

**MINUTES OF THE ANNUAL MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH MAY 2021**

Public question time discussions are included as Appendix 1.

1. Election of Chairman

Cllr. Fincher was proposed as Chair by Cllr. Waizeneker, seconded by Cllr. Pollard and all were in favour. Cllr. Fincher accepted this position and was elected as Chairman. Cllr. Fincher will sign the Chairman's undertaking and declaration of acceptance of office as soon as is possible. **Action: Clerk**

2. Apologies for Absence: D. Lucas. Apologies and the reasons for them were accepted and approved.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, P. Richmond, J. Waizeneker, Cllr Adams (District Councillor), Cllr Mrs Robinson (County Councillor), Mrs J. Greenway (Clerk and Responsible Finance Officer)

3. Election of Vice-Chairman

Cllr Richmond was proposed as Vice-Chairman by Cllr. Dawson, seconded by Cllr. Arrow and all were in favour. Cllr. Richmond will sign the Vice-Chairman's undertaking and declaration of acceptance of office as soon as is possible. **Action: Clerk**

4. Changes to Membership

See agenda item 28.

5. Declarations of Interest

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

6. Risk Assessment of Face to Face Parish Council Meetings

The risk assessment circulated in advance of the meeting was agreed with the revision that attendees can remove their face coverings when seated during the meeting or standing to speak. The risk assessment will be reviewed in November 2021, with the content monitored in advance of each Council meeting. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. **Action: Clerk**

7. To consider and adopt Council's Standing Orders, Financial Regulations (including Appendix), Complaints Procedure, Scheme of Delegation and Online Banking Process.

The existing documents were re-adopted. The meeting to review new model Standing Orders and Financial Regulations has been delayed due to the impact of the Covid-19 pandemic and will be rearranged as soon as is possible. Proposed by Cllr. Arrow, seconded by Cllr. Waizeneker and agreed by all. **Action: Clerk**

8. To Note Council's Code of Conduct

The Code of Conduct was noted, with compliance to be continued. Proposed by Cllr. Richmond, seconded by Cllr. Arrow and agreed by all. **Action: Clerk**

9. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

Allocation of responsibilities was reviewed. Cllr Job agreed to accept responsibility for Police matters/ liaison. The number of Parish Councillors reviewing planning applications on behalf of the Council will reduce to 3 (Cllrs Fincher, Pollard and Richmond). Proposed by Cllr. Dawson, seconded by Cllr. Pollard and agreed by all. **Action: Clerk**

10. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 21 January and 25 March 2021.

11. 2021/111 Minutes

a) Minutes of the Parish Council meeting held on 29 April 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 Pollard, 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**

12. 2021/112 Reports

a) Cllr R. Adams (District Councillor)

Cllr Adams provided a report including appointment of the WDC Chairman, a Town and Parish Council event relating to 'Building a Greener Recovery', reporting of highways matters, a Ward walk, WDC responsibilities (including the Armed Forces Covenant and EnviroSort Community Liaison Group) and the WDC boundary review which the Council was encouraged to respond to as part of the consultation process. This item will be added to the June Parish Council meeting agenda. **Action: Clerk**

Best wishes were extended to Cllr Mrs Robinson as the new County Councillor for the Parish.

b) Cllr Mrs L. Robinson (County Councillor)

Cllr Mrs Robinson reported after agenda item 5d, referring to the report circulated in advance of the meeting and reiterating how quickly the situation is changing with regards to Covid infection rates and vaccination levels, and what a privilege it is to take over from Cllr Adams as County Councillor. Members were asked to consider what are the priority items for Cllr Mrs Robinson to pursue. It was highlighted that at times it can be difficult to obtain responses from WCC Officers. Cllr Mrs Robinson will aim to provide a report in advance of each Parish Council meeting and to attend meetings to respond to any questions.

