

**MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 30TH SEPTEMBER 2021**

There were no public question time discussions.

1. **Apologies for Absence:** A. Job, D. Owen, M. Pollard, P. Richmond. Apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, , D. Lucas, J. Waizeneker, Cllr Adams (District Councillor), Cllr Mrs Robinson (County 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. **2021/184 Minutes**
 - a) Minutes of the Parish Council Meeting held on 15 July 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Waizeneker, seconded Cllr Lucas 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. **2021/185 Reports**
 - a) **Cllr R. Adams (District Councillor)**
Cllr Adams provided a report including the revised SWDP Review timetable, availability of cashless payment option in WDC car parks, the WDC carbon reduction plan, new recreation/football facilities in Evesham, a 4th round of Community Legacy Grants, investment plans for Pershore railway station, a WDC vibrant villages event and a Norton and Whittington ward walk on 22 October. Cllr Fincher and Cllr Adams will liaise to finalise the timetable for the ward walk with details to be publicised to the community. It was noted that as the new County Councillor, Cllr Mrs Robinson has joined the EnviroSort Community Liaison Group.
 - b) **Cllr Mrs L. Robinson (County Councillor)**
Cllr Mrs Robinson's report received in advance of the meeting was noted, with discussions relating to social housing matters, verge cutting allowing for 'bee lines', lengthsman work, a divisional visit with the leader and chief executive of WCC which encompassed connectivity across the Parish, the Parkway Station, development proposed as part of the SWDP Review and its impact upon the Parish, and the shortcomings of the Active Travel Corridor (ATC). A timeline of events/activities relating to the ATC will be forwarded to Cllr Mrs Robinson. **Action: Clerk**
It was noted that the Crookbarrow Way bridleway bridge surface has been improved following feedback regarding its slippery nature when wet/icy. Work to the wall/vegetation along Brockhill Lane is due to re-commence now that the bird nesting season has finished.
The Highways agenda item will be moved to earlier in the meeting on future meeting agendas to allow Cllr Mrs Robinson to be in attendance for discussions. **Action: Clerk**
Progress will be sought regarding the outstanding Highway/WCC Green Team matters relating to the Crookbarrow Road/Norton Road/Talavera Road roundabout. **Action: Cllr Mrs Robinson**
Cllr Mrs Robinson left the meeting prior to agenda item 7 (with items 6, 15 and 16 considered in advance of item 7).
 - c) **Finance**
 - (i) Balances: current account £8,530.11 and deposit account £108,697.02 (both 30 September) which includes unspent but committed grant funding of c. £18k Norton Connector Community Legacy Grant funding/County Councillor Divisional Allowance and c. £10k 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 31 August will be circulated to members. **Action: Clerk**

(iii) 2020/21 financial year end and audit process - The 2020/21 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 have been published/displayed as required. The Clerk/ Responsible Finance Officer was thanked for achieving a successful audit outcome.

d) GDPR

GDPR documentation review and refresh will be completed as soon as possible (an ongoing action).

e) Social Media Communications

The monthly Facebook and website report was noted.

f) West Mercia Police

No further news regarding the Police defibrillator initiative or Safer Road Partnership/Police speed checks. Also see agenda item 21 below.

g) St. James the Great Church, Norton

Article included in the recently published Parish Council newsletter.

h) Methodist Church

The last service has been held at the Methodist Church in Littleworth, with it understood that the Church is due to be sold. Retention as a community space was considered as the ideal outcome and registration as a Community Asset will be explored.

Action: Clerk, Cllr Fincher

6. 2021/186 Apiary Project

Report provided after agenda item 4a and included training of volunteer beekeepers, apiary container installation, arrival of 3 Foragers Bee & Honey Co hives and colonies, with NJK community hives planned for spring 2022. It was agreed for Mr Perks to purchase required apiary equipment at the autumn sales (up to the proposed budget). Also see discussions recorded under agenda item 16. Mr Perks left the meeting after his report at 7.50pm.

