

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 28TH NOVEMBER 2019 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** D. Kelly, H. Turvey, Cllr R. Adams (District and County Councillor) (late arrival). These apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, P. Richmond, M. Reeves, J. Waizeneker, Cllr R. Adams (District and County Councillor).
- 2. Changes to Membership**
None.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 4. 2019/325 Minutes**
 - a) Minutes of the Parish Council meeting held on 24 October 2019 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Richmond, seconded Cllr Arrow 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. 2019/326 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams arrived at 8.35pm and gave his report after agenda item 7b. Cllr Adams commented upon a well attended Parish Briefing session on 12 November and the SWDP Review proposals in general outline terms.
 - b) Finance**
 - (i) Balances: current account £6,522.48 (14 November), deposit account £56,432.53 (1 November). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure to date is £8,175.50 (excl. VAT) and within the annual limit.
 - (ii) The monthly accounts and bank reconciliation to 31 October have been circulated to members with no queries raised.
 - c) GDPR**
The GDPR action plan continues to progress slowly.
 - d) Social Media Communications**
An update was received from Cllr Pollard, including the nature of items posted, the CALC Yammer Councillor network and set up of a Councillor WhatsApp group (all formal communications will continue to be emailed to the Clerk). Also see agenda items 13 and 14.
 - e) West Mercia Police**
Report noted and considered.
 - f) St. James the Great Church, Norton**
No further news. It was noted that discussions are underway between Church and the Hall Trustees to explore Beechill Room bookings via the Hall Manager to increase bookings and community use.
- 6. 2019/327 2020/21 Budget and Precept**
 - a) The 2020/21 budget timetable was considered. A draft budget will be presented to the 23 January 2020 Parish Council meeting, with an approved budget request to be submitted to Wychavon DC by 31 January. The Clerk will produce a draft budget for refining with Cllr Fincher and Cllr Richmond at a meeting on 14 January, prior to circulating to Parish Councillors in advance of the 23 January Parish Council meeting. **Action: Clerk**
 - b) Quotes for Parish Maintenance were considered with Shear Perfection Ltd to be instructed in line with the scheduled discussed and agreed at the meeting. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all. Costs will be included within the 2020/21 draft budget and Shear Perfection Ltd instructed. **Action: Clerk**
 - c) The Parish Council contribution to the proposed Community Legacy Grant projects will be included in

the 2020/21 draft budget along with a provision to manage proposed developments in/adjacent to the Parish.

Action: Clerk

Any other requests for items for inclusion within the budget should be submitted to the Clerk by close of 8 December.

Action: All Members

7. 2019/328 Planning

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

Approvals

**39 Mandalay Drive, Norton
Ref: 19/02206/HP**

Amended two storey rear extension as approved under planning reference 18/01906/HP but to amend conditions 2 (approved drawings), 3 (approved materials) and 5 (balcony details). Comments submitted, including neighbour's concerns.

Refusals - None

Awaiting Decision

**Land to the south of the City
Of Worcester, Bath Road.
Malvern Hills DC Ref:
W/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.

**Land adj. to Lobelia Close,
Cranesbill Drive, Broomhall
Green & A4440
Worcester City Ref: P13A061
St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Middle Battenhall Farm
Worcester City Ref: P13B0632
Miller Homes**

Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure.

**Land at (OS 8615 5190),
Taylors Lane, Broomhall
MHDC Ref: 19/00524/FUL**

Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works. Parish Council comments submitted.

**Broomhall Grange,
Norton Road, Norton
MHDC/19/01336/FUL**

Proposed development of 27 dwellings. Parish Council objection response submitted.

Internal Consultation - None

Other – None

The MHDC Planning application 19/01336/FUL was discussed at length including consideration of responses from the Wychavon DC Chief Executive and Worcs CC Ecologist. Question was made of the value of the SWDP/SWUE Master Plans and Neighbourhood Plans when areas designated as green buffer zones are considered as potential areas for development despite their Plan status. The Parish Council continues to object to this application.

b) It was agreed for Cllr Fincher, with assistance from Cllr Richmond, to draft the Council's response to the SWDP Review for comment by members in order to refine the response for submission before 16 December.

Action: Cllr Fincher, Cllr Richmond

Due to an issue regarding the original venue, it was agreed for the inter-council SWDP Review meeting being arranged by Stoulton Parish Council to be held at the Parish Hall coffee shop on 10 December. Stoulton Parish Council will be advised.

Action: Clerk

Feedback from the well attended Parish Briefing session held on 12 November was noted and considered. Disappointment was noted regarding the SWDP Team/Worcs CC arranged community

consultation event at the Parish Hall with officers in attendance not appearing to be well informed.

