will be completed and submitted as required following preparation and agreement of the accounts for the year ended 31 March 2023 and completion of the internal audit.
- d) GDPR Nothing further to report.

e) Social Media Communications

The report circulated in advance of the meeting was summarised, with positive engagement continuing

to grow. New software is being purchased to allow production of the Parish Council newsletter across Apple and Microsoft platforms, which will enable other nominated persons to assist with newsletter production. Cost of £126.00 for 2 user licences was confirmed.

f) West Mercia Police

The content of the report circulated in advance of the meeting was noted.

g) St. James the Great Church, Norton

The report received in advance of the meeting was discussed, with proposals to open up the Church for wider use by the community being seen as positive, assisting in preserving the Church for the future. Complaints/feedback received regarding churchyard mowing following the change in contractor were noted. Rev Canon Badger has been contacted for comment as the Council was assured that the churchyard would be maintained to the same standard as previously. The situation will be considered further once a response has been received. Contractor invoices will be paid following confirmation from Rev Canon Badger that the work has been carried out in accordance with specification discussed with the contractor. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

6. 2023/31 Elections – 4 May 2023

Nominations must be hand delivered to Wychavon District Council and be received by 4pm, 4 April.

7. 2023/32 Apiary Project and Tranquillity Garden

The apiary update circulated in advance of the meeting was noted. The apiary group is in the process of opening its own bank account and is exploring options to become a body independent of the Parish Council e.g. Community Interest Company or similar. It was agreed for apiary expenditure to continue to be processed by the Parish Council (to the limit of the 2023/24 budget agreed) until the group has progressed its future status. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. The apiary group will be advised.

Action: Clerk Correspondence received from a Parish resident regarding apiary activities/finances was discussed and a reply agreed. The response will be sent.

Action: Clerk Proposals for the Tranquillity Garden are evolving, with these currently developing into more of a Tranquillity Trail. Further details will be provided to the Parish Council for discussion and consideration of an application for the next round of WDC Community Legacy Grant (CLG) funding (expressions of interest due to open in early 2024). A community consultation would be required as part of the CLG application process.

8. 2023/34 WDC Community Legacy Grant Funding

As detailed above, the Tranquillity Trail was suggested as a project for the next round of CLG funding.

9. 2023/35 Public Rights of Way (PRoW)

Nothing further to report. The 2023/24 P3 grant application has yet to be received.

10. 2023/36 Public Open Space/Verge Maintenance, Highways and Drainage Matters

See item 5b for discussions relating to the Active Travel Corridor (ATC) and The Barracks curtilage wall. STW works in the vicinity of standing water on the B4084 were noted and the impact of these works will be monitored. Following consideration of the '20 is plenty' initiative, it was agreed not to pursue due to a lack of enforcement that it is available. An update on relocation of the Woodbury Lane 7.5T weight limit sign (required by planning condition) will be sought.

Action: Clerk Delays in completion of outstanding remedial works to the Gazala Drive grass verge by Persimmon Homes' contractors were noted. Further efforts will be made to seek contact details for the resident living adjacent to the willow stump.

Action: Cllr Dawson A quote for mowing/strimming of the Church Lane War Memorial grass verge and a section of undergrowth adjacent to the Church Lane pavement in this vicinity was considered. It was agreed to explore maintenance of the War Memorial grass verge by the Parish groundsman and to no longer maintain the section of undergrowth adjacent to the Church Lane pavement. The contractor will be advised following discussions with the groundsman.

Action: Clerk

Following a period of persistent rain, water has been noted running across the surface of the Radley bridleway in the direction of the watercourse. The difficulties in identifying the reasons for this were discussed along with cost implications. The Parish Council doesn't own the land that this bridleway crosses. It was noted that Wadborough Road (outside school) hasn't flooded recently and the Parish Council isn't aware of any flooding of residential properties in this area for quite some time. In view of this, and the low level of water running across the bridleway at times of heavy/persistent rain, it was

agreed to monitor the situation.

The 2023/24 Lengthsman Scheme grant application has yet to be received.

11. 2023/37 Norton Connector (NC)

Passenger numbers hit the second highest level last month, with 76 passengers. At current passenger numbers, fare levels and cost rates, existing funding should cover costs for the 2023/24 financial year. There is no news from WCC in terms of funding for community transport schemes.