7. 2021/187 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	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.
	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.
	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. Council supports subject to views of neighbouring residents being considered.
<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.
	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, Norton 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	Amended layout, landscaping proposals, parking, boundary details.
	3 Coronation Road, Littleworth W/21/01571/HP	Construction of new single-storey domestic garage between the existing house and the western boundary fence. Council supports subject to views of neighbouring residents being considered.
	Land at (OS 8774 5055), Hatfield Lane, Norton W/21/01697/FUL	Change of use of land for siting of office and associated operational development. Objection response submitted.
	20 Peninsula Road, Norton W/21/02118/HP	Proposed single storey side and rear extension including demolition of existing conservatory. Variation of condition 2 of planning approval reference 20/02451/HP. Council supports subject to views of neighbouring residents being considered.
	Grange Farm, Hatfield Lane, Norton W/21/02029/FUL	Proposed new dwelling for agricultural worker. Objection response submitted.
	Eastnor Villa, 26 St James Close Littleworth W/21/01991/HP	Proposed single storey side extension. Council supports subject to views of neighbouring residents being considered.
Internal Consultation:	None	
Other:	None	

An update was provided following attendance of two joint Parish Council SWDP Review meetings. It was agreed for NJK Parish Council members to attend a meeting with WDC on 12 October to seek responses to concerns raised by the group relating to SWDP Review proposals. Whilst the joint Parish Council SWDP Review group is being termed a Committee by some of its members, no terms of reference have been signed up to and no voting authority has been given to the group on behalf of NJK Parish Council. It was agreed for the Parish Council to engage with the group to seek the best possible solution, with meetings to be attended by Cllr Fincher and/or Cllr Waizeneker and reported back to the Parish Council. Proposed Cllr Lucas, seconded Cllr Dawson and agreed by all.

b) WDC Draft Supplementary Planning Document for Local Listed Buildings consultation (response due by 19 October). Agreed for Cllr Waizeneker to review.

8. 2021/188 Worcester Norton Sports Club (WNSC)/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher as the Council's WNCIC Board representative including a successful WNCIC community event, work 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.

9. 2021/189 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including additional flat roof work with no subsequent leaks to date, new windows in the coffee shop (with new blinds to follow), installation of 'Hive' central heating controls, exploration and review of options for the shop, good use of the Hall and healthy bank balances. The Norton Connector service will run for the Halloween and fireworks event on 23 October. An updated Parish Council newsletter advert will be sought from the Hall Manager to publicise recent developments.

Action: Clerk

Also see item 11 below relating to Parish Hall Plan improvement works.

10. 2021/190 Parish Hall Recreation Facilities and Outside Space

Commercial weed spraying of the Hall car park and other outside areas is due w/c 4 Oct with the date being finalised with the Hall Manager. A spraying schedule for 2022, based on 2 sprays per annum, will be agreed with the contractor. **Action: Clerk, Assistant Clerk**

Vehicle access to the playing field has been identified as being via the space between the MUGA and the play area fencing. To limit this access route, a removable bollard will be installed at a cost of up to £300 + VAT. Proposed Cllr Arrow, seconded Cllr Lucas and agreed by all. **Action: Clerk**

It was noted that whilst the 'Dogs on Lead' sign has been removed, the sign itself is intact and can be re-installed with new posts. The groundsman will be asked to attend to. **Action: Clerk**

Research relating to various potential deterrents to reduce unauthorised access to the Parish Hall car park was considered, including the practicalities of deterrents, the risk of unauthorised access and costs associated with this. It was agreed to cease overnight gate locking and not to progress with installation of a barrier type system. Proposed Cllr Arrow, seconded Cllr Lucas and agreed by all. The Security Patrol contractor will be advised. **Action: Clerk**

Feedback relating to traffic/parking associated with events at the Hall on 19 September was considered. It was noted that whilst the event organisers had marshals for the Hall car park, attendance of the event was far greater than expected. In future, the Hall Trustees/Hall Manager will ensure that organisers of future events contact the local Police to obtain no parking bollards for the highway.

