

**MINUTES OF THE ANNUAL MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 26<sup>TH</sup> MAY 2022**

There were no Public Question Time discussions.

**1. Election of Chairman**

Cllr. Fincher was proposed as Chair by Cllr. Waizeneker, seconded by Cllr. Lucas and all were in favour. Cllr. Fincher accepted this position and was elected as Chairman. Cllr. Fincher signed the Chairman's undertaking and declaration of acceptance at the close of the meeting.

**2. Apologies for Absence:** M. Perks. Late arrival – P. Richmond. These apologies and the reasons for them were approved and accepted.

**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, C. Lucas, 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)

**3. Election of Vice-Chairman**

Cllr Richmond was proposed as Vice-Chairman by Cllr. Dawson, seconded by Cllr. Pollard and all were in favour. Cllr. Richmond accepted this position and was elected as Vice-Chairman. Cllr. Richmond signed the Vice-Chairman's undertaking and declaration of acceptance at the close of the meeting.

**4. Changes to Membership**

The Parish Councillor vacancy will be advertised for co-option.

**Action: Clerk**

It was agreed for publicity to encourage wider interest to increase the diversity of Council membership.

**5. Declarations of Interest**

a) Reminder and requirements noted.

b) c) d) Cllr Richmond's Disclosable Pecuniary Interest in agenda item 19 was noted (relating to planning application W/22/00587/OUT).

**6. To consider and adopt/re-adopt Council Standing Orders, Financial Regulations (including Appendix), Complaints Procedure, Scheme of Delegation and Online Banking Process.**

The existing documents were re-adopted. Proposed Cllr. Pollard, seconded Cllr. Lucas and agreed by all.

**7. To Note Council's Code of Conduct**

The adopted Code of Conduct was noted, with compliance to be continued. Proposed Cllr. Arrow, seconded Cllr. Pollard and agreed by all.

**8. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors**

Allocation of responsibilities was reviewed and agreed unchanged. Proposed Cllr. Pollard, seconded Cllr. Lucas and agreed by all.

**9. To Note the Council's Risk Assessment and Insurance Requirements**

These were noted as agreed at the Parish Council meetings of 20 January and 31 March 2022.

**10. 2022/114 Minutes**

a) Minutes of the Parish Council meeting held on 28 April 2022 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Job, seconded Cllr Pollard and agreed by all.

Cllr Richmond joined the meeting at 7.45pm.

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**

**11. 2022/115 Reports**

**a) Cllr R. Adams (District Councillor)**

Cllr Adams provided a report including the new Wychavon DC Chairman and Vice-Chairman, proposals

for Wychavon's town centres, the Covid Community Recovery Fund, WDC support for Ukrainian settlers, a new WDC Planning Committee Chairman and cancellation of the Parkway new development community liaison group meeting on 1 June (to be rescheduled). The need for residents to respond as individuals to the SWDP Review consultation (when this is available) was highlighted. It was noted that this was communicated to residents at the Annual Parish Meeting. Contact will be made with Cllr Paul Middlebrough, in his capacity as Assistant Police and Crime Commissioner, to seek to progress Police installation of a defibrillator in the St James Road phone box which is owned by the Police.

**b) Cllr Mrs L. Robinson (County Councillor)**

Cllr Mrs Robinson's report received in advance of the meeting was noted. Parish Council members were thanked for all of their efforts and progress with community projects/activities in the past year. A meeting will be arranged between the WCC Cabinet Member for Highways and Parish Council representatives to discuss ATC issues. **Action: Cllr Mrs Robinson**

Disappointment was expressed at the WCC plans for installation of low level lighting along Brockhill Lane to the A4440 bridleway bridge, as the area proposed for lighting doesn't encompass the area most in need of low level illumination. Issues relating to sufficient light for solar powered lighting were noted along with a prohibitive cost for installation of a power supply. WCC representatives indicated that feedback received during a site visit was that residents living along Brockhill Lane were very much against installation of any form of lighting. It was noted that this does not reflect the results of the community consultation which evidenced 4 of the 6 Brockhill Lane residents that responded to the survey being in favour of low level lighting. The subject of lighting will be included in discussions with the WCC Cabinet Member for Highways.

