

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 27<sup>TH</sup> OCTOBER 2021**

There were no public question time discussions.

- 1. Apologies for Absence:** A. Job, C. Arrow, C. Dawson, D. Lucas, J. Waizeneker, Cllr Adams (District Councillor). Apologies and the reasons for them were accepted and approved.  
**Attending:** K. Fincher (Chairman), M. Pollard, D. Owen, P. Richmond, Cllr Mrs Robinson (County Councillor), 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. 2021/208 Minutes**
  - a) Minutes of the Parish Council Meeting held on 30 September 2021 will be approved at the November meeting due to insufficient members attending both the September and October Council meetings. **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. 2021/209 Reports**
  - a) Cllr R. Adams (District Councillor)**  
Apologies noted.
  - b) Cllr Mrs L. Robinson (County Councillor)**  
Cllr Mrs Robinson's report received in advance of the meeting was noted, with additional information received relating to rapidly changing Covid numbers, Divisional Allowance funding of dementia care activities for Norton Hall care home and a road traffic accident along the B4084. Cllr Mrs Robinson will request WCC Highways gather B4084 highway data to enable traffic volumes/speeds to be reviewed and speed management to be considered. Potential measures to prevent drivers from using the B4084 layby to undertake vehicles turning tight into Woodbury Lane will be explored with WCC Highways, along with removal of bollards and sandbags in the vicinity of where the Japanese Knotweed was located along Wadborough Road, Littleworth. **Action: Cllr Mrs Robinson**  
Cllr Mrs Robinson agreed for reports submitted to Parish Council meetings to be published on the Parish Council website. **Action: Cllr Pollard**
  - c) Finance**
    - (i) Balances: current account £11,974.83 and deposit account £103,908.10 (both 27 October) which includes unspent but committed grant funding of c. £17k 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 30 September will be circulated to members. **Action: Clerk**
  - d) GDPR**  
As part of ongoing GDPR compliance procedures, GDPR documentation will be reviewed as soon as possible and refreshed as necessary.
  - e) Social Media Communications**  
Facebook and website data were reported including continued growth in engagement levels and most popular topics/posts/searches .
  - f) West Mercia Police**  
Report noted, with the Safer Road Partnership/Police to carry out speed checks in Norton and Littleworth.
  - g) St. James the Great Church, Norton**  
No further news.

## h) Methodist Church

No further news.

### 6. 2021/210 Apiary Project

Report circulated in advance of the meeting reviewed. St Peters Garden Centre will be contacted to discuss potential support for the apiary/pollinator project. **Action: Cllr Fincher**

### 7. 2021/211 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received regarding WCC Highways survey and maintenance of the pipes/drains under Wadborough Road (in the vicinity of school). Further work is due (e.g. removal of silt), with any defects in the system (e.g. broken pipes/manhole covers, lack of capacity) to be identified and rectified. It was noted that the ditch that runs alongside NJ543 (old footpath 20) has been cleared and that the section of 'ditch' from Wadborough Road to the start of this ditch requires maintenance work. In view of the importance of this section of watercourse flowing to capacity, a quote for annual clearance will be sought, with the Clerk authorised to instruct expenditure up to a cost of £400 plus VAT. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all. **Action: Clerk**

Imminent road closures within the Parish were noted, with concerns regarding the suitability of diversion routes and the impact on local businesses. Cllr Mrs Robinson will be briefed. **Action: Cllr Fincher**

The WCC offer relating to maintenance of the roundabout close to St Peters Garden Centre has been confirmed as index-linked. Details of allowable sponsorship signage continue to be sought.

### 8. 2021/212 Public Rights of Way (PRoW)

The Griffiths offer of Community Responsibility Scheme improvement to the Littleworth to Stonehall Common bridleway was discussed, along with responses from Kempsey PC (KPC) and the WCC Senior Public Rights of Way Officer (WCC SPRoWO). In order to progress this no cost but time limited offer from Griffiths, it was agreed propose to KPC and the WCC SPRoWO, that the bridleway improvement should be undertaken before ground conditions deteriorate further, in parallel with KPC seeking planning permission from MHDC and Commons Act 2006 Section 38 approval, and that NJK Parish Council will progress as proposed unless advised differently. It was considered very unlikely that permissions will not be granted and the loss of this opportunity to improve this currently overgrown and underutilised bridleway would be a huge opportunity to miss. Proposed Cllr Richmond, seconded Cllr Owen and agreed by all. **Action: Clerk**

Cllr Mrs Robinson left the meeting at 8.55pm.