11. 2021/191 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG), with the flat roof skylights now replaced and additional work to the flat roof to reduce the risk of leaks. Options for the shop are being explored to refine options for consideration. Resident feedback regarding the Parish Hall CLG/New Homes Bonus projects was considered with a response to be drafted and circulated to Council members for agreement. **Action: Clerk, Cllr Fincher**

12. 2021/192 Norton Connector Community Legacy Grant (CLG) Project

An update was received including current passenger numbers (c. 40 single journeys a month) and current monthly costs (ranging from around £750 to £1,000). On this basis, the funding currently secured should cover costs for a further 18 months (or longer if passenger numbers continue to increase as Covid restrictions ease). Positive feedback continues to be received from passengers. Numbers continue to grow, albeit slowly due to reluctance from some to use public transport. It is hoped that confidence will begin to rise as the impact of Covid eases. Meetings are being planned with other groups providing community transport schemes to share experiences and best practice, including future funding opportunities.

13. 2021/193 Sentry Statue Landscaping Proposals

The Worcester Norton Regiment Group (WNRG) has advised that the Sentry statue should be available for installation from mid-November onwards and has provided a suggested landscaping plan. The landscaping proposals were reviewed, with these felt to include too many trees which will detract from the statue, with a simpler scheme perhaps being more appropriate. Feedback will be provided to the WNRG. **Action: Clerk**

It was agreed to allocate this project to a specific Councillor, to liaise with the WNRG and to seek to assist in progressing the landscaping proposals. Cllr Job will be approached. **Action: Cllr Fincher**

14. 2021/194 Adoption of Public Open Spaces/Verges Crookbarrow Road

Information relating to areas of land proposed for adoption from Persimmon Homes/Taylor Wimpey, along with commuted sum calculations, was considered. Adoption of the areas of land was agreed subject to payment of an acceptable commuted sum to the Council and Parish Council land acquisition procedures being complied with. The commuted sum as calculated will be put to Persimmon Homes for consideration. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

15. 2021/195 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Discussed after agenda item 5. An update was received following meetings with owners of land adjacent to the Radley bridleway and with Wychavon Engineers to inspect the ditch adjacent to school. In summary, landowners will better maintain the bridleway side of the hedges/undergrowth associated with their land to keep the width of the bridleway clear. The ditch adjacent to the front of school which runs to the rear of residential properties is clear. There appears to be an issue with pipes/drains under Wadborough Road (in the vicinity of school), with these not flowing. WDC has advised that next steps

would be for WCC Highways to inspect these pipes for blockages and to map their route and the water flow. There also appears to be a second section of pipes running under the Radley bridleway (to the rear of school), which it is understood also links to the drainage system under Wadborough Road (which appears blocked). It was agreed to ask WCC Highways to explore the drainage system in this area and to put any work to the ditch adjacent to the Radley bridleway on hold, to ensure that any such work doesn't compound the current issues in this area. The meeting summaries will be shared with Cllr Mrs Robinson to inform discussions with the WCC Highways Liaison Officer and a request for inspection of the highway drainage system. Cllr Arrow offered assistance. **Action: Clerk**

16. 2021/196 Public Rights of Way (PRoW)

Report provided after agenda item 6. A summary of discussions was provided following a meeting of representatives of NJK PC, Kempsey PC (KPC), Griffiths and the WCC Senior Public Rights of Way Officer (WCC SPRoWO), relating to proposed improvement to the Littleworth to Stonehall Common bridleway. All in attendance were keen to see the proposed improvements progress (under a Griffiths corporate social responsibility scheme) but with caveats from the WCC SPRoWO due to the nature of the land as a PRoW and being recently noted as Common Land. KPC is clarifying Common Land and planning requirements, with WCC requested to formally determine the width of the bridleway. Concern was expressed that the Griffiths opportunity is time limited (linked to completion of the A4440 improvement work) and that this could be lost due to time taken to resolve procedural matters. It was agreed for Cllr Mrs Robinson to seek to progress matters with the WCC SPRoWO and for recent correspondence relating to discussions/actions to be forwarded to Cllr Mrs Robinson. **Action: Clerk**
A report from the new Parish Paths Warden was received in advance of the meeting, with the new PPW welcomed to this role.

