

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 23RD JANUARY 2020 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** H. Turvey, Cllr R. Adams (District and County Councillor) (late arrival). These apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Kelly, D. Lucas, M. Pollard, P. Richmond, M. Reeves, J. Waizeneker, Cllr R. Adams (District and County Councillor).
2. **Changes to Membership**
None.
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
4. **2020/1 Member Code of Conduct**
The new Wychavon DC model Code of Conduct was approved for adoption by the Parish Council. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. The Clerk will arrange for signing by members and publication on the Council's website. **Action: Clerk**
5. **2020/2 Minutes**
 - a) Minutes of the Parish Council meeting held on 28 November 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**
6. **2020/3 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams arrived at 10.15pm and gave his report after agenda item 15. Cllr Adams commented upon a Wychavon arranged SWDP Review liaison group meeting to which the Parish Council has been invited. Cllr Adams will seek an update on Parkway Station opening dates and was updated regarding the Norton Active Travel Corridor discussions (as detailed under agenda item 12).
 - b) **Finance**
 - (i) Balances: current account £9,957.78 (9 January), deposit account £46,845.01 (2 January). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure to date was noted within the annual limit.
 - (ii) The monthly accounts and bank reconciliation to 31 December will be circulated to members. **Action: Clerk**
 - (iii) The January quarterly internal financial review has been undertaken by Cllr Dawson with no matters to be brought to the attention of the Council.
 - c) **GDPR**
The GDPR action plan continues to progress slowly with the GDPR Data Protection Policy to be finalised as soon as possible. **Action: Clerk/Cllr Pollard**
 - d) **Social Media Communications**
An update was received from Cllr Pollard, including the number and nature of posts and responses. Evidence indicates that reach is expanding supporting improving community engagement. Facebook data will be circulated to members in advance of each Council meeting. **Action: Cllr Pollard**
Also see agenda item 15.
 - e) **West Mercia Police**
Report awaited. Vandalism to a dog bin and fire damage to a bus shelter seat were noted. The litter picker will be asked to commence making a record of items collected which may relate to anti-social behaviour to assess trends. **Action: Clerk**
 - f) **St. James the Great Church, Norton**
No report.

The attending member of the press left the meeting for consideration of agenda item 7.

7. 2020/4 2020/21 Budget and Precept

a) The draft budget figures circulated in advance of the meeting were considered, including a review of cost/benefit, enhanced services, income generation (other than via the precept) and affordability for residents. The increased budget reflects Parish Council funding for projects supported by Community Legacy Grant (CLG) applications which have been subject to community consultation i.e. Norton Connector mini-bus and Parish Hall environmental and service enhancements/developments. Whilst the outcome of the CLG applications will not be known until March/April, the Council's potential contribution (should applications be successful) is included within its 2020/21 budget and precept request (due to the deadline for submission) with £5k towards the Parish Hall environmental and service enhancements/developments and £2k towards the Norton Connector mini-bus.

It was proposed by Cllr Kelly, seconded by Cllr Richmond and agreed by 7 votes to one to submit a budget requirement of £62,060 to Wychavon DC (£60,793 precept and £1,267 Grant), which equates to a £4.30 (7.4 %) per annum increase for Band D Council Tax. The Clerk will submit no later than 31 January. **Action: Clerk**

The 2020/21 budget includes an estimate of costs to reinstate/extend the yellow hatch markings in the Parish Hall car park. Quotes were considered with agreement given to instruction of Parallel Lines (Marking) Ltd to undertake the work at a cost of £660 plus VAT. It was also agreed for the work to be undertaken prior to 1st April, with funding from reserves pending replenishment by the 2020/21 precept. The contractor will be instructed, and arrangements made regarding the timing of the work and restrictions on Hall car park access. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all. **Action: Clerk/Cllr Arrow**

The 2020/21 budget also includes an estimate of costs for mowing of the small grass verges at Brockhill. It was agreed to instruction of Day-2-Day Garden Services to undertake this work for the 2020 growing season at a cost of £320 for 10 cuts (to be charged on a pro-rata basis). The contractor will be instructed. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

b) Ambiguities regarding guidance relating to Parish Council funding of churchyard maintenance were considered. In view of the ambiguities and the understood likelihood that Central Government is looking to clarify that such funding is acceptable, it was agreed to continue to fund mowing of a section of the St James the Great churchyard for the 2020 growing season, as an important Parish asset, at a cost of £1,342.50 excl. VAT. Proposed Cllr Kelly, seconded Cllr Richmond and agreed by all.

c) It was agreed to explore mobile phone options/costs for the Clerk for consideration. **Action: Clerk**

d) The Reserves Policy was considered, with agreement for the principles within this to remain unchanged. The Policy will be reviewed in detail after agreement of the 31 March 2020 year end accounts. Proposed Cllr Kelly, seconded Cllr Dawson and agreed by all.