The length of The Barracks curtilage wall that is intended for repair was discussed. Clarification to be sought from WCC regarding the length of the wall due to be repaired and the need for planning permission for all works proposed (as the wall is a listed structure). **Action: Cllr Mrs Robinson**  
Following feedback regarding the abundance of overgrown weeds growing in gutters at Norton, a request will be made for street cleaning. **Action: Cllr Mrs Robinson**

**c) Finance**

- (i) Balances: current account £7,237.59 and deposit account £127,657.02 (both 26 May). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
- (ii) Monthly accounts and bank reconciliation to 30 April 2022 are not available due to preparation of the year end accounts.
- (iii) Draft year end accounts have been received and following review of these the internal audit will be undertaken. The Annual Governance and Accountability Return and supporting papers are being 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 continue to be most popular e.g. the Chairman's blog. The Council website and Facebook page details will be displayed on Council noticeboards along with contact details for the Clerk. **Action: Cllr Waizeneker**

Notices will be displayed on the Council noticeboards to show the 2022 Council meeting dates, the Council logo and ways to contact the Council. **Action: Cllr Job**

The Council website and Facebook details will be included in Clerk, Assistant Clerk and Councillor email signature blocks. **Action: All**

**f) West Mercia Police**

The Police update received in advance of the meeting was noted. There has currently been one expression of interest from residents relating to the West Mercia Speed Watch Scheme; six resident volunteers would be needed to explore the Scheme further.

**g) St. James the Great Church, Norton**

Further information relating to the 'As One' initiative is awaited for consideration.

**12. 2022/116 Apiary Project and Tranquillity Garden**

The report circulated in advance of the meeting was noted. The draft Tranquillity Garden Community Legacy Grant application was considered. Subject to the community consultation outcome being positive and the majority of responses supporting the proposal, it was agreed to submit the application. Proposed Cllr Job, seconded Cllr Waizeneker and agreed by all. **Action: Mr Perks**

### **13. 2022/117 Public Rights of Way (PRoW)**

The Parish Paths Warden (PPW) report circulated in advance of the meeting was noted. The PPW will be thanked for the work being done and for keeping the Council informed. **Action: Cllr Fincher**  
Endeavours to progress surfacing improvements to the Littleworth to Stonehall bridleway continue, with an update awaited from Griffiths regarding their availability to carry out the proposed works.

### **14. 2022/118 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

An update on measures to ease school parking issues was received including school texts to parents when issues arise, governor patrols, re-marking of single and double yellow lines, availability of the WCC CCTV van and discussions to explore a Norton Connector school run service.

The two non-flashing 20mph school signs will be re-reported to WCC.

**Action: Cllr Job.**

An update was received following the site meeting with Persimmon Homes (PH) and their contractors on 29 April to review and agree work to complete outstanding remedial matters. Further work that PH has agreed to carry out was explained, although work may be delayed by the need to seek permission to replace a tree covered by a TPO. Cllr Fincher and the Clerk spoke to those residents living adjacent to the Gazala Drive grass verge that were available to explain work to be carried out and to remind residents of not parking on the grass. Letters will be sent to all residents adjacent to the verge by way of update/reminder.

**Action: Clerk**

### **15. 2022/119 Norton Connector Community Legacy Grant (CLG) Project**

Discussions continue with school and Worcester Wheels (WW) to explore a school run service. It was noted that parental support was vital in the service being viable both financially and operationally. School has started an initial consultation which has prompted two expressions of interest to date. Changes to the charging structure for the existing Norton Connector service were noted, with the result being reduced operating costs. Based on the new charging structure and current passenger numbers, funding held should allow the service to run for a further 12 months. With 50-70 journeys per month, the NC provides an important social service, with positive feedback received from Wychavon DC. Discussions continue with the WCC Transport Team regarding future funding and operating opportunities.