Cllr Mrs Robinson gave apologies and left the meeting at 8.15pm.

c) Finance

(i) Balances: current account £5,058.84 and deposit account £190,443.54 (both 27 May) which includes unspent but committed grant funding of c. £21k Norton Connector Community Legacy Grant funding/ County Councillor Divisional Allowance and c. £104k Parish Hall developments Community Legacy Grant and New Homes Bonus funding. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 30 April 2021 are not available due to preparation of the year end accounts.

(iii) An update was received on the 2020/21 financial year end and annual audit process. The internal audit will commence w/c 1 June and documentation to support the Annual Governance and Accountability Return is being prepared for review and approval at the 24 June Council meeting.

c) GDPR

GDPR documentation will be reviewed and refreshed as required.

Action: Clerk, Cllr Pollard

d) Social Media Communications

Facebook and website data were reported including most popular topics/posts. Engagement levels continue to grow, with a little over 400 Facebook followers and around 1,200 visitors/5,800 views of the website in the last 30 days. The number of website subscribers also continues to grow. Consideration is being given to developing the website business directory. It was agreed to publish Parish Hall green energy stats as part of the Council's green agenda.

e) West Mercia Police

Report noted along with mobile Police van visits which have been publicised via Facebook and will be included in the summer Parish Council newsletter.

f) St. James the Great Church, Norton

Newsletter report noted.

13. 2021/113 Apiary Project

The report circulated in advance of the meeting was discussed. In addition to ongoing actions, it was agreed to:

- Clarify the deadline for moving the hives onto site.

Action: Cllr Fincher

- Fund costs relating to an Apiary stall at the Hall family picnic up to £100 (excl. VAT). Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. Mr Perks will be advised. **Action: Cllr Fincher**

- Arrange insurance for Apiary equipment and volunteers (where under the control of the Council) at a cost of £64.59 until renewal (February 2022). Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. The Forager Bee and Honey Company will be advised and asked to consider the insurance situation regarding equipment and activities under its control and therefore not covered under the Council's insurance policy. **Action: Clerk, Mr Perks**

14. 2021/114 Planning

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

| | <u>Location and Application Number</u> | <u>Description of Proposal</u> |
|--------------------------------------|--|--|
| <u>Approvals:</u> | 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. |
| <u>Refusals:</u> | Grange Farm, Hatfield Lane. W/21/00097/FUL | Proposed new dwelling. Parish objects |
| <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. |
| | 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 |
| | Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB | Demolish wall and rebuild replacement wall. Parish supports |
| | Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM | Reserved Matters (appearance, landscaping, layout, scale) pursuant to planning permission 13/01617/OUT for Phase H2a of the proposed development comprising 89 dwellings, parking, landscaping and associated infrastructure |
| | Hatfield Court, Hatfield Bank, Norton W/21/01111/HP | Installation of three roof windows. Parish supports subject to views of neighbouring residents being fully considered |
| <u>Internal Consultation:</u> | Land At, Woodbury Lane, Norton, Worcester W/21/01166/FUL | Erection of building comprising 3,461m of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage (resubmission of withdrawn application 20/01138/FUL) |
| <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). Virtual hearing date: 12 May 2021 |

Application W/21/01166/FUL, Land At Woodbury Lane, was considered. An objection response will be drafted and circulated prior to submission, including that the height of the proposed development should be no more than 2 storeys. Submission to be agreed by close of 8 June. **Action: Cllr Richmond**

A report was received following the virtual Appeal Hearing relating to the Broomhall Grange application, with a decision expected by around mid-June. Cllr Pollard was thanked for attending the virtual Hearing and it was agreed for expressions of thanks to be sent to the Kempsey Parish Council and Malvern Hills District Council representatives who also attended the Hearing. **Action: Cllr Fincher**

b) The SWDP Review draft Travellers and Travelling Showpeople Site Allocations Plan Preferred Options consultation was considered. It was agreed not to submit comment in view of this document not including any sites within the Parish. Clarification will be sought regarding allocations within the Parkway Development and representation will be reviewed once this situation is clearer (consultation closing date 5 July).

