

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 25TH MARCH 2021**

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

Public question time discussions are included as Appendix 1.

- 1. Apologies for Absence:** H. Turvey, P. Richmond (early departure), C. Dawson (early departure) and Cllr R. Adams (District and County Councillor). These apologies and the reasons for them were accepted and approved.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, P. Richmond, J. Waizeneker, Mrs J. Greenway (Clerk and Responsible Finance Officer)

2. Changes to Membership

The two applications received for co-option were considered. With currently only one Parish Councillor vacancy, it was agreed to invite both applicants to attend the April Council meeting, to provide them with more of an insight into Council meetings/matters and to provide an opportunity for members to meet the applicants. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

3. Declarations of Interest

- a) Reminder and requirements noted.
b) c) d) None.

4. 2021/59 Minutes

- a) Minutes of the Parish Council meeting held on 25 February 2021 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 Waizeneker, 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. 2021/60 Reports

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

Apologies received.

b) Finance

(i) Balances: current account £5,886.05 and deposit account £133,351.10 (both 25 March) which includes unspent but committed grant funding of c. £23k Norton Connector Community Legacy Grant funding/County Councillor Divisional Allowance and c. £65k Parish Hall developments Community Legacy Grant funding. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 28 February were noted.

(iii) Financial year end processes were explained, with the Annual Governance and Accountability Return to be approved at the 24 June Parish Council meeting.

c) GDPR

Actions ongoing but with slow progress due to resourcing issues and competing priorities. Cllr Pollard and the Clerk are attending GDPR training in April.

d) Social Media Communications

Facebook and website data was noted including most popular topics/posts. Engagement levels continue to grow.

e) West Mercia Police

Report circulated.

f) St. James the Great Church, Norton

No report available.

6. 2021/61 Apiary Project

Report received after agenda item 3. The report circulated in advance of the meeting was explained and discussed. In addition to ongoing actions, it was agreed to:

- Virtually meet with WCC Highways regarding the proposed off road parking and continue to engage with Griffiths to assist with facilitation.
 - Seek permission from Wychavon DC should any changes to the watercourse/ditch be proposed.
 - Container options will be considered with a recommendation to be provided to members for consideration and agreement.
 - Draft a letter of engagement for the Forager Bee Company and send to the Clerk.
 - Draft a letter of engagement for Griffiths' Environmentalist support and send to the Clerk.
 - Commence an editorial feature highlighting progress to date. **Actions: Mr Perks**
- Site/hive security concerns were discussed, with measures to discourage unauthorised access and vandalism to be put in place.
- The PC logo including details of colours will be forwarded to Mr Perks. **Action: Cllr Pollard**

7. 2021/62 Covid-19 Scheme of Delegation

The existing Covid-19 scheme of delegation was agreed for a further 6 month period, for review at the September 2021 Council meeting. Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all.

Action: Clerk

8. 2021/63 Covid-19 Community Response

Support continues locally, with no requirement for changes to the support available identified.

9. 2021/64 Annual Risk Assessment and Review of Fixed Asset Register

The annual risk assessment and register of fixed assets were approved. Proposed by Cllr Lucas and seconded by Cllr Pollard and agreed by all. Clarification of inclusion of the solar panels as a fixed asset in the 2021/22 accounts will be sought.

Action: Clerk

Cllr Dawson gave apologies and left the meeting at 9.10pm. The meeting remained quorate.

