

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH FEBRUARY 2021**

In view of the Covid-19 pandemic and Government instructions, this meeting was held remotely via video/telephone conference call.

There were no public question time discussions.

1. Apologies for Absence: None.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, P. Richmond, H. Turvey, J. Waizeneker, Cllr R. Adams (District and County Councillor).

2. Changes to Membership

Wychavon DC has advised that the Parish Council can co-opt to fill its vacancy. Details will be publicised on the Council's website, Facebook site and noticeboards.

Action: Clerk, Cllr Pollard

3. Declarations of Interest

a) Reminder and requirements noted.

b) c) None.

d) Dispensation requests granted:

- i. To Cllr Fincher to enable participation in any discussion, but not to vote, on any matter concerning Worcester Norton Sports Club and potential development of this site (up to the next ordinary election (2023)). Proposed Cllr. Arrow, seconded Cllr. Richmond and agreed by all.

Any changes to the underlying interests detailed within these dispensations will be notified to the Clerk.

4. 2021/31 Minutes

a) Minutes of the Parish Council meetings held on 21 January 2021 were approved as a true and accurate record of the meeting and will be signed by the Chairman as soon as is possible. Proposed Cllr Lucas, seconded Cllr Waizeneker and agreed by all.

Action: Clerk

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

5. 2021/32 Reports

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

Cllr Adams provided a report including the Worcestershire County Council (WCC) May 2021 elections, Covid-19 update, 2021/22 Council Tax summary (WCC 2.5% increase in Council Tax (1% ring-fenced for adult social care) and Wychavon DC unchanged), recognition of Cllr Turvey's contribution to the community at the Wychavon DC Diamond Jubilee Awards and Divisional Fund support. Details of a campaign relating to the right for Commonwealth Armed Forces veterans to remain in the UK will be circulated to Council members for consideration of the Council's support.

Action: Cllr Fincher

b) Finance

(i) Balances: current account £10,874.33 and deposit account £121,492.16 (both 25 February) which includes c. £21k unspent Norton Connector Community Legacy Grant funding, c. £51k unspent Parish Hall developments Community Legacy Grant funding and c. £1.5k remaining Groundwork UK Neighbourhood Plan grant. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure. The 2020/21 internal audit cost was confirmed at £105.

(ii) Monthly accounts and bank reconciliation to 31 January were noted.

(iii) Cllr Dawson has completed an internal financial review with this extended to include online banking processes and procedures. No matters were noted for the attention of the Council.

c) GDPR

Actions ongoing but with slow progress due to resourcing issues and competing priorities. Cllr Pollard and the Clerk are attending GDPR training in April.

d) Social Media Communications

Facebook and website data was noted including most popular topics/posts. Engagement levels continue to grow.

e) West Mercia Police

Further information is awaited regarding the defibrillator proposal for the St James Close phone box.

f) St. James the Great Church, Norton

No report available. Information relating to the Regimental Colours will be provided to the Clerk for the Council's website. **Action: Cllr Lucas**

6. 2021/33 Apiary Project

Report received after agenda item 3. The report circulated in advance of the meeting was explained and discussed. In addition to ongoing actions, it was agreed to:

- Continue engagement with the Forager Bee Company to set up the apiary, provide an element of training and manage the apiary pending volunteer beekeepers becoming trained. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all.
- Liaise with Forager Bee Company for purchase of equipment (for invoice to the Parish Council) within the overall project budget. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all.
- Liaise with Cllr Waizeneker to arrange purchase of a 10 foot steel container with a modified door and painted green, for storage of items ancillary to the use of the site (excess allotment land incorporating an apiary) at a cost of £2,124 incl. VAT (within the overall project budget). The store will not be a permanent structure. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all.
- Arrange purchase of pollinator planting from Pershore Horticultural College (within the overall project budget). Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all. **Actions: Mr Perks**

An off-road loading/unloading area within the site boundary was discussed, with this to be explored further. **Action: Mr Perks, Clerk**

With this area of Parish Council owned land falling within Kempsey Parish, a letter explaining the apiary proposals will be sent to Kempsey Parish Council. **Action: Cllr Fincher**

7. 2021/34 Covid-19 Community Response

Support continues locally, with no requirement for changes to the support available identified.

8. 2021/35 Planning

a) Current Planning Applications - the following applications were noted.

