

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH JUNE 2020

In view of the Covid-19 pandemic and Government instructions, this meeting was held remotely via video/telephone conference call.

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/early departure. These apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, M. Pollard, P. Richmond, 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. 2020/94 Minutes

- a) Minutes of the Annual Parish Council meeting held on 21 May 2020 were approved as a true and accurate record of the meeting and will be signed by the Chairman as soon as is possible. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. **Action: Clerk**
- 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. 2020/95 Reports

a) Cllr. R.C. Adams (District & County Councillor)

Cllr Adams provided a report including Covid-19 related support by Wychavon DC and WCC, provision of financial support to the Severnside Covid-19 Support Group (SCS) to purchase a fridge and the impending retirement of the Joint Chief Executive to Malvern Hills and Wychavon DCs. It was agreed to send letters to Mr Hegarty and Mr Allison (who is taking over this role). **Action: Cllr Fincher**

Cllr Adams advised that both the Council's and Parishioner's views on planning application 20/00138/FUL will be fully considered as part of the planning process, with the application due to be decided by the Wychavon Planning Committee.

b) Finance

(i) Balances: current account £8,692.30 (24 June), deposit account £49,199.67 (24 June) including £1,992 Groundwork UK Neighbourhood Plan grant. No S.137 expenditure to report as the Council has adopted the General Power of Competence.

(ii) There were no questions regarding the monthly accounts and bank reconciliation to 31 May 2020.

(iii) The internal quarterly financial check has been deferred due to Covid-19 restrictions.

(iv) Online banking has been set up. It was agreed for a debit card application to be submitted for the Clerk, with it noted that there is not the option for a limit to be set for individual transaction amounts. It was agreed that the Clerk will abide by an individual transaction limit of £500 and should an individual payment be made in excess of £500, without prior approval of the Parish Council, then this may be subject to disciplinary action. Upon a change to the Proper Officer to the Council, use of a debit card will be reviewed. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Clerk**

c) GDPR

No update to report, actions ongoing.

d) Social Media Communications

Facebook data circulated to members was noted. Arrangements will be made to take the old website www.norton-juxta-kempsey.org.uk offline, or to delete its content and replace this with a link to the new Parish Council website www.nortonjuxtakempseyparishcouncil.org **Action: Clerk**

e) West Mercia Police

Report noted.

f) St. James the Great Church, Norton

The report received for the Parish Council newsletter will be circulated to members.

Action: Clerk

6. 2019/96 Independent Internal Audit Report

The independent internal auditor's 2019/20 report was received and considered, with no matters to be brought to the attention of the Council.

7. 2019/97 Annual Governance Statement

The Clerk/Responsible Finance Officer (RFO) referred to the Annual Governance and Accountability Return. Section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2019/20, was considered, approved and will be signed by the Chairman and Clerk/RFO. There were no 'no' responses. Proposed Cllr. Waizeneker, seconded by Cllr. Pollard and agreed by all.

8. 2019/98 Accounting Statements for 2019/20 and Accounts for the Year Ended 31 March 2020

The Clerk/RFO referred to the Annual Governance and Accountability Return and draft accounts for the year ended 31 March 2020.

Draft accounts for the year ended 31 March 2020 were considered, approved and will be signed by the Chairman and Clerk/RFO. Proposed Cllr. Dawson, seconded by Cllr. Waizeneker and agreed by all.

Section 2 of the Annual Governance and Accountability Return – Accounting Statements for 2019/20, was considered, approved and will be signed by the Chairman. Proposed Cllr. Dawson, seconded by Cllr. Waizeneker and agreed by all.

9. 2019/99 Exercise of Public Rights

The Clerk advised that the audit will be advertised to comply with Covid-19 revised requirements. Proposed Cllr. Waizeneker, seconded Cllr Pollard and agreed by all.

10. 2019/100 Completion of the Remainder of the 2019/20 Annual Governance and Accountability Return (AGAR) and Submission to the External Auditor

Supporting information to be submitted with the 2019/20 AGAR including year end bank reconciliation, explanations for significant year on year variances, explanations for any differences between Section 2 boxes 7 – 8, reserve levels and dates for exercise of public rights, was considered and approved for submission. Proposed Cllr. Arrow, seconded by Cllr. Dawson and agreed by all. **Action: Clerk**

Cllr Adams left at 8.45pm.

