

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 15<sup>TH</sup> JULY 2021**

There were no Public question time discussions.

1. **Apologies for Absence:** C. Arrow. Apologies and the reasons for them were accepted and approved.  
**Attending:** K. Fincher (Chairman), C. Dawson, A. Job, D. Lucas, D. Owen, M. Pollard, P. Richmond, J. Waizeneker, Cllr Adams (District Councillor), M. Perks (agenda item 6), Mrs J. Greenway (Clerk and Responsible Finance Officer)
2. **Changes to Membership**  
None.
3. **Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) c) d) None.
4. **2021/160 Minutes**
  - a) Minutes of the Parish Council Meeting held on 24 June 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all.
  - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**
5. **2021/161 Reports**
  - a) **Cllr R. Adams (District Councillor)**  
Cllr Adams thanked Cllrs Fincher and Pollard for their excellent presentation to the Wychavon Greener Future event and reported on the Parkway Village development proposals and liaison group meetings, the Wychavon Covid Recovery Plan and grant funding, drainage matters in the vicinity of school and bodies represented at a County Level (e.g. Corporate Parenting Board and Police & Crime Panel). It was agreed for Cllr Pollard and Cllr Richmond to attend the Parkway New Development Community Liaison Group Meeting on 21 July alongside Cllr Waizeneker. **Action: Clerk**  
Cllr Adams will invite Jayne Pickering (Deputy Chief Executive and S151 officer) to visit the Parish to meet with Parish Council representatives and to discuss projects and developments on the various sites within the Parish. **Action: Cllr Adams**
  - b) **Cllr Mrs L. Robinson (County Councillor)**  
No report.
  - c) **Finance**
    - (i) Balances: current account £10,386.04 and deposit account £106,339.06 (both 15 July) which includes unspent but committed grant funding of c. £20k Norton Connector Community Legacy Grant funding/County Councillor Divisional Allowance and c. £40k 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 June will be circulated to members. **Action: Clerk**
    - (iii) The 2020/21 year end audit has been advertised as required and the Annual Governance and Accountability Return has been submitted with supporting documentation.
  - c) **GDPR**  
GDPR documentation review and refresh will be completed as soon as possible (an ongoing action).
  - d) **Social Media Communications**  
Facebook and website data were reported including continued growth in engagement levels, most popular topics/posts and increased use of events functionality. It was agreed for events run by the Parish Hall Trustees and Worcester Norton Community Interest Company to be included within the events calendar on the Parish Council website and Facebook page.
  - e) **West Mercia Police**  
See agenda item 11 below.
  - f) **St. James the Great Church, Norton**  
No update to report.

## 6. 2021/162 Apiary Project

Report provided after agenda item 4a. The family picnic at the Parish Hall was well attended and provided a good opportunity for beekeeper volunteers to meet with the Chair of Worcester Beekeeping Association and the bee farmer in person. A morning theory session is being arranged for 1 August which will theory train 8 volunteers, with a practical session to follow. The site has been prepared for the container and the loading/unloading area has been created by Griffiths as a Corporate Social Responsibility piece of work at no cost to the Parish Council. The container is due to be delivered around mid-July, with an update being sought. Discussions with TCAP continue relating to planting and environmental management of the site, with a contact with Natural England also identified to provide guidance and assistance. Concerns expressed by a neighbour to the site have been satisfied. Mr Perks left the meeting after his report at 8pm.

The Wayleave application relating to the parcel of allotment land housing the apiary was considered. The application was agreed with work to be undertaken from the roadside of the land as far as possible, and any work required within the site to be carried out using a mini digger with boarding to protect the ground, with the site to be reinstated to its current condition. A 'lifetime' wayleave payment will be explored. Proposed Cllr Lucas, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

