

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 22ND OCTOBER 2020

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

See Appendix 1 for public question time discussions.

- 1. Apologies for Absence:** D. Lucas, P. Richmond (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, J. Waizeneker, Cllr R. Adams (District and County Councillor)
- 2. Changes to Membership**
Mr Perks was co-opted as a non-Parish Councillor member (with no voting rights) to assist with the apiary project proposal. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. Co-option papers will be forwarded to Mr Perks for completion and return. **Action: Clerk**
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 4. 2020/172 Minutes**
 - a) Minutes of the Parish Council meeting held on 24 September 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 Pollard, seconded Cllr Arrow 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. 2020/173 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided a report including the new Chief Executive to both Wychavon DC (WDC) and Malvern Hills DC (MHDC), WDC support for leisure centres to ease the Covid impact, the Wychavon Chairman's Diamond Jubilee Community Recognition Award, Worcestershire CC (WCC) support for young people/apprenticeships, Covid numbers across the County, care home outbreaks, local testing centres being set up, attendance at County Local Authority run schools, the WCC Here2Help Scheme and local services.
 - b) Finance**
 - (i) Balances: current account £17,677.50 and deposit account £76,629.28 (both 22 October) including the second half of the precept, c. £13k Norton Connector Community Legacy Grant funding and £276 remaining Groundwork UK Neighbourhood Plan grant. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
 - (ii) Monthly accounts and bank reconciliation to 30 September were noted.
 - (iii) 2019/20 year end audit process - The 2019/20 Annual Governance and Accountability Return external audit has been completed, with no matters brought to the attention of the Council. The Notice of Conclusion of Audit and supporting papers will be published/displayed as required. **Action: Clerk**
The Clerk/ Responsible Finance Officer was thanked for achieving a successful audit outcome.
 - c) GDPR**
Actions ongoing but with slow progress due to resourcing and competing priorities.
 - d) Social Media Communications**
Facebook data was noted. The number of subscribers to the Council website newsletter is increasing, with members to consider items for inclusion.
Cllr Richmond arrived at 8.30pm.
 - e) West Mercia Police**
Report noted.
 - f) St. James the Great Church, Norton**
No report available.

6. 2020/174 Apiary Project

The report from Mr Perks was received after agenda item 3. The update circulated in advance of the meeting was explained and considered. It was agreed to seek quotes to secure the entrance to the site from a doorway from an adjacent property, to clear a large patch of brambles on the site and to fell a dead tree (leaving this on site). Whilst the adjacent property is currently empty and for sale, attempts will be made to contact representatives of the estate.

Action: Clerk, Mr Perks

Community volunteer assistance, local business sponsorship, re-housing of protected species from local development areas and identification of areas for wildflower meadows are being explored.

Mr Perks will be introduced to the local Horticultural Club and to volunteers expressing an interest in assisting with bee keeping.

Action: Clerk

Probation service assistance with ground preparation will be investigated.

Action: Mr Perks

Monthly updates will be provided to the Council.

Action: Mr Perks

Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

7. 2020/175 Covid-19 Community Response

Support continues locally and more widely from WCC. The Council is not aware of any additional support needed by residents but remains alert to this as the Covid-19 situation changes.

8. 2020/176 Remembrance Sunday – 8 November

A update was received regarding the Church led, by invitation only, Remembrance Sunday service, with details publicised via the Council's Facebook page. The service will be held in Church grounds and is being arranged to comply with Covid safe requirements. A link to the Royal British Legion website and its Poppy Appeal will be added to the Council's website and Facebook page, with Poppy Appeal posters placed on the Council noticeboards.

Action: Cllr Pollard, Clerk

9. 2020/177 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including compliance with Covid-19 safe measures, risk assessments, and an improving financial position as Hall use is increasing. Following a gutter/downpipe issue, a quote to clean the guttering is being sought. This will be shared at the November Council meeting for consideration of grant funding towards the cost. The Hall asbestos report has been circulated to members. It was noted that, based on the survey and report, the coffee shop and kitchen area tiles are low risk, are not exposed to the public, and if left undisturbed, and not showing signs of fragmenting, don't present an issue requiring action.

10. 2020/178 Parish Hall Recreation Facilities and Outside Space

The baseball team response to the 'stray ball' third party feedback was noted and it was agreed that no further action is required except to advise the team that they cannot 'sub-let' the pitch for use by another team (as its home venue). A query was raised about the team exploring a permanent boundary fence and clarification will be sought on plans.

Action: Clerk

The Baseball team and the adult football team have confirmed that they have measures in place to comply with the latest Government Covid guidance.