The attending member of the press returned to the meeting.

8. 2020/5 Annual Appointment of Internal Auditor

Iain Selkirk will be appointed as independent Internal Auditor for 2019/20 at a cost of £100. Proposed Cllr Kelly, seconded Cllr Lucas and agreed by all. The Clerk will instruct. **Action: Clerk**

9. 2020/6 Annual Insurance Renewal

a) The Zurich Insurance renewal proposal was reviewed with cover agreed as adequate. The Clerk will arrange for renewal of the policy (under the third and final year of the 3 year long term agreement). Proposed Cllr Waizeneker, seconded by Cllr. Dawson and agreed by all with a 2020 renewal cost of £2,794.77 including Insurance Premium Tax. **Action: Clerk**

b) Risk management procedures continue to be formalised. It was agreed to look to standardise risk assessments and formats. An update will be sought on the allotments water trough risk assessment item. **Action: Clerk**

10. 2020/7 Planning

a) Current Planning Applications - the following applications were noted.

Approvals - None

Refusals - None

Awaiting Decision

**Land to the south of the City
Of Worcester, Bath Road.
Malvern Hills DC Ref:
W/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.

**Land adj. to Lobelia Close,
Cranesbill Drive, Broomhall
Green & A4440
Worcester City Ref: P13A061
St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Land at (OS 8615 5190),
Taylors Lane, Broomhall
MHDC Ref: 19/00524/FUL**

Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works. Parish Council comments submitted.

**Broomhall Grange,
Norton Road, Norton
MHDC/19/01336/FUL**

Proposed development of 27 dwellings. Parish Council objection response submitted.

**Newlands Lodge,
Church Lane, Norton
Ref: W/19/02663/HP**

Single storey front, side and rear extension with internal alterations. Parish supports subject to neighbour's views being fully considered.

Internal Consultation - None

Other – None

b) A report was received following a meeting with Welbeck and representatives of Kempsey Parish Council regarding the Hopfields site (SWUE development area). Proposals appear in line with the originally agreed plans at present. Clarification will be sought from Welbeck regarding publication of information gathered at the meeting. **Action: Cllr Waizeneker**

A design workshop relating to the Hopfields development is due to be attended on 31 January. Wychavon DC is arranging a SWDP Review liaison group meeting on 14 February with Parish Council representatives invited. Wychavon Planning Enforcement continues to be chased for a response to the queries relating to planning application W/17/01934/FUL land at Woodbury Lane.

11. 2020/8 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

An update on information gathering was received. The projects will be considered further once the outcome of the CLG applications is known.

12. 2020/9 Worcester Parkway Station/Active Travel Corridor (ATC)

Information has been obtained which indicates that the Parkway Station may be opened in phases, with the Nottingham/Birmingham/Cardiff line potentially opening well in advance of the London Paddington line. Clarification is being sought from Worcs CC Cllr Rob Adams.

Cllr Lucas provided an update on a question asked in his personal capacity at the recent Worcs CC full Council meeting regarding the ATC and in particular safety of walking/cycling the section of the ATC from The Retreat to the station. Feedback from residents following correspondence with Cllr Pollock (Worcs CC Cabinet Member for Economy and Infrastructure) was considered. Following an offer from Cllr Pollock to meet with the Parish Council and members of the public, meeting options were

considered. It was agreed to initially hold an informal meeting with Cllr Pollock to include Parish Council representatives, Worcs CC Cllr Rob Adams and the Worcs CC Cllr for St Peters, and to arrange a public meeting at a later date if required. The outcome of the meeting will be reported back to the following Parish Council meeting. Dates for this meeting will be explored, along with a date for a preparation meeting for Parish Council representatives. **Action: Clerk**

13. 2020/10 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update has been sought from Worcs CC Highways regarding progress with highway flooding matters. A report of speeding in Littleworth was considered. It was agreed to explore speed checks via the Safer Road Partnership and installation of the vehicle activated speed sign at the entrance to Littleworth (from The Retreat direction). **Action: Clerk**

It was agreed to explore the Making our Roads Safer Initiative (#MORSE) and to report back to the Council. **Action: Cllr Pollard**

14. 2020/11 Neighbourhood Plan

An update was received including plans for public consultations during February relating to green spaces.