10. 2021/65 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
Approvals:	Touchwood, 2A Wadborough Road, Littleworth W/20/2853/HP	Proposed single storey rear extension. Parish supports with comments.
	Worcester Norton Sports Club, Brockhill Lane, Norton W/20/02851/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Parish supports.
	Worcester Norton Sports Club, Brockhill Lane, Norton W/20/02852/LB	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Parish supports.
Refusals:	None	
Awaiting Decision:	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 and amendments	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 W/20/01897/FUL	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.
	Ketch Field, Broomhall Way. Worcester City Council 20/007775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	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. Amended details: building designs and additional drainage and landscaping info
	Cranmere, 36 Wadborough Road, Littleworth W/20/02626/HP	Proposed two storey rear and side extensions with single storey rear extension. Parish supports subject to neighbour's views.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/20/02232/LB	Design amendments to Barns 1 - 3 relating to extant permission 17/01582/LB. Comments submitted.
	Land at (OS 8706 5039), Hatfield Bank, Norton W/20/02890/FUL	Proposed change of use from agricultural land to dog agility training (Sui Generis) (Retrospective). Parish supports with comments.
	Land at Woodbury Lane, Norton W/20/01138/FUL amendments	Amendments: <ul style="list-style-type: none"> - Reduction of Block B from 4 stories to 3 stories (so whole building would be 3 stories) - Consequent reduction in proposed floorspace to 3,461 sqm - Addition of footway along (most of) Woodbury Lane frontage - Minor changes to make street side entrances more visible, including indicative signage positions Change to service compound enclosure design and materials to include use of matching bricks. Parish objects. To be considered at the Wychavon Planning Committee Meeting on 1 April 2021.
	Grange Farm, Hatfield Lane W/21/00097/FUL	Proposed new dwelling. Parish objects
<u>Internal Consultation:</u>	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall
	White Cottage, Pershore Road, High Park W/21/00538/HP	Erection of detached garage
<u>Other:</u>	Broomhall Grange Norton Road Norton Planning Inspectorate Ref:- APP/J1860/W/20/3255153	Proposed development of 27 dwellings. (Malvern Hills DC Planning Ref: 19/01336/FUL)

It was agreed that the Council will not register to speak at the Wychavon Planning Committee meeting regarding application 20/01138/FUL (land at Woodbury Lane), with the Council's objections fully explained in the responses submitted, the contents of which will be shared with members of the Wychavon Planning Committee.

A letter will be sent to the Wychavon Director of Planning & Infrastructure, to highlight that the

unsatisfied and unenforced weight limit planning condition for application 17/01934/FUL appears repeated as a proposed condition for application 20/01138/FUL. **Action: Cllr Fincher**
An update was received regarding maintenance of The Barracks curtilage wall along Brockhill Lane and WCC work to remove shrubbery adjacent to the wall.

11. 2021/66 Worcester Norton Sports Club (WNSC)/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllrs Fincher and Pollard included in discussions. An update was received on the development proposals and progress, the lease between WNSC and WNCIC, funding (s106 funding and Community Legacy Grant) and bridging the funding gap. Cllr Fincher was agreed as the Parish Council representative on the WNCIC board and was noted as the Board's Chairman.

Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all. **Action: Clerk**

A Council contribution towards the cost of a WNCIC community event planned for August was considered (including review of the Council's 2021/22 budget). A contribution was agreed in principle, with WNCIC to complete the Council's grant funding application which will clarify the amount of funding being sought. Proposed Cllr Lucas, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

12. 2021/67 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update including completion of the new CCTV installation and opening plans for the Hall (in accordance with Covid guidance). Permission for use of the Hall outside space for a community family picnic on 27 June was sought. This was agreed subject to the Hall Trustees producing a risk assessment for the event and the event complying with the Covid guidelines that are in place at the time of the event. Use of the Norton Connector as a shuttle bus between Norton and the Parish Hall for the event will be explored. **Action: Cllr Waizeneker**

Discussions relating to the Parish Hall CLG projects are included under agenda item 14.

13. 2021/68 Parish Hall Recreation Facilities and Outside Space

The groundsman will be instructed to open the tennis court and MUGA on 29 March in line with Government Covid guidance. **Action: Clerk**

Baseball related public question time discussions were considered. It was agreed not to offer a lease or a licence due to their legal implications and associated costs, but to provide a letter from the Council confirming that it is looking to offer continued field hire to the team beyond the current season. This will be discussed with Baseball Softball UK. **Action: Clerk**

The additional fencing proposal was agreed on the basis that this is less intrusive than first proposed and the baseball team has agreed to undertake mowing around the fencing (as this will limit access for the current mowing arrangements). The baseball team will be advised. **Action: Clerk**

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

An enquiry received relating to rounders games on the playing field was considered. It was agreed to clarify which area of the playing field the team wishes to use, with the baseball pitch not available for use by the rounders team. **Action: Clerk**

14. 2021/69 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The project is progressing well, with the instructed roof work complete and the solar panels installed and operational. The Hall has been close to self-sufficient since commissioning of the solar panels. The system will allow electricity generated to be stored and fed back to the National Grid once the batteries are installed. The Hall Trustees have responsibility for managing and paying for Hall electricity, including supply to the Pre-school building. The electric vehicle chargers will be installed following agreement of their location. Work to clear the Hall storerooms is being undertaken in preparation for the multi-function room work. The two 20 foot containers (one purchased and one rented) are due to arrive on site on 26 March, with a delivery date for the 10 foot container awaited. The multi-function room work is due to start on 6 April. Storage of staging for the Budgerigar Society was discussed and it was agreed for the Hall Manager to continue discussions with the Society. An enquiry will be sent to the resident that rents the Parish Council garage to establish if this is still used. **Action: Clerk**

A stage payment to Joule Energy following installation and commissioning of the solar panels of £20k + VAT was agreed upon invoice. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. Wychavon DC has been updated regarding progress with the various strands of the project and is content with progress.