### 9. 2021/213 Remembrance Sunday Service – 14 November 2021

Rev'd Badger will be advised that Cllr Fincher will lay the Parish Council wreath and Cllr Richmond has offered to give a reading. **Action: Clerk**

### 10. 2021/214 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b>Approvals:</b>	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.
	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.
<b>Refusals:</b>	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.
<b>Awaiting Decision:</b>	Land to the south of the City of Worcester, Bath Road. MHDC/13/00656/OUT	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

	Welbeck Land	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 (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.
	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.
<b>Internal Consultation:</b>	None	
<b>Other:</b>	None	

It was agreed not to attend the MHDC Planning meeting on 3 November in respect of application 13/00656/OUT, Land to the south of the City of Worcester, Bath Road (details above), with the Parish Council previously commenting on this application. An update was received in relation to WDC Planning Enforcement matters relating to application 17/01934/FUL Land at Woodbury Lane. The Parish Council continues to press for resolution of the s278 agreement between WCC Highways, St Modwens and Welbeck relating to reconfiguration of Norton Road and access to the SWUE.

#### **11. 2021/215 Worcester Norton Sports Club (WNSC)/Worcester Norton Community Interest Company (WNCIC)**

Dispensations were noted, with Cllr Fincher and Cllr Pollard included in discussions. An update was received from Cllr Fincher as the Council's WNCIC Board representative including 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. The WNSC site was visited as part of Cllr Adams' Ward Walk, with the WDC Deputy CEO and Head of Finance accompanying Cllr Adams.

#### **12. 2021/216 Parish Hall**

Cllr Fincher, as Chair of the Hall Trustees, provided a report including a very positive visit as part of Cllr Adams' Ward Walk, with excellent feedback regarding the Community Legacy Grant/New Homes Bonus projects. The Halloween and fireworks event was well attended, although two complaints were received by the Hall regarding parking in The Hidage. It was noted that the overflow car park didn't reach capacity and the issues highlighted will be addressed for the 2022 event. A surplus of £2,500 has been generated by the event, with further funds due from the food stands. New coffee shop blinds have been purchased and installed by the Charity and the main hall will be repainted in February (again, funded by the Charity). A leak around the flat roof has re-emerged (with this now narrowed down to the end of the box guttering) and work is planned to try to resolve this. The Hall Trustees have considered an enquiry regarding a lease/franchise arrangement for the coffee shop and kitchen to be

operated on a commercial basis, but have decided not to pursue this. The Parish Council supported the views of the Parish Hall Trustees.

Also see item 14 below relating to Parish Hall Plan improvement works.

### **13. 2021/217 Parish Hall Recreation Facilities and Outside Space**

Suggestions for activities relating to The Queen's Platinum Jubilee in 2022 and The Queen's Green Canopy were discussed, with members keen to undertake commemorative activities. The Council's interest in The Queen's Green Canopy will be registered.

**Action: Cllr Fincher**

Maintenance of the Hall outside defibrillator (new battery and pads) was agreed at a cost of £265 + VAT. Mr Simms will be asked to arrange. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all.

**Action: Clerk**

A volunteer will be sought to take over the defibrillator checks (training provided).

**Action: Cllr Fincher**

Removal of a dead tree in the Hall grounds was agreed at a cost of £150 + VAT. Proposed Cllr

Richmond, seconded Cllr Owen and agreed by all. The contractor will be instructed.

**Action: Clerk**

Quotes will be sought for work due in the Council's tree survey report.