15. 2020/12 Parish Council Website/Use of Social Media/Community Engagement

Draft policies/statements relating to the new website will be circulated to members for consideration and comment. In the absence of objections by the deadline for comment, the policies/statements will be considered approved and the new website will be launched and publicised. Proposed Cllr Kelly, seconded Cllr Waizeneker and agreed by all. **Action: Cllr Pollard/Clerk**

16. 2020/13 Parish Hall Recreation Facilities and Outside Space

An enquiry regarding baseball being played at the Parish Hall was considered. It was agreed for the enquiry to be explored further. **Action: Cllr Dawson/Clerk**

17. 2020/14 Parish Council Owned Lands

An update was received regarding field tenancy matters and registration of Parish Council owned land with the Land Registry. Quotes will be sought for the remaining items of tree work that were detailed in the tree survey as recommended to be undertaken within 12 months. **Action: Cllr Dawson**

18. 2020/15 Norton Pre-school

An update was received and points of clarification from the Council's solicitor were considered, with the agreed responses to be submitted. **Action: Clerk**

An enquiry regarding relocation of Forest School was considered. It was agreed to explore the enquiry further and to pause legal advice regarding the draft Forest School licence agreement pending a decision regarding future location. **Action: Cllr Dawson/Clerk**

19. 2020/16 Employment Matters

It was agreed that after the end of the current holiday (2019/20), the Council will not pay in lieu for holiday entitlement not taken in future holiday years (2020/21 and beyond). The Council wishes to encourage employees to take their holiday entitlement but is content for some holiday or banked hours to be carried forward at manageable levels to support flexible working. After review it was agreed that there was no need to standardise the holiday year across all employees.

20. 2020/17 Allotments

An update was received. A notice will be included in the next Parish Council newsletter regarding formation of a tenant's allotments committee and quotes will be sought for an allotment's noticeboard for consideration. **Action: Cllr Kelly**

As considered within agenda item 7, 2020 allotment bills and garage rent will be increased by 2.5%. Tenants will be given notice of this increase and modification of the tenancy agreements to reflect the potential for an annual increase will be explored. **Action: Clerk/Assistant Clerk**

With a view to operating the allotments on a cost neutral basis, rent and costs will be reviewed, including a comparison of rent for other allotments. **Action: Cllr Kelly/Assistant Clerk**

21. 2020/18 Public Rights of Way (PRoW)

An update was received. After consideration it was agreed for Cllr Dawson to be appointed as Parish

Paths Warden (PPW) and to seek Cllr Turvey's support as local expert. This will enable Cllr Dawson to attend the Worcs CC PPW training and to be covered by the scheme insurance. Cllr Fincher will liaise with Cllr Turvey.

Action: Cllr Fincher

The Clerk will liaise with Worcs CC PRow Team.

Action: Clerk

An enquiry regarding a PRow from Littleworth to the Parkway Station (crossing the fields and railway line) will be explored.

Action: Cllr Dawson

Issues with flooding across the Radley bridleway (NJ 552) were noted. These appear to be due to a lack of capacity in the ditch(es) adjacent to the bridleway and the need for maintenance by landowners.

This drainage matter will be reported to Wychavon DC for investigation and action.

Action: Clerk

22. 2020/19 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including successful completion of the plumbing and hot water work. A grant application for a £500 contribution to the Parish Hall community fireworks event was considered and agreed. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all. The Hall Trustees will be notified.

Action: Clerk

23. 2020/20 Parish Council Newsletter

Items to be submitted to the Clerk by 31 January.

24. 2020/21 Best Kept Frontages Competition 2020

Agreed to run the competition again in 2020, along similar lines, but with entries sought rather than judges considering all the main areas/roads within the Parish. Judging is likely in June 2020. A notice seeking entries will be included in the Spring Parish Council newsletter.

Action: Cllr Kelly

25. 2020/22 Finance

a) It was proposed by Cllr Richmond, seconded by Cllr. Waizeneker **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	December 2019 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,552.16
Administration Costs	Donation in support of poppy wreath for Remembrance Sunday service (agreed 24 October PC meeting minute ref: 2019/319)	50.00
	Website development & annual support (agreed 28 November PC meeting minute ref: 2019/335, funded by Locality Grant)	700.00
	Donation towards the cost of new Parish Hall hot water tank and supporting plumbing/installation (agreed 28 November PC meeting minute ref: 2019/345)	1,200.00
	Admin fee re playing field bookings (agreed 24 October PC meeting minute ref: 2019/305)	10.40
	Neighbourhood plan consultant costs (agreed 28 November PC meeting minute ref: 2019/335 and funded by Locality Grant)	1,800.00
	Tree survey (agreed 25 April PC meeting minute ref: 2019/133)	1,290.00
	Social media training (agreed 28 November PC meeting minute ref: 2019/335 and funded by Neighbourhood Plan Locality Grant)	1,533.47
	Lunch for social media training (agreed 28 November PC meeting minute ref: 2019/335 and funded by Neighbourhood Plan Locality Grant)	90.00
	Winter newsletter	608.00
	Society of Local Council Clerks annual membership (agreed 28 November PC meeting minute ref: 2019/352)	180.00
	Clerk expenses reimbursement November/December 2019 (excluding those paid via payroll)	91.93