15. 2021/115 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 from Cllr Fincher as the Council's WNCIC Board representative. WDC has approved the Parish Council's Community Legacy Grant application to support the WNCIC project to develop the Worcester Norton Multi-Function Community Hall and Clubhouse. It was agreed to accept this grant but to defer drawdown of the funding until further progress with the project has been made e.g. a lease is in place between WNSC and WNCIC. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. Cllrs Fincher and Pollard abstained from voting. **Action: Clerk**

16. 2021/116 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update including re-opening of the Hall and coffee shop, plans for a family picnic event on 27 June (subject to Covid restrictions being eased) and repainting of the main hall.

The new Hall Charity constitution (circulated in advance of the meeting) was noted, with variations from the original Trust Deed highlighted and discussed. It was agreed that the Parish Council's consent (as the freehold owner of the Parish Hall) would be required for the Hall Charity to use its leasehold interest in the Parish Hall as security for any borrowing, with the Hall Charity to seek the Council's consent in advance should it consider this course of action. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. The Hall Trustees will be advised. **Action: Clerk**

The purpose of the Hall has been re-worded to benefit the community rather than the inhabitants of the Parish. This revision was accepted with the Hall being primarily for the use of Parish residents, but as facilities are expanding, so is use by the wider local community, which increases Hall revenue to manage/further develop the Hall. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all.

17. 2021/117 Parish Hall Recreation Facilities and Outside Space

An update was received regarding the marquee storage proposal, with no commitment from the Council at this stage. It was agreed to await a firm proposal from the enquirer for fuller consideration. The need to explore planning requirements and any potential conflict with the PRoW remain as actions.

The annual safety inspection of the Hall outside recreation facilities is due to take place on 15 June and will be attended by the Council's Groundsman.

The potential for a mobile takeaway to visit the Parish Hall site was considered. Possibilities will be explored for review at the June Parish Council meeting. **Action: Cllr Job**

18. 2021/118 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG) following a tour of the newly created multi-function rooms area before the Council meeting. The project is progressing well, with the roof work complete, the solar panels installed (awaiting the Tesla Powerwall batteries), the EV chargers installed and the multi-function rooms nearing completion. Creation of the shop is due to be progressed in the autumn, with options for its operation being considered e.g. a 'self-service' model which would require fewer volunteers to run. Work to replace the main Hall front doors (to encompass disability access) and to replace the coffee shop fire door has been instructed as agreed. The PHPWG recommendation regarding refurbishment of the Hall front porch area (including the canopy and guttering) was considered. It was agreed to instruct IGH Maintenance and Solutions at a cost of £1,920 (excl. VAT). Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. **Action: Clerk**

19. 2021/119 Norton Connector Community Legacy Grant (CLG) Project

An update was received including operating the service using a Worcester Wheels (WW) mini-bus (removing the need to lease the WCC mini-bus) which would reduce costs and should allow the existing funding to operate the service into 2022. Longer term, it is hoped that Central Government and WCC will provide additional funding for community transport, with this being explored with the WCC Community and Local Transport Development Officer. Signage for the WW mini-bus will be arranged (of a temporary nature for use when operating as the Norton Connector) and will be funded from the remaining publicity budget of c. £1,000 (excl. VAT). Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Cllr Waizeneker**

WW has agreed to run the Norton Connector as a free shuttle bus for the Hall family picnic (Covid restrictions allowing). The bus will be hired out to the Hall charity due to WW operating requirements.

20. 2021/120 Sentry Statue Landscaping Proposals

An update was received, with a meeting between Worcester Norton Regiment Group members and Parish Council representatives in the process of being arranged.