**Action: Clerk/Cllr Dawson**

### **14. 2021/218 Norton Parish Hall Community Legacy Grant (CLG) Project**

An update was received from the Parish Hall Project Working Group (PHPWG) including resolution of teething/snagging matters relating to the green energy systems and progress with quotes/ideas for the community shop, including a vending type option. The positive feedback received from attendees of Cllr Adams' Ward Walk was again noted, with WDC very interested in the options being considered for the community shop.

### **15. 2021/219 Norton Connector Community Legacy Grant (CLG) Project**

An update was received including increasing passenger numbers, continued positive feedback and the Norton Connector being a popular search on the Council's website/FB page. Future funding opportunities are being explored along with the potential to extend the timetable. The Norton Connector proved very popular for the Hall fireworks event, easing traffic congestion and parking in Littleworth.

### **16. 2021/220 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 however, the developer owning the land has recently advised that the statue cannot be installed on its land without public liability insurance, which it is not willing to put in place. A quote for the Parish Council to provide public liability insurance is being sought for consideration, along with any conditions relating to such insurance. Feedback on landscaping proposals has been provided to the WNRG. The developer has proposed that the Parish Council adopts the area of land for the statue installation, with this considered under item 17 below.

### **17. 2021/221 Adoption of Public Open Spaces/Verges Crookbarrow Road**

An update was provided regarding the proposed adoption of 2 areas of green public open space from Persimmon Homes (areas defined on plan circulated). The developers are not prepared to pay a commuted sum in the region of that proposed by the Parish Council and if a sum agreeable to all parties is not able to be negotiated, the areas of land will be transferred to a management company. The benefits of the Council being in control of these areas of public open space were discussed along with previous experiences of maintenance by management companies. It was confirmed that the areas will be brought up to standard by the developers prior to adoption. Based on estimated costs to adopt, maintain and insure these areas of land, the commuted sum proposed by the developers is forecast to cover costs for around 10 years, after which time it may be necessary to increase the precept to cover costs. Appropriation of the 2 areas of green open space (as per the plan circulated to members) was agreed subject to the areas being brought up to a standard as agreed with the Council and payment of a commuted sum of £27,500. Proposed Cllr Richmond, seconded Cllr Pollard and agreed by all. The developers will be advised and the adoption progressed as agreed.

**Action: Clerk/Cllr Fincher**

Following adoption, it was agreed to consider installing a circular seat around the tree on the area of green space closest to the roundabout.

Persimmon Homes has identified other areas of green open space/hedges on the Brockhill development that it wishes to transfer ownership of (defined on plan circulated), with the Parish Council being offered the opportunity to adopt these prior to them being transferred to a management company. It was agreed to explore this opportunity and to arrange a site visit with the developer to assess work needed to bring the areas up to adoptable standard and to discuss the level of commuted sums.

Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all. **Action: Clerk/Cllr Fincher**  
 An informal enquiry regarding the potential for the Parish Council to assist neighbouring residents to purchase the 'bund' area of land along Salamanca Drive was considered. It was agreed that it wouldn't be appropriate for the Parish Council to use public funds to enable residents to purchase this land.

#### 18. 2021/222 Neighbourhood Plan

The Neighbourhood Plan Referendum will take place on 28 October. Review of the 'Parish Aspirations' document (developed following Neighbourhood Plan consultations) will be added to future Parish Council meeting agendas, with updates also provided at Annual Parish Meetings. A Parish Briefing session will be planned for the New Year, to include consideration of any suggested revisions to the Parish Aspirations as a result of Covid. Dates will be explored. **Action: Clerk**

#### 19. 2021/223 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**

#### 20. 2021/224 Allotments

An update was received, with annual billing letters sent, along with letters to tenants where plots aren't being adequately maintained. Prospective tenants are being shown vacant plots and efforts continue to arrange review and, if necessary, replacement of pipework to the allotment water troughs.

#### 21. 2021/225 Employment Matters

Employee annual reviews to be arranged. **Action: Clerk**

#### 22. 2021/226 Parish Council Newsletter

Items for the winter edition of the newsletter should be provided to the Clerk by 8 November.