## 7. 2021/163 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	Hatfield Court, Hatfield Bank, W/21/01111/HP	Installation of three roof windows. Parish Council supports subject to views of neighbouring residents being fully considered
<b><u>Refusals:</u></b>	None	
<b><u>Awaiting Decision:</u></b>	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.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council 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
	Swallow Ridge, Hatfield Lane W/21/01266/HP	Erection of two storey rear extension. Parish Council supports subject to views of neighbouring residents being fully considered
	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). Parish Council objects.
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM (amendment)	Amended layout, landscaping proposals, parking, boundary details.
	Wits End Kennels, Broomhall, Norton W/21/01466/FUL	Full approval for riding stables and livery yard, together with the erection of a dwelling house to replace mobile home. Removal of condition 7 of planning approval 97/00900/PP.
	Wits End Kennels, Broomhall, Norton W/21/01465/CLE	Certificate of Lawfulness for the continued use of Wits End dwellinghouse without compliance with Condition 7., an occupancy condition imposed upon the Planning Permission Ref: W/97/0900.

<b>Internal Consultation:</b>	Old School, Woodbury Lane, Norton W/21/00659/FUL	Change of use to the workshop to be incorporated into the current dwelling and a first floor extension to dwelling and alterations.
<b>Other:</b>	None	

#### 8. 2021/164 Wychavon DC Boundary Review Consultation

The Local Government Boundary Commission for England consultation was considered. In light of the development plans within both Norton-juxta-Kempsey and Whittington Parishes, it was agreed that the preference of the Parish Council is to become a standalone Ward with a single District Councillor. Its second preference would be to remain as a joint Ward with Whittington but with two District Councillors in view of the increasing populations of both Parishes. A draft response will be circulated for agreement. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all. **Action: Cllr Fincher**

#### 9. 2021/165 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 including progress towards the lease, work to better define costs and bridging the shortfall in funding with further grant applications. Updates are being provided directly to Wychavon DC to support release of funding. Arrangements continue for the WNCIC community event on 30 August, with discussion underway for the Worcester Wheels Norton Connector to provide a shuttle bus between Littleworth and the WNSC site.

#### 10. 2021/166 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including a well-attended and successful family picnic event, future events (e.g. Halloween and fireworks), replacement of the remaining single glazed Hall windows (coffee shop), changes to operating practices from 19 July as Covid restrictions ease and future redecoration of the main hall. Also see item 12 below relating to Parish Hall Plan improvement works.

#### 11. 2021/167 Parish Hall Recreation Facilities and Outside Space

Red Kite Pest Control will be instructed to attend to reports of mole activity on the playing field adjacent to the play area fencing. **Action: Clerk**

Intelligence received from the Police relating to the Parish Hall site being a potential site of interest to Travellers moving from Abbey Park in Pershore was considered. It was agreed for the Hall car park gates to be locked overnight with the assistance of Parish Council and Parish Hall Trustee volunteers, and for enquiries to be made for Security Patrols Services to open and close the gates on a temporary contract basis. **Action: Clerk**

A notice will be placed on Facebook to alert users of the Hall car park. **Action: Cllr Pollard**  
Options and costs for an opening/lockable height restriction barrier at the Hall car park entrance will be explored for consideration outside a Parish Council meeting in view of the potential urgency of the situation. Automatic time locks for the car park gates will also be explored. **Action: Cllr Pollard, Clerk**

#### 12. 2021/168 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG), with the multi-function rooms complete, the Tesla Powerwall batteries installed, the new coffee shop fire door installed, the new Hall front door installed and an area of slabbing installed outside the new Groundsman's container. The Parish Hall Trustees have agreed not to progress with replacement of the Hall skylights as following the treatment to the flat roof they are not currently leaking. A questionnaire has been issued to gather feedback from residents relating to the proposed Village Shop, with the results to inform plans to progress the project in the autumn.

#### 13. 2021/169 Norton Connector Community Legacy Grant (CLG) Project

An update was received including current passenger numbers (35-40 single journeys a month) and current monthly costs (ranging from around £600 to £1,000). On this basis, the funding currently secured should cover costs for a further 20 months (or longer if passenger numbers continue to increase as Covid restrictions ease). The family picnic shuttle service was successful and the new minibus is in operation displaying the Norton Connector signage.

