

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 21<sup>ST</sup> JULY 2022**

See Appendix 1 for Public Question Time discussions.

1. **Apologies for Absence:** D. Lucas, M. Pollard, P. Richmond. These apologies and the reasons for them were approved and accepted.  
**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, 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**  
The Parish Councillor application received was considered. It was agreed for Cllr Arrow and Cllr Job to meet with the applicant and to invite them to attend the September Parish Council meeting, which will allow them to observe a meeting and expectations of the Parish Councillor role. **Action: Clerk**
3. **Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) c) d) None.
4. **2022/166 Minutes**
  - a) Minutes of the Parish Council meeting held on 23 June 2022 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Job, seconded Cllr Waizeneker 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. **2022/167 Reports**
  - a) **Cllr R. Adams (District Councillor)**  
Cllr Adams' report included The Queen's Baton Relay, new WDC Community Officers and support for looked after children. Enquiries will be made to explore opportunities for tickets for NJK community events to be made available for looked after children. **Action: Cllr Fincher**  
Community Legacy Grants and the WDC Ward Boundary consultation will be discussed under agenda items 6 and 7.  
Apologies were noted for the 29 September Parish Council meeting. **Action: Clerk**
  - b) **Cllr Mrs L. Robinson (County Councillor)**  
Cllr Mrs Robinson's report received in advance of the meeting was noted and will be published on the Parish Council website as information to residents. **Action: Cllr Pollard**  
Further updates received included:  
Dates are awaited for the ATC meeting with the WCC Cabinet Member for Highways. The WCC Highways Liaison Engineer will be contacted to explore where the £10k s106 funding for traffic calming measures in Church Lane, Norton is being held. **Action: Cllr Mrs Robinson**  
A schedule for the WCC maintenance work (to the section of Barracks wall along Brockhill Lane not being rebuilt) is being sought.  
Weed spraying around Brockhill, Norton has been requested, as has repair of the 20mph flashing signs in the vicinity of school. A proof of the new Welcome to Norton sign has been requested for the Parish Council to confirm the Regimental Crest.  
The CCTV parking van is currently visiting schools within Worcester City as part of a trial. NJK Parish is on the waiting list for visits when the trial is extended to a wider area (although further funding may be required to extend the trial).  
WCC Highways has advised that WDC is due to serve a Breach of Condition notice on the developer regarding relocation of the weight limit sign along Woodbury Lane (WDC planning references 17/01934/FUL (condition 9) and 21/01166/FUL (condition 13)).
  - c) **Finance**
    - (i) Balances: current account £8,130.18 and deposit account £112,884.35 (both 21 July). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
    - (ii) Monthly accounts and bank reconciliation to 30 June 2022 will be circulated. **Action: Clerk**

(iii) The 2021/22 year end audit has been advertised as required and the Annual Governance and Accountability Return has been submitted with supporting documentation within the required timescale.

**d) GDPR**

Nothing further to report.

**e) Social Media Communications**

The report circulated was noted, with levels of engagement continuing to grow.

**f) West Mercia Police**

The introductory letter from Superintendent Rebecca Love was noted.

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

Nothing further to report.

**6. 2022/168 Apiary Project and Tranquillity Garden**

The Community Legacy Grant (CLG) application has been unsuccessful however a further round of CLG funding is being planned by WDC. Mr Perks and the beekeepers continue to seek and explore other funding opportunities in support of the apiary and tranquillity garden projects. Also see public question time discussions.

**7. 2022/169 Wychavon Electoral Ward Proposals**

Updated Boundary Commission for England proposals were considered. It was agreed for a response to be submitted in support of the revised proposal for the existing Norton and Whittington single member Ward to become the Drakes Broughton, Norton and Whittington two member Ward. (Deadline for submission of responses 8 August). **Action: Cllr Fincher**

**8. 2022/170 Public Rights of Way (PRoW)**

No further news.

