

**MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH NOVEMBER 2022**

There were no Public Question Time discussions.

1. **Apologies for Absence:** C. Arrow, A. Job. These apologies and the reasons for them were approved and accepted.

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

2. **Changes to Membership**

Cllr Stafford signed her acceptance of office and was welcomed to the Council.

3. **Declarations of Interest**

a) Reminder and requirements noted.

b) c) d) Cllr Richmond's Disclosable Pecuniary Interest in agenda item 12 was noted (relating to planning application W/22/00587/OUT). Cllr Fincher's interest in agenda item 20b was noted (as a member of the Royal British Legion local branch).

4. **2022/233 Minutes**

a) Minutes of the Parish Council meeting held on 27 October were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all.

b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**
The Clerk advised that enquiries have concluded that there is no requirement for Parish Councils to maintain a landline telephone number. After discussion, it was agreed for Parish Council telephone access to be by way of the existing mobile phone number (07955 756528) and that not providing a landline telephone number was not considered to be a barrier to contact. Parish Council letter heads, email footers etc will be revised. **Action: Clerk**

Discussions pertinent to agenda items are recorded within the relevant section of the minutes.

5. **2022/234 Reports**

a) **Cllr R. Adams (District Councillor)**

Cllr Adams provided a report including appreciation for the contributions made by Doug Lucas, Charles Ives and Ray Richardson during their time as Parish Councillors and his condolences at their passing. Cllr Adams reiterated the need for residents to comment on the draft SWDPR as individuals and highlighted changes to the Mid-Worcestershire Parliamentary Constituency which will see a change in name to the Droitwich and Evesham Constituency (which NJK Parish will remain within). District and Parish Council elections will take place in May 2023, with the existing Norton & Whittington District Ward becoming the new 2 member Norton, Whittington and Drakes Broughton Ward. Information relating to the free Christmas adventure trail in Pershore, Droitwich and Evesham was provided and is being publicised. The Wychavon funded outdoor cinema at the Parish Hall was a great success and enquiries are being made for this to be repeated. Cllr Adams thanked the Parish Council for its support.

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

Cllr Mrs Robinson's report circulated in advance of the meeting was noted. Cllr Mrs Robinson highlighted a call for residents to use the minor injuries units (where they can) to ease pressure on A&E at the Worcestershire Royal. Feedback suggests that waiting times are significantly shorter at the minor injuries units. WCC Highways is very busy with reports of surface water and is monitoring local river levels. Residents were reminded to receive their flu and Covid booster vaccinations. Issues with B4084 surface water were discussed including WCC and Severn Trent Water investigations to date. An update on plans to resolve the issue will be sought from Highways. **Action: Cllr Mrs Robinson**

c) **Finance**

(i) Balances: current account £7,255.96 and deposit account £119,310.65 (both 24 November). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 31 October will be circulated. **Action: Clerk**

d) **GDPR** - Nothing further to report.

e) **Social Media Communications**

The content of the report circulated in advance of the meeting was summarised. The number of website/newsletter subscribers continues to grow, click through rates are high compared to national/industry standards and local information is most popular. Analysis of engagements via Facebook and the Council website suggests differing audience interests (which may relate to different demographics) and supports the need for both communication tools. Links with 'Next Door' will be explored to establish if organisations can now join.

Action: Cllr Pollard

Cllr Pollard was thanked for his work in successfully developing the Council's website and its social media communications.

f) **West Mercia Police**

The Safer Neighbourhood Team update has been circulated and published on the Council's website.

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

See agenda item 9c.

6. 2022/235 Apiary Project and Tranquillity Garden

An area of currently tenanted Parish Council owned land has been relinquished (with a commensurate reduction in rent), to allow this to be utilised as part of the apiary and tranquillity garden proposals.

Enquiries continue regarding funding via Corporate Social Responsibility and Biodiversity Schemes.

Implications of 'in-perpetuity' schemes will be explored.

Action: Clerk

The apiary management group is due to meet on 27 November and following this will provide an update to the Council.

7. 2022/236 Public Rights of Way (PRoW)

The Parish Paths Warden update was noted along with action by the WCC Senior PRoW Officer regarding a barrier installed along PRoW 540c.

8. 2022/237 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Highway flooding around the Parish was noted and has been reported to WCC Highways. Feedback indicates that the road outside school remained passable during heavy rain. Persimmon Homes has advised that maintenance to the Gazala Drive grass verge will be undertaken in January 2023. Cllr Dawson was thanked for coordinating delivery and installation of the new tree seat.