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	Unit 8, Crucible Business Park, Woodbury Lane W/20/02504/FUL	Proposed removal of existing north-light roof section, re-roof and re-cladding of premises including new door and window openings. Parish supports
	Wits End Stables, Broomhall, Norton W/20/02589/S106	Application under Section 106a of the Town & Country Planning Act to discharge a section 106 Agreement dated 8.2.1999 in relation to planning permission W/97/0900. Parish supports.
	Flat 8, Albemarle, Crookbarrow Road W/20/02609/LB	Removal of 1990s plasterboard, plywood and studwall additions to reveal original features. Raising suspended ceiling height in Living Room. Parish supports
<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. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.
	Land at (OS 8615 5190), Taylors Lane, Broomhall MHDC/19/01851/RM	Reserved Matters application (Appearance, Landscaping, Layout and Scale) of Outline permission ref 13/01617/OUT for Phase E1 of the proposed employment development comprising two employment units (Use Class B1 (b and c), B2 and/or B8), parking and landscaping and associated infrastructure.
	Land at Woodbury Lane, Norton W/20/01138/FUL and amendments	Erection of building comprising 4,361m2 of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage. Parish Council objection response submitted.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/20/01897/FUL	Conversion of 3 agricultural buildings to residential dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings as approved under planning permission 17/00972/FUL - variation of condition 2. Parish Council objection response submitted.

	Ketch Field, Broomhall Way. Worcester City Council 20/007775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC 20/01593/RM	Application for the Approval of Reserved matters (Appearance, Landscaping, Layout and Scale) of outline permission ref. 13/01617/OUT for Phase E2 of the proposed employment development comprising three employment units, parking, landscaping and associated infrastructure
	Cranmere, 36 Wadborough Road W/20/02626/HP	Proposed two storey rear and side extensions with single storey rear extension. Parish supports subject to neighbour's views.
	Cooksholme Farm, 3 Wadborough Road W/20/02232/LB	Design amendments to Barns 1 - 3 relating to extant permission 17/01582/LB. Comments submitted.
	Worcester Norton Sports Club, Brockhill Lane, Norton W/20/02851/FUL	Proposed refurbishment of Clubhouse building (incl. demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Parish supports.
	Worcester Norton Sports Club, Brockhill Lane, Norton W/20/02852/LB	Proposed refurbishment of Clubhouse building (incl. demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Parish supports.
	Touchwood, 2A Wadborough Road W/20/2853/HP	Proposed single storey rear extension. Parish supports with comments.
	Land at (OS 8706 5039), Hatfield Bank, Norton W/20/02890/FUL	Proposed change of use from agricultural land to dog agility training (Sui Generis) (Retrospective). Parish supports with comments.
Internal Consultation:	Land at Woodbury Lane, Norton W/20/01138/FUL amendments	<ul style="list-style-type: none"> - Reduction of Block B from 4 stories to 3 stories (so whole building would be 3 stories) - Consequent reduction in proposed floorspace to 3,461 sqm - Addition of footway along (most of) Woodbury Lane frontage - Minor changes to make street side entrances more visible, including indicative signage positions Change to service compound enclosure design and materials to include use of matching bricks
Other:	Broomhall Grange Norton Road Norton Planning Inspectorate Ref: APP/J1860/W/20/3255153	Proposed development of 27 dwellings. (Malvern Hills DC Planning Ref: 19/01336/FUL)

A letter of objection will be sent to the Planning Inspectorate relating to the Broomhall Grange appeal (to be received by 17 March).

Action: Cllr Fincher

A letter of objection will be submitted to Wychavon Planning relating to the amendment to planning application 20/01138/FUL Land at Woodbury Lane, Norton by 9 March.

Action: Cllr Fincher

A SWDP Review letter drafted by Stoulton Parish Council was considered. It was agreed to submit a separate letter incorporating important points raised by Stoulton PC, linking these to the NJK Parish Neighbourhood Plan, and therefore not requiring NJK Parish Council to be included as part of the Stoulton PC letter. A letter will be drafted and forwarded to Cllr Fincher and the Clerk for review and submission. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all.