17. 2021/197 Neighbourhood Plan

An update was received from the Neighbourhood Plan Steering Group (NPSG) including details of the Neighbourhood Plan Referendum on 28 October. Roadside signs and notices will be displayed to publicise the Referendum, with costs agreed up to £100 + VAT. **Action: Cllr Waizeneker**
Minor amendments to the Plan following Independent Examination were ratified by the Parish Council following agreement by the NPSG. Proposed Cllr Dawson, seconded Cllr Fincher and agreed by all.

18. 2021/198 Parish Council Owned Lands

An update was received with matters to be progressed with the Council's solicitor and discussion with tenants. **Action: Clerk, Cllr Lucas**

19. 2021/199 Allotments

An update was received including progress with plot clearance work, annual billing and letters to tenants where plots aren't being adequately maintained.

20. 2021/200 Employment Matters

Nothing to report.

21. 2021/201 Draft Safer West Mercia Plan

It was agreed to ask Cllr Job to review as the Council's Police representative (consultation deadline 1 November). **Action: Clerk, Cllr Job**

22. 2021/202 Finance

a) It was proposed by Cllr Waizeneker, seconded by Cllr. Dawson **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 August	6.00
	Monthly webhosting charge September	6.00
	Autumn newsletter printing	227.88
	Parish Council mobile phone contract August DDR	20.99
	Parish Council mobile phone contract September DDR	20.99
	Annual external audit fee	480.00
	GDPR training session attended by Clerk and Cllr Pollard	30.00

	Parish Online annual fee	180.00
	Reimbursement of monthly Zoom fee for Aug and Sept	28.78
	Reimbursement of toilets fee to Parish Hall and field hire admin feel	24.00
Grounds/ Parish Property Maintenance	Annual charge for emptying and cleansing 2 litter bins and one dog bin	279.33
	Parish Hall flat roof and skylight maintenance/replacement	3,700.00
	Churchyard mowing	108.60
	Mow field adj. to Coppice Cottage, mow brambles at Parish Hall (by coppice area) and PRow maintenance	510.00
	Churchyard mowing	108.60
	Radley bridleway maintenance (hedge/undergrowth)	420.00
	Churchyard mowing	108.60
	Allotment water bill	74.99
	Playing field mowing August	217.92
	Lengthsman duties June and July 2021	420.00
	Parish Hall overnight gate locking 27 July to 31 Aug	409.20
Staff Costs	August 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,342.06
Capital Items	Apiary container	3,240.00
Community Services	Norton Connector August	754.00
	TOTAL	13,717.94

* Incl. VAT where payable

Accounts for Payment:

Creditor	Detail	Amount £ *
Staff Costs	August 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,287.73
	Quarterly PAYE tax and NI payment	745.01
Administration	Parish Council mobile phone contract October DDR	20.99
	South Worcester Voice article re Neighbourhood Plan Referendum	240.00
	TOTAL	3,293.73
	GRAND TOTAL	17,011.67

* Incl. VAT where payable

b) A grant request from Norton-juxta-Kempsey CE Primary School towards the cost of transport for swimming lessons was considered with a grant of £550 agreed. Funding will be released upon receipt of a completed Parish Council grant application form. Proposed by Cllr Waizeneker, seconded by Cllr Dawson and agreed by all. **Action: Clerk**

23. 2021/203 Correspondence for Information

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

24. 2021/204 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

25. 2021/205 Items for Update to Local M.P.

None.

26. 2021/206 Councillors' Reports and Items for Future Agenda

Items for October agenda: The Queen's Platinum Jubilee and the potential for a lease/franchise arrangement for the Hall coffee shop and kitchen.

