

## 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 23<sup>rd</sup> June 2022** 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. 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. Email: [njparishclerk@aol.com](mailto:njkparishclerk@aol.com)

### Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Changes to membership**  
To consider changes to membership and co-option.
- 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)** **7.55pm**
  - a. To consider adoption of minutes of the Annual Parish Council Meeting held on 26 May 2022
  - 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 2022
  - d. GDPR (Clerk)
  - e. Social Media/Website Communications (Cllr Pollard)
  - f. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr Job)
  - g. St. James the Great Church, Norton (Rev. Badger)  
To consider involvement with the 'As One Programme'.
- 6. Independent Internal Audit Report (Chairman/Responsible Finance Officer)** **8.30pm**  
To receive and consider the Internal Audit Report 2021/22
- 7. Annual Governance Statement (Chairman/Responsible Finance Officer)** **8.35pm**  
To consider, approve and sign off the Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return (AGAR))
- 8. Accounting Statements 2021/22 and Accounts for Year Ended 31 March 2022** **8.45pm**  
(Chairman/Responsible Finance Officer)  
To consider, approve and sign off the Accounting Statements 2021/22 (Section 2 of the AGAR) and the accounts for the year ended 31 March 2022.
- 9. Exercise of Public Rights (Chairman/Responsible Finance Officer)** **8.55pm**  
To ensure the date has been set for the commencement of the period of the exercise of public rights in accordance with statutory requirements.
- 10. Completion of the Remainder of the AGAR and Submission to External Auditor** **9.00pm**  
To ensure completion of the remainder of the AGAR as required and submission with supporting documentation by Friday 1 July.
- 11. Reserves Policy (Chairman/Responsible Finance Officer)** **9.10pm**  
To consider Reserves Policy following approval of 31 March 2022 year end accounts.

- 12. Apiary Project and Tranquillity Garden** (Mr Perks) **9.15pm**  
To consider update including funding opportunities and management group terms of reference.
- 13. Public Rights of Way (PRoW)** (Cllr Fincher) **9.20pm**  
To consider update including Littleworth to Stonehall Common bridleway proposals.
- 14. Open Space/Verge, Highways and Drainage Matters** (Chairman/Cllr Arrow/Clerk) **9.25pm**  
To consider update including school parking matters, installation of a dog waste bin along Norton Road (between the field gate to the PRoW and the A4440 roundabout) and remaining Persimmon Homes remedial ground/tree works on verges at Norton.
- 15. Norton Connector Community Legacy Grant Project** (Cllr Waizeneker) **9.35pm**  
To consider update including a school run service and the nature of future service provision.
- 16. Parish Council Owned Lands** (Cllr Lucas/Cllr Fincher) **9.40pm**  
To consider update.
- 17. Sentry Statue Installation and Landscaping Proposals** (Cllr Job) **9.45pm**  
To consider update and agree landscaping budget.
- 18. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.50pm**  
To consider report on current applications and other planning matters including SWDP/SWUE, SWDP Review/'Parkway' Development and Joint PC SWDPR Group.
- 19. Norton Parish Hall Community Legacy Grant Project** (Working Group) **10.00pm**  
To consider update/recommendations incl. remaining items of work and award of contracts.
- 20. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **10.05pm**  
To consider update/actions including purchase of new picnic benches, installation of a hardcore base and pitch improvement.
- 21. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.10pm**  
To consider Parish Council representative report.
- 22. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.15pm**  
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 23. Allotments** (Cllr Richmond/Assistant Clerk) **10.20pm**  
To consider update.
- 24. Employment Matters** (Chairman/Clerk) **10.25pm**  
To consider any update/employment matters.
- 25. Finance** (Chairman/Responsible Finance Officer) **10.30pm**  
a. To consider payments to be made/confirmed.  
b. To consider Norton Theatre Group grant application for Jubilee event staging funding.  
c. To approve continued use of standing orders, direct debits, BACS and CHAPS payments authorised in line with the bank mandate/Council Financial Regulations.  
d. To consider renewal of CPRE annual membership at a cost of £36.
- 26. Correspondence for Information** (Chairman) **10.40pm**  
Items of correspondence will be available for inspection at the meeting.
- 27. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 28. Items for update to local M.P.** (Chairman)  
To consider any items for communication.
- 29. 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.
- 30. Date of next Parish Council meeting**  
21 July 2022

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
15 June 2022

## PLANNING APPLICATIONS – June 2022

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	The Elms, Hatfield Lane, Norton W/22/00845/HP	Relocation and installation of new domestic heating oil tank. Parish Council supports.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports. Plus amendment to extend length of wall to be rebuilt.
<b><u>Refusals:</u></b>	Land At (Os 8774 5055), Hatfield Lane, Norton W/22/00787/FUL	Proposed relocation of prefabricated timber office building to plot of land between Norton Farm and Norton Grange. Parish Council objects.
<b><u>Awaiting Decision:</u></b>	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.
	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping - Variation of Conditions 3 & 4 of 20/02852/LB. Parish Council supports
	Worcester Norton Sports Club, Brockhill Lane W/22/00255/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Variation of conditions 3 & 4 of approval 20/02815/FUL. Parish Council supports
	30 Salamanca Drive, Norton. W/22/00642/HP	Variation of condition 2 on planning approval 21/01430/HP - amendment to roof elevation. Parish Council supports.
	Roundabout Where Broomhall Meets, Norton Road, Norton W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
	Properties 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.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of the Barn 1 timber framed structure and its plinth walling. The roof sheeting and purlins were stripped off by a recent windstorm, and subsequently the timber frame fell as it lost its roof bracing. Parish Council objects
	Anglers Club House And Fishing Lakes, Church Lane, Norton W/22/01021/ADV	1No. Totem, 2No. Letter Signs, 3 no. fascia signs and 7 No. directional signs. Parish Council does not object to proposed signage but issues with the application highlighted including the retrospective nature of this.
<b><u>Internal Consultation:</u></b>	Unit 8, Crucible Business Park, Woodbury Lane, Norton W/22/01137/FUL	Change of use of vacant building from Sui Generis to Use Class E (Commercial, Business and Service), B2 (General Industrial) and B8 (Storage and Distribution) uses, partial demolition of building, Re-cladding and Re-roofing of building, new fenestration and doors, covered cycle parking
<b><u>Other:</u></b>	None	