	Bulk confidential shredding	42.00
Grounds Maintenance Costs	Allotment water bill	92.76
	Lengthsman duties September and October 2019	378.00
	Annual mower and strimmer services	263.71
	Refurbishment and re-planting of small Crookbarrow Road roundabout (agreed PC meetings 18 July - 2019/241 and 26 September 2019/272 and funded by SMH Fleet Solutions Ltd)	780.00
	TOTAL	11,662.43

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	January 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,222.70
Grounds Maintenance	Parts for repair of allotment water trough	10.89
	Mowing of small grass verges at Norton (for 2019)	248.00
Administration Costs	Annual insurance premium – 2020 renewal	2,794.77
	TOTAL	5,276.36
	GRAND TOTAL	16,938.79

26. 2020/23 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

27. 2020/24 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

An estimated solicitor's cost of £50 plus VAT for a Land Registry enquiry was confirmed.

28. 2020/25 Items for Update to Local M.P.

Nothing at this time.

29. 2020/26 Councillors' Reports and Items for Future Agenda

A reminder was issued regarding nominations for the Wychavon Community Recognition Awards (submission deadline 31 January).

30. 2020/27 Date of Next Parish Council Meeting

27th February.

The meeting closed at 11.35pm

Correspondence Received for 23rd January 2020 Parish Council Meeting	
Sender	Subject
Broxap/Sunshine Gym	Outdoor fitness equipment brochure
CALC	Updates on various matters and training sessions, including: Planning Training, Buckingham Palace Garden Party, Open Letter to All Parish from NALC Chairman, Funding for Communities, New Code of Conduct, Worcestershire County Council Budget Briefing, New Publications, Clerk Vacancy, NALC Chief Executive's bulletin, Climate Emergency Webinar and Support Programme, AGM Information, #Morse, Meetings during Purdah, Section 137 Spend, Precept Capping, New Publications, Wychavon Area meeting invitation 5 December, CALC Executive Officer's Report Dec 2019, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks & Councils Direct	Magazines November 2019 and January 2020
Community First	E-bulletins, Community First's AGM 30 January 2020
CPRE	E-newsletters/campaign updates
Glasdon	Street furniture and village gateways product brochures
Highways England	E-bulletins and weekly updates, including M5/M6 works
Local Poppy Appeal	Letter of thanks for The Poppy Appeal donation
Resident	Blue phone boxes
Resident	Cycle lane Church Lane
Resident	Correspondence with Worcs CC Cabinet Member for Economy and Infrastructure
Resident	Parish Council and Parish Hall websites
Resident	Dog barking nuisance
Resident	Allotment availability
Resident	Wildflower planting of Norton Rd/Crookbarrow Rd/Talavera Rd/Broomhall roundabout
Resident	Active Travel Corridor concerns
NALC	Chief Exec's bulletins, newsletters, letter to councillors, Spring conference 17 March
NBB Outdoor Shelters	Product brochure
Norton Neighbourhood Watch Group	Update following Police meeting
One Network	Roadworks reports
Open Spaces Society	Newsletter Autumn 2019, e-bulletins
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	<ul style="list-style-type: none"> • News bulletins • The Clerk magazine January 2020
St Peter's Parish Council	Newslink magazine November 2019
Superfast Worcestershire	Winter newsletter
West Mercia Police & Crime Commissioner	Newsletters
Western Power Distribution	Be Winter Ready
Western Power Distribution	Performance summary
Worcestershire CC	#MORSE - Making our roads safer
Worcs CC	<ul style="list-style-type: none"> • Save the Date – Worcs CC Spring Parish Conference 18 March 2020 • Worcestershire Minerals Local Plan Submission and Mineral Site Allocations DPD Call for Sites (submissions by 13 March) • Budget briefing 29 January • Funding for Communities • Roadworks reports
Worcs CC Highways	Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Community Recognition Awards (closing date 30 January) • Community Grants Scheme 2020 (closing date noon 27 March) • Wychavon's toilets named the best in England • Grants on offer to help social mobility in Wychavon • Results of annual Residents' Survey • Revised model member code of conduct
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes for Planning Meeting 9 January 2020 • Minutes for Planning Meeting 14 Nov 2019