

**MINUTES OF THE ANNUAL MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
18 MAY 2023**

There were no Public Question Time discussions.

**1. Election of Chairman**

Cllr Fincher was proposed as Chair by Cllr Waizeneker, seconded by Cllr Arrow and all were in favour. Cllr Fincher accepted this position and was elected as Chairman. Cllr. Fincher signed the Chairman's undertaking and declaration of acceptance of office.

**2. Apologies for Absence:** P. Richmond. These apologies, and the reasons for them, were accepted and approved.

**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, M. Stafford, J. Waizeneker, Cllr R. Adams (District Councillor), Cllr Mrs L. Turier (District Councillor), J. Greenway (Clerk & Responsible Finance Officer).

**3. Election of Vice-Chairman**

Cllr Job was proposed as Vice-Chair by Cllr Dawson, seconded by Cllr Pollard and all were in favour. Cllr Job accepted this position and was elected as Vice-Chairman. Cllr Job signed the Vice-Chairman's undertaking and declaration of acceptance of office.

**4. Signing of Undertakings and Declarations of Office following Uncontested Election**

Cllr Fincher, Cllr Arrow, Cllr Dawson, Cllr Job, Cllr Pollard, Cllr. Stafford and Cllr Waizeneker signed their undertaking and declaration of acceptance of office as Parish Councillors. It was agreed for Cllr Richmond to sign his undertaking and declaration of acceptance of office as a Parish Councillor at the next Parish Council meeting attended. **Action: Clerk**

**5. Changes to Membership - None.**

**6. Declarations of Interest**

**a)** Reminder and requirements noted. Following the elections, members are required to complete the new standard Declaration of Interests Form for return to Wychavon DC.

**b)** and **c)** None.

**d)** Dispensation requests granted up to the next ordinary election (May 2027) as proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all:

- i.** To all Parish Councillors who live within the Parish, to enable them to participate in any discussion or vote on any matter concerning the setting of the council's budget and annual precept.
- ii.** To Cllr. Dawson, Cllr. Fincher and Cllr Job, to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall.
- iii.** To Cllr. Fincher, to enable participation in any discussion on any matters concerning Worcester Norton Sports Club (WNSC), Worcester Norton Community Interest Company (WNCIC) and potential developments on this site, but not to vote.
- iv.** To Cllr. Pollard, to enable participation in any discussion on any matters concerning WNSC, WNCIC and potential developments on this site, but not to vote.
- v.** To Cllr. Pollard, to enable participation in any discussion on any matters concerning Norton Croquet Club, but not to vote.
- vi.** To Cllr. Arrow, to enable participation in any discussion or vote on any matter concerning SWUE developments adjacent to Norton Road.
- vii.** To Cllr. Fincher, to enable participation in any discussion on any matters concerning Norton & Littleworth Royal British Legion, but not to vote.

**7. To consider and adopt Council's Standing Orders, Scheme of Delegation, Financial Regulations, Online Banking Process and Complaints Procedures**

The existing Standing Orders, Financial Regulations, Online Banking Process, Complaints Procedure and Scheme of Delegation were re-adopted. It was noted that new model Standing Orders and

Financial Regulations are available and agreed that these will be reviewed and considered in due course. Proposed by Cllr. Dawson, seconded by Cllr. Job and agreed by all. **Action: Clerk**

## **8. The General Power of Competence**

The General Power of Competence, eligibility criteria and adoption were considered. It was agreed that the Council continues to meet the eligibility criteria, with the number of councillors elected at the last ordinary election (May 2023) exceeding two thirds of its total number of councillors (8 of a total number of councillors of 9 were elected unopposed) and the council's clerk holds the Certificate in Local Council Administration (CiLCA) qualification and has passed section 7 of CiLCA 2012. The Council re-adopted the General Power of Competence (GPC) as proposed by Cllr Arrow, seconded by Cllr Pollard and agreed by all. The council is required to revisit this decision and make a new resolution at every relevant annual meeting of the council to confirm that it still meets the criteria (if it does). The next relevant annual meeting of the council will be in May 2027, after the next Parish Council elections in Wychavon district.

## **9. To Note Council's Code of Conduct**

The existing Code of Conduct was noted.

