

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH FEBRUARY 2020 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. **Apologies for Absence:** D. Kelly, D. Lucas, M. Reeves, 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, M. Pollard, P. Richmond, H. Turvey, 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. **2020/28 Minutes**
 - a) Minutes of the Parish Council meeting held on 23 January 2020 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Arrow, 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**
5. **2020/29 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams arrived at 9.30pm and gave his report after agenda item 14. Cllr Adams reported upon the Wychavon DC 2020/21 'Promises' and budget, Police crime support and the Active Travel Corridor (including feedback from residents and the potential for additional signage). Cllr Adams will contact the Wychavon DC Flooding/Engineering Team regarding flooding matters in St James Close.
 - b) **Finance**
 - (i) Balances: current account £12,069.75 (20 February), deposit account £37,050.99 (3 February). Balances include c. £4,375 Neighbourhood Plan Locality Grant. Balances including outstanding items of payment were also reported. S.137 expenditure to date was noted within the 2019/20 annual limit.
 - (ii) Monthly accounts & bank reconciliation to 31 January will be circulated to members. **Action: Clerk**
 - c) **GDPR**
No update to report, actions ongoing.
 - d) **Social Media Communications**
Facebook data circulated to members was noted. Feedback has been positive, with a good average engagement rate. Also see agenda item 11.
 - e) **West Mercia Police**
Report noted.
 - f) **St. James the Great Church, Norton**
No report received.
6. **2020/30 Planning**
 - a) Current Planning Applications - the following applications were noted.

<u>Approvals</u> – None	
<u>Refusals</u>	
Broomhall Grange, Norton Road, Norton MHDC/19/01336/FUL	Proposed development of 27 dwellings. Parish Council objection response submitted.
<u>Awaiting Decision</u>	
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.

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.

Land North of Taylors Lane and South of Broomhall Way (A4440). MHDC/19/01803/RM

Application for the approval of Reserved Matters planning (appearance, landscaping, layout and scale) pursuant to permission ref. 13/01617/OUT for Phase H1 of the proposed residential development comprising 36 dwellings, public open space (including LEAP), allotments, landscaping and associated infrastructure. Parish Council objection response submitted.

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.

Internal Consultation
39 Mandalay Drive, Norton
W/20/00400/HP

Insertion of first floor window to side elevation of dwelling.

Other
Planning Appeal Ref: APP/H1840/W/19/3243384 (re W/19/01546/FUL)
Merryfield House, Woodbury Park, Norton

Proposed construction of detached single storey dwelling, access and garaging

It was agreed to post links to planning application decision notices on the Parish Council website.
Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Cllr Pollard**

Removal of hedging along Norton Road in connection with the St Modwen SWUE planning applications was discussed along with the Malvern Hills DC (MHDC) Planning/Enforcement response to the unauthorised removal. To support the MHDC enforcement response, it was agreed to write to MHDC Planning to formally record dissatisfaction at the action taken by the developer and to seek confirmation of the MHDC response. A copy will be sent to Kempsey Parish Council. **Action: Cllr Fincher**

b) An update from the first new Parkway development community liaison group meeting was noted as circulated in advance of the Parish Council meeting. This was agreed as a good initiative.

7. 2020/31 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

No further news. The outcome of the CLG applications should be known in March.

8. 2020/32 Worcester Parkway Station/Active Travel Corridor (ATC)

The Parkway Station opened on 23rd February. An update following the ATC meeting with Cllr Pollock (WCC Cabinet Member for Economy and Infrastructure) was received and considered. It was agreed to circulate meeting summary notes to Cllr Pollock (and other invitees) in advance of publishing by way of update to Parishioners and to seek an update on the funding queries raised in advance of the March Parish Council meeting. **Action: Clerk**

Parish Council concerns relating to the ATC in its current form will be communicated to Parishioners. A draft communication will be circulated to members for agreement. **Action: Cllr Waizeneker**

The ACT situation will be considered further at the March Parish Council meeting along with holding a

public meeting.