A Great Western Railway (GWR) funding opportunity was highlighted, with ideas to be explored further with WW and GWR.

**Action: Cllr Waizeneker**

Cllr Mrs Robinson left the meeting at 9.30pm.

### **16. 2022/120 Parish Council Owned Lands**

The need to review and revise the Parish Hall lease was considered along with the £3k budget provision for this work. After discussion it was agreed that the lease element of the original Lease and Trust Deed is workable, that the Hall Trustees appear content to work within the framework of the lease and that the budget provision could be spent in another manner that would better benefit the community. It was noted that the trust deed element of the original Lease and Trust Deed has been updated by the Hall Trustees, with a copy of the revised Charity Constitution previously provided to the Parish Council and the Charity Commission. The Charity Commission website will be reviewed to ensure that this includes the revised Charity Constitution.

**Action: Cllr Fincher**

It was agreed for the lease to remain unchanged at the current time. Proposed Cllr Lucas, seconded Cllr Pollard and agreed by all.

### **17. 2022/121 Sentry Statue Landscaping Proposals**

The Worcester Norton Regiment Group (WNRG) continues to liaise with Griffiths regarding installation of the statue, with groundworks due to start and the sentry statue currently scheduled for installation w/c 6 June. Bases for benches and information boards will also be installed by Griffiths. Landscaping plans will be developed following installation of the statue. The Parish Council budget for landscaping works will be advised to Cllr Job.

**Action: Clerk**

A draft risk assessment has been received from the WNRG, with revisions requested following review.

The WNRG will be asked what plans it has for the statue maquette.

**Action: Cllr Job**

### **18. 2022/122 The Queen's Platinum Jubilee**

Community events at the Parish Hall and at Worcester Norton Sports Club were highlighted. A grant application received from the Norton Theatre Group (relating to an activity at the Hall Jubilee picnic) was considered and a £250 grant agreed. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all.

**Action: Clerk**

An update was received relating to the proposed Jubilee tree bench, with costs exceeding that agreed at the April Parish Council meeting. It was agreed to purchase a brown tree bench made from recycled materials at a cost of £1,510 including fixing kit and delivery plus VAT. Purchase of a commemorative plaque was also agreed at a cost not exceeding £90 (excl. VAT). Proposed Cllr Job, seconded Cllr Arrow and agreed by all.

**Action: Clerk**

## 19. 2022/123 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	Old Brickworks, Church Lane. W/22/00606/FUL	Proposed Vehicle Imaging Studio. Parish Council objects.
	4 Keren Drive Norton W/22/00648/CLPU	Certificate of Lawfulness for a proposed single storey rear extension
	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
<b><u>Refusals:</u></b>	None	
<b><u>Awaiting Decision:</u></b>	Land to the south of the City of Worcester, Bath Road. MHDC/13/00656/OUT Welbeck Land	Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed- use development with local centre to the south of Worcester. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports. Plus amendment to extend length of wall to be rebuilt.
	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB and 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 20/02852/LB / 20/02815/FUL.
	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. W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
	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. Parish Council objects.
	Properties 1 and 2, Church Cottage, Church Lane. W/22/00587/OUT	Outline application (with some matters reserved) for the construction of 2no. new dwellings. Parish Council supports in principle.
	The Elms, Hatfield Lane, W/22/00845/HP	Relocation and installation of new domestic heating oil tank. Parish Council supports.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of the Barn 1 timber framed structure and its plinth walling. The roof sheeting and purlins were stripped off by a recent windstorm and subsequently timber frame fell as it lost its roof bracing. Parish Council objects.
	Anglers Club House And Fishing Lakes, Church Lane, Norton W/22/01021/ADV	1No. Totem, 2No. Letter Signs, 3 no. fascia signs and 7 No. directional signs. Parish Council does not object to proposed signage but issues with the application highlighted including the retrospective nature of this.
<b><u>Internal Consultation:</u></b>	None	
<b><u>Other:</u></b>	None	

An update on the Joint Parishes SWDP Review Group activities was received, including correspondence with Nigel Huddleston MP. The Joint Parishes Group will press for prompt rescheduling of the Parkway new development community liaison group meeting.