**9. 2022/171 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

Lack of maintenance to the narrow roadside verge adjacent to the Crookbarrow Road/Church Lane bend was discussed, with the height of the grass impacting upon visibility. A request for cutting will be made to WCC Highways. **Action: Cllr Mrs Robinson**

If considered appropriate, the Parish Council was supportive of the large grass verge in this area being retained as biodiversity habitat (with limited cutting) and the narrow roadside verge being cut regularly. Clearance of undergrowth/debris from the base of Parish Council owned sections of hedge along Wadborough Road, Littleworth, instructed under the Clerk's delegation at a cost of £378 + VAT, was confirmed.

**10. 2022/172 Norton Connector (NC) Community Legacy Grant (CLG) Project**

An update was received including continuance of the average number of journeys per month and the new operating charging structure working to the benefit of the Council. There has been little response from parents to the consultation regarding a NC school run service and this will be revisited with the NJK CE Primary School Head Teacher in September. There has been no further news following submission of the electric vehicle minibuss funding application to Great Western Railway.

**11. 2022/173 Sentry Statue Landscaping Proposals**

The statue is installed, with insurance in place, and with formal unveiling scheduled for 19 September. Landscaping of the area will be commenced after unveiling (unless this can be fully completed before this date). A bare area of ground was highlighted, with the Parish Groundsman to be asked to explore, apply grass seed and to water. **Action: Clerk**

Installation of CCTV was considered as a security measure. It was agreed not to pursue this at the current time as it was considered to be only a limited deterrent, with identification of any persons believed to be difficult.

Reimbursement of 2022 insurance costs will be arranged with the Worcester Norton Regiment Group and a letter of statue adoption will be drafted for the agreement of Council members. **Action: Clerk**

## 12. 2022/174 Planning

The following current planning applications were noted.

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b><u>Approvals:</u></b>	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 and 20/02815/FUL. Parish Council supports
<b><u>Refusals:</u></b>	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.
<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 & improvement of existing access, incl. green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	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 – Broomhall/ Norton Road/ Norton W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
	1 and 2, Church Cottage, Church Lane, Norton W/22/00587/OUT	Outline application (with some matters reserved) for the construction of 2no. new dwellings. Parish Council supports in principle.
	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 the 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.
	Unit 8, Crucible Business Park, Woodbury Lane, Norton W/22/01137/FUL	Change of use of vacant building from Sui Generis to Use Class E (Commercial, Business and Service), B2 (General Industrial) and B8 (Storage and Distribution) uses, partial demolition of building, Re-cladding and Re-roofing of building, new fenestration and doors, covered cycle parking. Parish Council supports with comment
	La Gardensana, Caravan At, Church Lane, Norton W/22/01230/CLE	Application for a Lawful Development Certificate for Existing use for C3 residential use and associated residential curtilage (garden land). The applicant has continuously lived in the caravan and utilised the curtilage for domestic garden use for more 33 years. Parish Council supports.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01321/FUL	Construction of new building as replacement for substantially collapsed previous building - barn 1. Parish Council comments submitted, including reference to its objection comment to the connected planning application W/22/01044/LB.
<b><u>Internal Consultation:</u></b>	None	
<b><u>Other:</u></b>	None	

Proposals received from St Peter's Parish Council for a joint meeting regarding land currently occupied by travellers was considered. To inform discussions, it was agreed to seek the views of St Modwen's

regarding land adjacent to its development boundary being occupied by travellers, and to feedback the response received to St Peter's Parish Council. **Action: Cllr Arrow**

An update was received following the 28 June SWDP Review Joint Parish Council (JPC) meeting, with a further meeting arranged for 11 August. The JPC Group continues to press the SWDPR Team for answers to questions that remain outstanding. Information from the meeting will be shared with Council members, with the confidential nature of some of this information noted. **Action: Cllr Waizeneker**

The JPC Group is preparing a submission to the Planning Inspector which NJK Parish Council will have the opportunity to review and to agree whether it wishes to be a signatory to. It was agreed for Cllr Waizeneker to continue to attend JPC Group meeting and to progress matters as discussed.