#### **14. 2021/170 Sentry Statue Landscaping Proposals**

An update was received following a meeting with representatives of the Worcester Norton Regiment Group (WNRG). WNRG is seeking quotes for landscaping works for consideration and it was noted that landowner consent would be required for the works. The Parish Council has previously agreed to fund the landscaping works (subject to budget constraints) and to take ownership of the statue once complete, installed and risk assessed (by both WNRG and the Parish Council). The Parish Council will then arrange to insure the statue against damage. The WNRG is currently exploring options regarding the fixed bayonet as part of its risk assessment process.

#### **15. 2021/171 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

An update was received on inspection of the ditch adjacent to school by Wychavon Engineers, with Cllr Adams agreeing to seek agreement of a meeting date. Resident's feedback regarding the balancing pond area of Rolica Fields was noted, with this being reviewed against the Trust Management (TM) Landscape Management Plan to establish TM responsibilities.

The Lengthsman will be requested to side out the pavement along Church Lane.

**Action: Clerk**

Shear Perfection Ltd will be instructed to trim the pavement side of the hedges adjacent to the allotments, the field next to Coppice Cottage and outside the Parish Hall car park due to pavement encroachment which is creating a hazard to pedestrians.

**Action: Clerk**

#### **16. 2021/172 Public Rights of Way (PRoW)**

Proposals for surfacing of the NJK Parish Council owned section of the bridleway from Littleworth to Stonehall Common, with the assistance of Griffiths as a Corporate Social Responsibility piece of work at no cost to the Parish Council, were discussed. It was noted that the proposals meet the requirements highlighted by the WCC PRoW Team. It was agreed to seek to progress the work and for representatives of the Parish Council to meet with representatives from the WCC PRoW Team, Kempsey Parish Council (as the bridleway falls within its Parish boundary) and if possible, Griffiths, to agree the work and a schedule for completion.

**Action: Clerk, Mr Perks, Cllr Fincher**

Feedback regarding the Radley bridleway was considered, with it agreed for Shear Perfection Ltd to be instructed to cut back the undergrowth and brambles encroaching the pathway.

**Action: Clerk**

It was suggested that Griffiths may be able to assist with surfacing maintenance work along the Radley bridleway.

#### **17. 2021/173 Neighbourhood Plan**

An update was received from the Neighbourhood Plan Steering Group (NPSG) including Regulation 16 consultation responses and Independent Examination of the Neighbourhood Plan.

The proposed response to Wychavon DC regarding the Regulation 16 consultation comments was agreed for submission by the NPSG on behalf of the Parish Council.

**Action: Cllr Lucas**

Appointment of Chris Collison, Planning and Management Ltd, as the Independent Examiner was confirmed, with the NPSG to be involved in fact checking of the draft report. Mr Collinson will be advised.

**Action: Cllr Lucas**

Indicative future housing numbers received from Wychavon DC in 2019 were discussed along with the need for the Neighbourhood Plan to be a live document. To seek to avoid large areas of development and to preserve the nature of the Parish, it was agreed for the NPSG/Parish Council, in conjunction with its residents, to seek to identify small pockets of land for potential development as a longer term strategy to fulfil the indicative housing numbers. An update on indicative housing numbers will be sought from Wychavon DC along with clarification of whether these include SWDP review proposals (i.e. Parkway Village) and SWDP proposals.

**Action: Cllr Lucas**

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

#### **18. 2021/174 Parish Council Owned Lands**

No update to report.

#### **19. 2021/175 Allotments**

An update was received including the plot clearance work required following feedback from a neighbouring resident. In view of previous requests for these plots to be maintained, it was agreed that the tenant of the plot requiring the clearance/maintenance work will be written to, to request that within one month the plots are maintained to remove all overgrowth, to repair all structures on the plots and to cultivate the plots, keeping them in a tidy state in future. If the work isn't completed within this period, a notice to quit will be served. It was agreed that a firmer stance will be taken with tenants where plots

not being adequately maintained. The resident providing the feedback about the impact of the overgrown state of the plot will be updated. **Action: Clerk, Assistant Clerk**

## 20. 2021/176 Employment Matters

Annual appraisals will be arranged with the Groundsman and Assistant Clerk. **Action: Clerk**  
 Annual leave dates for the Clerk were noted, with agreement for the Clerk to aim to manage down banked hours and holiday over the summer period. Regular items of work (e.g. quarterly newsletter, payroll, etc.) will be planned in advance of the Clerk's leave (as far as possible) with the assistance of the Assistant Clerk. Members offered their support.