#### **20. 2022/124 Community Liaison Groups**

It was agreed to seek to progress a community liaison group with Cazoo Ltd, aiming for this to be a community run group. **Action: Cllr Lucas**  
It was agreed to seek an introduction to the developers/occupiers of the new Norton Road warehouse site with a view to building a community relationship. **Action: Cllr Arrow**  
It was agreed to consider adopting a similar liaison group approach to the various businesses operating along Woodbury Lane when work starts on the recently approved office development.

#### **21. 2022/125 Annual Parish Meeting 9 May 2022**

An overview of the meeting was provided to members unable to attend. Positive feedback was received relating to Parish Council activities, with thanks extended to all members and the Clerk.

#### **22. 2022/126 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 due to open at the Jubilee event on 5 June. Whilst costs are currently c. £1,400 under budget, there are plans to fully utilise the funding. Two volunteers have been identified to run the shop and discussions are underway with local suppliers regarding sale of produce. It was agreed to pay the Pure Food Systems Ltd vending machine invoice of £2,500 + VAT. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

#### **23. 2022/127 Parish Hall Recreation Facilities and Outside Space**

Issues relating to the Hall picnic benches were considered further. Quotes for replacement with benches made of recycled materials will be sought for consideration. **Action: Cllr Dawson**  
Contact will be made with Griffiths to explore whether they would install a hardstanding base for the picnic benches. **Action: Cllr Fincher**  
Funding for new benches and installation of a hardstanding/slabbed base will be explored with Cazoo Ltd. **Action: Cllr Lucas**  
Details of bench and slab laying quotes will be provided to Cllr Lucas. **Action: Cllr Dawson/Cllr Job**  
A request for Drakes Broughton Junior/Youth (under 14) teams to use the Parish Hall football pitches was considered. This was agreed along with on-site, outdoor storage of the team's moveable goal posts. The baseball team has been asked if it needs the old shed as storage following installation of its new shed. If vacated, the old shed would provide storage space for the football team. Following review of old equipment that is no longer required/in a poor state of repair, it was agreed to dispose of the old line marking machine, with this to be offered to the Norton Croquet Club. **Action: Clerk, Cllr Pollard**  
New bearings have been ordered for the 'spiro gyro' item of play area equipment.

#### **24. 2022/128 Parish Hall**

The new meter associated with the green energy system is due to be installed shortly and the contractor that completed the roof work is returning to carry out some remedial work.

#### **25. 2022/129 Worcester Norton Sports Club/Worcester Norton Community Interest Company**

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 and design/project team activities and funding of costs. WNCIC will meet to assess the situation after the WNSC Extraordinary General Meeting scheduled for early July.

#### **26. 2022/130 Neighbourhood Plan**

The 'Parish Aspirations' document will be reviewed in July 2022 (quarterly review). **Action: Cllr Lucas**  
No additional aspirations were raised at the Annual Parish Meeting.

#### **27. 2022/131 Allotments**

An update was received including vacant plots being allocated, tenants not adequately working their plots being contacted and progress with review of allotment trough plumbing for maintenance/upgrading. Cllr Richmond offered assistance with plumbing matters.

## 28. 2022/132 Employment Matters

Employee annual reviews are in the process of being re-arranged. It was agreed for carry forward of 48 'banked' hours for the Clerk into 2022/23 plus carry forward of 85.75 hours holiday into 2022/23. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. It was noted that the level of hours/holiday carried forward by the Clerk is reduced from that carried forward into 2021/22. It was agreed to consider reviewing the number of contracted hours for the Clerk and Assistant Clerk. The Council continues to encourage employees to take their holiday entitlement but is content for some holiday/banked hours to be carried forward at manageable levels to support flexible working.