8. 2019/329 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

Following a request for additional information following submission of the CLG applications, it was agreed that the mini-bus project would take priority over the Parish Hall developments project, in light of marginally greater public support based on the flier consultation responses. The projects within the Parish Hall developments CLG application have been placed in priority order within the application. Specialist advice has been sought regarding the VAT status of each project and the Council's ability to reclaim VAT. This has indicated that the Council should be able to reclaim the VAT. Should the CLG applications be approved and the projects be possible to progress, a definitive VAT position will be sought. A response will be submitted to Wychavon DC before 18 December. **Action: Clerk**
Project operating models, proposals and costs continue to be explored. Project proposals will be discussed in more detail with the Hall Trustees in the New Year.

9. 2019/330 Worcester Parkway Station/Active Travel Corridor (ATC)

Correspondence from Worcs CC was noted, with this advising that the current ATC provision is what will be put in place within the Parish for the time being. The ATC provision may be reviewed after the Station opening, when the impact of this can be assessed further. Strong disappointment was expressed, particularly in light of the ATC proposals previously discussed in detail with Worcs CC. Feedback from the Parish Briefing held on 12 November was also discussed, with this supporting the concerns already raised with Worcs CC by the Parish Council. Worcester News articles/open letters regarding bus/cyclist/pedestrian access to the Parkway were noted and considered. In view of the comments made by the Worcs CC Cabinet Member for Economy and Infrastructure, it was agreed to issue an open letter response to the Worcester News from the Parish Council, to highlight concerns raised by the Parish Council and its residents. It was agreed for Cllr Fincher to draft and circulate to members for agreement prior to submission. **Action: Cllr Fincher**
It is understood that the Parkway Station is due to be operational from 16 December.

10. 2019/331 Southern Link Road (SLR) Improvement Works and Crossing Points

It is understood that the Crookbarrow Way Footbridge is hoped to be open around the time of the opening of the Parkway Station. Assurance has been received that the current A4440 road level traffic light controlled crossing will remain in place until both the Crookbarrow Way Footbridge and the Broomhall Way Footbridge are open for use.

11. 2019/332 Reports of Anti-Social Behaviour (ASB)

The Police report was noted and considered under agenda item 5e. Feedback from the Norton Neighbourhood Watch Group regarding community engagement was noted and is being considered as part of the Council's development of its community engagement (see agenda item 14).

12. 2019/334 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Mr Reeves provided a detailed report regarding highway flooding and drainage matters within the Parish. It was noted that highway flooding has been reported to Worcs CC Highways for investigation and remedial action, but concern was noted regarding the speed with which the underlying issues would be resolved. The need for planning applications to fully encompass drainage matters and the potential for surges in run-off from plots at times of heavy rain was highlighted. Mr Reeves will provide a report for the Council's file and to be forwarded to Worcs CC Highways for action. **Action: Mr Reeves**
Cllr Adams will arrange a Parish visit with Mr Reeves and a Worcs CC Highways Officer to review the content of the report and the issues highlighted. **Action: Cllr Adams**

It was agreed for Cllr Arrow to assist Mr Reeves with flooding and drainage issues gaining local knowledge and expertise. **Action: Cllr Arrow**

Mr Reeves highlighted a report from a St James Close resident regarding suspected foul water overflow during times of heavy rain. Environmental Officer details will be provided to the resident to allow them to report the issues directly. **Action: Mr Reeves**

It was noted that this matter has previously been reported to Wychavon DC and Cllr Adams will follow up for action. **Action: Cllr Adams**

In connection with highway flooding along Church Lane (in the vicinity of Newlands Farm), ditches in the vicinity will be explored for any blockages. **Action: Cllr Lucas**

Details of the foul/water drainage provision for the recently developed haulage yard in Woodbury Lane will be sought from Wychavon Planning, along with confirmation that these are in place. **Action: Clerk**

Methods of reporting highway flooding and drainage matters have been posted to the Parish Council's Facebook Page, on the Council's website page and are published in the Parish Council newsletter.

13. 2019/335 Neighbourhood Plan

The Locality Grant of £8,050 has been received. Following discussion regarding the weight and impact of Neighbourhood Plans, it was agreed to continue to develop a Parish Neighbourhood Plan and to continue to progress this with the assistance of Brodie Planning Associates Ltd (BPA) along the previously agreed lines. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all. The Neighbourhood Plan Steering Group will meet with BPA to commence stages 2 and 3 of the process (public engagement and draft plan) supported by payment of 50% of the stage 2 and stage 3 costs totalling £1,500 plus VAT, funded by the Locality Grant. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all.