#### 23. 2021/227 Finance

a) It was proposed by Cllr Pollard, seconded by Cllr. Owen **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 October	6.00
	Roadside signs publicising Neighbourhood Plan Referendum	72.00
	Microsoft Office 365 Annual subscription	59.99
Grounds/ Parish Property Maintenance	Lengthsman duties August & September 2021	350.00
	Ditch maintenance at Parish Hall and PRoW maintenance (NJ543)	518.40
	Churchyard mowing October	217.20
	Playing field mowing September	315.84
	Parish Hall overnight gate locking 1 Sept to 6 Oct	396.00
Community Services	Norton Connector September	1,159.00
<b>TOTAL</b>		<b>3,094.43</b>

\* Incl. VAT where payable

##### Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	Oct 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,082.50
Administration	Parish Council mobile phone contract November DDR	20.99
Grounds Maintenance	Cut hedge between 72 Wadborough Rd and allotment	183.60
<b>TOTAL</b>		<b>2,287.09</b>
<b>GRAND TOTAL</b>		<b>5,381.52</b>

\* Incl. VAT where payable

**24. 2021/228 Correspondence for Information**

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

**25. 2021/229 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**26. 2021/227 Items for Update to Local M.P.**

None.

**27. 2021/228 Councillors' Reports and Items for Future Agenda**

None.

**28. 2021/229 Date of Next Meeting**

Parish Council Meeting: 25 November 2021

The meeting closed at 10.20pm

<b>Correspondence Received for 27 October 2021 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including: Pay claim update, Remote meetings survey, MVAS, Litter Carts, Healthwatch Survey, NALC website accessibility guide, AGM 16th November, Speeding Survey, The Queen's Green Canopy, Helping Hands, Star Council Awards, Local Council Award Scheme 2021, 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, AGM 18 October
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Open Spaces Society	Campaign updates
Resident	Crookbarrow Road closure
Resident	Ditch clearance work (in the vicinity of school and public right of way NJ543)
Resident	Parish Hall projects and proposed community shop
Resident	Planning enquiry re land to the rear of The Retreat
Resident	Vehicle Activated Speed sign not working
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins
The Pensions Regulator	Timetable for 3 yearly re-enrolment process
West Mercia Police & Crime Commissioner	Newsletters
Worcestershire Children First	Consultation on changes to school system in Pershore - 11 October to 26 November 2021
Worcs CC	<ul style="list-style-type: none"> <li>• Updated and published Statement of Community Involvement (SCI)</li> <li>• Crookbarrow Road closure for carriageway patching between junction with Talavera Road and junction with Gazala Drive. Expected closure for 2 days commencing 4 November 2021</li> <li>• Parish Lengthsman Scheme Management Update</li> <li>• Here 2 Help Community Services Directory</li> <li>• Decarbonising Heat in Worcestershire and the Marches Event 20th October</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• The Queen's Green Canopy and 70 New 70-Acre Woods</li> <li>• Vibrant Village Event</li> <li>• Meet Your Council event in Norton and Whittington 22 October</li> <li>• 2022/23 Parish Council budget requirement</li> <li>• WDC Civic Service - Sunday 13 March 2022, All Saints Church, Evesham</li> <li>• Investing to make sure no child misses breakfast</li> <li>• Wychavon backs call for local energy revolution</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda Planning Committee meeting 14 Oct 2021</li> <li>• Minutes Planning Committee meeting 16 September 2021</li> </ul> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> <li>• W/21/01166/FUL: Land At Woodbury Lane, Norton - Erection of building of Class E(g)(i) office accommodation together with ancillary vehicle parking, landscaping and drainage (resubmission of withdrawn application 20/01138/FUL).</li> <li>• W/21/02118/HP: 20 Peninsula Road, Norton - Proposed single storey side and rear extension including demolition of existing conservatory. Variation of condition 2 of planning approval reference 20/02451/HP</li> </ul> <p><u>Refusal Notices:</u></p> <ul style="list-style-type: none"> <li>• W/21/01697/FUL: Land at (OS 8774 5055), Hatfield Lane - Change of use of land for siting of office and associated operational development</li> </ul>