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

Allocation of responsibilities was reviewed, with Cllr Job added as Vice-Chair and Cllr Dawson added as a Council Parish Hall representative. The EnviroSort Community Liaison Group was removed as a specific area of responsibility, with any meetings to be attended as and when needed. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all. **Action: Clerk**

Cllr Stafford arrived at 7.35pm.

## **11. To Consider a Rolling Programme of Policy Reviews**

A list of policies and procedures will be drawn up to include suggested review schedules. Council Standing Orders and Financial Regulations will be prioritised for review. **Action: Clerk**

## **12. To Note the Council's Risk Assessment and Insurance Requirements**

These were noted as agreed at the Parish Council meetings of 19 January and 30 March 2023. It was agreed that the recently purchased outdoor picnic benches at the Hall will sit on the Council's Fixed Asset Register and an insurance quote will be obtained. **Action: Clerk**

## **13. Minutes**

- a) The minutes of the meeting held on 27 April 2023 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all.
- b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**

## **14. 2023/85 Reports**

### **a) Cllr R. Adams and Cllr Mrs L. Turier (WDC District Councillors)**

Cllr Adams provided a report including the close District election result and two members now working across the new Drakes Broughton, Norton and Whittington Ward to support our Parish. Cllr Adams and Cllr Mrs Turier will be members of the WDC Planning Committee.

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

No report available.

### **c) Finance**

- (i) Balances: current account £6,489.53, deposit account £122,054.16 (18 May). Members were reminded that whilst balances are healthy, funds are committed or earmarked for future expenditure.
  - (ii) Monthly accounts and bank reconciliation to 30 April are not available due to preparation of the year-end accounts. The Zoom subscription was reviewed, with cancellation agreed. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Cllr Fincher**
  - (iii) The 2022/23 year-end process is in progress with the internal audit being arranged and draft accounts received for review by the Responsible Finance Officer.
- d) GDPR** - Nothing further to report.

### e) Social Media Communications

The report circulated in advance of the meeting was noted, with the need for a multi-channel approach to communications highlighted by lower than hoped for attendance at the Annual Parish Meeting. Following feedback received at the April Parish Council meeting, a leaflet has been drafted to highlight how residents can find out what is happening within the Parish (e.g. Parish Council website/Facebook page and newsletters) and how to contact the Parish Council. It was agreed to finalise the leaflet and arrange for printing.

**Action: Clerk**

A delivery schedule will be prepared with the aim of delivering a copy to every household within the Parish.

**Action: Clerk, Cllr Waizeneker**

### f) West Mercia Police

Nothing further to report.

### g) St. James the Great Church, Norton

An update was received regarding churchyard mowing.

## 15. 2023/86 Apiary Project and Tranquillity Trail

The apiary continues to develop with an update from the apiary management group provided to the Annual Parish Meeting on 11 May. Opportunities to progress a Tranquillity Trail are being explored including Highways England carbon offset schemes and WDC Community Legacy Grant funding.

## 16. 2023/87 Public Rights of Way (PRoW)

Work undertaken to the Radley bridleway (NJ552) by Worcestershire County Council (WCC) instructed contractors and complaints subsequently received were considered. The WCC PRoW Officer has been contacted about the unacceptable standard of the work and the debris left on the bridleway.

## 17. 2023/88 Public Open Space/Verge Maintenance, Highways and Drainage Matters

No schedule of works has been received for rebuild/repair of sections of the Barracks curtilage wall along Brockhill Lane. It is hoped that the letter to the WCC Chief Executive will result in action. It was noted that youngsters were seen playing football against the wall (unaware of the fragile nature of this) but stopped when the dangers were highlighted. Scope for the Parish Council to ask a question regarding this matter at a future WCC full council meeting will be explored.

**Action: Cllr Fincher**

## 18. 2023/89 Norton Connector (NC)

Passenger numbers returned to a more usual level last month (around 60 journeys). The NC also provided a shuttle bus service to the Parish Hall for the Coronation family event on 7 May.

## 19. 2023/90 Sentry Statue Landscaping Proposals

Landscaping of the area is due to be completed during autumn 2023 with an update provided at the Annual Parish Meeting.

