

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 **24th June 2021** 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.

This face to face Parish Council meeting will be held subject to Covid-safe measures. If you wish to attend in person, please contact Jane Greenway, Parish Clerk, email: [njparishclerk@aol.com](mailto:njkparishclerk@aol.com), Tel: 01905 763515 / 07955 756528 for details of how to attend in line with Covid-safe measures. As an alternative to attendance in person, please email any comments or questions for the Parish Council to the Parish Clerk in advance of the meeting.

Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Changes to membership**
To consider any 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.
 - i. To consider granting a dispensation to Cllr. Job to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall (up to the next ordinary election (2023)).

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)** **7.55pm**
 - a. To consider adoption of minutes of the Annual Parish Council Meeting held on 27 May 2021
 - b. Review of minute action summary.
- 5. Progress reports (for information, reporting by exception)** **8.10pm**
 - a. District Councillor Report (Cllr. Adams)
 - b. County Councillor Report (Cllr. Mrs Robinson)
 - c. Finance (Responsible Finance Officer)
 - i. Balances
 - ii. Monthly accounts/bank reconciliation to 31 May 2021
 - iii. Internal quarterly financial check
 - d. GDPR (Clerk)
 - e. Social Media/Website Communications (Cllr Pollard)
 - f. West Mercia Police/PACT/Anti-social Behaviour (Police/Clerk)
 - g. St. James the Great Church, Norton (Rev. Badger)
- 6. Apiary Project (Mr Perks)** **8.35pm**
To consider update and actions.
- 7. Independent Internal Audit Report (Chairman/Responsible Finance Officer)** **8.45pm**
To receive and consider the Internal Audit Report 2020/21
- 8. Annual Governance Statement (Chairman/Responsible Finance Officer)** **8.50pm**
To consider, approve and sign off the Annual Governance Statement 2020/21 (Section 1 of the Annual Governance and Accountability Return (AGAR))
- 9. Accounting Statements 2020/21 and Accounts for Year Ended 31 March 2021** **9.00pm**
(Chairman/Responsible Finance Officer)
To consider, approve and sign off the Accounting Statements 2020/21 (Section 2 of the AGAR) and the accounts for the year ended 31 March 2021.

- | | |
|---|----------------|
| 10. Exercise of Public Rights (Chairman/Responsible Finance Officer) | 9.10pm |
| 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 | 9.15pm |
| To ensure completion of the remainder of the AGAR as required and submission with supporting documentation by Friday 2 July. | |
| 12. Reserves Policy (Chairman/Responsible Finance Officer) | 9.20pm |
| To consider Reserves Policy following approval of 31 March 2021 year end accounts. | |
| 13. Planning (Cllr. Richmond/Chairman) | 9.25pm |
| To consider report on current applications and other planning matters | |
| 14. Wychavon DC Boundary Review Consultation (Chairman) | 9.35pm |
| To consider consultation response. | |
| 15. Worcester Norton Sports Club/Worcester Norton Community Interest Company | 9.40pm |
| To consider update from Parish Council WNCIC representative (Cllr Fincher). | |
| 16. Parish Hall (Cllr. Fincher – Parish Council Chairman & Chair of the Hall Trustees) | 9.50pm |
| To consider Parish Council representative report. | |
| 17. Parish Hall Recreation Facilities and Outside Space (Clerk/Cllr Fincher) | 9.55pm |
| To consider update/actions including marquee storage container proposals, mobile takeaway, weed spraying and annual recreation facilities safety check. | |
| 18. Norton Parish Hall Community Legacy Grant Project (Working Group) | 10.05pm |
| To consider update/recommendations from working group including allocation of funding and award of contracts. | |
| 19. Norton Connector Community Legacy Grant Project (Cllr Waizeneker) | 10.15pm |
| To consider update/actions. | |
| 20. Open Space/Verge, Highways and Drainage Matters (Clerk/Cllr Arrow) | 10.20pm |
| To consider update/actions. | |
| 21. Allotments (Cllr Richmond/Assistant Clerk) | 10.25pm |
| To consider update. | |
| 22. Employment Matters (Chairman/Clerk) | 10.30pm |
| To consider any update/employment matters. | |
| 23. Finance (Chairman/Responsible Finance Officer) | 10.35pm |
| a. To consider payments to be made/confirmed. | |
| b. To consider renewal of NALC Local Council Review magazine annual subscription | |
| c. To review and consider revisions to the Council online banking & other payments processes | |
| d. To approve continued use of standing orders, direct debits, BACS and CHAPS payments authorised in line with the bank mandate/Council Financial Regulations. | |
| 24. Correspondence for Information (Chairman/Clerk) | 10.45pm |
| Items of correspondence will be available for inspection at the meeting. | |
| 25. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting (Clerk) | |
| 26. Items for update to local M.P. (Chairman) | |
| To consider any items for communication. | |
| 27. 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. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u> | |
| 28. Date of next meeting | |
| Parish Council Meeting – 15 July 2021 | |

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council
18 June 2021

PLANNING APPLICATIONS – June 2021

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	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.
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC 20/01593/RM	Application for the Approval of Reserved matters (Appearance, Landscaping, Layout and Scale) of outline permission ref. 13/01617/OUT for Phase E2 of the proposed employment development comprising three employment units, parking, landscaping and associated infrastructure. Amended details: building designs and additional drainage and landscaping info
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	Land to the south of the City of Worcester, Bath Road. MHDC/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.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM	Reserved Matters (appearance, landscaping, layout, scale) pursuant to planning permission 13/01617/OUT for Phase H2a of the proposed development comprising 89 dwellings, parking, landscaping and associated infrastructure
	Hatfield Court, Hatfield Bank, Norton W/21/01111/HP	Installation of three roof windows. Parish Council supports subject to views of neighbouring residents being fully considered
	Swallow Ridge, Hatfield Lane, Norton W/21/01266/HP	Erection of two storey rear extension. Parish Council supports subject to views of neighbouring residents being fully considered
	Land At, Woodbury Lane, Norton, Worcester W/21/01166/FUL	Erection of building comprising 3,461m of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage (resubmission of withdrawn application 20/01138/FUL). Parish Council objects.
<u>Internal Consultation:</u>	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM (amendment)	Amended layout, landscaping proposals, parking, boundary details.
<u>Other:</u>	Broomhall Grange, Norton Road, Norton. Planning Inspectorate Ref:- APP/J1860/W/20/3255153	Proposed development of 27 dwellings. (Malvern Hills DC Planning Ref: 19/01336/FUL). Virtual hearing date: 12 May 2021. APPEAL DISMISSED.