

## 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 25<sup>th</sup> April 2024 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. Changes to membership**
- 3. 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.
- 4. Minutes (Chairman)** **7.50pm**
  - a. To consider adoption of minutes of the Parish Council Meeting held on 21 March 2024
  - b. Review of minute action summary
- 5. 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 - not available due year end accounts preparation
    - iii. 2023/24 financial year end process
  - d. Social Media/Website Communications (Cllr Pollard)
  - e. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr Job)
  - f. St. James the Great Church, Norton.
- 6. Community Ownership Fund (Cllr Fincher)**

To consider application to the Government Community Ownership Fund (closing date 31 March 2025).
- 7. Community Apiary (Apiary Group)** **8.25pm**

To consider update and actions.
- 8. Parish Green Spaces Working Group/Biodiversity Matters (Cllr Fincher)** **8.30pm**

To consider update from working group including progress with grant opportunities, consultations, proposed work/activities and decisions required.
- 9. Public Rights of Way (PRoW) (Cllr Fincher/Clerk)** **8.40pm**

To consider update including Parish Paths Warden report.
- 10. Open Space/Verge, Highways and Drainage Matters (Cllr Fincher/Cllr Arrow/Clerk)** **8.45pm**

To consider updates incl. Active Travel Corridor (ATC) matters, attendance of the Active Travel Forum meeting (21 May), Barracks curtilage wall repairs, Littleworth drainage issues, Parish grass mowing, WCC Wadborough Road parking restriction proposals, measures to deter driving on the Gazala Drive grass verge and 2024/25 WCC Lengthsman Scheme membership.
- 11. Norton Connector (Cllr Waizeneker)** **8.55pm**

To consider update.
- 12. Employment Matters (Chairman/Clerk)** **9.00pm**
  - a. To consider the exclusion of the public and press in the public interest for consideration of personnel matters.
  - b. To consider employment matters including carry forward of Clerk banked hours/holiday.
- 13. Planning (Cllr Richmond/Cllr Fincher/Cllr Waizeneker)** **9.10pm**
  - a. To consider report on current applications/appeals.

- b. To consider other planning matters (incl. those associated with the SWDP Review/Parkway Garden Town proposals).
- 14. Parish Council Owned Land** (Cllr Fincher/Clerk) **9.20pm**  
To consider update including tree work and land registration matters.
- 15. Allotments** (Cllr Richmond/Assistant Clerk) **9.25pm**  
To consider update, future rent levels and maintenance to areas used for vehicle access.
- 16. Parish Defibrillators** (Cllr Stafford) **9.35pm**  
To consider update regarding signage.
- 17. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **9.40pm**  
To consider update including review of the summary of Sovereign Play inspection report outcomes/actions (spring 2024) and the annual Play inspection Company report outcomes/actions (June 2023), play area maintenance requirements/quotes, playing field drainage proposals (baseball area), slab maintenance, Hall rainwater outflow system and management of mole population.
- 18. Parish Council Website Domain Names and Email Addresses** **9.55pm**  
To consider .gov.uk website domain name/email address requirements for Parish Councils.
- 19. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.00pm**  
To consider report.
- 20. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.05pm**  
To consider update from Parish Council WNCIC representative (Cllr Fincher) including outcome of Parish Council request for release of WDC Community Legacy Grant funding.
- 21. Parish Council Newsletter** (Clerk) **10.15pm**  
a. Items for the summer edition of the newsletter are required by close of 7 May.  
b. Consider issuing of an annual newsletter in hard copy to all households within the Parish.
- 22. Annual Parish Meeting 9 May 2024** (Clerk) **10.20pm**  
To consider allotment rent levels as a topic for discussion.
- 23. Martyn's Law** (Chairman/Clerk) **10.25pm**  
To consider guidance relating to activities on/in Parish Council owned land/property (as guidance evolves).
- 24. Sentry Statue Landscaping** (Cllr Job) **10.30pm**  
To consider update on future work.
- 25. Neighbourhood Plan/Parish Aspirations Document** (Cllr Arrow/Cllr Pollard/Cllr Waizeneker)  
To receive update on progress to revise the NP and the quarterly review of the Parish Aspirations document (due June 2024).
- 26. Norton Charities** (Clerk) **10.40pm**  
To consider update on re-appointment of Norton Charities Parish Council appointed Trustees.
- 27. Finance** (Chairman/Responsible Finance Officer) **10.45pm**  
a. To consider payments to be made/confirmed.  
b. To consider Worcestershire County Association of Local Councils (CALC) subscription  
c. To consider renewal of The Countryside Charity (CPRE) annual membership
- 28. Correspondence for Information** (Chairman) **10.55pm**  
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 meeting**  
Annual Parish Meeting 9 May 2024  
Annual Parish Council Meeting 23 May 2024

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
18 April 2024

**PLANNING APPLICATIONS – April 2024**

|                                      | <b><u>Application</u></b>   | <b><u>Description of Proposal</u></b>  |
|--------------------------------------|---|--|
| <b><u>Approvals:</u></b>             | Unit 8, Crucible Business Park, Woodbury Lane W/24/00356/DEM  | Demolition of Unit 8. Existing Walls to Sub Station 1 to Remain. Comments submitted without support or objection.  |
|                                      | Rockilla, Hatfield Bank W/24/00312/OL   | The replacement of existing overhead wires with new material to the existing overhead electricity line. There is no change to the alignment of the overhead line and the pole heights will not be increased. No comments submitted.                      |
| <b><u>Refusals:</u></b>              | None  |  |
| <b><u>Awaiting Decision:</u></b>     | 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.   |
|                                      | Land At (OS 8659 5192), Yew Tree Court, Norton Road, Norton W/23/01836/FUL  | Construction of 2 No. dwellings. Parish Council comments submitted.  |
|                                      | Properties 1 and 2, Church Cottages, Church Lane, Norton, W/23/02496/FUL  | Creation of 2no. Detached Bungalows. Comments submitted without support or objection.  |
|                                      | Land At (Os 8785 5016), Hatfield Lane, Norton W/24/00507/FUL  | Proposed live/work unit. Amendment to application Ref. W/23/02506/FUL. Parish Council objects.   |
| <b><u>Internal Consultation:</u></b> | None  |  |
| <b><u>Other:</u></b>                 | Retreat Inn, Woodbury Lane, Norton W/23/01207/FUL   | Replacement barn and 3 no. 1 bedroomed log cabins and 4 no. touring bays, 2 no. tent bays and a toilet block. Parish Council objects. WITHDRAWN BY APPLICANT.  |
|                                      | <b><u>Appeal:</u></b><br>APP/D1835/W/2/3340942 (Worcester City Council application: 22/00751/FUL)<br>Land off Broomhall Way | Change of use of land to provide 10 permanent Travellers Pitches including the stationing of caravans for residential purposes with ancillary dayroom for each pitch plus associated access, parking, landscaping, engineering and infrastructure works. |
|                                      |   |  |