12. 2023/38 Sentry Statue Landscaping Proposals

The Statue dedication will take place on 4 April and will be carried out by HRH The Princess Royal. Landscaping of the area is due to be completed during autumn 2023.

13. 2023/39 Parish Defibrillators

Cllr Stafford's apologies were noted, with an update to be provided at the April Parish Council meeting.

Cllr Mrs Robinson gave her apologies and left the meeting at 9.35pm.

14. 2023/40 Planning

a) The following current planning applications were noted.

	<u>Application</u>	Description of Proposal
Approvals:	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of Barn 1 timber framed structure and its plinth walling. The roof sheeting and purlins were stripped off by a recent windstorm, and subsequently the timber frame fell as it lost its roof bracing. Parish Council objects
	Land At, Woodbury Lane, Norton W/22/02593/FUL	Erection of building of Class E(g)(i) office accommodation together with ancillary vehicle parking, landscaping and drainage as approved under planning permission reference 21/01166/FUL - variation of conditions 2 & 9
	Worcester Norton Sports Club, Brockhill Lane, Norton W/22/02607/FUL and W/22/02608/LB	Proposed refurbishment of clubhouse building including internal and external alterations to form multi-use community space, refurbishment of existing cricket changing rooms (including partial demolition) to form new changing and gym facilities, the construction of a tarmac MUGA, and relocation of existing car parking. Parish Council supports.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings & improvement of existing access, incl. green infrastructure and associated works. Parish Council supports subject to traffic concerns. Approved with outstanding conditions.
	30 Salamanca Drive, Norton. W/22/00642/HP	Variation of condition 2 on planning approval 21/01430/HP - amendment to roof elevation. Parish Council supports.
	Closes Farm, Hatfield Bank. W/22/01187/HP	Erection of front, rear and side single storey extensions. Parish Council supports.
	La Gardensana, Caravan At, Church Lane, Norton W/22/02270/CLPU	Certificate of lawfulness for proposed new mobile home to be placed on site to replace the existing mobile home. Certified.
	Land to the south of the City of Worcester, Bath Road. MHDC/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. Approved with s106 agreement outstanding.
Refusals:	Land At (OS 8732 5164), Church Lane, Norton W/22/01835/PIP	Permission in Principle for up to 4 dwellings. Parish Council objects.
Awaiting Decision:	1 and 2, Church Cottage, Church Lane, Norton W/22/00587/OUT	Outline application (with some matters reserved) for the construction of 2no. new dwellings. Parish Council supports in principle.
	Land off Broomhall Way Easting 385871, Northing 251879. Worcester City 22/00751/ FUL	Change of use of land to provide 10 permanent Travellers Pitches incl. the stationing of caravans for residential purposed with ancillary dayroom for each pitch plus associated access, parking, landscaping, engineering and infrastructure works

	Land at (Os 8785 5016), Hatfield Lane, Norton W/22/02008/OUT	Outline planning application for residential development of up to 3 self/custom-build dwelling houses, access and associated works. Parish Council objects.
	Land At (Os 9017 5117), Mucknell Farm Lane, Stoulton W/22/01955/FUL	Development of a 1MW solar farm and associated infrastructure. Parish Council objects.
	2 Oak Cottage, Brockhill Lane W/22/02626/HP	Second storey side extension & single storey rear extension. Parish Council supports.
	Winnells Farm, Church Lane, Norton W/23/00308/FUL	Change of use from agricultural field to domestic curtilage. Parish Council supports.
	Winnells Farm, Church Lane, Norton W/23/00342/FUL	Conversion of annexe building to 3 bed family home and creation of new dwelling. Parish Council objects.
	Norton House Farm, Woodbury Lane, Norton W/22/01543/FUL	Conversion of barns/storage buildings to 3 No. dwellings and construction of a domestic car garage and bin store. Parish Council objects.
Internal Consultation:		
Other:		<u> </u>

An update was received following the meeting with the WDC Chief Executive, WDC Planning Officers and Parish Council representatives to discuss the WDC 5 year land supply position and clarification of the position regarding the Neighbourhood Plan. WDC has undertaken to provide additional information and this will be chased if not provided within the agreed timescale. It was noted that revision to the NJK Neighbourhood Plan may be required.

