

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

You are duly summoned to attend the next meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on Thursday 22<sup>nd</sup> June 2023 at Norton Parish Hall, Littleworth.

**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.

### Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Signing of Undertakings and Declarations of Office following uncontested election**
- 3. Changes to membership**  
To consider any changes to membership.
- 4. 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.
- 5. Minutes (Chairman)** **7.50pm**
  - a. To consider adoption of minutes of the Annual Parish Council Meeting held on 18 May 2023
  - b. Review of minute action summary
- 6. Progress reports (for information, reporting by exception)** **8.05pm**
  - a. District Councillor Report (Cllr Adams and Cllr Mrs Turier)
  - b. County Councillor Report (Cllr Mrs Robinson)
  - c. Finance (Responsible Finance Officer)
    - i. Balances
    - ii. Monthly accounts/bank reconciliation to 31 May 2023
  - d. GDPR (Clerk)
  - e. Social Media/Website Communications (Cllr Pollard)
  - f. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr Job)  
Reminder of guidance for safety and security of local councillors
  - g. St. James the Great Church, Norton (Rev. Badger)
- 7. Independent Internal Audit Report (Chairman/Responsible Finance Officer)** **8.30pm**  
To receive and consider the Internal Audit Report 2022/23
- 8. Annual Governance Statement (Section 1 Annual Governance and Accountability Return (AGAR)) (Chairman/Responsible Finance Officer)** **8.35pm**  
To consider, approve and sign off Annual Governance Statement 2022/23 (AGAR Section 1)
- 9. Accounting Statements 2022/23 (Section 2 AGAR) and Accounts for Year Ended 31 March 2023 (Chairman/Responsible Finance Officer)** **8.40pm**
  - a. To consider the Accounting Statements and year end accounts
  - b. To approve the Accounting Statements and year end accounts
  - c. To ensure sign off the Accounting Statements (Section 2 of the AGAR) and accounts for the year ended 31 March 2023 by the person presiding at the meeting.
- 10. Exercise of Public Rights (Chairman/Responsible Finance Officer)** **8.50pm**  
To ensure the date has been set for the commencement of the period of the exercise of public rights in accordance with statutory requirements.
- 11. Completion of the Remainder of the AGAR and Submission to External Auditor** **8.55pm**  
To ensure completion of the remainder of the AGAR as required and submission with supporting documentation by 3 July.
- 12. Reserves Policy (Chairman/Responsible Finance Officer)** **9.00pm**  
To consider Reserves Policy following approval of 31 March 2023 year end accounts.

- 13. Local Government Boundary Commission for England – WCC Divisional Boundaries**  
To consider consultation (consultation closes 24 July)
- 14. Community Apiary** (Apiary Group/Clerk) **9.10pm**  
To consider update and actions.
- 15. Tranquillity Trail and The Kings Meadow Projects** (Cllr Fincher/Clerk) **9.15pm**  
To consider working group Terms of Reference, update from working group and actions.
- 16. Public Rights of Way (PRoW)** (Cllr Fincher/Clerk) **9.20pm**  
To consider update.
- 17. Open Space/Verge, Highways and Drainage Matters** (Cllr Fincher/Cllr Arrow/Clerk) **9.25pm**  
To consider update including Active Travel Corridor and Brockhill Lane Barracks curtilage wall, highway flooding (storms) and autumn replacement of oak tree (within Norton tree seat)
- 18. Norton Connector** (Cllr Waizeneker) **9.35pm**  
To consider update.
- 19. Coronation Coins** (Cllr Fincher, Clerk) **9.40pm**  
To consider allocation of remaining Coronation coins.
- 20. Parish Defibrillators** (Cllr Stafford) **9.45pm**  
To consider update regarding installation of defibrillator within the Brockhill area of the Parish.
- 21. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.55pm**  
To consider report on current applications and other planning matters incl. those associated with the SWDP Review/Parkway Garden Town and the Neighbourhood Plan.
- 22. Parish Council Owned Land** (Cllr Fincher/Clerk) **10.10pm**  
To consider update.
- 23. Allotments** (Cllr Richmond/Assistant Clerk) **10.15pm**  
To consider update including structures and work on plot 37B.
- 24. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **10.20pm**  
To consider update incl. weed spraying, post storm tree inspections, vandalism, open air gym, play area gates and slab maintenance.
- 25. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.25pm**  
To consider Parish Council representative report.
- 26. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.30pm**  
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 27. Employment Matters** (Chairman/Clerk) **10.35pm**  
To consider any matters/updates including Clerk/RFO carry forward of banked hours/holiday.
- 28. Sentry Statue** (Cllr Job, Cllr Fincher, Clerk) **10.40pm**  
To consider landscaping update and review risk assessment and checks/inspections.
- 29. Neighbourhood Plan Parish Aspirations Document** (Cllr Arrow/Cllr Pollard/Cllr Waizeneker)  
To receive update regarding quarterly review due August 2023.
- 30. Finance** (Chairman/Responsible Finance Officer) **10.50pm**  
a. To consider payments to be made/confirmed.  
b. To consider accountancy fee quote for 2023/24 and 2024/25 financial years  
c. To consider donation to CPRE 'The Countryside Charity' in support of its campaign to remove loophole in the National Planning Policy Framework  
d. To approve continued use of standing orders, direct debits, BACS and CHAPS payments authorised in line with the bank mandate/Council Financial Regulations.
- 31. Correspondence for Information** (Chairman) **10.55pm**  
Items of correspondence will be available for inspection at the meeting.
- 32. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 33. Items for update to local M.P.** (Chairman)  
To consider any items for communication.
- 34. 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.
- 35. Date of next Parish Council Meeting**  
20 July 2023 – Parish Council Meeting

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
15 June 2023

## PLANNING APPLICATIONS – June 2023

	<u>Application</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	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.
<b><u>Refusals:</u></b>		
<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 purposed 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.
	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.
	Woodbury Holdings, Woodbury Lane, Norton W/23/00991/TDC5	Technical Details Consent following Permission in Principle approval (22/02549/PIP) for one self-build dwelling. Parish Council objects.
<b><u>Internal Consultation:</u></b>		
<b><u>Other:</u></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.