11. 2020/101 Covid-19 Community Response

Local support continues to be provided by WCC, WDC, the Severnside Covid-19 Support Group (SCS), local groups and individuals, with support, liaison and co-ordination from the Parish Council.

12. 2020/102 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including a limited re-opening of the coffee shop to provide a takeaway service from 4 July, investigations that may allow for other activities to be held in the large hall, continued closure of the Hall toilet facilities and completion of the radiator work.

13. 2020/103 Parish Hall Recreation Facilities and Outside Space

Following re-opening of the MUGA and tennis court, Government guidance now allows for play areas to be opened subject to Covid-19 guidance. It was noted that the annual safety inspection for the Hall recreation facilities was taking place on 25 June. Subject to guidance being reviewed and the Council being able to comply, the safety inspection not identifying any issues preventing the play area re-opening and a risk assessment being approved, it was agreed for the play area to open on 4 July, however this remains subject to change.

An update was received regarding the baseball backstop, field preparations and use of the 'Forest School shed' for outside equipment storage (once no longer required by Pre-school). Use of the old boiler room for indoor equipment storage will be explored with the Hall Manager. **Action: Cllr Fincher**

Following removal of the goal posts nearest to the MUGA, consideration was given to measures to

reduce the risk of the Hall windows being hit by footballs and balls landing on the Hall roof, as use of the goal posts nearest to the Hall entrance has now increased. It was noted that people have been seen on the Hall roof recovering balls and agreed that this needs to be stopped by encouraging players to use an alternative goal for shooting practice. It was agreed to explore costs to install a net backstop behind the goal posts closest to the Wadborough Road T-junction.

Action: Cllr Dawson

It was also agreed to discuss this proposal with the junior football team that currently hires out the football pitch/playing field.

Action: Cllr Fincher

If the proposal and costings are acceptable, consideration will be given to removing the 'orphan' goal posts to reduce the risk of this being used and balls being kicked into the road.

Risk assessments for re-opening the tennis court, MUGA and playing field for hire for football training, and for continued closure of the play area were agreed, along with Covid-19 terms and conditions for hire of the field for football training. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. A revised play area re-opening risk assessment will be drafted for review in light of new Government guidance.

Action: Clerk

It was noted that remedial action is being taken to limit the opening circle of the metal gate in the corner of the playing field.

14. 2020/104 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

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. Approved with s106 agreement outstanding.

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

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 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. Also see amendment under 'Internal Consultation' applications below.

8 Peninsula Road, Norton W/20/00824/HP

Two storey side extension. Parish Council support subject to neighbour's views being considered.

Flat 3, Charlemont, Crookbarrow Rd, W/20/00824/HP

Removal of partition (stud) wall; block up an existing doorway and create new doorway. Parish Council supports.

Internal Consultation

Land at Woodbury Lane, Norton, W/20/01138/FUL

Erection of building comprising 4,361m² of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage.

**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.
Amended site layout and design of proposed buildings and landscaping proposals.

Other

**Grange Farm, Hatfield Lane
W/20/00388/FUL**

Proposed dwelling for agricultural worker. Parish Council objection response submitted. APPLICATION WITHDRAWN.

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

Following lengthy discussion regarding planning application W/20/01138/FUL it was agreed to object to this application on material planning grounds (e.g. proposed height, proximity to the road etc.) and to also submit a letter to Wychavon and Malvern Hills District Councils highlighting concerns regarding the application of Planning Policy. It was noted that the site is included within the development boundary of the emerging SWDP Review however the application is deemed to have been submitted prematurely and is impacting upon the coherency of the emerging plan. The objection response and Planning Policy letter will be drafted for review by members prior to submission. **Action: Cllr Fincher**

It was agreed to update residents regarding the Council's response to this application. **Action: Clerk**

The Neighbourhood Plan Steering Group (NPSG) will consider the benefit of allocating this area of land as employment land within the Parish's Plan to help protect other areas of the Parish. **Action: NPSG**

Further response to email feedback received by the Council regarding this application was considered, with agreement that as feedback has been acknowledged by the Council, and with an update to be communicated to the Parish as a whole, no further response is required.