A Vision Document has been received from consultants acting on behalf of Summix, Homes England and Bellway Homes regarding their proposals for the new settlement around Worcestershire Parkway station. It was noted that this conflicts with the SWDPR Parkway Garden Town plans. It was agreed for Parish Council representatives to engage with the consultants to gather further information and to seek to influence the plans.

Action: Clerk

The Joint Parish Council (JPC) Group's suggestion for a Parkway Garden Town petition was considered. It was agreed that the Council is broadly in favour of a petition however, any petition should be short and concise. Suggested revised wording will be shared with the JPC along with a request for further information regarding the practicalities of gathering signatures, likely costs and funding.

Action: Cllr Waizeneker

Whilst no clarification has been received regarding Community Infrastructure Levy (CIL) payments relating to the Parkway Garden Town, it is considered likely that the development is beyond the scope of CIL (due to its scale) and that s106 funding is likely to be more appropriate for the infrastructure funding. It was agreed that the Parish Council would wish to provide input to discussions regarding s106 funding allocations.

Public Question Time discussions relating to planning application W/23/00342/FUL were considered. It was agreed that whilst the Council is most sympathetic to the points highlighted by the applicants, it has to comment on the grounds of material considerations which include planning conditions within previous relevant approval notices. A reply will be sent to the applicants.

Action: Clir Fincher, Clerk

It was noted that there is no date as yet for the Worcester City planning application 22/00751/FUL (Land off Broomhall Way - Change of use of land to provide 10 permanent Travellers Pitches) to be considered by the Worcester City Planning Committee.

15. 2023/41 Parish Council Owned Lands

Following the February Parish Council, the agreed response has been sent to the resident regarding work to trees in the apiary field.

16. 2023/42 Allotments

The Assistant Clerk update received in advance of the meeting was noted, with the general improvement in plots continuing.

17. 2023/43 Parish Hall Recreation Facilities and Outside Space

Play area gate installation has been delayed due to adverse weather conditions impacting upon the installer's work schedule. Installation is now hoped for during w/c 3 April. The new picnic benches and replacement for the stolen bench are due to be delivered on 21 April, with groundworks to be completed on 18 April. The new picnic benches have additional supporting legs and as such, additional supporting concrete pads are required. The revised quote of £590 was agreed and the contractor will be advised. Proposed Cllr Arrow, agreed Cllr Richmond and agreed by all. Action: Clerk Difficulties in obtaining an additional quote for maintenance of the slabbed areas at the entrance to the Parish Hall and to the pathways along the front and side of the Hall (to the patio area) were noted. It was agreed to explore other maintenance options such as a compound overlay. **Action: Cllr Job** Feedback relating to strimming to the rear of the MUGA fencing was considered. It was agreed to seek a quote for installation of an area of hardstanding (with a strong point) for storage of items in this area. A cost of up to £250 (excl. VAT) was agreed. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all. Measurements of the size of area required will be provided to the Clerk. Action: Cllr Dawson A quote will be sought for this work to be carried out at the same time as installation of the picnic bench concrete pads to seek cost efficiencies. **Action: Clerk** Feedback received from the groundsman relating to swings made in trees on the Parish Hall site was considered. It was agreed for the groundsman to be advised to remove these for safety reasons provided that he can do so safely. **Action: Clerk** No further news relating to the open air gym proposals or pitch improvement work being explored by the junior football team. The resident pursuing the outdoor gym has been offered the opportunity to take the Parish lead for the 2023 Wychavon Parish Games.

18. 2023/44 The King's Coronation

WDC Coronation event funding of £551 has been received. It was agreed for £200 to be granted to both WNCIC and Norton Parish Hall towards the costs of their community events. The remaining £151 will be available for grants of £10/£20/£30 towards street parties within the Parish. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. Applications for street party funding will be publicised via the Parish Council website/Facebook page.

Action: Cllr Pollard

It was noted that Worcester Wheels will provide a shuttle bus for the Hall event.

Proposals for tree carving at the Parish Hall to commemorate the King's Coronation were considered but due to cost it was agreed not to pursue.

