

## To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend the Annual Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **21<sup>st</sup> May 2020**.

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

**Public Question Time:** From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.45pm. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

If you would like to take part in the public question time session, or observe the Parish Council meeting, please contact the Parish Clerk (email: [NJKparishclerk@aol.com](mailto:NJKparishclerk@aol.com)) for details of how to achieve this.

### Agenda

- 1. Election of Chairman and Signing of Undertaking and Declaration of Office** 7.45pm
- 2. Apologies: To receive apologies and to approve the reason for absence**
- 3. Election of Vice-Chairman and Signing of Undertaking and Declaration of Office**
- 4. Changes to membership**
- 5. Declarations of Interest**
  - a. Register of Interests: Councillors are reminded of the need to update their register of interests and to return their Register of Interests Form to the Monitoring Officer within 28 days of taking office.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for granting of a dispensation (S33 Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 6. To consider and adopt Council's Standing Orders, Scheme of Delegation, Complaints Procedures and Financial Regulations** (previously circulated)
- 7. To note Code of Conduct** (previously circulated)
- 8. To consider areas of focus and agree allocation of areas of responsibility to Councillors**
- 9. To note the Council's Annual Risk Assessment and Insurance Requirements**  
Previously circulated and agreed at the Council meetings 23 January and 9 April 2020.
- 10. Minutes** (Chairman) 8.00pm
  - a. To consider adoption of minutes of Parish Council meetings held on 9 April 2020.
  - b. Review of minute action summary.
- 11. Progress reports for information** 8.10pm
  - a. District and County Councillor Report (Cllr. Adams)
  - b. Finance (Responsible Finance Officer)
    - i. Balances
    - ii. Monthly accounts/bank reconciliation not available due to year end accounts process
    - iii. 2019/20 financial year end and annual audit process
  - c. GDPR (Clerk/Cllr. Kelly)
  - d. Social Media Communications (Cllr Pollard) – also see agenda item 24
  - e. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr. Kelly)
  - f. St. James the Great Church, Norton (Rev. Badger)
- 12. Covid-19 Community Response** (Chairman) 8.25pm  
To consider community response/support
- 13. Parish Hall** (Cllr. Fincher – Parish Council Chairman & Chair of the Hall Trustees) 8.40pm  
To consider Parish Council representative report.

- 14. Parish Hall Recreation Facilities and Outside Space** (Clerk) **8.45pm**  
To consider update, booking/payments system and storage for baseball team and continued Covid-19 restriction of use.
- 15. Planning** (Cllr. Richmond/Chairman) **8.50pm**  
To consider report on current applications and other planning matters.
- 16. Worcester Parkway Station/Active Travel Corridor** (Cllr Fincher) **8.55pm**  
To consider update including use of PRowS and installation of dog bin along Brockhill Lane.
- 17. Neighbourhood Plan** (Neighbourhood Plan Steering Group) **9.00pm**  
To consider update from working group.
- 18. New Homes Bonus (NHB)/Community Legacy Grant (CLG)** (Cllr Waizeneker/Cllr Dawson)  
To consider update and progression of projects.
- 19. Open Space/Verge, Highways and Drainage Matters** (Clerk/Cllr Arrow/Cllr Pollard) **9.15pm**  
a. Review risk assessment and consider re-commencement of Lengthsman work.  
b. To consider update and actions regarding Church Lane hedge maintenance.
- 20. Norton Pre-school** (Chairman) **9.25pm**  
To consider update regarding rent payment holiday and reimbursement of lease legal costs.
- 21. Allotments** (Cllr. Kelly) **9.30pm**  
To consider update, including Apiary proposal.
- 22. Public Rights of Way** (Cllr. Turvey – Parish Paths Warden/Cllr Dawson) **9.35pm**  
To consider update/actions including 2020/21 P3 Scheme.
- 23. Parish Council Owned Lands** (Cllr Lucas/Cllr Dawson) **9.40pm**  
To consider updates including quotes for next phase of work identified within tree survey and field tenancy agreements.
- 24. Parish Council Website/Use of Social Media/Community Engagement** (Cllr Pollard)  
To consider update and actions.
- 25. Summer Newsletter** (Clerk)  
To consider online content, reports for inclusion and timeline for production/publication.
- 26. Employment Matters** (Chairman/Clerk) **9.55pm**  
To consider any reports, including carry forward of banked hours/holiday.
- 27. Finance** (Chairman) **10.00pm**  
a. To consider payments to be made/confirmed.  
b. To consider renewal of NALC Local Council Review magazine annual subscription  
c. To consider renewal of CPRE annual subscription  
d. To consider and agree online banking arrangements.  
e. To consider update regarding Clerk mobile phone.
- 28. Correspondence for Information** (Chairman/Clerk) **10.15pm**  
Items of correspondence will be available for inspection at the meeting.
- 29. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 30. Items for update to local M.P.** (Chairman)  
To consider any items for communication.
- 31. Councillors' reports and items for future agenda** (Chairman)  
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 32. Date of next Parish Council meeting**  
25 June 2020

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
14<sup>th</sup> May 2020

## PLANNING APPLICATIONS – MAY 2020

Approvals - None

Refusals - None

Awaiting Decision

**Land to the south of the City of Worcester, Bath Road. Malvern Hills DC Ref: W/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 adj. to Lobelia Close, Cranesbill Drive, Broomhall Green & A4440 Worcester City Ref: P13A061 St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Land North of Taylors Lane and South of Broomhall Way (A4440) MHDC/19/01803/RM**

Application for the approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to planning permission ref. 13/01617/OUT for Phase H1 of the proposed residential development comprising 36 dwellings, public open space (including LEAP), allotments, landscaping and associated infrastructure. Parish Council objection response submitted.  
Amended plans and layout, amended house types – as well as additional technical information and supporting documents. Parish Council objection response submitted.

**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. Parish Council objection response submitted.

**Grange Farm, Hatfield Lane W/20/00388/FUL**

Proposed dwelling for agricultural worker. Parish Council objection response submitted.

Internal Consultation

**8 Peninsula Road, Norton W/20/00824/HP**

Two storey side extension.

Other - None

Planning Appeal Ref: APP/H1840/W/19/3243384 (re W/19/01546/FUL)

**Merryfield House, Woodbury Park, Norton**

Proposed construction of detached single storey dwelling, access and garaging