## 21. 2021/177 Annual Parish Meeting 5 May 2021

It was agreed to upload the draft minutes to the Parish Council website. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. **Action: Clerk, Cllr Pollard**  
 A video of the new multi-function meetings rooms will be recorded for upload to the Parish Council website and Facebook page. **Action: Cllr Waizeneker, Cllr Fincher**

## 22. 2021/178 Finance

a) It was proposed by Cllr Dawson, seconded by Cllr. Richmond **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
	Poster printing for family picnic (re Parish Hall Plan developments)	57.60
	Zoom subscription for PC meetings (3 months)	43.17
	Reimbursement of £20 toilet charge received by PC plus £15 admin fee re June baseball field lettings (20% of £75)	35.00
Grounds/ Parish Property Maintenance	Green energy project: Tesla batteries & EV charging units	20,860.00
	Mower maintenance	32.40
	Strimmer maintenance	29.00
	Churchyard mowing and flailing of brambles	150.60
	Churchyard maintenance	108.60
	Playing field mowing June 2021	217.92
	<b>TOTAL</b>	<b>21,540.29</b>

\* Incl. VAT where payable

### Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	July 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,164.01
Administration	Parish Council mobile phone contract July DDR	20.99
	Norton Toddler grant payment	89.21
Community Services	Norton Connector June 2021	741.00
Parish Property Maintenance	New coffee shop fire door and new Hall entrance doors (New Homes Bonus funded)	7,776.00
	<b>TOTAL</b>	<b>10,791.21</b>
	<b>GRAND TOTAL</b>	<b>32,331.50</b>

\* Incl. VAT where payable

**23. 2021/179 Correspondence for Information**

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

**24. 2021/180 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**25. 2021/181 Items for Update to Local M.P.**

None.

**26. 2021/182 Councillors' Reports and Items for Future Agenda**

None.

**27. 2021/183 Date of Next Meeting**

Parish Council Meeting: 30 September 2021

The meeting closed at 10.50pm

<b>Correspondence Received for 15 July 2021 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including Within this issue we have: Change of Contact Details, Plunkett Foundation, Queen's Platinum Jubilee, Libraries activities, Loneliness Awareness, NALC Events, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies
Clerks & Councils Direct	Magazine July 2021
Community First	E-bulletins, newsletters
CPRE	Campaigns updates
NALC	Covid-19 guidance and updates, Newsletters and Chief Exec's bulletins, training
One Network	Local roadworks reports
Resident	Allotment maintenance
Resident	Maintenance of Crookbarrow Road roundabout
Resident	Parish Hall projects incl. EV charging and shop proposals
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins, Covid-19 updates, training, The Clerk magazine
The Local Government Boundary Commission for England	Have your say on ward boundaries for Wychavon District Council (closing date 20 September 2021)
West Mercia Police/Local Policing Team	<ul style="list-style-type: none"> <li>• The Rural Beat - South Worcestershire Police Rural and Business Crime Team</li> <li>• New Police messaging service</li> </ul>
Worcs CC	Update on Minerals Local Plan and Mineral Site Allocations Development Plan Document
Worcs CC Highways	Notice of temporary closure of part of Wadborough Road, Littleworth from its junction with Church Lane to its junction with St James Close (anticipated for 2 days from 12 August)
Wychavon DC	<ul style="list-style-type: none"> <li>• Wychavon's £5 challenge</li> <li>• Annual canvass for Register of Electors</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda Planning Committee meeting 22 July 2021</li> <li>• Minutes Planning Committee meeting 24 June 2021</li> </ul> <u>Approval Notices:</u> W/21/01111/HP: Hatfield Court, Hatfield Bank, Norton - Installation of three roof windows