## 29. 2022/133 Finance

a) It was proposed by Cllr. Arrow, 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	'A' frame chalkboard for village shop	34.90
	Chalkboard hanging signs for village shop	13.98
	Literature display and suggestion box	31.99
	Instant Ink May 2022	22.49
	Monthly webhosting charge May	14.44
	Expenses reimbursement	7.99
	Grant funding – community Jubilee event	137.50
	APM Information booklet printing and roadside signs	216.00
	Bunting for Jubilee event at Parish Hall	216.00
	50% of annual accountancy fee	600.00
	Chain of Office bar clips – M. Reeves and H. Turvey	120.62
	Land tenancy matters	604.80
	Grant funding – community Jubilee event	137.50
	Annual CALC subscription incl. NALC affiliation fee	1,078.87
Grounds/ Parish Property Maintenance	Playing field mowing April	217.92
	Lengthsman work April 2022	210.00
	Churchyard mowing	126.00
	Mowing areas adopted from Persimmon Homes 1 May	186.00
	Mowing areas adopted from Persimmon Homes 13 May	186.00
	Village shop sign	158.75
	Allotment water bill	6.98
Community Services	Norton Connector April	340.00
Capital Items	Welcome to Norton sign	840.00
	<b>TOTAL</b>	<b>5,508.73</b>

\* Incl. VAT where payable

### Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	May 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,309.15
Administration	Parish Council mobile phone contract June DDR	20.99
	Reimbursement of Cloud Next costs	20.36
Grounds/ Parish Property Maintenance	Allotment water bill	57.91
	Mow churchyard, mow field adj. Coppice Cottage and clear brambles in coppice area at Parish Hall	254.40
	Wall mounted chalkboard for shop	28.85
	Vending machine for shop	3,000.00
	<b>TOTAL</b>	<b>5,691.66</b>
	<b>GRAND TOTAL</b>	<b>11,200.39</b>

\* Incl. VAT where payable

**30. 2022/134 Correspondence for Information**

See Appendix 1 for a list of correspondence received.

**31. 2022/135 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**32. 2022/136 Items for Update to Local M.P.**

None.

**33. 2022/137 Councillors' Reports and Items for Future Agenda**

Item for June agenda: Consideration of installation of a dog waste bin along Norton Road between the field gate to the PRow and the A4440 roundabout. **Action: Clerk**

**34. 2022/138 Date of Next Meeting**

Parish Council Meeting 23 June 2022

The meeting closed at 10.40pm

<b>Correspondence Received for 26 May 2022 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	Updates on various matters and training sessions, including Elections 2023 - Recruiting new Councillors, Local Council Award Scheme Accreditation Panel, NALC Sector Finance Survey, Partnership with Clear Utility, Twenty is Plenty, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin
Clerks and Councils Direct	Newsletter May 2022
Community First	E-bulletins
CPRE	Campaign updates and information
Highways England	M5 junction 6 to junction 7 safety barrier replacement update
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Resident	Apiary and Tranquillity Garden
Resident	Norton Connector School Run Service
Resident	Norton Connector School Run Service
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	The Clerk magazine May 2022, Chief Exec news bulletins and updates
Worcs CC	<ul style="list-style-type: none"> <li>• Temporary closure of Woodbury Lane for carriageway resurfacing (expected for 9 days commencing 11 June)</li> <li>• Worcestershire Minerals Local Plan: Receipt Of Inspectors' Report</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Agenda Planning Committee meeting 26 May 2022</li> <li>• Minutes Planning Committee meeting 28 April 2022</li> <li>• New Wychavon Chairman</li> <li>• Changes to Wychavon's top team announced</li> <li>• Proposals unveiled for Wychavon's town centres</li> <li>• Wychavon prepares to celebrate Platinum Jubilee</li> <li>• New Droitwich In Bloom trail</li> <li>• Energy Bills Rebate payments to start</li> <li>• Launch of £150,000 Covid-19 Community Recovery Fund</li> </ul>