9. 2022/238 2023/24 Budget and Precept

a) A draft 2023/24 budget will be considered at the 19 January Parish Council meeting, with submission to Wychavon DC required by 27 January. A budget will be drafted for discussion with Cllr Fincher and Cllr Richmond (or Cllr Waizeneker) at a meeting to be arranged for during w/c 9 January. **Action: Clerk**

b) Items for consideration of inclusion in the 2023/24 draft budget should be forwarded to the Clerk before 9 January.

Action: All Members

It was noted that current funding for the Norton Connector (NC) is due to be fully utilised by mid-2023 and that further funding will be required for the remainder of the 2023/24 financial year. NC operating costs are currently in the region of £5k per annum. It was agreed for additional funding to be included within the draft 2023/24 budget.

Action: Clerk

c) It was agreed that the Parish Council is content for the current contractor to continue to mow St James churchyard however, in view of the joint arrangement with the Parochial Church Council (PCC), the PCC also needs to be content with this arrangement. It was agreed to defer acceptance of the quote received pending further discussions with Rev. Badger.

Action: Clerk

10. 2022/239 Norton Connector (NC) Community Legacy Grant (CLG) Project

An update was received. Passenger numbers have increased, with last month being the second highest since the service began. The park and ride service between St Peter's Garden Centre car park and the Parish Hall for the Hall Halloween and fireworks event was very successful and the Garden Centre has been thanked for use of its support. WCC has aspirations for community services to feed into transport hubs although no further details are currently available.

11. 2022/240 Sentry Statue Landscaping Proposals

Worcester Norton Regiment Group (WNRG) has contacted St Peters Garden Centre regarding planting proposals and supply of plants.

12. 2022/241 Planning

a) The following current planning applications were noted.

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	Unit 8, Crucible Business Park, Woodbury Lane, Norton W/22/01137/FUL	Change of use of vacant building from Sui Generis to Use Class E (Commercial, Business and Service), B2 (General Industrial) and B8 (Storage and Distribution) uses, partial demolition of building, Re-cladding and Re-roofing of building, new fenestration and doors, covered cycle parking. Parish Council supports with comment
	Lavender Cottage, Woodbury Lane, Norton W/22/00897/HP	Moveable, wooden stable blocks used as storage buildings in the place of previous wooden and metal 'lean-to' buildings - retrospective. Parish Council objects.
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	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.
	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.
	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.
	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.
	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
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01321/FUL	Construction of new building as replacement for substantially collapsed previous building - barn 1. Parish Council comments submitted, including ref to its objection comment to the planning application W/22/01044/LB.
	Closes Farm, Hatfield Bank. W/22/01187/HP	Erection of front, rear and side single storey extensions. Parish Council supports.
	Land At (OS 8732 5164), Church Lane, Norton W/22/01835/PIP	Permission in Principle for up to 4 dwellings. Parish Council objects.
	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
	5 Coronation Road, Littleworth W/22/01852/FUL	Proposed demolition of existing garaging and the construction of detached dwelling. Parish Council supports.
	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.
	2 Coronation Road, Littleworth W/22/01808/HP	Proposed first floor extension to form a new bedroom and bathroom. Parish Council supports subject to comments.
	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.
	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.
<u>Internal Consultation:</u>	None	
<u>Other:</u>	None	

A planning consultant enquiry regarding a potential planning proposal was considered. The site in question has not been identified and the Council reiterated that applications that are outside the development boundaries detailed within the NJK Neighbourhood Plan, the adopted SWDP or the draft SWDPR are not being supported as this would undermine the Local Plans. This stance should not be interpreted as support for proposals that are within these boundaries, as the Council would comment upon proposals once an application has been received for consideration as part of the formal consultation process undertaken by Wychavon District Council. The consultant has been invited to attend a Parish Council Public Question Time session. Following an update received suggesting that the client may wish to hold a public consultation in early December, it was agreed to thank the consultant for keeping the Council informed.

Action: Clerk

Active Travel Corridor (ATC)

Cllr Fincher provided an update following the meeting with Cllr Rouse (WCC Cabinet Member with Responsibility for Highways & Transport), Cllr Mrs Robinson (WCC Local Member) and Cllr Adams (WDC Local Member). The meeting included discussions relating to the ATC and repairs to the Barracks curtilage wall along Brockhill Lane, with visits to view the wall, to observe traffic by the War Memorial and to walk along Woodbury Lane from The Retreat towards the Parkway Station to experience its safety as an ATC. Observations were set in the context of the route being incomplete and unsafe when compared to the detailed plans prepared by the WCC Transport Strategy Officer in 2019, a situation that will only worsen as a result of the South Worcester Urban Extension (SWUE) and the Parkway Town proposals. Cllr Rouse agreed that the ATC provision was lacking and will explore how this can be improved. No dates for repair of the Barracks curtilage wall have been forthcoming and a specific timetable for this will be sought, with works required before the bid nesting season due to safety issues.