21. 2021/121 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received regarding Radley bridleway ditch and hedge maintenance work, with this not agreed for funding by the WCC Lengthsman Scheme. The WCC Highways Liaison Engineer will be contacted to explore other potential sources of funding to assist with this work. **Action: Clerk**

Landowners adjacent to the Radley bridleway will be approached to seek maintenance of the hedge and ditch on the PRoW side of the hedge, and will be offered the opportunity to meet on site to discuss the work required. **Action: Clerk**

The WCC proposal to provide funding to the Parish Council to maintain the roundabout by the Crookbarrow Road bus shelters was considered. Subject to the annual funding offer being increased in line with inflation, the offer will be accepted. The local business that has enquired about sponsoring the roundabout will be contacted to discuss ideas, costs and licencing by WCC. **Action: Clerk**

22. 2021/122 Public Rights of Way (PRoW)

WCC has advised that the new Norton-juxta-Kempsey Parish Paths Warden (PPW) is undergoing training. Upon completion of this training the PPW will be invited to attend (or provide a report to) Parish Council meetings. **Action: Clerk**

The P3 Scheme application has been successful, with an increased grant of £696 for 2021/22. The first cut of the PRoWs will be instructed for w/c 31 May (cost as previously agreed). **Action: Clerk**

Also see update on the Radley bridleway under agenda item 21.

23. 2021/123 Neighbourhood Plan (NP)

The Regulation 16 public consultation is underway and runs until 5pm on Friday 2 July 2021. This consultation has been publicised via the Council's website, Facebook page and noticeboards, and will be advertised in the summer edition of the Parish Council newsletter.

24. 2021/124 Parish Council Owned Lands

An update regarding field tenancies and tree work was received, with matters to be progressed as previously agreed.

25. 2021/125 Allotments

An update was received. A quote will be sought for replacement of the main allotment gate post(s) in line with work done to the post at the entrance to the field adjacent to Coppice Cottage. **Action: Clerk**

26. 2021/126 Employment Matters

Discussed after agenda item 33, with members of the public and press excluded.

It was agreed for carry forward of 76.25 'banked' hours for the Clerk into 2021/22 plus carry forward of 113.75 hours holiday into 2021/22. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. It was noted that the Council encourages employees to take their holiday entitlement but is content for some holiday/banked hours to be carried forward at manageable levels to support flexible working. 2020/21 has been exceptional in its nature due to the Covid-19 pandemic, with this resulting in an increased workload and hence higher amounts of hours and holiday carried forward. The Parish Council will make efforts to manage workload and the Clerk will make efforts to manage down the level of hours carried forward.

27. 2021/127 Annual Parish Meeting (APM) – 5 May, 7.30pm

Feedback from the APM will be considered once draft minutes are available.

Action: Clerk

28. 2021/128 Changes to Membership – Applications for Co-option

Co-option of David Owen as a Parish Councillor was proposed by Cllr Waizeneker, seconded by Cllr Dawson and agreed by all. This appointment will be progressed.

Action: Clerk

Howard Turvey was co-opted as a non-Parish Councillor member of the Parish Council, without voting rights, for matters associated with the SWDP/SWDP Review. Proposed by Cllr Waizeneker, seconded by Cllr Arrow and agreed by all. This appointment will be progressed.

Action: Clerk

29. 2021/129 Finance

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

Accounts for Confirmation:

| Category | Detail | Amount £ * |
|--|--|-----------------|
| Administration | Monthly webhosting charge | 6.00 |
| | Final 50% of 2020/21 accountancy fees | 570.00 |
| Grounds/Parish Property Maintenance | Churchyard mowing and first cut of Public Righto Way NJ543 | 183.00 |
| | Playing field mowing April 2021 | 217.92 |
| Community Services | Norton Connector April 2021 | 532.00 |
| | TOTAL | 1,508.92 |