11. 2020/179 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	Land North of Taylors Lane and South of Broomhall Way (A4440) MHDC/19/01803/RM	Application for the approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to planning 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. Amended plans and layout, amended house types – as well as additional technical information and supporting documents. Parish Council objection response submitted. Amendment: revisions to parking at plots 30-37 and other associated changes

	Woodbury Holdings, Woodbury Lane, Norton W/20/01668/AGR	Proposed agricultural building. Parish Council supports with qualification.
	1 Keren Drive, Norton W/20/01934/CLPU	Application for Lawful Development Certificate for proposed rear extension. Parish Council supports subject to neighbour's views.
<u>Refusals:</u>	None.	
<u>Awaiting Decision:</u>	Land to the south of the City of Worcester, Bath Road. MHDC/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 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.
	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. Parish Council objection response submitted. Additional information: Landscape and Visual Assessment Addendum (adding photomontages of proposed development). Parish Council objection response submitted.
	Cooksholme Farm, 3 Wadborough Road, Littleworth	Conversion of 3 agricultural buildings to residential dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings as approved under planning permission 17/00972/FUL - variation of condition 2. Parish Council objection response submitted.
	1 Corunna Close, Norton W/20/01859/HP	Single storey rear extension and detached garage. Parish Council supports subject to neighbour's views.
<u>Internal Consultation:</u>	Flat 11, Charlemont, Crookbarrow Road, W/20/01635/LB	Removal of two partition walls to create open plan kitchen/dining area
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC 20/01593/RM	Application for the Approval of Reserved matters (Appearance, Landscaping, Layout and Scale) of outline permission ref. 13/01617/OUT for Phase E2 of the proposed employment development comprising three employment units, parking, landscaping and associated infrastructure
	Ketch Field, Broomhall Way. Worcester CC 20/007775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works
<u>Other:</u>	Land at (OS 9017 5117), Mucknell Farm Lane, Stoulton W/20/01499/FUL	Change of use of agricultural land for the construction of a stable block and yard area including change of use of land for equine use. Parish Council objection response submitted. WITHDRAWN BY APPLICANT

Concerns regarding the attractiveness of the Parish as a location for business developments due to its surrounding infrastructure were noted. Traffic calming measures being pressed for as part of the Active Travel Corridor (ATC), along with the emerging Neighbourhood Plan, are measures to assist in reducing the attractiveness of the Parish for development and to provide a material consideration in decisions made by the Local Planning Authority.

It was agreed to await further contact from the planning consultant regarding Pound House Farm proposals received prior to the Covid pandemic. The South Worcestershire Development Plan (SWDP) South Worcestershire Traveller and Travelling Showpeople Site Allocations Call for Sites was noted, with sites to be reviewed following submissions.

12. 2020/180 Rural Lettings Policy Consultation

Considered, with no response to be submitted.

13. 2020/181 Worcester Parkway Station/Active Travel Corridor (ATC)

An update was received following a meeting with WCC to discuss traffic calming measures. Traffic light

control of the Woodbury Lane railway bridge was suggested as a measure to provide significant impact in improving the safety of the ATC and reducing volumes of traffic. WCC has agreed to explore traffic calming measures further, with an update due before Christmas. It was noted that another traffic survey appears underway and Cllr Adams will seek the results of this. **Action: Cllr Adams**

Additional bollards have now been installed between the end of Brockhill Lane and the Norton side of the Crookbarrow Way bridleway bridge to deter use by motorbikes/mopeds.

Issues were noted relating to the integrity of the wall, that forms part of the Barracks curtilage, and now sits at the boundary to residential properties and the Worcester Norton Sports Club along Brockhill Lane (part of the ATC route). A resident has raised this with WCC in light of a previous repair to the wall undertaken by WCC. It was agreed for Cllr Fincher to meet with Cllr Adams and the WCC Highways Liaison Engineer to consider the situation and maintenance/repair responsibilities.

14. 2020/182 Neighbourhood Plan (NP)

As discussed within the public question time session. The Plan is now undergoing the formal Section 14 consultation. This runs for 6 weeks, with all residents encouraged to respond.

15. 2020/183 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The project plan is being developed, with good progress being made with the roof/solar panels element, the electric vehicle charging points and the multi-function work/meeting spaces. Discussions continue with the Post Office (PO), with other initiatives/options also being explored and local PO expertise identified. The PHPWG is aiming to present a project plan to the November Council meeting.

16. 2020/184 Norton Connector Community Legacy Grant (CLG) Project

The report circulated in advance of the meeting was noted. Good feedback has been received from users, with further publicity being arranged to increase passenger numbers. Based on journeys made to date and feedback received, it was agreed for options to modify the route and to widen the passenger base to be explored for consideration by the Council. **Action: Cllr Waizeneker, Cllr Pollard**

Funding of the service following the initial CLG was discussed e.g. local business support/sponsorship. Spacehive/Crowdfunding initiatives will also be explored. **Action: Cllr Pollard**

Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all.