Action: Cllr Lucas

9. 2021/36 Worcester Norton Sports Club (WNSC)/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllrs Fincher and Pollard included in discussions. An update was received on formation of WNCIC and its membership (including Cllr Fincher as Charman, a director and Parish Council representative, and Cllr Pollard as a director), the development proposals, the lease between WNSC and WNCIC, funding (s106 funding and Community Legacy Grant) and bridging the funding gap. Following review, the £100k Community Legacy Grant (CLG) application will be finalised and submitted to Wychavon DC, by the Parish Council, for CLG funding for the WNCIC project.

Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.

Action: Cllr Pollard, Clerk

10. 2021/37 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update including installation of new CCTV and consideration being given to painting of the main hall. Discussions relating to the Parish Hall CLG projects are included under agenda item 12.

11. 2021/38 Parish Hall Recreation Facilities and Outside Space

Enquiries relating to private parties being held on the Hall playing field prior to 21 June were considered alongside the current Government roadmap out of lockdown. It was agreed that such bookings would not be accepted. Signs will be displayed around the Parish Hall grounds to reflect current Government guidance and what restrictions remain in place. This information will also be publicised via the Council's website and FB page. **Action: Clerk, Cllr Pollard**

Wychavon Covid Marshall have visited the Parish Hall site to monitor activities and it is understood that these visits will continue.

A baseball update was received, with a representative of the team to be invited to the 25 March Council meeting for discussions within the public question time. A testimonial to support a baseball team grant application will be provided. **Action: Cllr Fincher, Clerk**

Following a socially distanced outdoor site meeting with the groundsman, it was agreed for the groundsman to source replacement play area gate self closing mechanisms and to clean the play area fencing and apply fence protector. **Action: Clerk**

Enquiries will be made regarding algae removal from the MUGA/tennis court and weed removal from the Hall car park. **Action: Cllr Dawson**

An enquiry regarding installation of a skatepark on the Parish Hall site was considered. It was agreed not to progress due to the lack of suitable/sufficient space, insurance costs, health and safety matters, no local demand evident from recent community surveys and ongoing maintenance costs. The enquirer will be advised. **Action: Clerk**

12. 2021/39 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The project is progressing well, with work due to finish broadly in line with the proposed schedule. Planning permission requirements for storage containers for panto and groundsman's equipment have been explored, with the outcome that providing the container is to be used for ancillary purposes associated with the lawful use of the Hall (e.g. storage) then this would not result in a change of use of the land and therefore would not represent operational development. Storage proposals for the panto and groundsman's equipment were agreed at a cost of £3,900 + VAT for purchase of one 20 foot container (painted cream), one 10 foot container (painted green) and a temporary 20 foot container to provide a space for items currently stored within the Hall to be sorted. Quotes for work to the Hall flat roof were considered along with recommendations from the PHPWG. It was agreed to delegate the decision regarding the choice of contractor to the PHPWG, with cost not to exceed £5k incl. VAT. Cost to be funded by additional New Homes Bonus (NHB) allocated to the Parish Hall CLG projects by Wychavon DC. Proposed Cllr Lucas, seconded Cllr Turvey and agreed by all (Cllrs Dawson, Fincher and Pollard abstained from voting as members of the PHPWG working on the roof project).

Following the flat roof work, c. £10k of the additional £15k NHB funding will remain. The PHPWG is obtaining quotes for a new Hall front door (with the aim to incorporate disability access), a new fire door in the coffee shop and a new canopy over the Hall front entrance. Utilisation of the remaining c. £10k NHB funds for these purposes was agreed in principle. Proposed Cllr Lucas, seconded Cllr Turvey and agreed by all.

13. 2021/40 Norton Connector Community Legacy Grant (CLG) Project

An update was received including cost savings and service adaptations negotiated with WW and WCC to extend the period of service funded by the CLG. Consideration is being given to when the usual service will resume, taking into account the Government's roadmap out of lockdown. Letters seeking other sources of funding are being issued. A NC re-launch event will be arranged at the Hall once the usual service can be resumed, with this also providing an opportunity for the completed Parish Hall CLG funded projects to be displayed. **Action: Cllr Waizeneker, Cllr Fincher**

14. 2021/41 New Homes Bonus (NHB) Funding

The additional c. £15k NHB funding confirmed by Wychavon DC as allocated to the Hall CLG projects is proposed for use as detailed under agenda item 12. Initial ideas for landscaping around the Sentry statue were considered. It was agreed for landscaping ideas to be explored further, including a clearer

view on costs, landowner permission and the need for planning permission. **Action: Cllr Richmond**
Funding by Council reserves will be considered following completion of the 2020/21 year end accounts, when allocation of reserves to Council projects will be reviewed.