Quotes for the proposed flat roof work have been received. Options for the work were explained along

with the PHPWG recommendation following research undertaken. It was agreed to instruct J&W Roofing to deliver the fibreglass solution including replacement skylights at a fixed price cost not to exceed £3k including VAT. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. **Action: Clerk** Specifications for disability access to the new Hall front door are being refined and quotes will be considered by the PHPWG prior to a recommendation being made to the Council.

15. 2021/70 Norton Connector Community Legacy Grant (CLG) Project

The service continues to operate in line with the revised arrangements, with the current funding secured supporting operation until the end of 2021. Additional Government funding opportunities via WCC are being explored.

16. 2021/71 Sentry Statue Landscaping Proposals

An update was received after agenda item 6 which included feedback from the Worcester Norton Regiment Group. Ideas are evolving and once the vision is clearer, costs will be explored along with landowner permission and the need for planning permission (including the need for WCC Highways permission).

Cllr Richmond gave apologies and left the meeting at 8.25pm. The meeting remained quorate.

17. 2021/72 Public Open Space/Verge Maintenance, Highways and Drainage Matters

The revised Lengthsman risk assessment was approved. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all. **Action: Clerk**

An invitation to join the 2021/22 WCC Lengthsman Scheme is awaited.

A site meeting has been arranged to discuss ditch and hedge maintenance along the Radley bridleway (NJ552) with representatives from Wychavon DC and WCC. Cllrs Arrow and Fincher are due to attend.

18. 2021/73 Public Rights of Way (PRoW)

An update was received, with a member of the WCC PRoW Team due to attend the Radley bridleway meeting on 8 April. An invitation to join the 2021/22 WCC P3 Scheme is awaited.

19. 2021/74 Worcester Parkway Station/Active Travel Corridor (ATC)

Planning applications have been received regarding maintenance of the curtilage wall to The Barracks that is adjacent to Brockhill Lane. The Parkway new development liaison group meeting that was due to be held on 25 March was cancelled due to the start of the election purdah period.

20. 2021/75 Neighbourhood Plan (NP)

An update was received following review of consultation comments and subsequent revision of the draft Plan for submission to Wychavon DC. The revised Plan will be circulated to Parish Council members for review and comment by 6 April. **Action: Cllr Waizeneker**

In the absence of any objections following members' review, submission of the Submission Draft and supporting documents of the Norton-juxta-Kempsey Parish Neighbourhood Plan to Wychavon District Council in accordance with Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (As Amended) was agreed.

The NP Steering Group members were thanked for all their efforts and hard work.

21. 2021/76 Parish Council Owned Lands

An update will be sought from the new solicitor regarding the field tenancy matter. **Action: Cllr Lucas** 2021/22 tree work requirements are being explored and aerial photographs will be considered once the Parish Hall work has been completed.

22. 2021/77 Allotments

An update was received. It was agreed for the groundsman to clear the overgrown section of a specified allotment to allow the neighbouring resident to access their garden fence for maintenance work. The allotment tenant will be contacted to highlight the complaint received and to reiterate the conditions of the tenancy agreement e.g. to keep plots tidy and to maintain any structures to ensure they are safe. In view of the length of time since the plots have been adequately maintained (before the Covid pandemic) and the requests made for work to be undertaken, it was agreed for the tenant to be given notice to vacate the plots. Assistance will be offered to remove the structures on the plots if required. **Action: Clerk/Assistant Clerk**

23. 2021/78 Employment Matters

No matters for attention.

24. 2021/79 Annual Parish Meeting (APM) – 5 May, 7.30pm

It was agreed for the APM to be held on a virtual basis, which is allowable under the current guidelines. Whilst speakers won't be invited to attend, a supporting APM information booklet will be produced, although content may differ from that included in previous years. The information booklet will be published on the Parish Council website.