Proposals for Primary School aged pupils within the Parish to receive a Coronation coin were considered. It was agreed to progress at a cost of £326.50 + VAT for 250 coins. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. An order will be placed and notices published on the Council's Facebook page and noticeboards to highlight the availability of the coins to any Primary School aged pupils within the Parish who don't attend NJK CE Primary School. **Action: Cllr Job, Clerk** Members agreed that they would also like to commemorate the King's Coronation in a manner that is more visible and has a lasting legacy within the community. Suggestions to be made (with accompanying research/ costings) by 14 April for consideration. Costs in the range £1,000 to £1,500 (excl. VAT) were agreed as appropriate.

19. 2023/45 Parish Hall

A report was received from Cllr Fincher, Chair of the Hall Trustees, which included the delay in submitting the 2021/22 annual return to the Charity Commission. The reasons for this were summarised, with Trustees offering support to the new Treasurer. The letter from the Parish Council regarding the delayed submission has been shared with all Trustees. Having delivered his report, Cllr Fincher abstained from discussion/voting in consideration of due diligence and the dispensation held. It was agreed that no further funding would be made by the Parish Council to the Parish Hall charity until the annual return has been submitted to the Charity Commission, with a copy shared with the Parish Council. A letter to this effect will be sent to the Hall Trustees. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all (with one abstention – Cllr Fincher). Correspondence received from a Parish resident regarding the delayed Charity Commission annual return and Parish Hall funding/expenditure was discussed. Cllr Fincher abstained from discussion/ voting in consideration of due diligence and the dispensation held. A draft response will be prepared for circulation to members for comment. The response will be signed off by Cllr Richmond, Parish Council Vice-Chair. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all (with one abstention – Cllr Fincher). **Action: Clerk**

20. 2023/46 Worcester Norton Sports Club/Worcester Norton Community Interest Company

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher (Council WNCIC Board representative) which highlighted agreement of a lease, granting of listed building consent and planning permission, and positive feedback regarding the WDC Community Legacy Grant Funding. A meeting is scheduled for presentation of revised costings by the design team.

21. 2023/47 Civility & Respect Pledge and Dignity at Work Policy

The Civility & Respect Pledge and Dignity at Work Policy were re-considered. It was agreed not to adopt these at the current time as the Council's Code of Conduct was felt to cover standards for Member's conduct. Members will advise the Clerk should they wish for the situation to be reconsidered in the future.

22. 2023/48 Annual Parish Meeting (APM) 11 May 2023

The draft APM agenda was agreed and the resident pursuing the open air gym will be invited to present his suggestions to the APM. Action: Clerk Reports for the APM booklet should be provided to the Clerk by 11 April. **Action: All Contributors**

SWDPR slides will be prepared for audience reference. Action: Cllr Fincher, Cllr Waizeneker Roadside signs will be arranged for installation 2 weeks before the APM. **Action: Clerk**

Cllr Arrow gave his apologies in advance.

23. 2023/49 Employment Matters

An update was provided highlighting that all appraisals have now been completed. Future training for the Assistant Clerk will be explored. **Action: Clerk**

24. 2023/50 Annual Risk Assessment and Review of Fixed Asset Register

The annual risk assessment and register of fixed assets were approved. Proposed by Cllr Richmond, seconded by Cllr Pollard and agreed by all.

25. 2023/51 2023 Wychavon Parish Games

As discussed under item 17 above, the resident pursuing the outdoor gym has been offered the opportunity to take the Parish lead for the 2023 Wychavon Parish Games.

26. 2023/52 Finance

a) It was proposed by Cllr. Richmond, seconded Cllr. Pollard and all were in agreement that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category	Detail	Amount £ *
Administration	Website fees February	5.98
	Website fees March	5.98
	February /March printing	22.49
	January/February printing	22.49
	Spring newsletter printing	254.82
	Zoom subscription March	14.39
	Title plan search	3.00
	Subscription upgrade (additional Licences) March 2023 to	79.99
	November 2024	
	Parish Council mobile phone contract March DDR	9.00
Grounds/ Parish	Strimmer cable	6.09
Property	Lengthsman duties February 2023	287.00
Maintenance	Lengthsman duties January 2023	182.00
	Maintenance of Crookbarrow Road/Norton Road roundabout for 2022/23	960.00
	Verge mowing at Norton 2 March 2023	204.00
	Allotment water (original meter)	32.39
Community Services	Norton Connector February 2023	340.00
	TOTAL	2,429.62

^{*} Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	March 2023 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,360.47
Grounds/ Parish Property Maintenance	Verge mowing at Norton 24 March 2023	204.00
	TOTAL	2,564.47
	GRAND TOTAL	4,994.09

^{*} Incl. VAT where payable

27. 2023/53 Neighbourhood Plan Parish Aspirations Document

Next quarterly review due May 2023.