### 13. 2022/175 Neighbourhood Plan

An update was received following quarterly review of the Parish Aspirations document, with updates added to the Parish Council website. The next quarterly review is due in October 2022. It was noted that the Neighbourhood Plan is due for review every 5 years.

### 14. 2022/176 Allotments

The update provided in advance of the meeting was considered, with good progress being made. It was agreed that if the required work hasn't been completed following issue of a notice of maintenance to tenants, then tenancies will be ceased in line with the letters issued. Allotments were agreed as an important community asset and now, more than ever, they must be fully cultivated and productive.

### 15. 2022/177 Parish Hall Recreation Facilities and Outside Space

The content of the annual safety inspection report was considered. All items highlighted are assessed as low/very low risk with the exception of the 'spiro gyro/hip hop' piece of equipment with this assessed as medium risk. The need for repair of this item was noted prior to the inspection and it remains out of action pending completion of the repair (which is being progressed). Quotes obtained for inspections of recreation facilities and for maintenance contracts were considered. It was agreed to instruct RPM Ltd to repair the 'spiro gyro/hip hop' at a cost of £385 + VAT (using the bearings already obtained). Cllr Arrow will attend the repair subject to diary commitments. It was noted that should additional work be identified during the repair, this would result in additional cost. Proposed Cllr Waizeneker, seconded Cllr Job and agreed by all. **Action: Clerk**

Cost of maintenance to the roundabout was considered. It was agreed to monitor the roundabout on the basis of it being identified as a low risk item in the safety inspection report. Replacement cost will be explored for comparison to maintenance costs. **Action: Cllr Job**

Cllr Dawson gave apologies and left the meeting at 9.50pm. The meeting remained quorate.

The Parish Groundsman is attending to smaller items of maintenance highlighted within the report. It was agreed to seek a timescale for completion of these items of work, with the potential to close the play area for half a day if needed and arranged in advance. **Action: Clerk**

Quote for repairs to the play area fencing will be sought. **Action: Clerk**

The Groundsman will be asked to explore potential trip points in the play area surfacing and options for remedy. **Action: Clerk**

Planning for replacement/refurbishment of the play area will be revisited along with the rate of funds being placed to reserves for this purpose. **Action: Clerk**

Details of inspection and maintenance contracts will be circulated to members. **Action: Cllr Arrow**

It was agreed to explore the potential for an open air gym and the potential for pitch improvements by the FA as discussed during the public question time session.

It was agreed to host an outdoor cinema event at the Parish Hall on 26 August with this arranged and organised by the WDC Place Projects Manager in liaison with the Parish Hall Manager and the Parish Council. The organiser will be advised. **Action: Clerk**

Installation of the removable bollard between the MUGA and the play area will be arranged to restrict unauthorised vehicular access. **Action: Cllr Arrow, Cllr Waizeneker, Clerk**

The Hall Trustees have agreed to replace the playing field picnic benches which are used by Hall coffee shop customers. It was agreed for the Parish Council to continue to explore options to provide a solid base for the benches. Contact will be made with the contractor that delivered the new multi-function rooms at the Hall to seek ideas for a cost effective solution and quotes. **Action: Cllr Waizeneker**

The baseball team will be asked to remove their surplus slabs from the area around the panto storage container. **Action: Clerk**

#### 16. 2022/178 Norton Parish Hall Community Legacy Grant (CLG) Project

The community shop continues to be very popular. The final machine is due to be delivered in the next few weeks and the first Nayax payment (for card transactions) is awaited. Additional suppliers are being identified (many local) and the range of produce available is expanding. The Hall Trustees have extended the hours of a current employee to manage stock. Solutions to improve ventilation within the shop are being explored along with costs.

**Action: Cllr Arrow, Cllr Waizeneker**

#### 17. 2022/179 Parish Hall

As discussed under earlier agenda items. The defibrillator has been checked, with all items in date. One of the Hall Trustees is undertaking regular defibrillator maintenance checks.