15. 2021/42 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Purchase of a new 1.5m bench for the War Memorial grass verge (manufactured from recycled materials) was agreed at a cost of up to £450 plus VAT to include fixings and installation. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

Funding from Severn Waste Services/EnviroSort will be explored. **Action: Cllr Lucas**

Maintenance of the small grass verges at Brockhill for the 2021 mowing season was considered. Day-2-Day Garden Services will be instructed at a cost of £350. **Action: Clerk**

An update was received regarding ditch and hedge maintenance along the Radley bridleway following discussions and correspondence with the Wychavon DC Drainage Team and the WCC Lengthsman Scheme Manager. It was agreed to arrange a site meeting to discuss the situation in more detail. Cllrs Arrow and Fincher will aim to attend along with Cllr Adams. **Action: Clerk**

A further update is being sought from WCC Highways regarding Church Lane drainage matters. Disappointment was expressed regarding the quality of patching work undertaken along the Church Lane pavement. Photos will be shared with Council members and Cllr Adams. **Action: Cllr Richmond**

16. 2021/43 Public Rights of Way (PRoW)

An update from the WCC Head of Highways & Transport Liaison was considered, with additional PRoW funding welcomed. The need for joint working to resolve PRoW matters will be highlighted, e.g. between WCC departments (Highways/PRoWs) and between WCC and WDC (where drainage matters require resolution). **Action: Clerk**

17. 2021/44 Worcester Parkway Station/Active Travel Corridor (ATC)

Discussions between a resident and WCC regarding maintenance requirements for the curtilage wall to The Barracks (section adjacent to Brockhill Lane) are understood to be drawing to a conclusion.

18. 2021/45 Neighbourhood Plan (NP)

An update was received including a good response to the consultation, consideration of/responses to comments and next steps, ensuring that the Plan that goes forward to Wychavon is as strong and robust as the draft version. It was noted that Eastfield Fisheries has been removed from the areas designated as Local Green Space (LGS), as upon review of all the LGS sites and the LGS Policy, it was considered not to meet the criteria. A letter of notification will be prepared and agreed with the NP Steering Group for the Clerk to send to the landowner. **Action: Cllr Lucas**

As a result of the ongoing Covid-19 impact, the Plan is due to be submitted to Wychavon in mid-March. Costs are within the overall budget agreed.

19. 2021/46 Norton Pre-school

The Forest School licence agreement has been finalised for execution as agreed at the 26 November 2020 Council meeting, agenda item 13, minute ref: 2020/209. In view of the lack of face to face Council meetings, the agreement will be signed by Cllr Fincher (Chair) and Cllr Richmond (Vice-Chair) in the socially distanced presence of the Clerk. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Clerk**

The groundman will be asked to keep the area of the Parish Hall grounds previously used for Forest School tidy and to explore planting of bluebells. **Action: Clerk**

20. 2021/47 Parish Council Owned Lands

Engagement of a new solicitor regarding the field tenancy agreements is in progress.

21. 2021/48 Allotments

No update was available. Cllr Richmond will become lead Councillor for allotments as an interim measure pending recruitment of a new Parish Councillor.

22. 2021/49 Employment Matters

No matters for attention.

23. 2021/50 Superfast Broadband Project – Woodbury Lane

A letter of complaint will be drafted regarding the lack of progress with this project and forwarded to Cllr Fincher and the Clerk for review and submission. **Action: Cllr Waizeneker**

24. 2021/51 Policy Reviews

The Council's Website & Social Media Policy and Accessibility Statement were approved for re-adoption. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all. **Action: Clerk**

25. 2021/52 Annual Parish Meeting (APM)

The date of the 2021 APM will be changed to Wednesday 5 May. The meeting is likely to be held on a virtual basis, but this will remain under review and will be guided by Covid regulations and guidance. The revised date will be publicised. **Action: Clerk**

26. 2021/53 Finance

a) It was proposed by Cllr Dawson, seconded by Cllr. Richmond **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	Monthly webhosting charge	6.00
	Norton Connector January 2021 (new charging structure)	116.00
	Annual Society of Local Council Clerks subscription	185.00
	Data Protection fee annual renewal	35.00
	Neighbourhood Plan - data entry Regulation 14 Consultee responses	540.00
	Reimbursement of Zoom invoices and cost of Hall car park lock	68.55
	Reimbursement of Dec 2020 IONOS webhosting charge	6.00
Community Assets	Parish Hall Community Legacy Grant roof work – stage 1 payment (roof materials)	16,535.76
TOTAL		17,492.31

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	February 2021 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, (HMRC quarterly PAYE/NI)	2,311.33
Administration	Parish Council mobile phone February DDR	20.99
	Reimbursement of Clerk administration expenses	47.03
	Spring newsletter printing (100 copies)	184.68
TOTAL		2,564.03
GRAND TOTAL		20,056.34

* Incl. VAT where payable

27. 2021/54 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

28. 2021/55 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

29. 2021/56 Items for Update to Local M.P.

Invite to Norton Connector re-launch event once arranged.

30. 2021/57 Councillors' Reports and Items for Future Agenda

None.

31. 2021/58 Date of Next Meeting

Parish Council Meeting: 25 March 2021

The meeting closed at 11pm

Correspondence Received for 25 February 2021 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including: Face to Face meetings, SECTION 137 SPEND 2021/2022, COVID-19/Coronavirus Update, Superfast Broadband, Tackling Loneliness in Worcestershire, Nature Networks - Free Event, Malvern Festival of Ideas, ACRE Village Halls Domesday Book, Women in Town and Parish Council, Land Registry Survey, Consultations, Worcestershire CALC Training - New including Planning training sessions, report from CALC Chairman on Training, hospital discharge during Covid19, Consultation - Right to Regenerate, NALC Events, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies • Agenda for Wychavon Area Meeting 3 March 2021
Community First	E-bulletins, newsletters
CPRE	Campaigns updates
Malvern Hills DC Planning	Notice of planning appeal: Planning Inspectorate Ref: APP/J1860/W/20/3255153, Proposed development of 27 dwellings, Broomhall Grange, Norton Road, Norton WR5 2PD (Malvern Hills DC Ref: 19/01336/FUL)
R	Govt Green Energy Scheme
NALC	Covid-19 guidance updates, Chief Exec's bulletins Local Council Review magazine
One Network	Local roadworks reports
Open Spaces Society	Open Space member updates
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins, Covid-19 updates
SWDP/SWDP Review	<ul style="list-style-type: none"> • Traveller and Travelling Showpeople sites proposed with a consultation on the document planned to run from 1 March to 19 April 2021, if approved by all three councils (Wychavon, Malvern Hills and Worcester City) • SWDP review to be published in autumn 2021 following COVID-19 delay • Forthcoming Consultations Briefing Session 1st March 2021, Parish and Town Council Newsletter January 2021
West Mercia PCC	Newsletters, funding crime prevention, What does the police budget mean for you?
West Mercia Police	Neighbourhood Watch newsletter
Worcs CC	<ul style="list-style-type: none"> • Invitation to the Natural Networks Event 17 March • Consultation on Statement of Community Involvement 2021 (comments by 18 March) • Budget Briefing 27 January 2021
Wychavon DC	<ul style="list-style-type: none"> • Households asked to take part in Census 2021 • Covid updates • Housing Needs Surveys • Apply early to vote by post or proxy in this May's elections • Council tries out electric vehicles to collect waste across Wychavon • Measures announced to support Covid-19 recovery • Council flies Pride flag for LGBT+ History Month • Tree near Evesham Bell Tower to be removed • Pershore town vision - invitation to complete an online survey
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 4 March 2021 • Agenda a m for Planning Committee meeting 4 Feb 2021 • Minutes for Planning Committee meeting 7 Jan 2021 <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> • W/20/02589/S106: Wits End Stables, Broomhall, Norton - Application under Section 106a of the Town & Country Planning Act to discharge a section 106 Agreement dated 8.2.1999 in relation to planning permission W/97/0900 • W/20/02609/LB: Flat 8, Albemarle, Crookbarrow Road, Norton - Removal of 1990s plasterboard, plywood and studwall additions to reveal original features. Raising suspended ceiling height in Living Room