

**MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH OCTOBER 2022**

See Appendix 1 for Public Question Time discussions.

- 1. Apologies for Absence:** P. Richmond, Cllr R. Adams (District Councillor), Cllr Mrs L. Robinson (County Councillor). These apologies and the reasons for them were approved and accepted.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, J. Waizeneker, Mrs J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**

With great sadness, the passing of Councillor Lucas was recorded, with a one minute silence held in his memory. Wychavon DC will be advised. **Action: Clerk**

Co-option of Maisie Stafford as a Parish Councillor (to fill an existing vacancy) was considered and agreed. Proposed Cllr Waizeneker, seconded Cllr Job and agreed by all. Wychavon DC will be notified and Cllr Stafford will be welcomed to the Parish Council. **Action: Clerk**
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 4. 2022/211 Minutes**
 - a) Minutes of the Parish Council meeting held on 29 September were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Arrow, seconded Cllr Dawson 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**
- 5. 2022/212 Reports**
 - a) **Cllr R. Adams (District Councillor)**

Cllr Adams' apologies were noted along with the draft vibrant villages self-help toolkit.
 - b) **Cllr Mrs L. Robinson (County Councillor)**

Cllr Mrs Robinson's apologies were noted along with the report received in advance of the meeting.
 - c) **Finance**
 - (i) Balances: current account £10,556.40 and deposit account £124,072.02 (both 27 October). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
 - (ii) Monthly accounts and bank reconciliation to 30 September 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 including click through rates being high compared to national/industry standards and local information being most popular.
 - f) **West Mercia Police**

The Wychavon Community Safety Officer presentation to the CALC Wychavon area meeting was noted along with links to the Local Policing Team and the local community.
 - g) **St. James the Great Church, Norton**

Rev'd Badger had hoped to attend to talk about the challenges and opportunities for the future relating to St James, however, due to unforeseen circumstances, apologies were noted. An invitation to provide a decorated tree for the St James' Christmas Tree Festival will be declined, whilst wishing the organisers success with the proposed event. **Action: Clerk**
- 6. 2022/213 Apiary Project and Tranquillity Garden**

Considered after agenda item 4a. The updates circulated were noted, with a successful first year's beekeeping including significant training undertaken by the beekeepers. A letter of thanks will be sent to the Foragers Bee & Honey Company (Rhona) for their support. **Action: Cllr Fincher**

The apiary management group continues to explore regulations to enable honey to be sold in the Parish

Hall Shop@WR5. Potential opportunities for funding the Tranquillity Garden are being explored including Corporate Social Responsibility and Biodiversity Schemes.

Mr Perks left the meeting.

The process for honey to be sold in the Hall shop and the implications of this were considered, with the situation to be explored further. **Action: Clerk**

It was agreed to aim for the apiary management group to become a self-sustaining entity, separate to the Parish Council, that can benefit from the sale of honey. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. A meeting will be arranged with the apiary management group and Mr Perks following investigation of options and implications.

7. 2022/214 Public Rights of Way (PRoW)

No update received.

8. 2022/215 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Cllr Dawson offered assistance with delivery arrangements for the tree bench. Contact details will be shared and a date for Hawthorn tree removal /planting of the oak sapling will be sought. **Action: Clerk**
Feedback regarding maintenance of land to the front of The Retreat will be followed up by informal discussion. It was noted that this area of land isn't owned by the Parish Council. **Action: Cllr Fincher**
Persimmon Homes will be contacted for an update regarding maintenance to the Gazala Drive grass verge. **Action: Clerk**

9. 2022/216 Norton Connector (NC) Community Legacy Grant (CLG) Project

An update was received. Passenger numbers continue around the average of 50 to 70 journeys a month and arrangements are being made for the NC to provide a park and ride service between St Peter's Garden Centre car park and the Parish Hall for the Hall Halloween and fireworks event.

10. 2022/217 Sentry Statue Landscaping Proposals

An update was received following a meeting with the Worcester Norton Regiment Group (WNRG) representative. Planting and landscaping ideas are being developed for agreement and costing. Further details are hoped to be available for the November Parish Council meeting. The WNRG representative will be thanked for their work in developing the plans. **Action: Cllr Job**

11. 2022/218 Planning

a) The following current planning applications were noted.