#### 18. 2022/180 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) which highlighted correspondence from WNCIC to WNSC Ltd (copied to the Parish Council), cancellation of the WNSC Ltd Extraordinary General Meeting, lack of WNSC Ltd agreement to achieve a lease and the potential for all s106 funding to achieve re-development of the site to be lost. WNCIC will reassess WNSC Ltd support for the project and availability of an acceptable lease in mid-September, with a view to recommencing activities in advance of the deadline to stop return of the s106 monies to the developer (1 October 2022).

#### 19. 2022/181 Employment Matters

Nothing further to report.

#### 20. 2022/182 Finance

a) It was proposed by Cllr. Job, seconded Cllr. Arrow **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

##### Accounts for Confirmation:

Creditor	Detail	Amount £ *
Administration	CPRE annual membership	36.00
	Norton Theatre Group grant funding	100.00
	HP Instant Ink May/June printing	28.49
	Noticeboard headers	36.00
	Quarterly PAYE and NI payment	967.63
	Sentry statue insurance	270.75
	Summer newsletter printing	218.38
	Zoom subscription May 2022	14.39
Community Services	Norton Connector June 2022	300.00
	Norton Connector May 2022	440.00
Grounds/ Parish Property Maintenance	Annual safety inspection Hall outside recreation facilities	204.00
	Allotments pest control (12 month contract)	285.00
	Bearings for play equipment (spyro giro)	215.09
	CCTV for Hall shop	1,050.00
	Churchyard mowing 30 June	126.00
	Mowing areas adopted from Persimmon Homes 11 July	186.00
	Mowing areas adopted from Persimmon Homes 24 June	186.00
	Parish Hall playing field mowing June	217.92
	Reimbursement for dogs on leads signs	4.77
	Siding of roadside hedge Wadborough Road, Littleworth	198.00
	Supply of mag lock door kit for Hall shop	251.62
	<b>TOTAL</b>	<b>5,336.04</b>

\* Incl. VAT where payable

**Accounts for Payment:**

<b>Creditor</b>	<b>Detail</b>	<b>Amount £ *</b>
Administration	Parish Council mobile phone contract July DDR	9.00
	Refund of refundable allotment deposit (plot 25A)	50.00
Capital Items	Jubilee tree bench and fixing kit	1,822.80
	New noticeboard for Parish Hall site	2,349.08
	Removable bollard for field and installation	384.00
Grounds/ Parish Property Maintenance	6 x dogs on lead notices	23.88
	Churchyard mowing 16 July	126.00
	Hedge maintenance Wadborough Road (allotments, field, Hall car park frontage): debris/undergrowth clearance below hedge	453.60
	One large dogs on lead and pick sign	57.36
	Reimbursement for Jubilee bench plaque purchase	38.69
Staff Costs	July 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,225.51
	<b>TOTAL</b>	<b>7,539.92</b>
	<b>GRAND TOTAL</b>	<b>12,875.96</b>

\* Incl. VAT where payable

**21. 2022/183 Correspondence for Information**

See Appendix 2 for a list of correspondence received.

**22. 2022/184 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**23. 2022/185 Items for Update to Local M.P.**

None.

**24. 2022/186 Councillors' Reports and Items for Future Agenda**

None.

**25. 2022/187 Date of Next Meeting**

Parish Council Meeting 29 September 2022.

The meeting closed at 10.30pm

Three members of the public attended the Public Question Time Session with key discussions summarised as follows:

Open Air Gym

- A request was made for the Parish Council to consider installation of an outdoor gym to provide health and wellbeing benefits to the community.
  - A straw poll of neighbours and other members of the community has indicated support.
  - It was noted that whilst proposals for a similar project weren't supported by the WDC Community Development Manager some years ago, this shouldn't be a barrier to proposals now being revisited.
  - Planning requirements and funding needs were highlighted.
  - The resident agreed to explore funding/sponsorship opportunities and to report back to the Parish Council for further consideration of this proposal.
  - Information relating to wheelchair accessible outdoor gym equipment will be provided to the resident.
- Action: Cllr Fincher**