Correspondence/feedback received by the Parish Council relating to the ATC will be collated and forwarded to the WCC Programme and Commissioning Manager. **Action: Clerk/Cllr Waizeneker**

9. 2020/33 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update from WCC Highways regarding progress with highway flooding matters is awaited however, no reports of flooding have been received during the recent spell of heavy rain. The ditch maintenance work at the Parish Hall site appears to be working well. An update was received regarding the ditches along the Radley bridleway. It was agreed to seek to identify landowners and to contact requesting ditch and hedge maintenance. **Action: Clerk**

Enquiries will also be made of local residents.

Action: Cllr Arrow

Efforts are being made to seek a response from the Safer Road Partnership regarding speed checks within the Parish. It was noted that the Making our Roads Safer Initiative (#MORSE) is more for individuals than Parish Councils and information has been posted on the Council's Facebook page.

10. 2020/34 Neighbourhood Plan (NP)

An update was received following the consultation events held on 21/22 February. 151 paper and online surveys have been completed to date, with 100% in favour of the Plan vision and 90%+ in favour of other proposals e.g. re traffic, open space and housing. Additional suggestions made for open spaces are being explored. The events were considered to be very positive in terms of engagement and the NP Steering Group (NPSG) were thanked for their achievements. Costs v. budget v. grant are being monitored by the NPSG.

11. 2020/35 Parish Council Website/Use of Social Media/Community Engagement

The new website nortonjuxtakempseyparishcouncil.org is up and running. Consideration was given to the method of responding to comments received via the website. It was agreed for Cllr Pollard (as website moderator) to respond to items where there is an agreed Parish Council position, if this is unclear, reference will be made to Cllr Fincher (as Parish Council Chairman) and the Clerk. If the position remains unclear, reference will be made to all Parish Council members. The volume of comments received will be monitored. The name attributed to responses will be that of the Parish Council. **Action: Cllr Pollard**

It was agreed that Parish Council responsibilities/functions will inform website content and to add:

- A 'Report it' page.

Action: Cllr Pollard

- An allotments page

Action: Assistant Clerk

The website currently includes Parish Councillor names and areas of responsibility and after discussion it was agreed to re-assess the addition of photos and short biographies if needed.

12. 2020/36 Parish Hall Recreation Facilities and Outside Space

An update was received following a meeting with the baseball team. There should be no issues relating to field grass cutting and the team has a 5 metre high temporary fence that can be set up alongside the play area as a protective barrier. Risks were considered and a risk assessment will be completed by the Council. It was noted that subject to risk assessment, the activity would be covered by the Council's existing insurance policy, with the team also being required to have its own insurance in place. The area will need to be returned to its original state if the team stops playing at the Hall e.g. removal of the pitcher's mound and reinstatement of the area.

Clarification will be sought regarding storage requirements (for discussion with the Hall Trustees) and what the team training sessions consist of. **Action: Cllr Dawson**

Agreement to use of the playing field for baseball was agreed subject to satisfactory risk assessment by the Council and the baseball team, adequate insurance by the baseball team and agreement to the Council's terms (e.g. reinstatement of the area). Costs were agreed at £10 per hour for organised sport sessions (with general training sessions without setting up kit and playing agreed as without charge). It was noted that based on projected bookings, baseball field hire income will not result in a breach of the terms of the HMRC waiver from VAT registration. Bookings will be arranged via the Hall Manager, with the Council paying a 20% admin fee for undertaking this work. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all.

A Parish Council risk assessment will be drafted for consideration.

Action: Cllr Dawson

A terms and conditions of use document will be drafted for consideration.