17. 2020/185 New Homes Bonus (NHB) Funding

Whilst NHB funding has been allocated to the Hall development CLG project, it was agreed for the following projects to be explored for the possibility of potential funding.

- Modification of the Hall canopy and patio area (planning permission granted). **Action: Cllr Fincher**
- Landscaping of the area surrounding the Sentry Statue once installed in its Crookbarrow Road location. It was noted that this would be subject to various permissions, including that of Persimmon Homes. Contact will be made with the Worcester Norton Regiment Group to gather ideas, estimates of costs and revised installation timescales (due to Covid). **Action: Cllr Richmond**

Updates will be reported to the November Council meeting for consideration and discussion with WDC. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all.

18. 2020/186 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received on Church Lane drainage matters. It was noted that the WCC Highways Liaison Officer (WCCHLO) is arranging for Worcester Regulatory Services to attend the site to take water samples for testing, and is also making a request for the Drainage Team to arrange for a specialist to clear the drainage system. The WCCHLO will review the situation after this work has been completed and following receipt of the test results; this will inform next steps. Regular progress reports will be sought from the WCCHLO for update to the resident reporting this issue. **Action: Clerk**

The comprehensive drainage report produced by Mr Reeves was noted with thanks. Cllr Arrow is arranging to meet up with Mr Reeves (on a socially distanced basis) to discuss the report. Letters have been sent to landowners adjacent to the Radley bridleway requesting ditch clearance and responses will be followed up as appropriate, involving WDC if required. Persimmon Homes have been chased for a response regarding maintenance of the Gazala Drive large grass verge and WDC has been contacted for an update following the site meeting to discuss the potential for WDC to adopt this area of land. To assist with maintenance queries and to help to convey the complexities of maintenance of verges/trees and areas of open land, it was agreed to develop a map(s) of the Parish to identify maintenance

responsibilities (whilst complying with GDPR requirements).

Action: Clerk, Cllr Arrow

19. 2020/187 Norton Pre-school

The Forest School licence agreement has been forwarded to Pre-school for agreement.

20. 2020/188 Allotments

Annual billing letters have been issued, along with letters to tenants who aren't adequately working their plots. There is a waiting list for plots, with vacant plots in the process of being allocated.

21. 2020/189 Public Rights of Way (PRoW)

An informal approach has been made for a bench to be installed along the Radley bridleway, on an area of land that the owner is planning to clear. It was agreed to consider further once the area of land has been cleared. There is currently no news on the expression of interest/Parish Paths Warden role application made to WCC.

22. 2020/190 Parish Council Owned Lands

Draft field tenancy agreements should be received from the Council's solicitor by w/c 26 October. Correspondence regarding the replacement gate post installed at the entrance to the field adjacent to Coppice Cottage and the field/Coppice Cottage boundary was considered. It was noted that the contractor has installed the post in the same position as the old post, which is confirmed by the old field gate being re-hung successfully on the new post. The WCC PRoW team will be contacted to seek further details relating to PRoW NJ542(B), with the situation then to be reviewed further. An update will be provided to the resident.

Action: Clerk

23. 2020/191 Employment Matters

The Assistant Clerk annual appraisal date (via Zoom) is being finalised. It was agreed for the Groundsman and Litter picker appraisal to be completed at a time when this can be done safely on a face to face basis.

24. 2020/192 Parish Council Newsletter

Newsletter content was requested no later than 12 November, with online publication planned for 1 December. All regular contributors will be contacted to invite content.

Action: Clerk

25. 2020/193 Wychavon Chairman's Diamond Jubilee Community Recognition Award 2020

It was agreed to nominate Cllr Turvey, with the nomination to be submitted before the closing date of 24 December.

Action: Cllr Fincher, Clerk

26. 2020/194 Finance

a) It was proposed by Cllr Pollard, seconded by Cllr. Arrow **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	Playing field mowing September	202.32
	Mower maintenance	43.66
	FP20 (NJ543) clearance work and allotment/72 Wadborough Road hedge cutting	255.00
Administration	Zoom Pro subscription October 2020	14.39
	Microsoft Office 365 annual subscription	59.99
	2019/20 external audit fee	360.00
	Norton Connector September 2020	1,456.00
	Admin fee re baseball bookings plus toilet charge collected by PC	43.00
	Neighbourhood Plan document printing	1,051.40
	TOTAL	3,485.76

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	October 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,723.28
Grounds Maintenance	Churchyard mowing October	214.80
	Removal of brambles at Parish Hall, removal of branch overhanging Pre-school garden, install new gate post in field adj. to Coppice Cottage	684.00
Administration	Parish Council mobile phone October	20.99
	Clerk expenses reimbursement July, August and September (excl. those paid via payroll)	163.50
	TOTAL	3,806.57
	GRAND TOTAL	7,292.33

* Incl. VAT where payable

27. 2020/195 Correspondence for Information

See Appendix 2 for a list of correspondence received and noted.

