

## 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 30<sup>th</sup> November 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. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Changes to membership**  
To consider applications for co-option to fill Parish Councillor vacancy.
- 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 Parish Council Meeting held on 26 October 2023
  - b. Review of minute action summary
- 5. Progress reports (for information, reporting by exception)** **8.10pm**
  - 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 to 31 October 2023
  - 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 Apiary (Apiary Group)** **8.30pm**  
To consider update and actions.
- 7. Parish Green Spaces Working Group/Biodiversity Matters (Cllr Fincher)** **8.35pm**  
To consider update from working group and actions/quotes.
- 8. Public Rights of Way (PRoW) (Cllr Fincher/Clerk)** **8.45pm**  
To consider update and PRoW maintenance from 2024/25 onwards.
- 9. Open Space/Verge, Highways and Drainage Matters (Cllr Fincher/Cllr Arrow/Clerk)** **8.50pm**  
To consider updates incl. Active Travel Corridor (ATC) matters, Barracks curtilage wall repairs, Littleworth drainage issues, Wadborough Road parking restrictions, oak tree planting (Norton) and outstanding Gazala Drive grass verge maintenance work (Persimmon Homes).
- 10. 2024/25 Budget and Precept (Responsible Finance Officer/Cllr Fincher)** **9.15pm**
  - a. To consider process, timescales and matters relating to budget production and agreement
  - b. To consider projects/other additional items of expenditure for inclusion
  - c. To consider churchyard mowing options and quotes
- 11. Sentry Statue (Cllr Job)** **9.20pm**  
To consider landscaping update.
- 12. Norton Connector (Cllr Waizeneker)** **9.25pm**  
To consider update.
- 13. Planning (Cllr Richmond/Cllr Fincher/Cllr Waizeneker)** **9.30pm**
  - a. To consider report on current applications.
  - 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) **9.40pm**  
To consider tree survey quotes including Willow tree canopy lifting (Gazala Drive grass verge).
- 15. Allotments** (Cllr Richmond/Assistant Clerk) **9.45pm**  
To consider update including tree work and amendment of tenancy agreement.
- 16. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **9.50pm**  
To consider update incl. playing field drainage proposals/quotes (baseball area), slab maintenance, Hall rainwater outflow system, Sovereign Play inspection schedule, signage quotes and management of mole population.
- 17. Parish Defibrillators** (Cllr Stafford) **10.00pm**  
To consider update regarding defibrillator purchase and signage quotes.
- 18. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.05pm**  
To consider Parish Council representative report including report on shop usage.
- 19. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.10pm**  
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 20. Santa Sleigh Visit** (Cllr Dawson) **10.15pm**  
To consider update.
- 21. Employment Matters** (Chairman/Clerk) **10.20pm**  
a. To consider any update/employment matters  
b. To consider adoption of National Joint Council for Local Government national salary award 2023/24 (wef 1 April 2023).
- 22. Neighbourhood Plan/Parish Aspirations Document** (Cllr Arrow/Cllr Pollard/Cllr Waizeneker)  
To receive update including outcome of quarterly review Parish Aspirations document.
- 23. Policies** (Chairman/Clerk) **10.35pm**  
To adopt the Council's policy regarding no camping on the Parish Hall playing field.
- 24. Annual Parish Meeting 2024** (Clerk) **10.40pm**  
To consider arrangements for 2024 Annual Parish Meeting – Thursday 9 May
- 25. Finance** (Chairman/Responsible Finance Officer) **10.45pm**  
a. To consider payments to be made/confirmed.  
b. To consider a donation to The Poppy Appeal regarding the Remembrance Service wreath.  
c. To consider renewal of Society of Local Council Clerks membership cost £188.
- 26. Correspondence for Information** (Chairman) **10.55pm**  
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 and 2024 Parish Council meetings**  
18 January, 22 February, 21 March, 25 April, 23 May (Annual Parish Council Meeting),  
20 June, 18 July, 26 September, 24 October and 28 November.  
Annual Parish Meeting: 9 May 2024

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
23 November 2023

**PLANNING APPLICATIONS – November 2023**

	<b><u>Application</u></b>	<b><u>Description of Proposal</u></b>
<b><u>Approvals:</u></b>	Longbarn House, Hatfield Lane W/23/01295/HP	Erection of an Oak Framed Garden Room. Parish Council supports.
	Grange Farm, Hatfield Lane W/23/01987/FUL	Erection of agricultural barn (retrospective). Parish Council objects due to retrospective nature of the application.
<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.
	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.
	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.
	Norton Hall Lodge, Persore Road, High Park W/23/01642/HP	Loft conversion with rear dormer, infill of canopy areas with internal alterations and front boundary wall with new gate.
	Land At (OS 8659 5192), Yew Tree Court, Norton Road, Norton W/23/01836/FUL	Construction of 2 No. dwellings. Parish Council comments submitted.
<b><u>Internal Consultation:</u></b>	None	
<b><u>Other:</u></b>	Planning Inspectorate Ref: APP/H1840/W/23/3321573 Land At (OS 8732 5164) Church Lane Norton W/22/01835/PIP	Permission in Principle for up to 4 dwellings. Parish Council objects. <b>The appeal is allowed and permission in principle is granted for up to 4 dwellings at Land Off Church Lane, Norton, Worcester, in accordance with the terms of the application Ref W/22/01835/PIP, dated 14 August 2022.</b>