

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

There were no public question time discussions.

1. **Apologies for Absence:** A. Job, M. Perks. Apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, D. Owen, P. Richmond, J. Waizeneker, Cllr Mrs L. Robinson (County Councillor), Cllr R. Adams (District 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. **2021/230 Covid-19 Face to Face Parish Council Meetings Risk Assessment**
The updated risk assessment and information for attendees was adopted. Proposed Cllr Pollard, accepted Cllr Waizeneker and agreed by all.
5. **2021/231 Minutes**
 - a) Minutes of the Parish Council meeting held on 30 September 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Lucas, seconded Cllr Waizeneker and agreed by all.
Minutes of the Parish Council meeting held on 27 October 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Owen, 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**
6. **2021/232 Reports**
 - a) **Cllr R. Adams (District Councillor)**
Cllr Adams provided a report including a very positive Ward walk, the Neighbourhood Plan referendum outcome, Christmas roadshows, increasing reports of thefts in the area and attendance of Police and Crime meetings. Cllr Adams will explore the potential to run local bike marking sessions, liaising with Cllr Pollard regarding dates and local venue(s). **Action: Cllr Adams, Cllr Pollard**
 - b) **Cllr Mrs L. Robinson (County Councillor)**
Cllr Mrs Robinson's report received in advance of the meeting was noted. Other updates were shared including WCC clearance of vegetation adjacent to the Barracks Curtilage wall along Brockhill Lane before Christmas (to be followed by repair of the wall), daytime burglaries locally and Worcs CC Highways readiness for storm Arwen. Relocation of the Woodbury Lane weight limit sign has been raised with Highways. Reports of lying water along the B4084 opposite Sanghoi Cottage are being investigated by Highways. Whittington Parish Council (WPC) is considering locations for a new vehicle activated speed sign along the B4084 and Cllr Mrs Robinson has requested installation of cables to collect speed data and to assist in identify where speeding is most prevalent. WPC will be contacted to explore the potential for NJK Parish Council to link to its speed prevention measures. **Action: Clerk**
Cllr Mrs Robinson reported that other local villages may be interested in linking with the Norton Connector community transport scheme.
 - c) **Finance**
 - (i) Balances: current account £4,091.37 and deposit account £104,119.22 (both 25 November) which includes unspent but committed grant funding of c. £16k Norton Connector Community Legacy Grant funding/County Councillor Divisional Allowance and c. £8k 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 and 31 October were noted.

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. Over the 2 years that the Parish Council has had a social media presence, growth in engagement levels continues, with this being a very positive tool to communicate with residents.

f) West Mercia Police

Reports of local vehicle thefts were noted. Guidance for Safety and Security of Local Councillors has been circulated to all Council members and employees to provide an awareness of risks. Recipients have been asked to review the guidance and identify any areas where they may feel vulnerable so that appropriate measures can be put in place.

g) St. James the Great Church, Norton

Two of the new re-ignite services have been held at St James, with these well attended. The team at St James hopes that this growth and new life will continue, and that it will bring about new opportunities to partner with the Parish Council in making St James a venue and resource for the local community.

h) Methodist Church

No further news.

7. 2021/233 Apiary Project

Report circulated in advance of the meeting noted, with the bees settled in and ready for winter. The site is secure and our trained beekeepers are managing day to day matters.

8. 2021/234 Public Open Space/Verge Maintenance, Highways and Drainage Matters

The WCC Highways survey and jetting of the pipes/drains under Wadborough Road (in the vicinity of school) hasn't identified anything untoward. Drains, pipes and manhole covers have been mapped and repaired by WCC, suggesting that there is a capacity issue within the system. To allow water to flow freely away from Wadborough Road, and to maximise the capacity within this section of watercourse, it was agreed to carry out maintenance work to the ditch that runs along NJ543 (old footpath 20) from the road alongside the old Wychavon DC allotments. Shear Perfection Ltd will be instructed at a cost of £530 + VAT. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. A quote for maintenance on an annual basis will also be sought. **Action: Clerk**

Following completion of this work, Cllr Arrow will attend the area during a time of heavy rain to monitor the situation and to seek to identify any areas where capacity appears an issue. **Action: Cllr Arrow**

See agenda item 6b for discussions relating to drainage matters along the B4084 Pershore Road.

Feedback and safety concerns relating to the lack of lighting along the Crookbarrow Way bridleway bridge and Brockhill Lane were discussed, with it noted that the Parish Council has previously requested waist-high way-finder type lighting but this wasn't supported by WCC. It was agreed to seek the views of residents via the Parish Council website and Facebook page. **Action: Cllr Pollard**

The need for this route to be an Active Travel Corridor was highlighted, with some form of lighting needed to achieve this, particularly during the darker autumn/winter months. Cllr Mrs Robinson will put the Council's feedback and request to WCC. **Action: Cllr Mrs Robinson**

The Parish Council remains keen for the Active Travel Corridor to be improved to deliver a coherent and safe route as detailed in the original plans shared with the Parish Council. Following the change in Cabinet Member for such projects, Cllr Mrs Robinson will investigate a meeting between the Parish Council and the new WCC Cabinet Member. **Action: Cllr Mrs Robinson**

Correspondence from a resident relating to the SWDP/SWUE development area at the end of Brockhill Lane was considered. It was noted that the Parish Neighbourhood Plan sits in support of the SWDP and isn't able to seek to change this, for example, in terms of green open spaces. A letter of response will be drafted for the Clerk to issue. **Action: Cllr Lucas**

Guidance has been obtained regarding roundabout sponsorship signage. It was agreed to explore the need for planning permission. If required, the Parish Council will submit an application at the Council's cost, with supporting documentation to be provided by the interested sponsor. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all. **Action: Clerk**

9. 2021/235 Public Rights of Way (PRoW)

An update was received following a meeting between representatives of NJK and Kempsey Parish Councils to consider proposed improvements to the Littleworth to Stonehall Common bridleway.

Summary notes from the meeting will be circulated to all NJK Parish Council members. **Action: Clerk**

Meeting discussions and future maintenance costs were considered, with an estimate for these to be included in future year's budgets. **Action: Clerk**

It was agreed for the Parish Council to continue to seek to progress the proposed work with Griffiths via their Community Social Responsibility Scheme. A meeting will be held with Kempsey Parish Council (KPC) representatives on 14 December (following the KPC meeting on 13 December), with the situation to be considered further at the NJK Parish Council meeting on 20 January.

Cllr Mrs Robinson left the meeting at 8.45pm.

Cllr Dawson left the meeting at 8.45pm.

10. 2021/236 Adoption of Public Open Spaces/Verges Crookbarrow Road

Following discussions at the October Parish Council meeting and agreement to appropriate 2 areas of green open space from Persimmon Homes, a site meeting has now been held to explore adoption of other areas of land owned by Persimmon Homes. Proposals (circulated to members in advance of the meeting) were explained including locations and remedial work to be carried out by Persimmon Homes. In support of this remedial work, a Parish Council tree survey has been instructed at a cost of £150 plus VAT (under the Clerk's delegation in consultation with the Chairman). This was confirmed. The benefits of the Council being in control of these areas of land were reiterated based on previous experiences of maintenance by management companies. The commuted sum of a further £21,500 offered by Persimmon Homes is forecast to cover estimated costs for around 10 years, after which time costs will be funded via the precept. Appropriation of the areas of land marked pink, and annotated with the numbers 1-7 on the plan circulated to members, was agreed subject to the areas receiving the proposed remedial work and payment of a commuted sum of £21,500 (in addition to the already agreed commuted sum of £27,500). Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. The developers will be advised and the adoption progressed as agreed. **Action: Clerk/Cllr Fincher**

It was noted that some residents/visitors are parking on the Gazala Drive grassed area. It was agreed for letters to be sent to adjacent residents requesting no parking on this area. **Action: Clerk**

Persimmon Homes has been asked to notify residents of the remedial works being carried out and the Council will communicate with residents adjacent to the areas of land being transferred. **Action: Clerk**

11. 2021/237 Sentry Statue Landscaping Proposals

It is hoped that transfer of land ownership will be completed during January 2022. The Worcester Norton Regiment Group (WNRG) is in the process of arranging a low key installation after this time, followed by a grand opening. The WNRG is looking at a revised landscaping plan following feedback from the Parish Council. Zurich Insurance is being chased for the requested public liability insurance information for the Council to consider.

12. 2021/238 2022/23 Budget and Precept

a) The 2022/23 budget timetable was considered. A draft budget will be presented to the 20 January 2022 Parish Council meeting, with an approved budget request to be submitted to Wychavon DC by 26 January. The Clerk will produce a draft budget for review with Cllr Fincher and Cllr Richmond at a meeting on 6 January, prior to circulating to Parish Councillors in advance of the 20 January Parish Council meeting. **Action: Clerk**

b) It was noted that many of the regular items of maintenance for 2022 are included in fixed price agreements that have been previously agreed. Quotes will be sought for Public Rights of Way maintenance (subject to a successful P3 grant application) and mowing of the small grass 'pavement' verges at Brockhill from the current contractors. **Action: Clerk**

c) Following the decision made at the 23 January 2020 Parish Council meeting, minute ref: 2020/4 7b, ambiguities regarding guidance relating to Parish Council funding of churchyard maintenance were reviewed. In view of the continued ambiguities and the understood likelihood that Central Government is looking to clarify that such funding is acceptable, it was agreed to continue to fund mowing of a section of the St James the Great churchyard for the 2022 growing season, as an important Parish asset. A quote will be sought from the current contractor. **Action: Clerk**

d) Any suggestions for additional expenditure in the 2022/23 financial year should be advised to the Clerk by 7 December.

13. 2021/239 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	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.
	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.
<u>Refusals:</u>	Grange Farm, Hatfield Lane, Norton W/21/02029/FUL	Proposed new dwelling for agricultural worker. Objection response submitted.
<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 (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.
	37 Vimiera Close, Norton W/21/02469/HP	Proposed single storey infill extension to rear of property to align with existing garden room extension together with increased size and layout of existing dormer roof to rear elevation to allow for better internal clearance to existing roof space. Council supports subject to views of neighbouring residents being considered.
	Closes Farm, Hatfield Bank, Norton W/21/02564/CLE	Application for a Lawful Development Certificate for the existing use of dwellinghouse without complying with and in breach of agricultural occupancy condition(s) no.1 imposed upon planning permissions refs. r.357/71/o dated 23.08.1971 and pr.510/71(ri) dated 25.10.1972 continuously for a period in excess of ten years. Council objection response submitted.
	8 Toulouse Drive, Norton W/21/02621/HP	Ground floor rear conservatory. Council supports subject to views of neighbouring residents being considered.
<u>Internal Consultation:</u>	None	
<u>Other:</u>	None	

It was noted that the NJK Neighbourhood Plan has been included in the reasons for refusal of a planning application for the first time by Wychavon DC. Removal of a section of hedge along Broomhall was highlighted, with a planning application relating to this not seen by the Parish Council. Malvern Hills DC Planning Team will be contacted to request copies of all planning applications on the Parish boundary.

Action: Cllr Richmond

Fit of the Joint Parish Council SWDP Review Group objections to the Parkway Village development with the NJK Parish Neighbourhood Plan was highlighted. It was confirmed that the Joint Parish Council Group was accepting that some development is likely on the areas identified for potential development within the Neighbourhood Plan, and that it is the scale of the proposed development that it has objection to. Cllr Lucas identified Government information relating to housing requirements which will be circulated to members. It was confirmed that the Joint Parish Council Group is questioning the current housing figures, the old evidence bases for these and how housing requirements have moved on (particularly since the start of the pandemic). The Group is chasing for responses to points raised at the meeting with Wychavon DC Planners and is drafting a communications item which Parish Councils may wish to use to update residents on the SWDP Review/Parkway Village plans. It was agreed for Cllr Fincher and Cllr Waizeneker to continue to attend the Joint Parish Council Group meetings with the aim of shaping the plans as far as possible.

14. 2021/240 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 continuing work to achieve a lease, the potential for some s106 funding to be lost due to deadlines attached to the funding, Wychavon DC support and assistance, a successful fireworks event, Crowd Funding underway and other activities planned e.g. quiz nights and Santa's grotto.

15. 2021/241 The Queen's Platinum Jubilee

To be progressed further as the bridleway improvement proposals (agenda item 9) move forward.

16. 2021/242 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including savings on energy bills following the green energy installations, Trustee's review of the fireworks event to identify lessons learned and how to resolve for the 2022 event, the firework event achieved a £3k surplus for the Hall and 11 new volunteers have joined the coffee shop.

17. 2021/243 Parish Hall Recreation Facilities and Outside Space

Proposals received from the baseball team were considered. It was agreed that the 'nets' proposal would be a revamp of the existing cricket nets area and would in principle be acceptable. As re-use of an existing facility, it was agreed that planning permission would not be required and there would be no change to the Public Right of Way access. Concern was expressed that the old shed could contain asbestos and that if disturbed, would need specialist attention and disposal. The baseball team will be asked to provide more detailed plans and to explore the structure of the existing shed, with proposals to be considered further at the January Council meeting. **Action: Clerk**

An enquiry for use of the playing field for rounders was noted, with the Hall Manager in communication with the team. Proposals will be considered further when more information is available.

18. 2021/244 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG) regarding development of the community shop, with feedback from completed questionnaires informing the plans. The layout of the room is being considered (allowing access from outside) and quotes are being obtained. The shop will be based on a vending machine type model, aiming for the feel of a farm shop space selling items such as milk, bread, eggs, drinks and snacks. Discussions continue regarding the exact type(s) of vending machines to be installed and the payment types accepted. Opening hours are to be determined, with CCTV coverage planned to assist with security.

19. 2021/245 Norton Connector Community Legacy Grant (CLG) Project

An update was received. Passenger numbers are increasing slowly but remain low, with the majority of users not having their own transport and using concessionary passes. The Norton Connector is providing a good social service and has funding to manage current costs (net of passenger fares) until the end of 2022. It was agreed that the current level of subsidy per journey isn't sustainable longer term. Liaison with, and support from, the WCC Transport Team continues, with WCC developing a Bus Services Improvement Plan (BSIP) which may include more demand driven local services. It was agreed to continue to operate the current service, to seek further funding when needed, to carry out local research to explore options to attract more passengers and to review the operating model when

the WCC BSIP is published with a view to linking with this. Options to gather feedback regarding the Norton Connector service will be explored. **Action: Cllr Waizeneker, Cllr Pollard**

20. 2021/246 Neighbourhood Plan (NP)

The NP will be considered for formal adoption by Wychavon DC at its Council meeting on 1 December. This follows 86% of those voting in the Referendum being in favour of Wychavon DC using the NP to help it decide planning applications in the neighbourhood area. A 'Parish Aspirations' document has been developed following NP consultations, which captures feedback that was beyond the specific planning policy. It was agreed for Neighbourhood Plan Steering Group (NPSG) members to review and update the 'Parish Aspirations' document on a quarterly basis, with updated versions to be published on the Parish Council website. This will allow residents to see the feedback captured and actions that have been undertaken as a result of this. **Action: NPSG**

21. 2021/247 Parish Council Owned Lands

An update was received with matters progressing with the Council's solicitor. An update on progress will be sought. **Action: Cllr Lucas**

22. 2021/248 Allotments

An update was received, with outstanding rent payments being chased.

23. 2021/249 Employment Matters

Discussed as a confidential item after agenda item 24.

Notice of an increase in payroll processing costs was considered, with agreement for other options to be explored and the situation considered further. **Action: Clerk**
Employee annual reviews are in the process of being arranged.

24. 2021/250 Annual Parish Meeting 2022

Agreed for w/c 9 May, with the date to be decided based on Hall availability. **Action: Clerk**

Cllr Adams and the member of the press left the meeting at 10.15pm, in advance of agenda item 23.

25. 2021/251 Finance

a) It was proposed by Cllr. Arrow, seconded Cllr. Lucas **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 November	6.00
Grounds/ Parish	Removal of dead tree at Norton Parish Hall	180.00
Property Maintenance	Immersion controller, wireless link, installation & commissioning	624.00
Community Services	Defibrillator battery and pads	318.00
Worcester Wheels	Norton Connector October	1,152.00
	TOTAL	2,280.00

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	November payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,172.94
Administration	Parish Council mobile phone contract December DDR	20.99
	Reimbursement of baseball toilets fees and payment of 20% of field hire cost as admin fee	37.00
	Winter newsletter printing	311.40
	TOTAL	2,542.33
	GRAND TOTAL	4,822.33

* Incl. VAT where payable

- b)** A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed. Proposed Cllr. Arrow, seconded Cllr. Lucas and agreed by all. **Action: Clerk**
- c)** A donation of £28 to the Worcester Lions Club towards the cost of the providing the Santa Sleigh visit to the Brockhill area of the Parish, was agreed. Proposed Cllr. Arrow, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

26. 2021/252 Correspondence for Information

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

27. 2021/253 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2021/254 Items for Update to Local M.P.

None.

29. 2021/255 Councillors' Reports and Items for Future Agenda

Item to add to January Parish Council meeting agenda:

Action: Clerk

To receive an update following review of the Council's Freedom of Information Publication Scheme and supporting Freedom of Information Act guidance by the Neighbourhood Plan Steering Group members.

30. 2021/256 Date of Next Meeting and 2022 Meetings

20 January, 17 February, 31 March, 28 April, 26 May (Annual Parish Council Meeting), 30 June, 21 July, 29 September, 20 October and 24 November.

Annual Parish Meeting: w/c 9 May (date to be confirmed)

Parish Briefing: 10 March

The meeting closed at 10.30pm

Correspondence Received for 25 November 2021 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: Notice of Annual General Meeting Tuesday 16th November 2021 at 6.30pm, Civility and Respect Project, LGA Bullying Survey, CRP - Anti Bullying Statement Consultation, Cloudy IT Summit, Dates for the Diary, Training sessions, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin
Community First	E-bulletins, newsletters
Member of the public	Lighting along Brockhill Lane
NALC	Newsletters and Chief Exec's bulletins, job listings, report on climate change
One Network	Local roadworks reports
Resident	Copy of email correspondence sent to the Parish Hall re fireworks on 30 October
Resident	Drainage matters along NJ543 (old footpath 20)
Resident	Parish Hall projects, grant funding received and proposed community shop
Resident	Request for July and September Parish Council meeting minutes
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins
West Mercia Police & Crime Commissioner	Newsletter
West Mercia Police/Safer Neighbourhood Team	<ul style="list-style-type: none"> • Social Media Appeal - Stolen vehicles, Littleworth • Guidance for Safety and Security for Local Councillors • Autumn edition of South Worcestershire Rural Beat
Worcs CC	Recruitment Information for Lay Member of the West Mercia Police and Crime Panel - Closing Date 5pm Monday 6 December 2021
Wychavon DC	<ul style="list-style-type: none"> • Regeneration plan for Evesham Public Hall still on the table • Success at Loo of the Year Awards Motorists asked to avoid parking on verges • Wychavon retains Customer Service Excellence status • Dogs on leads plea as sheep return to Avon Meadows • Take on the Wychavon Intelligently Green Challenge • Evesham toilets set to be revamped • Funding boost to support skills and training • Housing Needs Survey Workshop – 9 November 6-7pm
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda and minutes Planning Committee meeting 11 Nov 2021 • Minutes Planning Committee meeting 14 Oct 2021 <p><u>Approval Notices:</u> W/21/01991/HP: Eastnor Villa, 26 St James Close, Littleworth - Proposed single storey side extension</p> <p><u>Refusal Notices:</u> W/21/02029/FUL: Grange Farm, Hatfield Lane, Norton - Proposed new dwelling for agricultural worker</p>