28. 2020/196 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

Mower repair at a cost of £36.38 + VAT. It was noted that the mower is likely to require replacement for the 2022 mowing season. This will be included in future budget considerations. **Action: Clerk**

29. 2020/197 Items for Update to Local M.P.

None.

30. 2020/198 Councillors' Reports and Items for Future Agenda

A report was received regarding Worcester Norton Sports Club (WNSC) development proposals, with this to be included on the November meeting agenda for further discussion. **Action: Clerk**

In the meantime, members were supportive of providing information and guidance to assist WNSC in developing its plans.

A brief overview of a waste to energy system 'HERU' was provided, with this to be included on the November meeting agenda for further discussion. **Action: Clerk**

In advance of the meeting, 'HERU' information and suggestions for use will be circulated to members and Cllr Adams for review. **Action: Cllr Pollard**

31. 2020/199 Date of Next Parish Council Meeting

Parish Council Meeting: 26 November 2020.

The meeting closed at 10.45pm

Public Question Time Discussions

One member of the public attended the public question time session via Zoom.

The resident referred to correspondence sent to the Parish Council regarding the Neighbourhood Plan (NP) consultation and areas of Local Green Space identified within this.

Background to the NP and the consultation process were explained to the resident, with apologies conveyed for a lack of advance briefing to the landowner.

The resident provided background details regarding the site, with an offer from Cllr Waizeneker to meet with the resident (socially distanced) to explain the NP in more detail accepted.

It was noted that the NP is currently under a period of consultation, with all comments submitted to be reviewed and considered by the NP steering group at the end of the consultation period.

Correspondence Received for 22nd October 2020 Parish Council Meeting	
Sender	Subject
CALC	
CALC	Updates on various matters and training sessions, including: Remembrance Sunday services/activities, AGM 30 November, COVID-19 Update, Clerk Minimum Leave Entitlement, Community Governance, Telephone Kiosk Help, County Council adds £1million to rural broadband scheme, Elections May 2021 (Wyre Forest), Community Crowdfunding, NALC - Rebuilding Communities events, 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
Resident	Newsletter feedback
Resident	Regiment Close streetlights
Resident	Coppice Cottage land boundary and access to field with no public right of way
Resident	Church Lane drainage matters
Resident	Neighbourhood Plan
Resident	Assistance with Parish Hall Post Office/shop project
NALC	Chief Exec's bulletins, Local Council Review magazine summer 2020
One Network	Local roadworks reports
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	News bulletins
SWDP Review	<ul style="list-style-type: none"> • South Worcestershire Traveller and Travelling Showpeople Site Allocations DPD - Further Call for Sites 8 October - 19 November 2020 • Parish and Town Council Briefing via Zoom, Weds 7 October 2020 6:00pm-7:30pm
West Mercia PCC	Newsletters, engaging with the public (survey)
West Mercia Police	The Rural Beat - South Worcestershire Police Rural and Business Crime Team Newsletter Autumn 2020
Worcs CC	<ul style="list-style-type: none"> • Remembrance Guidance for Parish/Town Councils • Invitation for Parish and Town Councils to attend the Worcestershire Community Rail Partnership 1st Anniversary On-line Event 6 November 2020 • Worcestershire Minerals Local Plan Examination Hearings
Wychavon DC	<ul style="list-style-type: none"> • Remembrance Sunday services/activities • Tree to be removed on safety grounds - St Peter's Close, Evesham • Green Flag success for Droitwich Community Woods • Evesham councillors to answer questions at virtual event • Trees to be removed in Droitwich • Council supports local community projects in their response to Covid-19 • Rural Lettings Policy consultation • Covid-19 updates
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 15 Oct 2020 • Minutes for Planning Committee meeting 17 Sept 2020 <p><u>Approval Notices:</u> MHDC/19/01803/RM - Land North of Taylors Lane and South of Broomhall Way (A4440): Application for the approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to planning 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 W/20/01934/CLPU: 1 Keren Drive, Norton - Application for a Lawful Development Certificate for Proposed rear Extension</p> <p><u>Withdrawal Notice:</u> W/20/01499/FUL: Land at (OS 9017 5117), Mucknell Farm Lane, Stoulton - Change of use of agricultural land for the construction of a stable block and yard area including change of use of land for equine use.</p>