

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 Thursday 23rd May 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. 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**
To formally receive Cllr Stafford's resignation as a Parish Councillor.
- 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, Financial Regulations and Online Banking Process** (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 consider progress with rolling programme of policy reviews**
- 10. To note the Council's Annual Risk Assessment and Insurance Requirements**
Previously agreed at the Council meetings held on 22 January and 21 March 2024.
- 11. Minutes** (Chairman) 8.00pm
 - a. To consider adoption of minutes of the Parish Council Meeting held on 25 April 2024
 - b. Review of minute action summary
- 12. Progress reports** (for information, reporting by exception) 8.15pm
 - 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 and annual audit 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.
- 13. Community Apiary** (Apiary Group) 8.35pm
To consider update and actions.
- 14. Parish Green Spaces Working Group/Biodiversity Matters** (Cllr Fincher) 8.40pm
To consider update from working group including progress with grant opportunities, outcome of Green Vision CLG consultation, proposed work/activities and decisions required.
- 15. Public Rights of Way (PRoW)** (Cllr Fincher/Clerk) 8.50pm
To consider update including Parish Paths Warden report.
- 16. Open Space/Verge, Highways and Drainage Matters** (Cllr Fincher/Cllr Arrow/Clerk) 8.55pm
To consider updates incl. Active Travel Corridor (ATC) matters, Active Travel Forum meeting 21 May, resident feedback re speeding in Church Lane, Barracks curtilage wall repairs, Littleworth drainage issues, WCC Wadborough Road parking restriction proposals.
- 17. Norton Connector** (Cllr Waizeneker) 9.10pm
To consider update.

- 18. Employment Matters** (Chairman/Clerk) **9.15pm**
 a. To consider the exclusion of the public and press in the public interest for consideration of personnel matters.
 b. To consider update on recruitment matters and delegation of appointment decisions.
- 19. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.25pm**
 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).
- 20. 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 May/June 2024).
- 21. Parish Council Owned Land** (Cllr Fincher/Clerk) **9.45pm**
 To consider update including tree work, land registration matters and Persimmon Homes' indemnity to the Parish Council regarding an area of the Gazala Drive grass verge.
- 22. Allotments** (Cllr Richmond/Assistant Clerk) **9.50pm**
 To consider update including costs to infill of 'rutted' access track.
- 23. Parish Defibrillators** (Clerk) **9.55pm**
 To consider update regarding signage.
- 24. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **10.00pm**
 To consider update including play area/MUGA maintenance work, playing field drainage proposals (baseball area), playing field mowing, weed spraying, slab maintenance, Hall rainwater outflow system and management of mole population.
- 25. Parish Council Website Domain Names and Email Addresses** **10.10pm**
 To consider .gov.uk website domain name/email address requirements for Parish Councils.
- 26. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.15pm**
 To consider report.
- 27. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.20pm**
 To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 28. Annual Parish Meeting 9 May 2024** (Clerk) **10.25pm**
 To consider feedback received including measures to reduce speeding and the need to monitor the Littleworth parking situation after any revised parking restrictions are installed.
- 29. Martyn's Law** (Chairman/Clerk) **10.30pm**
 To consider guidance relating to activities on/in Parish Council owned land/property (as guidance evolves).
- 30. Sentry Statue Landscaping** (Cllr Job) **10.35pm**
 To consider update.
- 31. Finance** (Chairman/Responsible Finance Officer) **10.40pm**
 a. To consider payments to be made/confirmed.
 b. To consider renewal of The Countryside Charity (CPRE) annual membership
 c. To approve continued use of standing orders, direct debits, BACS and CHAPS payments authorised in line with the bank mandate/Council Financial Regulations.
- 32. Correspondence for Information** (Chairman) **10.45pm**
 Items of correspondence will be available for inspection at the meeting.
- 33. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 34. Items for update to local M.P.** (Chairman)
 To consider any items for communication.
- 35. 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.
- 36. Date of next meeting**
 Parish Council Meeting 20 June 2024

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council
 16 May 2024

PLANNING APPLICATIONS – May 2024

	<u>Application</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	None	
<u>Refusals:</u>	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.
<u>Awaiting Decision:</u>	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.
	Properties 1 and 2, Church Cottages, Church Lane, Norton, W/23/02496/FUL	Creation of 2no. Detached Bungalows. Comments submitted without support or objection.
<u>Internal Consultation:</u>	None	
<u>Other:</u>	Appeal: APP/D1835/W/2/3340942 (Worcester City Council application: 22/00751/FUL) 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.