28. 2023/54 Correspondence for Information

See Appendix 2 for a list of correspondence received.

29. 2023/55 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting As discussed during the meeting.

30. 2023/56 Items for Update to Local M.P.

None at present.

31. 2023/57 Councillors' Reports and Items for Future Agenda

None.

32. 2023/58 Date of Next Meeting

27 April 2023. Cllr Pollard gave apologies in advance of the meeting.

The meeting closed at 11.15pm

Appendix 1

Two members of the public attended the Public Question Time Session to provide further information to the Parish Council regarding planning application W/23/00342/FUL and to seek the Council's support.

A copy of the residents' comments will be emailed to the Clerk for the Council files.

The members of the public were thanked for attending the Public Question Time session and were advised that their comments would be considered during the Planning agenda item.

Sender	Subject
CALC	Information and updates on various matters and training, including Elections and "purdah", Clerk Handovers, 2023 Practitioners Guide, Wind or Solar powered Defibrillator, Worcestershire Alliance, The Open Space Society New Guide, Executive Officer report March 2023, WDC community grants, Civility & Respect Project update, solar panels, '20 is Plenty', VAT on Sporting fees, Procurement Thresholds, CiL Reporting, Caring for Burial Grounds, NALC Chief Executive's bulletin & Events, Dates for the Diary, Clerk Vacancies
Clerk & Councils Direct	Newsletter March 2023
Community First	AGM invitation - 4th April, 10.30am – 11.45pm
Elan City	Vehicle activated speed sign supplies
NALC	Newsletters and Chief Exec's bulletins
National Grid	Power cut information
One Network	Local roadworks reports
PKF Littlejohn LLP	2022/23 Annual Governance & Accountability Return external audit process
Resident	Norton Connector fares
Resident	Publication of Parish Hall accounts
Resident	Publication of Parish Hall accounts and request for apiary information
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Severnside Defibs	Defibrillator information and supplies
Soc. Local Council Clerks	The Clerk magazine March 2023
	Chief Exec news bulletins and updates
Turley Consultants	Parkway Garden Town vision
WHP Telecoms Ltd	5G upgrades and associated planning matters
Police & Crime	PCC newsletter March 2023
Commissioner/ Safer	PCC newsletter February 2023
Neighbourhood Team	Our News neighbourhood Watch newsletter March 2023
Worcestershire CC	Illegal Works on the Worcestershire Highway
	King's Coronation Celebrations - attachments to street lighting columns
Wychavon DC	Poll cards for May elections – should be received by 6 April
	• Flying the flag for Commonwealth Day – 13 March
	Parish Council election information
	 £30,000 fund for town and parish councils to support celebrations to mark the Coronation of King Charles III
	Wychavon reconfirms support for Ukraine
	Residents urged to complete Design Code consultation (runs to 31 March)
Wychavon DC Planning	Agenda Planning Committee meeting 30 March 2023
	Agenda and minutes Planning Committee meeting 2 March 2023
	Approval Notices
	W/22/02593/FUL: Land At, Woodbury Lane, Norton - Erection of building of Class E(a)(i) office accommodation together with application parking.
	Class E(g)(i) office accommodation together with ancillary vehicle parking, landscaping and drainage as approved under planning permission reference
	21/01166/FUL - variation of conditions 2 & 9
	W/22/02607/FUL & W/22/02608/LB: Worcester Norton Sports Club, Brockhill
	Lane, Norton - Proposed refurbishment of clubhouse building including internal and external alterations to form multi-use community space, refurbishment of existing cricket changing rooms (including partial demolition) to form new changing and gym facilities, the construction of a tarmac MUGA, and relocation of existing car parking.
	 Refusal Notices W/22/01835/PIP: Land At (OS 8732 5164), Church Lane, Norton - Permission in Principle for up to 4 dwellings.
Wychavon Parish Games	2023 Wychavon Parish Games and AGM minutes