Parish Hall Playing Field Pitch Improvement Works

- Background was provided in support of a request for pitch improvement work to be considered at the Parish Hall.
- Drakes Broughton Junior Football Club provides a large number of local children/teenagers with opportunities to play grass roots football and is very grateful for the support of the Parish Hall Trustees and for use of the Parish Hall site.
- The FA is keen to support the Club and to provide a pitch improvement plan. This would include a review of the pitch, proposals for improvement and an offer of funding. The Club is confident that its members can maintain the upkeep of improved pitches.
- Permission was granted for Drakes Broughton Junior Football Club to continue to explore the FA offering and to seek a pitch improvement plan for the Parish Council to consider.

Apiary Project

One of the NJK Parish beekeepers attended to provide an update which included:

- Beekeeper training undertaken, harvesting of the first batch of honey and NJK Parish beehives and colonies now in situ.
- Day to day activities have been handed over to the Apiary Group, with the trainer on hand if needed.
- Members of the community were welcomed to go along and observe or to get involved.
- Other funding opportunities are being sought and labelling is being explored with Trading Standards to ensure compliance with regulations.
- It is hoped to supply honey to the Parish Hall shop by the end of the season and for a video/photos of the apiary to be available for the community to view to expand interest.
- The challenge of keeping the bees through the winter was highlighted.

The members of the public were thanked for attending the Public Question Time session and for their support.

<b>Correspondence Received for 21 July 2022 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
Boundary Commission for England	Consultation on new proposed wards for southern Wychavon (closes 8 August 2022)
CALC	Updates on various matters and training sessions, including Herefordshire and Worcester Fire and Rescue Service Annual Report and Service Plan, Survey on Dementia Friendly Councils, Car Charging at Village Halls, Crowdfund Worcestershire Fund and Household Support Fund, PCC Town and Parish Council Survey, Local Council Award Scheme Accreditation Panel, Care and Support in Worcestershire, Degree Research - Help needed, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancies, NALC Chief Executive's bulletin
Community First	E-bulletins
CPRE	Campaign updates
NALC	Newsletters and Chief Exec's bulletins
National Highways	M5 northbound will be reduced down to 1 x lane running between junction 6 and junction 7, 22 July, 8pm to 6am.
One Network	Local roadworks reports
Resident	Copy correspondence sent to the Parish Hall Manager regarding late night noise at the Hall.
Resident	Open air gym within the Parish
Resident	Summer holidays and the Norton Connector
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Scribe Accounts	Product offering for Parish Councils
Soc. Local Council Clerks	Chief Exec news bulletins and updates
West Mercia Police/Safer Neighbourhood Team	<ul style="list-style-type: none"> <li>• Introductory Letter from Superintendent Rebecca Love</li> <li>• South Worcs Rural Beat Newsletter Summer 2022</li> <li>• Neighbourhood Watch newsletter July 2022</li> </ul>
Worcs CC	<ul style="list-style-type: none"> <li>• Adoption of the Worcestershire Minerals Local Plan 2018-2036</li> <li>• First Notice of Order - Road Closure Church Lane, Norton (planned from 9 August for 3 days)</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Wychavon commits to funding free school meals over the summer holidays</li> <li>• Latest Parish and Town Council news</li> <li>• New timetable for SWDP Review announced</li> <li>• The Queen's Baton Relay - Broadway and Pershore Friday 22 July</li> <li>• New clues unearthed to Evesham's medieval past</li> <li>• Outdoor cinema at Norton Parish Hall</li> <li>• £2 million investment in Pershore Railway Station</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda Planning Committee meeting 21 July 2022</li> <li>• Minutes Planning Committee meeting 23 June 2022</li> </ul> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> <li>• W/22/00256/LB and W/22/00255/FUL - Worcester Norton Sports Club, Brockhill Lane: 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 &amp; 4 of 20/02852/LB and 20/02815/FUL.</li> </ul>