Action: Clerk

13. 2020/37 Parish Council Owned Lands

An update was received regarding field tenancy matters, rent levels and Land Registry registration of Council owned land and matters will continue to be progressed. **Action: Cllr Lucas/Clerk**
Following completion of the first items of tree work, quotes will be sought for the remaining items of work in the tree survey as recommended to be undertaken within 12 months. **Action: Cllr Dawson**

14. 2020/38 Norton Pre-school

The revised lease circulated in advance of the meeting was agreed for execution as a deed by Cllr Fincher (Council Chairman) and Cllr Richmond (Council Vice-Chairman), witnessed by the Parish Clerk. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. The signed lease will be returned to the Council's solicitor. **Action: Clerk**

Cllr Adams arrived at 9.30pm.

The enquiry regarding Forest School relocation was considered further including fencing needs and the Public Right of Way (PRoW) line. A quote will be obtained to clear the edge of the field to better define the PRoW, fencing and any tree work identified in the Council's tree survey. **Action: Cllr Richmond**

Information relating to the line of the PRoW will be sought using Parish Online Maps and definitive map documentation. **Action: Cllr Arrow, Cllr Turvey**

Use of part of the field between Courtnellan Bungalow and Coppice Cottage for the Pre-school Forest School was agreed in principle subject to costs, liaison with residents in close proximity to the field and review of the new site arrangements to confirm that these may be subject to a licence (rather than lease) agreement. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all. **Action: Clerk**
Costs will be met from the budget line for development of Parish Council owned land.

15. 2020/39 Employment Matters

Nothing to report.

16. 2020/40 Allotments

A comparison of costs and rent levels to operate the allotments on a cost neutral basis is being prepared. The notice period for the previously agreed 2.5% rent increase was agreed as 6 months (for billing in October/November 2020), with a new tenancy agreement being drafted for approval to include provision for future annual rent increases.

17. 2020/41 Public Rights of Way (PRoW)

Dissatisfaction was noted regarding the outcome of the proposed Parish Paths Warden appointment. It was agreed for Cllr Fincher to meet with the WCC Senior Public Rights of Way Officer to discuss the situation and training provision. **Action: Cllr Fincher**

The WCC Senior Public Rights of Way Officer has requested that all PRoW matters are reported to WCC. It was agreed to review membership of the P3 Scheme when 2020/21 applications are invited. See agenda item 9 regarding issues with flooding across the Radley bridleway (NJ 552).

18. 2020/42 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including completion of the plumbing and hot water work and appreciation of the Council's contribution to this work and for arranging marking of the yellow no parking markings by the entrance to the Hall. Future events were highlighted along with appointment of 3 additional Trustees. A request had been received for a repeat of the previously successful sleep out in the Parish Hall grounds. The Council agreed that it was supportive of such an event subject to risk assessment by the Trustees and event organisers, and the same terms and conditions as for the previous event. The pads for the Hall outside defibrillator need to be replaced at a cost of c. £150. It was agreed for the Council to provide a contribution equating to 50% of the cost. Proposed Cllr Arrow, seconded Cllr Turvey and agreed by all.

19. 2020/43 Worcestershire Pollinator Strategy Consultation

Cllr Kelly to review the consultation (in conjunction with exploration of the apiary proposals and funding opportunities) and draft a response for agreement prior to the submission deadline of 31 March. The seasonality of installing an apiary will be explored. **Action: Cllr Kelly**

20. 2020/44 Finance

a) It was proposed by Cllr Arrow, seconded by Cllr. Dawson **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 £ *
Administration Costs	Winner winter newsletter number puzzle	10.00
	Runner up winter newsletter number puzzle	5.00
	Display board (funded by Neighbourhood Plan Locality Grant)	146.40
	Data protection fee	40.00
	Norton Toddlers grant (agreed 28 November PC meeting)	55.00
	Norton Parish Hall grant towards fireworks/Halloween community event (agreed 23 January PC meeting)	500.00
Grounds Maintenance	Allotments water bill	51.85
	TOTAL	808.25

* Incl. VAT where payable

Accounts for Payment:

Category of Expenditure	Detail	Amount £ *
Staff Costs	February 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,025.56
Grounds Maintenance	Hatch markings Parish Hall car park (agreed at 23 January PC meeting)	792.00
	Annual charge to cleanse and empty 3 dog waste bins	272.92
Administration Costs	Reimbursement photo printing cost Active Travel Corridor meeting	9.80
	Reimbursement of stationery and refreshment costs for Neighbourhood Plan consultation events	19.05
	Reimbursement expenses Jan & Feb 2020 (excl. items paid via payroll)	137.36
	TOTAL	3,256.69
	GRAND TOTAL	4,064.94

* Incl. VAT where payable

- b)** A grant application by Norton-juxta-Kempsey CE Primary School towards the cost of transport for swimming lessons was considered with a grant of £550 agreed. Proposed by Cllr Waizeneker, seconded by Cllr Pollard and agreed by all. **Action: Clerk**
- c)** Norton Theatre Group grant application awaited.

21. 2020/45 Correspondence for Information

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

22. 2020/46 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

23. 2020/47 Items for Update to Local M.P.

A letter regarding the ATC will be drafted and circulated for agreement prior to sending to Nigel Huddleston MP.

Action: Cllr Fincher

24. 2020/48 Councillors' Reports and Items for Future Agenda

The Council owned garage used by the Norton Theatre Group has a roof leak. A quote will be sought, with agreement given to repair at a cost of up to £150 plus VAT in view of the need for a prompt repair. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all.

Action: Cllr Waizeneker

25. 2020/49 Date of Next Parish Council Meeting

26th March.

The meeting closed at 10.30pm

Correspondence Received for 27th February 2020 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including: CALC Action Plan, Request for Information - Wychavon Clerks, NALC Spring Conference, Worcestershire Pollinator Strategy 2020-25, Local Electricity Bill CiLCA an introduction for Councillors, Request for Information, Routine Playground Inspector Training, NALC Chief Executive's bulletin, launch of our online Chairmanship Course, NALC Launches three new study tours, JPAG Practitioners Guide Survey, Village Hall Competition, Code of Conduct, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members) • Agenda for Wychavon Area meeting 4 March and minutes from meeting of 5 Dec
Community First	E-bulletins
CPRE	E-newsletters/campaign updates
Glasdon	Street furniture and village gateways product brochures
Keep Britain Tidy	The Great British Spring Clean (20 March – 30 April)
LexisNexis	Online library subscription
Resident	Copy correspondence to Cllr Adams re Active Travel Corridor
Resident	Copy correspondence to WCC re Parkway Station and Active Travel Corridor
Resident	Wadborough Road, Littleworth noticeboard
Resident	Active Travel Corridor
Resident	Active Travel Corridor
NALC	Chief Exec's bulletins, newsletters, Spring conference 17 March 2020, Local Council Review Winter 2020
One Network	Roadworks reports
Open Spaces Society	Welcome to 2020, e-bulletins
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	News bulletins
SWDP	<ul style="list-style-type: none"> • Renewable and Low Carbon Energy Call for Sites • SWDP Review - Parish and Town Council Newsletter • SWDP Review briefing sessions for Parish & Town Councils 31 March 2020
West Mercia Police & Crime Commissioner	<ul style="list-style-type: none"> • Newsletter: Big investment in policing to benefit communities • Road Safety Strategy
Worcs CC	<ul style="list-style-type: none"> • Spring Parish Conference 18th March 2020 • Worcestershire Pollinator Strategy consultation (closing date 31 March 2020) • Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Fourth Sport Relief Mile event at Pershore's Abbey Park Sunday 15 March • W-Factor 2020 winners revealed • Council Tax scam warning • Bold plan unveiled as Wychavon element of Council Tax frozen • £150,000 for new electric vehicle chargers in Wychavon public car parks • Motorists face £150 fine if they throw litter from their vehicle • Wychavon Community Grants Scheme (closing date noon Friday 27 March 2020) • Vote for the best breakfast in the Wychavon area (by 7 February 2020)
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 5 March 2020 • Agenda and minutes from Planning Meeting 6 February 2020