## 20. 2023/91 Parish Defibrillators

Options are being explored with an update to be provided to the June meeting. **Action: Cllr Stafford**

## 21. 2023/92 Planning

a) The following current planning applications were noted.

	<u>Application</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	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.
<b><u>Refusals:</u></b>	None	
<b><u>Awaiting Decision:</u></b>	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 purposes 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. See Appeal under 'Other' below.
	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.
	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.
	19 Wadborough Road, Littleworth W/23/00762/HP	Removal of conservatory and erection of garden room. Parish Council supports.
<b>Internal Consultation:</b>	None	
<b>Other:</b>	Planning Inspectorate Ref:- APP/H1840/W/23/3316580 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.

It was agreed that no further comments would be submitted to the Planning Inspector in respect of application W/22/02008/OUT as the original objection comment remains valid. It was noted that application W/23/00342/FUL is likely to be determined as a delegated decision, with approval anticipated.

Following Neighbourhood Plan (NP) discussions with Wychavon Planners, it was agreed for the NP working group to consider actions to review/update the NJK Neighbourhood Plan out to 2030, to include liaison with Wychavon Planners and consideration of potential sites for the required 3-4 dwellings. Cllr Fincher offer assistance/input. **Action: Cllrs Arrow, Pollard and Waizeneker**

Also see agenda item 29 regarding a potential SWDPR petition.

## 22. 2023/93 Neighbourhood Plan Parish Aspirations Document

Reviewed with no changes required. Next quarterly review due in August 2023.

## 23. 2023/94 Parish Council Owned Lands

An update regarding changes to tenanted land was received. A reminder of overdue rent will be sent to the tenant. **Action: Clerk**

Contact will be made with the tenant to discuss any outstanding matters. **Action: Cllr Fincher**

## 24. 2023/95 Allotments

The update provided to the Annual Parish Meeting was noted. Feedback relating to a tree on a plot adjacent to the main pathway from the main gate was noted and will be passed to the Assistant Clerk for investigation. **Action: Clerk**

## 25. 2023/96 Parish Hall Recreation Facilities and Outside Space

The new picnic benches have been well received and are being well used; thanks were expressed to all who assisted with installation. The delay in installation of the play area gates was considered. It was agreed for Cllr Dawson to continue to press for a firm installation date and if this isn't forthcoming, for the Council to consider purchasing direct from the manufacturer and arranging separate installation. Kits to assist with remedial work to the play area safety surfacing following gate installation have been identified. An open air gym update was provided to the Annual Parish Meeting and it was agreed to accept the £1,000 Tesco Community Grant.

A supplier of resin/bonded pathway surfacing has been identified for potential maintenance of slabbed areas. Two quotes will be sought; one for the slabbed area at the entrance to the Parish Hall and a second for this area plus the strip of slabs outside the coffee shop. **Action: Cllr Job**

Discussions with the Groundsman have resolved matters relating to the ground storage area to the rear of the MUGA fencing. The baseball team will be undertaking maintenance work to their diamond area (additional topsoil) in preparation for the new season.

No further news relating to the pitch improvement work being explored by the junior football team.

## 26. 2023/97 The King's Coronation

It was agreed for a group of Parish Councillors to visit NJK CE Primary School to present the Coronation coins once received. Cllr Job and Cllr Stafford offered to assist. Consideration will be given to allocation of any spare coins at the June Parish Council meeting, by which time requests relating to Primary School aged pupils living within the Parish but not attending NJK CE Primary School will be known. Creation of 'The King's Meadow' was discussed, with professional guidance to be sought to establish this. In view of the number of activities in progress/under consideration regarding green spaces within the Parish (e.g. community apiary, tranquillity trail, The King's Meadow etc.), it was agreed to explore creation of a working group to support a cohesive approach to management of such activities.

**Action: Cllr Fincher**

No requests for funding for street parties were received and therefore it was agreed for the WDC Coronation grant of £551 to be split equally between the Parish Hall and WNCIC community events. It was noted that the WNCIC event has been postponed until June due to the wet forecast for the original date of 8 May. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all.