* Incl. VAT where payable

Accounts for Payment:

| Category | Detail | Amount £ * |
|--|---|-----------------|
| Staff Costs | May 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions, (HMRC quarterly PAYE/NI) | 2,117.97 |
| Grounds/Parish Property Maintenance | Churchyard mowing | 108.60 |
| | Caging for container(s) (Community Legacy Grant funded) | 1,624.32 |
| Administration | Parish Council mobile phone contract June DDR | 20.99 |
| | TOTAL | 3,871.88 |
| | GRAND TOTAL | 5,380.80 |

* Incl. VAT where payable

b) NALC Local Council Review magazine subscription renewal is yet to be received.

c) CPRE membership will be renewed at a cost of £36. Proposed Cllr Arrow, seconded Cllr. Richmond and agreed by all. **Action: Clerk**

d) The quote for continued accountancy services from The Richards Sandy Partnership Ltd for the financial years 2021/22 and 2022/23 was agreed at a cost of £1,000 plus VAT per annum. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. **Action: Clerk**

30. 2021/130 Correspondence for Information

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

31. 2021/131 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

32. 2021/132 Items for Update to Local M.P.

Invite to community family picnic on 27 June 2021.

Action: Cllr Fincher

33. 2021/133 Councillors' Reports and Items for Future Agenda

None.

34. 2021/134 Date of Next Meeting

Parish Council Meeting: 24 June 2021

The meeting closed at 10.35pm

Public Question Time Session

One member of the public attended as an applicant for co-option to the Parish Council.

| Correspondence Received for 27 May 2021 Annual Parish Council Meeting | |
|--|--|
| Sender | Subject |
| CALC | <ul style="list-style-type: none"> • Updates on various matters and training sessions, including: Training Embedded in Councils standing orders, South Worcestershire Development Plan, Painting to Music, NALC Survey, Guidance for after remote meetings, NALC Updated Guidance on meetings, NALC Star Councils - Last chance to nominate, The Big Quality Conversation, Consultation on Electronic Communications Infrastructure, Consultation on Rural Broadband, COVID-19/Coronavirus Update, NALC Events, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies • Wychavon Area Meeting 3 June 2021 |
| Community First | E-bulletins, newsletters |
| CPRE | Campaigns updates |
| Highways England | M5 junction 8 roundabout resurfacing update |
| NALC | Covid-19 guidance and updates, Chief Exec's bulletins, |
| One Network | Local roadworks reports |
| Open Spaces Society | Newsletter and campaign update |
| Resident | EnviroSort overnight working and noise |
| Resident | EV charging points and Pre-school Forest School |
| Resident | Local elections information |
| 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 & Town Council Newsletter May 2021 • Town and Parish Council briefing session - South Worcestershire Traveller and Travelling Showpeople Site Allocations Plan - Preferred Options, 20 May, 6pm • South Worcestershire Traveller and Travelling Showpeople Site Allocations Plan - Preferred Options Consultation 17 May to 5 July 2021 |
| WCC Highways | Road works: - Hatfield Lane - surface dressing due to start on 8 June for 16 days - Hatfield Bank and Hatfield – duct clearance due to start on 30 June for 6 days |
| West Mercia P&CC | Parish & Town Survey 2021 |
| West Mercia Police/Local Policing Team | <ul style="list-style-type: none"> • Meet your Safer Neighbourhood Team • Neighbourhood Watch May newsletter |
| Worcs CC Highways | Closure of Hatfield Lane (due for 16 days from 8 June) |
| Wychavon DC | Traveller and Travelling Showpeople sites proposed, public consultation and virtual public briefing 25 May. |
| Wychavon DC Planning | <ul style="list-style-type: none"> • Agenda for Planning Committee meeting 27 May 2021 <u>Approval notices:</u> <ul style="list-style-type: none"> • W/20/02626/HP: Cranmere, 36 Wadborough Road, Littleworth - Proposed two storey rear and side extensions with single storey rear extension. <u>Refusal notices:</u> <ul style="list-style-type: none"> • W/21/00097/FUL: Grange Farm, Hatfield Lane - Proposed new dwelling |