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
Approvals:	None	
Refusals:	None	
Awaiting Decision:	Land to the south of the City of Worcester, Bath Road. Welbeck Land MHDC/13/00656/OUT	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 the 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
	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

	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 reference to its objection comment to the connected 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
	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.
	5 Coronation Road, Littleworth W/22/01852/FUL	Proposed demolition of existing garaging and the construction of detached dwelling. Parish Council supports.
Internal Consultation:	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.
Other:	None	

Public Question Time discussions relating to planning application W/22/02008/OUT were considered. It was agreed to submit an objection response to this application which is outside the NJK Neighbourhood Plan and SWDP/draft SWDPR development boundaries. **Action: Clerk**

b) Arrangements for the SWDPR/Parkway Garden Town Parish Briefing on 3 November were agreed including display of roadside signs, leaflet deliveries, website/Facebook communications and content of the Briefing slides. It was noted that a Traveller and Travelling Showpeople sites consultation runs in parallel with the SWDPR consultation (1 November to 13 December) and that site allocation within the Parish appears in line with that within the adopted SWDP (i.e. land to the south of St Peters Garden Centre). Two Traveller and Travelling Showpeople sites are proposed within the Parkway Garden Town and this will be highlighted at the Parish Briefing.

c) The SWDPR Team roadshow at the Parish Hall on 9 November was noted and is being publicised.

12. 2022/219 Allotments

An update was provided including payment of annual rents and installation of an allotment noticeboard (upcycled from the old Parish Hall noticeboard).

13. 2022/220 Parish Hall Recreation Facilities and Outside Space

Quotes are being sought for replacement of broken slabs and for noticeboard installation. Ideas and funding opportunities for an open air gym continue to be explored. The FA is due to inspect the Hall pitches to consider potential drainage work.

The Parish Hall Trustees/Hall Manager are reviewing the Hall storage situation to consider options to maximise its efficiency.

Following felling of conifers by the playing field vehicle entrance, it was agreed to assess the need for bollards to be installed and to report back to the Parish Council. **Action: Cllr Waizeneker, Cllr Dawson**
Carving of the conifer stumps will be explored. **Action: Cllr Fincher**

The Groundsman will be asked apply grass seed around the stumps in early spring. **Action: Clerk**
Cllr Dawson is liaising with the tree surgeon regarding work remaining.

Maintenance contracts for the Parish Hall outside recreation facilities were considered. It was agreed for the detail relating to the contracts to be explored further. **Action: Clerk, Cllr Arrow**

The need for a maintenance contract was agreed, with delegation given to the Clerk, in consultation with Cllr Arrow, to sign the Council up to the most appropriate package (of those circulated). Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. **Action: Clerk, Cllr Arrow**

Costs to replace the play area roundabout were considered, with maintenance highlighted as a low risk item in the June 2022 annual safety inspection report. It was agreed that repair is the best value for money and this will be explored as part of the proposed maintenance contract. As an alternative, the

repair quote from Reids Playground Maintenance Ltd of £455 + VAT will be accepted. Proposed Cllr Job, seconded Cllr Dawson and agreed by all. **Action: Clerk**

14. 2022/221 Norton Parish Hall Community Legacy Grant (CLG) Project

The community shop continues to be popular. Ventilation has been installed and the impact is being monitored. A directional sign for the shop sign is being arranged and new locks are to be fitted. A summary of the project costs/ funding will be updated with a view to finalising. **Action: Clerk**
This item will be removed from future meeting agendas. **Action: Clerk**

15. 2022/222 Parish Hall

The Hall Trustees have agreed to increase prices due to increases in costs. The impact on visitor numbers/takings will be monitored. The Halloween and fireworks event on 5 November is ticketed to help to manage numbers and a Norton Connector park and ride is being planned with use of the St Peter's Garden Centre car park.

16. 2022/223 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 scaled down plans due to increases in costs and criteria set by Wychavon DC for WNSC Ltd to meet to enable access to funding. WNCIC is due to meet on 31 October to assess WNSC Ltd progress in meeting the criteria set. Draw down of the £100k WNCIC Community Legacy Grant was discussed. It was agreed to advise Wychavon DC that the Parish Council does not wish to draw the funds until the situation is clearer and there is sufficient surety that the project will go forward. **Action: Cllr Fincher**

17. 2022/224 Employment Matters

Nothing further to report.

18. 2022/225 Remembrance Sunday – 13th November

Details of the service will be sought from Rev'd Badger. **Action: Clerk**
Cllr Fincher will lay the Parish Council wreath and Cllr Dawson will give a reading if one is required.

19. 2022/226 Parish Council Newsletter

Items to be submitted to the Clerk by 14 November. **Action: All contributors**

20. 2022/227 Finance

a) It was proposed by Cllr. Job, seconded Cllr. Arrow **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 October	5.98
	Quarterly PAYE Tax and NI payment	739.68
	September/October printing (ink)	22.49
	Zoom subscription September and flowers for Mrs Lucas	58.89
	Roadside signs - Parish Briefing and SWDPR Team roadshow	144.00
	Confidential destruction of old Council papers	65.02
	50% of 2022/23 accountancy fee	600.00
Grounds/ Parish Property Maintenance	Parish Hall playing field mowing September	217.92
	Lengthsman work September 2022	119.00
	Cutting hedge between 72 Wadborough Rd & allotment land	185.40
	Maintenance of FP20	75.60
	Churchyard mowing and annual ditch clearance at Parish Hall	582.00
	Mowing areas adopted from Persimmon Homes	186.00
	Trim Parish Council owned roadside hedges, Littleworth	456.00
	Dig ditch at Parish Hall and remove vegetation	456.00
Allotment water (original meter)	26.25	
Community Services	Norton Connector September 2022	380.00
	TOTAL	4,320.23

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	October 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,232.75
Administration	Parish Council mobile phone contract November DDR	9.00
	Printing of fliers for SWDPR Parish Briefing 3 November and SWDPR roadshow 9 November	28.17
Grounds/ Parish Property Maintenance	Mowing verges and trimming hedges on land adopted from Persimmon Homes	810.00
	TOTAL	3,079.92
	GRAND TOTAL	7,400.15

* Incl. VAT where payable

21. 2022/228 Correspondence for Information

See Appendix 2 for a list of correspondence received.

22. 2022/229 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As discussed during the meeting.

23. 2022/230 Items for Update to Local M.P.

None.

24. 2022/231 Councillors' Reports and Items for Future Agenda

Cessation of the BT service that provided the Parish Council landline number was noted. Alternative options for provision of a landline number will be explored along with any requirement for Councils to maintain a landline number. Findings will be shared at the November meeting.

Action: Clerk

Review of the Neighbourhood Plan Parish Aspirations document will be added to the agenda for the November Parish Council meeting.

Action: Clerk

25. 2022/232 Date of Next Meeting

Parish Council Meeting 24 November 2022.

Cllr Arrow gave apologies in advance of the meeting.

Action: Clerk

The meeting closed at 10.25pm

Three members of the public attended the Public Question Time Session.

Two residents attended to raise objections regarding planning application W/22/02008/OUT and to seek the Parish Council's support. Objections were explained by the residents and noted by the Council, with the residents planning to submit an objection response to Wychavon Planning. The Parish Council will consider and agree its response to the planning application under agenda item 11. In response to questions from members of the public, a general discussion was held regarding the Wychavon allocation for self-build/custom houses and the success of the Parish Council in influencing Wychavon DC planning decisions.

One member of the public attended as a resident who has recently moved out of the Parish after 30 years, and wished to thank Councillors and the Parish Council for all that they do for the Parish and the support given to the community.

Members of the public were thanked for taking the time to attend and all left prior to the Parish Council meeting commencing.

Correspondence Received for 27 October 2022 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including invitation to AGM 28 November, minutes of September Wychavon Area Meeting, Climate Change, Energy Partnership, Zero Carbon Ready Worcestershire, Fraud Update, Queens Green Canopy in Worcestershire, Pay Negotiation update, NALC Points of Light, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancies, NALC Chief Executive's bulletin
Church Warden	Christmas tree festival St James the Great Church, Norton
CPRE	Campaign updates and newsletters
NALC	Newsletters and Chief Exec's bulletins
National Highways	M5 j6 to j8 resurfacing work (overnight closures 31 Oct to 12 November)
One Network	Local roadworks reports
Resident	Availability of approved minutes from July 2022 Parish Council meeting
Resident	Planning application W/22/02008/OUT
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	The Clerk magazine September 2022, Chief Exec news bulletins and updates, Civility and Respect Project Update - August 2022
SWDP Review	September newsletter
WM Police/ Police & Crime Commissioner (PCC)/ Safer Neighbourhood Team/ Neighbourhood Matters	PCC newsletter - October 2022
Worcs CC	<ul style="list-style-type: none"> • Pershore Education Area Review - update October 2022 • Highways Winter newsletter • Survey of lighting assets on the highway that Parishes are responsible for
Wychavon DC	<ul style="list-style-type: none"> • Latest Wychavon news • Major discovery unearthed near Evesham (possible Roman ford) • Parish Precepts and Council Tax 2023-2024 • More than 1,000 bedding plants given away to residents as part of a new waste-reduction scheme from Wychavon
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes Planning Committee meeting 13 October 2022 • Minutes Planning Committee meeting 22 September 2022