**Action: Clerk**

## 27. 2023/98 Parish Hall

The 2021/22 Charity Commission annual return has been submitted and is available for download from the Charity Commission website. A copy has been provided to the Parish Council (and circulated to members), along with an apology from the Parish Hall Charity Treasurer for the delayed submission.

## 28. 2023/99 Worcester Norton Sports Club/Worcester Norton Community Interest Company

An update was received including imminent lease signing and cost plan v. funding. It is hoped that work will start in autumn 2023.

## 29. 2023/100 Annual Parish Meeting (APM) 11 May 2023 - Feedback

Positive feedback was received, with the Parish Council thanked for its efforts and contribution to the community. The potential for a petition regarding the SWDPR plans was discussed with a majority in favour of pursuing. This will be advised to the next JPC SWDPR meeting.

**Action: Cllr Waizeneker**

## 30. 2023/101 Employment Matters

The Clerk's banked hours and holiday for carry forward will be considered at the June Council meeting.

## 31. 2023/102 Finance

a) It was proposed by Cllr. Job, seconded Cllr. Dawson **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	2022/23 payroll administration costs	367.20
	Annual Parish Meeting roadside signs & information booklet printing	216.00
	April/May printing	22.49
	Parish Council mobile phone contract May DDR	10.29
	Website fees May	5.98
	Zoom subscription May	15.59
Grounds/ Parish Property Maintenance	Allotment water (newer meter)	39.00
	Hall playing field mowing April (revised invoice)	135.70
	Installation of concrete bases for Hall picnic benches and securing	590.00
	Mowing St James the Great churchyard April 2023	74.10
	Verge mowing at Norton 5 May 2023	204.00
	<b>TOTAL</b>	<b>1,680.35</b>

\* Incl. VAT where payable on invoice

### Accounts for Payment:

Category	Detail	Amount £ *
	<b>TOTAL</b>	<b>0.00</b>
	<b>GRAND TOTAL</b>	<b>1,680.35</b>

\* Incl. VAT where payable on invoice

**b)** Renewal of the annual CPRE (The Countryside Charity) membership was agreed at a cost of £36. It was noted that the CPRE may offer assistance with green space activities/projects within the Parish. Proposed Cllr. Job, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**

#### **32. 2023/103 Correspondence for Information**

See Appendix 1 for a list of correspondence received.

#### **33. 2023/104 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As discussed during the meeting.

#### **34. 2023/105 Items for Update to Local M.P.**

None at present.

#### **35. 2023/106 Councillors' Reports and Items for Future Agenda**

Visibility issues due to overgrown verge at the end of Regiment Close were noted. The Groundsman will be asked to trim. **Action: Clerk**

The Local Government Boundary Commission for England consultation on divisional boundaries for

Worcestershire County Council will be added to the June Parish Council agenda. **Action: Clerk**

Parish Online will be updated to digital mapping (no cost). **Action: Cllr Arrow**

#### **36. 2023/107 Date of Next Meeting**

22 June 2023

The meeting closed at 9.55pm

<b><u>Correspondence Received for 18 May 2023 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
Community First	Newsletters/bulletins
CPRE (The Countryside Charity)	Countryside Voices magazine spring/summer 2023, Campaigns Updates, Hedgelife Help Out
Local Government Boundary Commission for England	Consultation on divisional boundaries for Worcestershire County Council (consultation closes 24 July)
NALC	Newsletters, Chief Exec's bulletins, Star Council Awards
One Network	Local roadworks reports
Resident 1	WCC clearance work along Radley bridleway (NJ552)
Resident 2	WCC clearance work along Radley bridleway (NJ552)
Rural Bulletins	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins and updates
WM Police/ Police & Crime Commissioner/ Safer Neighbourhood Team	Our News neighbourhood Watch newsletter May 2023
Wychavon DC	Election results
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda Planning Committee meeting 25 May 2023</li> <li>• Minutes Planning Committee meeting 27 April 2023</li> </ul> <u>Approval Notices:</u> <ul style="list-style-type: none"> <li>• W/22/02626/HP: 2 Oak Cottage, Brockhill Lane, Norton - Second storey side extension &amp; single storey rear extension</li> <li>• W/23/00308/FUL: Winnells Farm, Church Lane, Norton - Change of use from agricultural field to domestic curtilage</li> </ul>