27. 2021/207 Date of Next Meeting

Parish Council Meeting: 21 October 2021

The meeting closed at 10.30pm

Correspondence Received for 30 September 2021 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: New Employment Kite Mark Scheme, The Queen's Green Canopy, Worcestershire Minerals Waste Plan, Local Council Award Scheme Speeding Survey, Co-vid Impact Fund, Free Litter Picking Equipment, Boundary Changes, PCC Safe West Mercia Plan, Resistance Bands Pilot Scheme, Area meeting 1 September, Star Councils, Updated information following relaxing of Covid restrictions, Dementia Meeting Centres, DCMS survey about rural network coverage (mobile), COVID fuel vouchers, Presentation National Flood Forum, 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	Magazines July and September 2021
Community First	E-bulletins, newsletters
CPRE	Campaigns updates, Countryside Voices magazine summer 2021, Branch newsletter and Annual Report 2019/2021, Worcestershire Annual Newsletter
ElanCity	Radar speed signs and other road safety products
Member of the public	Newsletter advertising
NALC	Chief Exec's bulletins, Points of Light 2021
NALC	Covid-19 guidance and updates, Newsletters and Chief Exec's bulletins, training, nominations for leadership elections, Local Council Review magazine issue 3 2021
NBB Outdoors	Street furniture brochure
NJK CE Primary School	Grant funding request – school swimming lesson transport costs
One Network	Local roadworks reports
Resident	Advance notification of installation of temporary traffic lights outside property
Resident	NJK Neighbourhood Plan
Resident	Parish Hall projects including proposed community shop
Resident	Parking/highway issues around the Parish Hall on Sunday 19 September
Resident	Potential for purchase parcel of allotment land opposite the Parish Hall
Resident	Potential in fill development High Park, Pershore Road (B4084)
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Severn Waste Fund	Free bird boxes for village halls
Soc. Local Council Clerks	Chief Exec news bulletins, Covid-19 updates, training, The Clerk magazine
SWDP Review Team	Parish and Town Council Newsletters July and September 2021
West Mercia Police & Crime Commissioner	<ul style="list-style-type: none"> • Newsletters July and September 2021 • Draft Safer West Mercia Plan for consultation (closes 1 November)
West Mercia Police/Local Policing Team	<ul style="list-style-type: none"> • West Mercia Police's Local Policing Charter
Worcs CC	<ul style="list-style-type: none"> • Briefing for Pershore Town/Parish Councils on Pershore Education Planning Area • Highway closure notices • Highways winter newsletter • Dark Sky and Net Zero Policy • Worcestershire Minerals Local Plan Main Modifications consultation
Wychavon DC	<ul style="list-style-type: none"> • Your recycling can help fight climate change • Notice of Referendum 28 Oct 2021 – NJK Neighbourhood Plan • Annual Residents' Survey returns on Sunday, 5 September • New timetable for SWDP Review • Parish/Town Council event – Vibrant Villages 21 Oct • Consultation on barrier plan for Abbey Park • Droitwich shop fined for refusing to close during lockdown • Multi-million pound bid to level up Evesham • Offices to let in Pershore business support hub – microbusinesses & new start-ups • New scheme to help young homeless launched in Evesham • Your chance to influence Wychavon's work - vacancies for co-opted members on Communities & Funding Advisory Panel and Rural Matters Advisory Panel • Consultation – Revised Statement of Principles Under the Gambling Act 2005 • Get on your bike with Wheels 2 Rails • Bepuzzling Summer Trail Comes to Wychavon

	<ul style="list-style-type: none"> • Delay to SWDP Review • Plan to protect Pershore Park from illegal encampments
Wychavon DC Planning	<ul style="list-style-type: none"> • Draft Supplementary Planning Document for Local Listed Buildings consultation • Agenda Planning Committee meeting 16 Sept 2021 • Agenda and minutes Planning Committee meeting 19 Aug 2021 • Minutes Planning Committee meeting 22 July 2021 <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/21/01465/CLE: Wits End Kennels, Broomhall - 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 • W/21/01466/FUL: Wits End Kennels, Broomhall - 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 • W/21/00659/FUL: Old School, Woodbury Lane, Norton - Change of use to the workshop to be incorporated into the current dwelling and a first floor extension to dwelling and alterations.