Action: Cllr Mrs Robinson

SWDP Review (SWDPR) Consultation

An update was received following the Parish Briefing on 3 November and the SWDP Team roadshow event on 9 November. The presentation given at the Parish Briefing has been published on the Parish Council website. Residents have been advised of the importance of responses from individuals and are being encouraged to submit their responses alongside the Parish Council response. A draft Parish Council submission was agreed, as was broad agreement with the Joint Parish Council Group (JPC) submission. The JPC is due to meet on 29 November, with a SWDPR meeting on 1 December. It was agreed for Cllr Waizeneker to fine tune the Parish Council's response (if necessary) following these meetings and for the Clerk to submit prior to the consultation deadline of 13 December. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all.

Action: Cllr Waizeneker, Clerk

Via the Council's Facebook page and website, residents will be reminded of the consultation deadline and will be encouraged to submit comments. The Parish Council's draft response will be published to assist residents in developing their own submissions.

Action: Cllr Waizeneker, Cllr Pollard

The draft response will be shared with Cllr Mrs Robinson and Cllr Adams. Enquiries will be made regarding Community Infrastructure Levy (CIL) payments for the Parkway Town site and whether any CIL payments may be available for NJK Parish.

Action: Cllr Mrs Robinson

13. 2022/242 Allotments

An update was provided including payment of annual rents and monitoring visits.

14. 2022/243 Parish Hall Recreation Facilities and Outside Space

Quotes are being sought for replacement of broken slabs. Ideas and funding opportunities for an open air gym continue to be explored.

The groundsman will install the new noticeboard, with an alternative installation option agreed at a cost of £160 should the groundsman not be able to pursue. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all.

Action: Clerk

Repair and reinstallation of the 'Dogs on Lead' sign will be arranged via the tree contractor (following damage during the conifer removal).

Action: Cllr Dawson

Quotes for supply and installation of 2 new play area gates were considered, with a preferred supplier agreed. A site visit will be sought to minimise the risk of additional installation costs, to confirm the detail of the gates and warranties, and to explore fencing repairs. Costs of up to £2,500 + VAT for supply and install of 2 gates and fencing repairs were agreed in principle. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all.

Action: Cllr Dawson

Options to reduce the risk of unauthorised vehicle access to the playing field following removal of the conifers were considered. In view of costs to install additional barriers or boulders, it was agreed to explore planting of shrubs in this area. Pershore Horticultural College will be contacted to explore ideas, costs and ground/growing conditions. Guidance regarding additional tree planting on the Hall site will also be sought.

Action: Cllr Dawson

Following theft of the bench from the corner of the playing field and report to the Police, it was agreed to make a claim on the Council's insurance (having noted the £100 excess). Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.

Action: Clerk

Replacement of the bench with a brown recycled plastic bench (similar to that by the War Memorial) was agreed at a cost of up to £400 + VAT. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.

Action: Clerk

Whilst discussing provision of Parish Council benches within the Parish, it was agreed not to replace the broken bench that has been removed from the large verge on the Crookbarrow Road/Church Lane bend due to one bench remaining in this location.

15. 2022/244 Parish Hall

A report was received from Cllr Fincher, Chair of the Hall Trustees, which included changes to membership and the shop continuing to be popular. The Halloween and fireworks event received positive feedback and the revised arrangements were successful (being a ticketed event and served by the park and ride service), with scope to potentially increase numbers next year. Funding of c. £1,600 for the shop and Hall developments remains, with this proposed to fund a shop sign for the front of the Hall, to add refrigeration to the ambient temperature unit, to purchase a fridge for the shop storeroom and to purchase more efficient chair storage (in light of the reduced Hall storeroom size). Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. Purchases will be progressed in liaison with the Hall Trustees/Hall Manager.

Action: Clerk

Cllr Mrs Robinson gave apologies and left the meeting at 9.45pm.

16. 2022/245 Neighbourhood Plan Parish Aspirations Document

Reviewed, updated and published on the Parish Council website. The next quarterly review is due in February 2023.

17. 2022/246 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 receipt of a draft lease for review and the time limited nature of s106 and Community Legacy Grant funding.

18. 2022/247 Employment Matters

a) Council workload, job descriptions/allocation of work and employee hours will be discussed with employees and will be considered as part of the 2023/24 budget process. **Action: Clerk, Cllr Fincher**

b) Adoption of the National Joint Council for Local Government national salary award 2022/23 (wef 1 April 2022) was agreed. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all. The salary award will be applied to the December payroll.