25. 2021/80 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 £*
Administration	Monthly webhosting charge	6.00
	Norton Connector February 2021 (new charging structure)	232.00
Grounds/Parish Maintenance	Allotment water bill	84.16
	Mower repair	54.83
	Parish Hall Community Legacy Grant roof work	6,148.80
	Parish Hall Community Legacy Grant roof work	19,344.00
	2 x play area gate self closers	113.86
Administration	Neighbourhood Plan costs - Final 50 % of stage 4 pre-submission and consultation (Reg 14) cost plus stage 5 examination fee	2,160.00
	Printer paper and general stationary	21.59
	TOTAL	28,165.24

* Incl. VAT where payable

Accounts for Payment:

Creditor	Detail	Amount £
Staff Costs	March 2021 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, (HMRC quarterly PAYE/NI)	2,090.34
Administration	Parish Council mobile phone March DDR	20.99
	TOTAL	2,111.33
	GRAND TOTAL	30,276.57

* Incl. VAT where payable

b) Worcs CALC membership renewal not yet received for consideration.

26. 2021/81 Correspondence for Information

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

27. 2021/82 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2021/83 Items for Update to Local M.P.

Invite to community family picnic on 27 June 2021.

Action: Clerk, Cllr Fincher

29. 2021/84 Councillors' Reports and Items for Future Agenda

None.

30. 2021/85 Date of Next Meeting

Parish Council Meeting: 29 April 2021

The meeting closed at 11pm

Public Question Time Session

Two representatives of Worcester Sorcerers baseball team attended to discuss baseball matters, with key discussions summarised as follows:

- The team is growing and is looking to develop with Baseball Softball UK support e.g. guidance and funding opportunities.
- To assist in securing funding, some form of evidence of Parish Council support for longer term use of the Parish Hall playing field was sought.
- Use of the site is seen as a positive for the local community and also provides income for the Parish Hall e.g. use of the coffee shop.
- Potential future developments for the team and the baseball pitch were explained, along with league structures and the nature of governing bodies.
- Additional fencing proposals were also explained, with agreement from the baseball team to mow around the fencing (as this will limit access for the current mowing arrangements).
- The baseball area will remain as public open space when not in use by the baseball team.

Correspondence Received for 25 March 2021 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Clerk and Councillor surveys • Updates on various matters and training sessions, including: Parish Councils and Adult Safeguarding, Keeping Children Safe in Worcestershire, Use of Premises for extremist views, Serious and Organised Crime, Cuckooing, Child Criminal Exploitation, County Lines, Cannabis Grows, Labour Exploitation / Modern Slavery, High Volume Fraud and other Financial Crime, How to report Serious and Organised Crime, COVID-19/Coronavirus Update, Stolen - VAS Battery, Tennis Club Rents, Stone Mason Recommendations, Charitable Trusts, Masters in Public Leadership & Management, NALC Guide on Cyber Security, Tackling Loneliness in Worcestershire, Meetings -Virtual & Annual, Partnership with Parkinson Partnership, NALC Star Council Awards, Winter Warmer Fuel Vouchers, Emergency Plan, NALC Events, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies
Community First	E-bulletins, newsletters
CPRE	Campaigns updates
NALC	Covid-19 guidance and updates, Chief Exec's bulletins, Cyber-security Guide, training
One Network	Local roadworks reports
Open Spaces Society	Open Space updates
PKF Littlejohn LLP	2020/21 year end, 2020/21 Annual Return and external audit process
Resident	Copy of letters of complaint sent to Wychavon DC re enforcement of 17/01934/FUL (Land at Woodbury Lane) planning conditions
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins, Covid-19 updates
SWDP/SWDP Review	<ul style="list-style-type: none"> • Parish and Town Council Newsletter February 2021 • Consultation on SWDP Review sustainability appraisal - 1 March to 19 April
West Mercia PCC	Newsletters, Tackling violence against women
Western Power Distribution	Preparing for forecast bad weather conditions
Worcs Assoc of Carers	Caring News Spring 2021
Worcs CC	Worcestershire to benefit from 'Project Gigabit' launch
Wychavon DC	<ul style="list-style-type: none"> • Pause to remember lives lost to Covid-19 • Flag flown to mark Commonwealth Day 2021 • Consultation on SWDP Review sustainability appraisal • Wellbeing Wednesdays
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 1 April 2021 • Minutes for Planning Committee meeting 4 March 2021 <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> • W/20/2853/HP: Touchwood, 2A Wadborough Road, Littleworth - Proposed single storey rear extension. • W/20/02851/FUL & W/20/02852/LB: Worcester Norton Sports Club, Brockhill Lane, Norton - Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping