

MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH APRIL 2022

There were no Public Question Time discussions.

1. **Apologies for Absence:** D. Lucas. Late arrival - J. Waizeneker, Cllr Mrs L. Robinson (County Councillor), Cllr R. Adams (District Councillor). These apologies and the reasons for them were approved and accepted.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, 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**
Wychavon DC has advised that the Parish Council can co-opt to fill the Parish Councillor vacancy.
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
4. **2022/89 Minutes**
 - a) Minutes of the Parish Council meeting held on 31 March 2022 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Arrow, seconded Cllr Dawson 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. **2022/90 Reports**
 - a) **Cllr R. Adams (District Councillor)**
Received after agenda item 28. Cllr Adams provided a report including the well-received Parish Council Norton Connector presentation at the Wychavon 'Ticket to Ride' event, Wychavon grant/funding opportunities, Wychavon community builders/officers and the delayed SWDP Review timetable.
 - b) **Cllr Mrs L. Robinson (County Councillor)**
Received after agenda item 10.
Cllr Mrs Robinson's report received in advance of the meeting was noted. Discussions included some progress with proposals for repair of The Barracks curtilage wall along Brockhill Lane (although dates for work are yet to be scheduled), STW has been instructed to carry out work to resolve the water leak on the B4084 and scheduling of an EnviroSort Community Liaison Group meeting. Efforts will continue to pursue progress with improvements to the Active Travel Corridor (ATC) and traffic flow information from the time when the detailed plans were drawn up will be forwarded to the Clerk to provide baseline data, pending future traffic flow data collection/analysis. **Action: Cllr Mrs Robinson**
A Division Funding contribution of £350 towards the cost of the new 'Welcome to Norton' sign will be arranged. **Action: Cllr Mrs Robinson**
A plan will be provided to show where the WCC low level lighting is planned for installation along Brockhill Lane. **Action: Cllr Mrs Robinson**
Re-painting of the single and double yellow lines along Wadborough Road, Littleworth will be requested (as a measure to improve the school parking situation). **Action: Cllr Mrs Robinson**
A date will be sought for the WCC CCTV parking van to visit Littleworth. **Action: Cllr Mrs Robinson**
Removal of the sandbags and barrier around the area where Japanese Knotweed has been treated (on the Wadborough Road bend by the Parish Hall) will be requested. **Action: Cllr Mrs Robinson**
 - c) **Finance**
 - (i) Balances: current account £11,376.67 and deposit account £147,430.84 (both 28 April). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure. The first 50% of the 2022/23 precept (£29,867) and the £49k Persimmon Homes commuted sum payment are included within these balances.
 - (ii) Monthly accounts and bank reconciliation to 31 March 2021 are not available due to preparation of the year end accounts.
 - (iii) Year end accounts are in the process of being prepared. Following receipt and review, the internal

audit will be undertaken, with the Annual Governance and Accountability Return and supporting papers prepared for approval at the June Parish Council meeting.

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

The report circulated in advance of the meeting was noted. Posts relating to local issues (e.g. road closures) continue to be most popular. The latest Parish Council Chairman's blog has currently been viewed by over 300 people. It was agreed that website and Facebook communications are having a positive impact and that use of Twitter may be considered in the future.

f) West Mercia Police

Information relating to the West Mercia Speed Watch Scheme is being publicised to gauge interest from residents and will be explored further subject to sufficient community interest.

g) St. James the Great Church, Norton

Information relating to the 'As One' initiative and the invitation for the Parish Council to become involved were noted, with further information awaited for consideration.

6. 2022/91 Apiary Project and Tranquillity Garden

The report circulated in advance of the meeting was noted. It is planned for the community apiary to form part of a wider Tranquillity Garden project, with a Community Legacy Grant funding application being prepared. Terms of reference for the apiary management group are being drafted, as is a Tranquillity Garden consultation questionnaire. An apiary page on the Parish Council website will be explored along with a leaflet to raise community awareness of the apiary.

Action: Mr Perks

An apiary stall is planned for the Jubilee event at the Parish Hall on 5 June.

7. 2022/92 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update on measures introduced/in progress to ease school parking issues was received. Measures include school staff/governors monitoring parking/speaking with drivers, regular school communications with parents, re-marking of yellow zigzags and re-marking of single and double yellow lines. A request for double yellow lines in the vicinity of Cooksholme Farm to be extended was considered but it was agreed not to pursue, with the current lines considered sufficient to indicate no parking in the area of the bend in the road for safety reasons. The enquirer will be advised.

Action: Clerk

The non-flashing 20mph school sign (nearest The Retreat) will be re-reported to WCC.

Action: Clerk

A report of weeds in the gutter by the Littleworth allotments has been received and arrangements will be made for these to be removed.

Action: Clerk

It was noted that parking on the Gazala Drive grass verge continues and a pile of rubble was deposited on the grass prior to removal by a skip lorry driving on the grass. A site meeting with Persimmon Homes and their contractors is scheduled for 29 April to review and agree work to complete outstanding remedial matters. Whilst on site, attempts will be made to speak with residents adjacent to the verge and letters reminding residents not to park on the verge will be sent.

Action: Clerk, Cllr Fincher

If parking continues, other measures will be considered e.g. signage, low level post and rail type barrier.

Cllr Waizeneker arrived at 8.15pm

The need for siding out of pavements along Church Lane (area opposite Cazoo site to M5 bridge) and along Norton Road (A4440 roundabout to Yew Tree Court) was highlighted. The lengthsman will be asked to attend to.

Action: Clerk

8. 2022/93 Public Rights of Way (PRoW)

The public path order pre-order consultation relating to diversion of NJ524 and NJ523(part), and extinguishment of NJ545, was noted as an exercise to complete the documentation for previously agreed changes relating to the Parkway Station development and as such no response was required. The need for the PRoW from Woodbury Lane to the Parkway Station to be maintained and to be litter picked regularly was agreed. Cllr Mrs Robinson will be asked to press the WCC PRoW Team to attend to this.

Action: Cllr Mrs Robinson

Installation of new finger post signage was noted, with the Parish Paths Warden thanked for arranging. Endeavours to progress improvements to the surfacing of the Littleworth to Stonehall bridleway continue, with efforts made to engage with field tenants to involve them in the improvement plans.

9. 2022/94 Parish Council Owned Lands

An update on field tenancy related matters was noted. It was agreed to write to the tenants to advise that the Council continues to look to document the verbal tenancy agreements into written form and will continue to serve S6 Notices to the tenants to act as a reminder of this intent, with the Council reserving the right to seek arbitration regarding this matter at a future time. Proposed Cllr Pollard, seconded Cllr Job and agreed by all. **Action: Clerk, Cllr Fincher**

Provision will be made in 2026/27 budget for re-serving of S6 Notices and in each 6th year thereafter until the tenancy succession rules have been satisfied. **Action: Clerk**

10. 2022/95 The Queen’s Platinum Jubilee

Jubilee tree bench options were considered, with purchase of a recycled plastic wood effect bench with commemorative plaque agreed up to a cost of £1,000 + VAT (including installation). Proposed Cllr Arrow, seconded Cllr Job and agreed by all. **Action: Clerk, Cllr Waizeneker**

Planting of a silver birch in the area around the Sentry statue will also be pursued as part of the statue landscaping plans. **Action: Cllr Job**

Cllr Mrs Robinson arrived at 8.40pm.

A quote was received for provision of a Jubilee Beacon. The provider has been thanked and advised that it was agreed not to progress with a beacon at the 31 March Parish Council meeting.

A WDC Jubilee funding application has been submitted. Upon approval of this, the £275 funding will be shared equally between Worcester Norton CIC and the Parish Hall Charity to support their community Jubilee events. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. **Action: Clerk**

An overview of the Jubilee events was provided. Erection of a marquee on the Hall playing field for the Norton Theatre Group production was agreed, as was consideration of a Parish Council contribution to marquee hire costs. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. Marquee providers will be explored. **Action: Cllr Job**

11. 2022/96 Adoption of Public Open Spaces/Verges Crookbarrow Road

A site meeting with Persimmon Homes and their contractors is scheduled for 29 April to review and agree work to complete outstanding remedial matters.

12. 2022/97 Sentry Statue Landscaping Proposals

The Worcester Norton Regiment Group (WNRG) continues to liaise with Griffiths regarding installation of the statue and wheelchair accessible pathways. A site meeting has been arranged for 10 May to plan installations, with representatives of the Parish Council invited. It is hoped that installation will be undertaken around the end of May/early June. The Parish Council has agreed to landscape the area around the statue and Cllr Job has agreed to work with the WNRG on landscaping plans.

Representatives of WCC will be included in the unveiling of the Sentry statue. Enquiries will be made to explore if WCC is looking to arrange unveiling of the statue and formal opening of the Parkway Station together. **Action: Cllr Mrs Robinson**

13. 2022/98 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
Approvals:	None	
Refusals:	None	
Awaiting Decision:	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
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM	Amended layout, landscaping proposals, parking, boundary details.
	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping - Variation of Conditions 3 & 4 of 20/02852/LB. Parish Council supports
	Worcester Norton Sports Club, Brockhill Lane W/22/00255/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Variation of conditions 3 & 4 of approval 20/02815/FUL. Parish Council supports
	4 Keren Drive Norton W/22/00648/CLPU	Certificate of Lawfulness for a proposed single storey rear extension
	Old Brickworks, Church Lane, Norton W/22/00606/FUL	Proposed Vehicle Imaging Studio. Parish Council objects.
	30 Salamanca Drive, Norton W/22/00642/HP	Variation of condition 2 on planning approval 21/01430/HP - amendment to roof elevation. Parish Council supports.
	Roundabout Where Broomhall Meets, Norton Road, Norton, Worcester W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
Internal Consultation:	Land At (Os 8774 5055), Hatfield Lane, Norton W/22/00787/FUL	Proposed relocation of prefabricated timber office building to plot of land between Norton Farm and Norton Grange
Other:	None	

It was agreed to submit an objection comment in respect of application W/22/00787/FUL along the lines of that submitted for the previous application W/21/01697/FUL, highlighting the inappropriate location, ecology issues and the availability of alternative sites within the vicinity e.g. the approved Woodbury Lane business premises development. **Action: Clerk**

It was agreed to ask Wychavon Planning to request removal of the new Cazoo sign until planning permission has been applied for and granted. **Action: Clerk**

It was agreed to seek an update from Wychavon Planning on when the Woodbury Lane weight limit sign will be relocated (as required under the Curnock's Yard and recently approved business premises development planning applications). **Action: Clerk**

Delay of the SWDP Review (SWDPR) process was noted, with no new timetable dates currently available. The Joint Parishes Group is seeking a meeting with Wychavon Planners to learn more. It has been agreed for the Parkway Village concept plan to be shown at the NJK Annual Parish Meeting however, this must not be photographed or taken away from the meeting. Within the Joint Parishes Group, some Parish Councils have spoken about engaging consultants to respond to the SWDPR consultation. In view of costs to engage consultants for professional advice and support being likely to run into tens of thousands of pounds, it was agreed to wait for further details of the SWDPR proposals before considering such action. It was agreed to offer the Parish Hall for the June Joint Parishes Group meeting.

It was noted that the Joint Parishes Group is looking to promote its identity as a Joint Parishes Committee. At present, NJK Parish Council representatives attend the Joint Parishes Group meetings, but decisions regarding NJK Parish Council participation in Group activities and communications rest with the Parish Council rather than its representatives. Terms of Reference proposed for the Joint Parishes Committee will be reviewed. **Action: Clerk, Cllr Waizeneker, Cllr Fincher**

Cllr Mrs Robinson left the meeting at 9.30pm.

14. 2022/99 Annual Parish Meeting 9 May 2022

Roadside signs have been ordered, the information booklet is being prepared and general arrangements were finalised. Apologies were noted from Cllr Pollard, Cllr Richmond and Cllr Lucas.

Cllr Richmond left the meeting at 9.40pm. The meeting remained quorate.

15. 2022/100 Norton Parish Hall Community Legacy Grant (CLG) Project

An update from the Parish Hall Project Working Group (PHPWG) regarding the community shop was received, with this hoped to open for the Jubilee event on 5 June. It was agreed to pay the Intelligent Vending Ltd invoice of £6,140 + VAT upfront in line with the order terms and conditions. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. **Action: Clerk**
It was noted that total planned project costs are currently £932 under budget (excl. VAT), with this to be utilised in final delivery of the shop.

16. 2022/101 Norton Connector Community Legacy Grant (CLG) Project

The update received in advance of the meeting was noted including changes to the Worcester Wheels charging structure (which will reduce costs to the Parish Council). Typically, between 60 and 80 journeys are made each month, with around 15 to 20 core passengers who greatly value this service. It was agreed to explore extending the Norton Connector to serve Hatfield. **Action: Cllr Waizeneker**
The Worcester Wheels Norton Connector documentation will be reviewed and revised as necessary to reflect changes to operations. **Action: Cllr Waizeneker, Clerk**
Discussions have been held with Worcester Wheels regarding a potential school run service and next steps include discussions with school and canvassing the opinion of parents. It was noted that a volunteer group would be needed to manage the service e.g. a rota of parents and pupils travelling on each service. Costs and potential sources of funding are being explored. Experiences of setting up the Norton Connector and running of the ongoing services have been shared with Wychavon DC, other Parish Councils and community groups. It was noted that the WCC bid for Government funding to improve bus services was not successful and news on the implications of this is awaited.

Cllr Arrow left the meeting at 9.55pm. The meeting remained quorate.

17. 2022/102 Parish Hall Recreation Facilities and Outside Space

A request for parts to install the new swing seats has been made and issues with the 'spyro giro' piece of play area equipment were noted. The supplier will be contacted to explore repair. **Action: Cllr Job**
In the meantime, the equipment will be cordoned off to prevent use. **Action: Cllr Waizeneker**
Representatives of the junior football team playing at the Parish Hall are exploring FA assistance with pitch maintenance and will provide details to the Parish Council in due course.
It was agreed to publish the Hall playing field terms and conditions of hire on the Parish Council website. **Action: Cllr Pollard**
Issues relating to the Hall picnic benches were considered further. Maintenance/replacement requirements will be explored along with replacement options/costs. **Action: Cllr Dawson**
Options/costs for a 'hardcore' base for the picnic benches will be explored further. **Action: Cllr Job**
It was agreed in principle for costs relating to the picnic benches and their base to be shared equally between the Parish Council and the Parish Hall charity, subject to budget constraints.
Issues with moles on the playing field were noted and it was agreed for Red Kite Pest Control to be instructed to visit. **Action: Clerk**

Cllr Adams arrived at 10pm.

18. 2022/103 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update on activities and highlighted increasing

fuel and other costs, with the potential for hire costs to need to be increased. Solar panels are providing benefit, with savings to be maximised upon delivery/installation of the new meter. Discussions relating to the shop are detailed under agenda item 15.

19. 2022/104 Worcester Norton Sports Club/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher (Council WNCIC Board representative) including progress towards achieving a lease.

20. 2022/105 Neighbourhood Plan

The updated 'Parish Aspirations' document was noted. This will be circulated at the Annual Parish Meeting and added to the Parish Council website.

Action: Cllr Pollard

The 'Parish Aspirations' document will be reviewed in July 2022 (quarterly review). **Action: Cllr Lucas**

21. 2022/106 Allotments

Vacant plots are being allocated, tenants not adequately working their plots are being contacted and a site meeting is being arranged for the allotment trough plumbing to be reviewed for maintenance/upgrading. Continuance of the existing annual rodent control contract will be explored with Red Kite Pest Control. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. **Action: Clerk**

22. 2022/107 Employment Matters

Employee annual reviews are in the process of being re-arranged (due to Covid matters).

23. 2022/108 Finance

a) It was proposed by Cllr. Pollard, seconded Cllr. Job **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 April	14.44
	Reimbursement of monthly Zoom fee for April 2022	14.39
	Website and email migration and automated newsletter updates	75.00
	Instant Ink April 2022	22.49
Grounds/ Parish Property Maintenance	Playing field mowing March	120.00
	Churchyard mowing	126.00
	Lengthsman work	259.00
	Mow footpath 20 (NJ543)	75.60
	Mow areas adopted from Persimmon Homes 6 April (commuted sum)	186.00
	Mow areas adopted from Persimmon Homes 17 April (commuted sum)	186.00
Community Services	Norton Connector March	1,128.00
TOTAL		2,206.92

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	April 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,664.52
Administration	Parish Council mobile phone contract May DDR	20.99
	Field tenancy matters – tenant A	302.40
	Field tenancy matters – tenant B	302.40
Grounds/ Parish	Churchyard mowing	126.00
	Equipment for apiary	364.15
	Equipment for apiary and bee colonies	592.26

Property Maintenance	One x G-Snack Design Line SDX Master Vending Machine XL (Master) with bespoke configuration, plus delivery, installation and training, payment system and secure mounting kit	7,368.00
	TOTAL	11,740.72
	GRAND TOTAL	13,947.64

* Incl. VAT where payable

b) The Worcestershire CALC membership renewal is due but is yet to be received. Members were in agreement to renew. Proposed Cllr. Pollard, seconded Cllr. Job and agreed by all. **Action: Clerk**

24. 2022/109 Correspondence for Information

See Appendix 1 for a list of correspondence received. It was noted that the resident that has raised Woodbury Park broadband matters with the Parish Council is in communication with Nigel Huddleston MP to seek support in resolving the situation.

25. 2022/110 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

26. 2022/111 Items for Update to Local M.P.

None.

27. 2022/112 Councillors' Reports and Items for Future Agenda

None.

28. 2022/113 Date of Next Meeting

Annual Parish Council Meeting 26 May 2022

The meeting closed at 10.25pm

Correspondence Received for 28 April 2022 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: New website functionality, March Wychavon Area meeting, 2021/22 Pay Scales, End of Year Audit and Practitioners Guide, Civility & Respect, Guidance on the Death of a National Figure, Potential Scam, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin
Community First	E-bulletins
CPRE	Campaign updates, Countryside Voices magazine spring 2022
NALC	Newsletters and Chief Exec's bulletins
Neighbourhood Alerts	April OUR NEWS Neighbourhood Watch newsletter
One Network	Local roadworks reports
Resident	Broadband - Woodbury Park
Resident	Copy of correspondence sent to County and District Councillors 'Norton-Juxta-Kempsey Neighbourhood Plan at Risk'
Resident	Parking and fly tipping on Gazala Drive grass verge
Resident	Parking on double yellow lines Wadborough Road, Littleworth
Resident	Poor mobile phone signal
Resident	Road/pavement sweeping Wadborough Road, Littleworth
Resident	Superfast Broadband enquiry
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins and updates
Worcs Association of Carers	Caring News spring edition
Worcs CC	<ul style="list-style-type: none"> • Public path order pre-order consultation: proposed diversion of footpaths nj-524 and nj-523(part) formerly footpath 9, and extinguishment of footpath nj-545 (formerly footpath 21) in the parish of Norton juxta Kempsey • Pershore Schools Review: April Cabinet Update
Worcs CC Highways	Closure of part of Hatfield from its junction with Wadborough Road to its junction with Hatfield Lane for laying of ducting for fibre broadband by Grub Construction. Anticipated duration: 18 days Commencing: 23 May 2022. Access to properties to be maintained.
Wychavon DC	<ul style="list-style-type: none"> • Wildlife harmed by second fire at Avon Meadows, Pershore 9 April • A feast of fun on offer at the Vale of Evesham Food Festival 7/8 May • Delay to SWDP publication • Deadline approaching for Platinum Jubilee road closure applications (22 April) • Ticket to Ride event - Wednesday 27 April at 5.30pm, Civic Centre, Pershore • Wychavon speech and language project improves children's communication skills • Parish Matters April 2022
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 28 April 2022 • Minutes Planning Committee meeting 31 March 2022 <p><u>Approval Notices:</u> W/22/00642/HP - 30 Salamanca Drive, Norton: Variation of condition 2 on planning approval 21/01430/HP - amendment to roof elevation</p>