Following discussion of the amendment to planning application MHDC/19/01851/RM it was agreed for an objection response to be submitted which will be informed by feedback from residents and discussions with MHDC Planning at a meeting to be held on 26 June. The objection response will be drafted for review by members prior to submission. **Action: Cllr Fincher**

It was agreed to update residents regarding the Council's response to this application. **Action: Clerk**

15. 2020/105 Worcester Parkway Station/Active Travel Corridor (ATC)

It is understood that junction markings will be installed at the Brockhill Lane junction with the Worcester Norton Sports Club entry driveway and that improvements to the barriers at the end of the footbridge are proposed by WCC to assist cyclists.

16. 2020/106 Neighbourhood Plan (NP)

The Neighbourhood Plan Steering Group (NPSG) is meeting on 14 July and will review the timing of NP next steps with Brodie Planning Associated following their return to work and consider discussions relating to planning application W/20/01138/FUL (under agenda item 14 above). **Action: NPSG**

17. 2020/107 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

The proposed Norton Parish Hall CLG Projects Summary, Parish Hall Plan Working Group (PHPWG) and PHPWG Governing Document were agreed. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. Council representatives on the PHPWG were confirmed as Cllr Dawson, Cllr, Pollard and Cllr Waizeneker. A virtual PHPWG meeting will be held on 8 July to include discussion of a plan for progression of the various strands of the project and formal acceptance of the CLG to Wychavon DC. An agenda will be drafted for consideration and agreement. **Action: Cllr Fincher**

PHPWG recommendations will be reported to the July Council meeting for consideration.

Initial feedback following a VAT consultant meeting was noted, with the proposed Hall developments being viewed as eligible for VAT reclaim, provided that the Hall Charity does not contribute (financially or otherwise in lieu of finance) to the Council's project works. It was suggested that the Hall Charity

undertakes its own works, in association with the overall project, with the Hall Charity instructing the works, paying the invoices and paying VAT as necessary. The proposed model for the Norton Connector mini-bus would not allow for VAT to be reclaimed. An alternative model was suggested and will be explored with Worcester Wheels/Wychavon DC. **Action: Cllr Waizeneker/Clerk**

18. 2020/108 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update on verge matters was received and noted. Cllr Arrow will arrange to discuss Parish drainage matters with Mr Reeves. **Action: Cllr Arrow**

19. 2020/109 Norton Pre-school

A third quote is being sought for fencing the proposed new Forest School area. It was agreed to instruct Kidwells solicitors to review the draft licence agreement and report back to the Council at a cost of £300 + VAT. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**
A plan of the proposed area will be prepared to support the licence agreement. **Action: Cllr Arrow**

20. 2020/110 Allotments

The update circulated in advance of the meeting was noted. Cllr Fincher provided an update regarding the apiary project. Cllr Dawson offered assistance to Cllr Kelly in support of this project. A letter will be sent to properties neighbouring the proposed apiary site as notification of plans. **Action: Cllr Fincher**

21. 2020/111 Public Rights of Way (PRoW)

Parish PRoWs are in the process of being walked by members to identify any issues, with these being reported to WCC via the online reporting tool. Details of outstanding PRoWs will be circulated to members, with a view to all PRoWs being walked before the July Council meeting. **Action: Clerk**
Issues reported will be collated for report to the WCC Senior PRoW Officer. **Action: Cllr Dawson/Clerk**

Cllr Dawson gave his apologies and left at 10.30pm

22. 2020/112 Parish Council Owned Lands

The draft heads of terms for the new field tenancy agreements were agreed for submission to the Council's solicitor for preparation of the new agreements. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

23. 2020/113 Employment Matters

Arrangements will be made for the Clerk's annual appraisal to be undertaken via Zoom. Enquiries will be made regarding carrying out other employee appraisals via Zoom. **Action: Clerk**

24. 2020/114 Annual Parish Meeting

Draft minutes will be published on the Council's website. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk/Cllr Pollard**

25. 2020/115 Finance

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

Accounts for Confirmation:

Category	Detail	Amount £ *
Grounds Maintenance	Strimmer head and strimmer line	26.00
	Allotments water bill (original meter) 1 Feb – 26 May	84.78
	Playing field mowing May (2 cuts)	202.32
	Churchyard mowing and mow FP20/NJ543	180.60
Administration/ Other	Grant towards Hall radiator replacement work (agreed 21 May meeting)	250.00
	Internal audit fee	100.00
	Zoom Pro subscription June 2020	14.39
	Council mobile phone contract £20.99 per month for 24 months (rolling usage contract)	20.99
	TOTAL	879.08

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	June 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,671.91
Grounds Maintenance	Churchyard mowing (£89.50) + VAT	107.40
Administration/ Other	Clerk expenses May and June 2020 (excl. expenses paid via payroll)	106.30
	TOTAL	2,885.61
	GRAND TOTAL	3,764.69

* Incl. VAT where payable

Payments not already made by standing order will be made via online banking where possible. Financial Regulations and other finance guidance will be followed regarding setting up of new payees on online banking and authorisation of payments against supporting payment documentation to ensure the necessary checks and controls are in place. **Action: Clerk**

26. 2020/116 Correspondence for Information

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

27. 2020/117 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2020/118 Items for Update to Local M.P.

As a minister in the Department of Digital, Culture, Media and Sport, it was agreed to invite Nigel Huddleston MP to attend a baseball game at the Parish Hall (once play is able to start).

29. 2020/119 Councillors' Reports and Items for Future Agenda

None.

30. 2020/120 Date of Next Parish Council Meeting

Parish Council Meeting: 16 July 2020.

It was agreed for the July Parish Council meeting to be held via Zoom, with consideration to the September Parish Council meeting being held face to face if risk assessment, including Government and other guidance, supports this. **Action: Clerk/all Members**

The meeting closed at 10.45pm

Correspondence Received for 25th June 2020 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: COVID-19/Coronavirus Updates, SWDP, NALC Points of Light, Natural Networks – Grants, Risk Assessment Guide for COVID-19, Re-opening Village Halls, Code Of Conduct Consultation, NALC's LCR Spring edition goes digital, Environment Project, Building Back Communities, Shared Lives Week, Climate Emergency Action Day 11th June - Now online and still Free, Free: Community Led Housing sessions, Have you used a Footpath Contractor recently?, NALC publishes the first-ever report on local council elections, Failure to Convene Meetings; Absent Councillors, and the 'Six Month Rule', Play Areas, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Community First	E-bulletins
Highways England	<ul style="list-style-type: none"> • Overnight closure M5 J7 northbound slip road 15-18 June 8pm-6am • M5 J7 to J8 annual bridge inspections, overnight work 23 & 24 June, 9pm to 6am
NALC	Chief Exec's bulletins, open letter to councillors – building communities, COVID-19/Coronavirus updates, mental health awareness, website accessibility guidance, Local Council Review magazine Spring 2020, Points of Light June 2020
Noticeboards Online	Covid-19 related signs and resources
One Network	Roadworks reports
Open Spaces Society	Submission of questions and voting at AGM
Resident	Community use of decommissioned Littleworth phone box
Resident	Copy email to Trust Management re maintenance of balancing pond area
Resident	Woodbury Lane developments
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	News bulletins, The Clerk magazine May 2020, COVID-19 guidance, Worcestershire SLCC Zoom branch meeting 30 June 10am
SWDP Team	South Worcestershire Development Plan Review - Country Park Call for Sites
West Mercia PCC	Police & Crime Commissioner Engagement: Parish Newsletters
West Mercia Police	Rural Beat newsletter
Western Power Distribution	WPD Coronavirus information for customers
Worcs CC	<ul style="list-style-type: none"> • Responses summary: Mineral Site Allocations Call for Sites • Anti-5G Posters with sharps or blades stuck behind them
Wychavon DC	<ul style="list-style-type: none"> • Free parking to continue until 3 August • Flying the flag for Armed Forces Day 22 June • Helping our district to recover • Parish Matters newsletter • Protect your bike from thieves at free event • Rough sleeper first to be housed under new scheme
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 25 June 2020 • Agenda and minutes for Planning Meeting 3 June 2020 • Planning news
Zurich Municipal Insurance	Coronavirus: Risk Guidance and Support