Action: Clerk

19. 2022/248 Annual Parish Meeting 2023

Date of 11 May 2023 agreed.

20. 2022/249 Finance

a) It was proposed by Cllr. Pollard, 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	Website fees November	5.98
	October/November printing	22.49
	Zoom subscription October	14.39
Community Assets	Tree seat including fixing kits	1,822.80

Grounds/ Parish Property Maintenance	Parish Hall playing field mowing October	217.92
	Repair to 'blowvac' (fuel leak)	61.98
	Repair to brushcutter/trimmer (fuel leak)	19.10
	New brushcutter/trimmer head	32.99
	Lengthsman work October 2022	210.00
	Churchyard mowing (last 2022 cut)	126.00
	Removal of hawthorn tree & grind stump, transplant oak sapling	660.00
	Allotment water (newer meter – quarterly billing)	121.91
	Allotment water (original meter – monthly billing)	28.11
Community Services	Norton Connector October 2022	420.00
	TOTAL	3,763.67

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	November 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,228.88
Administration	Parish Council mobile phone contract December DDR	9.00
	TOTAL	2,237.88
	GRAND TOTAL	6,001.55

* Incl. VAT where payable

b) A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed. Cllr Fincher abstained from voting. Proposed Cllr. Dawson, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**

21. 2022/250 Correspondence for Information

See Appendix 1 for a list of correspondence received.

22. 2022/251 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As discussed during the meeting.

23. 2022/252 Items for Update to Local M.P.

Nigel Huddleston MP will be invited to the 2023 Annual Parish Meeting.

Action: Cllr Fincher

24. 2022/253 Councillors' Reports and Items for Future Agenda

None.

25. 2022/254 Date of Next Meeting and 2023 Meetings

19 January, 16 February, 30 March, 27 April, 25 May (Annual Parish Council Meeting), 22 June, 20 July, 28 September, 26 October and 30 November.

Annual Parish Meeting: 11 May 2023

The Parish Hall meeting room will be booked.

Action: Clerk

The meeting closed at 10.25pm

Correspondence Received for 24 November 2022 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including Pay Scale Increase, External Auditor, Fraud Update, White Ribbon, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancies, NALC Chief Executive's bulletin
Clerks & Councils Direct	Magazine November 2022
CPRE	Campaign updates and newsletters
First Bus	Free travel on First Bus services, anywhere in the Worcestershire region, on 12th and 13th November, for serving Armed Forces personnel, cadets and veterans (see First Bus website for further details and conditions).
Michael Paul Consultancy	Potential planning application
NALC	Newsletters and Chief Exec's bulletins, Utility Aid
National Highways	M5 junction 6 to junction 7 safety barrier replacement update
One Network	Local roadworks reports
Police & Crime Commissioner (PCC)/ Neighbourhood Alert	<ul style="list-style-type: none"> • PCC newsletter - November 2022 • Neighbourhood Watch national newsletter for England
Resident	Allotments
Resident	Copied to email to Hall Manager regarding Parish Hall late night noise
Resident	Noise nuisance (potentially coming from the Woodbury Lane business area)
Resident	Obstruction of PRow 540c
Resident	Removal of barriers along Wadborough Road, Littleworth (Japanese Knotweed site)
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	The Clerk magazine November 2022, Chief Exec news bulletins and updates
SWDP Review	<ul style="list-style-type: none"> • SWDP Review Publication Public Consultation (Regulation 19) • Traveller and Travelling Showpeople DPD consultation
WM Police/ Police & Crime Commissioner (PCC)/ Safer Neighbourhood Team/ Neighbourhood Matters	OUR NEWS - Neighbourhood Watch national newsletter for England and Wales
Wychavon DC	<ul style="list-style-type: none"> • A Free Christmas Adventure comes to Wychavon towns • Residents urged to put their bins out on time • Wychavon gain Customer Service Excellence for the twelfth year in a row
Wychavon DC Planning	<p>Agenda and minutes Planning Committee meeting 10 November 2022</p> <p><u>Approval Notices</u></p> <ul style="list-style-type: none"> • W/22/01137/FUL: Unit 8, Crucible Business Park, Woodbury Lane, Norton - Change of use of vacant building from Sui Generis to Use Class E (Commercial, Business and Service), B2 (General Industrial) and B8 (Storage and Distribution) uses, partial demolition of building, Re-cladding and Re-roofing of building, new fenestration and doors, covered cycle parking. • W/22/00897/HP: Lavender Cottage, Woodbury Lane, Norton - Moveable, wooden stable blocks used as storage buildings in the place of previous wooden and metal 'lean-to' buildings - retrospective.