

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 18th May 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. **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. **Signing of Undertakings and Declarations of Office following uncontested election**
5. **Changes to membership**
To consider any changes to membership.
6. **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.
To consider renewal of the following dispensations up to the 2027 ordinary election:
 - i. Dispensation granted to all parish councillors who live within the parish to enable participation in discussions or votes on matters concerning setting of the council's budget and annual precept.
 - ii. Dispensation granted to Cllr. Dawson, Cllr. Fincher and Cllr Job to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall.
 - iii. Dispensation granted to Cllr Fincher to enable participation in discussions on matters concerning Worcester Norton Sports Club (WNSC), Worcester Norton Community Interest Company (WNCIC) and potential developments on this site, but not to vote.
 - iv. Dispensation granted to Cllr. Pollard to enable participation in discussions on matters concerning WNSC, WNCIC and potential developments on this site, but not to vote.
 - v. Dispensation to Cllr. Pollard to enable participation in discussions on matters concerning Norton Croquet Club, but not to vote.
 - vi. Dispensation to Cllr. Arrow to enable participation in discussions or votes on matters concerning SWUE developments adjacent to Norton Road.
 - vii. Dispensation to Cllr. Fincher to enable participation in discussions on matter concerning Norton & Littleworth Royal British Legion, but not to vote.

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.
7. **To consider and adopt Council's Standing Orders, Scheme of Delegation, Complaints Procedures, Financial Regulations and Online Banking Process** (previously circulated)
8. **The General Power of Competence (Chairman/Clerk)**
To consider re-adoption of the General Power of Competence following May 2023 election.
9. **To note Code of Conduct** (previously circulated)
10. **To consider areas of focus and agree allocation of areas of responsibility to Councillors**
11. **To consider rolling programme of policy reviews**
12. **To note the Council's Annual Risk Assessment and Insurance Requirements**
Previously agreed at the Council meetings held on 19 January and 30 March 2023.
13. **Minutes (Chairman)** 8.15pm
 - a. To consider adoption of the minutes of the Parish Council Meeting held on 27 April 2023
 - b. Review of minute action summary
14. **Progress reports (for information, reporting by exception)** 8.25pm
 - 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. 2022/23 financial year end and annual audit process
- 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)
- 15. Apiary Project and Tranquillity Trail** (Cllr Fincher/Clerk) **8.45pm**
To consider update.
- 16. Public Rights of Way (PRoW)** (Cllr Fincher/Clerk) **8.50pm**
To consider update.
- 17. Open Space/Verge, Highways and Drainage Matters** (Cllr Fincher/Cllr Arrow/Clerk) **8.55pm**
To consider update including Active Travel Corridor and Brockhill Lane Barracks curtilage wall.
- 18. Norton Connector** (Cllr Waizeneker) **9.05pm**
To consider update.
- 19. Sentry Statue Landscaping Proposals** (Cllr Job) **9.10pm**
To consider update.
- 20. Parish Defibrillators** (Cllr Stafford) **9.15pm**
To consider update regarding installation of defibrillator within the Brockhill area of the Parish.
- 21. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.25pm**
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. Neighbourhood Plan Parish Aspirations Document** (Cllr Arrow/Cllr Pollard/Cllr Waizeneker)
To receive update regarding quarterly review due May 2023.
- 23. Parish Council Owned Land** (Cllr Fincher/Clerk) **9.45pm**
To consider update.
- 24. Allotments** (Cllr Richmond/Assistant Clerk) **9.50pm**
To consider update.
- 25. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **9.55pm**
To consider update including open air gym, play area gates installation and slab maintenance.
- 26. The King's Coronation** (Cllr Fincher) **10.05pm**
To consider actions/responsibilities to progress 'The King's Meadow'.
- 27. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.10pm**
To consider Parish Council representative report including Charities Commission submissions.
- 28. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.15pm**
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 29. Annual Parish Meeting 11 May 2023** (Cllr Fincher/Clerk) **10.20pm**
To consider feedback received and actions.
- 30. Employment Matters** (Chairman/Clerk) **10.30pm**
To consider any matters/updates including carry forward of banked hours/holiday.
- 31. Finance** (Chairman/Responsible Finance Officer) **10.35pm**
- a. To consider payments to be made/confirmed.
 - b. To consider annual CPRE (The Countryside Charity) membership subscription of £36.
- 32. Correspondence for Information** (Chairman) **10.40pm**
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 Parish Council Meeting**
22 June 2023 – Parish Council Meeting

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council, 11 May 2023

PLANNING APPLICATIONS – May 2023

	<u>Application</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	2 Oak Cottage, Brockhill Lane W/22/02626/HP	Second storey side extension & single storey rear extension. Parish Council supports.
	Winnells Farm, Church Lane, Norton W/23/00308/FUL	Change of use from agricultural field to domestic curtilage. Parish Council supports.
<u>Refusals:</u>		
<u>Awaiting Decision:</u>	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.
	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.
	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.
<u>Internal Consultation:</u>		
<u>Other:</u>	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.