Action: Neighbourhood Plan Steering Group

Social media training has been arranged for 6 December, with costs funded from the Locality Grant. New website development proposals were considered, and it was agreed to instruct Eyelid Productions to support and develop a new Parish Council website, with functionality to support the Neighbourhood Plan, at a cost of £1,082 plus VAT. Costs to be funded from the Locality Grant. Ongoing support and hosting costs of £160 per annum were agreed, funded by the Parish Council. The new website name/address was agreed as nortonjuxtakempseyparishcouncil.org. The website will be accessibility compliant. Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all.

Action: Cllr Pollard

It was agreed for the existing norton-juxta-kempsey.org.uk website to be suspended and the Fasthost support and domain name to be ceased.

Action: Clerk/Assistant Clerk

Existing information on the 'My Parish' website and norton-juxta-kempsey.org.uk website will be transferred across to the new website, with provision for pages for other groups on the new website (e.g. Norton Worcestershire Regiment Group).

Action: Cllr Pollard, Assistant Clerk, Clerk

Cllr Pollard and the Assistant Clerk will support and maintain the new website and the Council's social media activity. A Website and Social Media Policy and other documentation has been drafted for review by the Parish Council Chairman and Clerk, and following this review will be circulated to members for comment.

Action: Cllr Fincher, Clerk

14. 2019/336 Parish Council Website/Use of Social Media/Community Engagement

It was agreed to develop the Parish Council website and use of social media as discussed under agenda item 13 with the aim of improving community engagement. Links with the St Peters Voice publication are also being developed following public question time discussions.

15. 2019/337 Superfast Broadband

No news to report.

16. 2019/338 Parish Hall Recreation Facilities and Outside Space

Repair of the car park gates and the fencing in the corner of the playing field is being chased for completion.

17. 2019/339 Parish Council Owned Lands

Quotes for priority maintenance work highlighted within the tree survey were considered. It was agreed to instruct Chris Radbourne to undertake the work described in the quote dated 27 November at a cost of £760 incl. VAT subject to satisfactory provision for traffic management. Cllr Dawson to seek details.

Action: Cllr Dawson

The Council's solicitor is being chased for an update regarding tenancy matters.

18. 2019/340 Norton Pre-school

No further news.

19. 2019/341 Employment Matters

Annual reviews will be arranged for the Clerk and the Groundsman/Litter Picker.

Action: Clerk

20. 2019/342 Allotments

A report was received from Cllr Kelly in her absence. The draft allotments risk assessment is in the process of being finalised for consideration and approval by the Council.

Action: Clerk

21. 2019/343 Public Rights of Way (PRoW)

Following discussion with Cllr Turvey, it was agreed for Cllr Dawson to undertake PRoW matters 'on the ground', with Cllr Turvey undertaking liaison with Worcs CC and sharing expertise with Cllr Dawson. Cllr Dawson will arrange a meeting with Cllr Turvey to collate outstanding matters and to develop an action plan to address these.

Action: Cllr Dawson

22. 2019/344 Bus Services

No further news.

23. 2019/345 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report on plumbing and hot water issues at the Parish Hall. The outcome of the issues is that the old water tanks need to be urgently removed and a new hot water tank installed for connection to the boiler. Based on estimates received, costs are expected in the region of £3,500 incl. VAT, with firm quotes being sought. As a safe hot water supply is material to the Hall, it was agreed for the Council to donate £1,200 in support of this project, funded from its grants/donations/events support budget. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all those voting. Cllr Fincher and Cllr Dawson abstained as Hall Trustees. The Hall Trustees will make a formal request for funding in writing.

24. 2019/346 The Norton Worcestershire Regiment Group (NWRG)

The final tranche of New Homes Bonus has been released against receipt of the supporting artist's invoice.

25. 2019/347 Worcester Norton Sports Club (WNSC)

No further news.

26. 2019/348 Environmental Matters

A report was received from Cllr Kelly in her absence. NJK CE First School is keen to start a school 'park and stride' scheme and parents will be reminded to turn engines off whilst waiting outside school.

27. 2019/349 Annual Parish Meeting 2020

Agreed as Wednesday 6 May 2020. The Parish Hall coffee shop will be booked.

Action: Clerk

28. 2019/350 The Wychavon Chairman's Diamond Jubilee Community Recognition Award

It was agreed to nominate Cllr Turvey for his work as Parish Council Chairman, Parish Councillor and Parish Paths Warden. Cllr Fincher will draft a supporting statement for submission before 13 December.

Action: Cllr Fincher

29. 2019/351 Review of Standing Orders and Financial Regulations

The Clerk will arrange a meeting with Cllr Pollard and Cllr Waizeneker to review and report back to the Parish Council.

Action: Clerk

30. 2019/352 Finance

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

Accounts for Confirmation:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Administration Costs	Community Legacy Grant consultation fliers	99.00
	50% of 2019/20 annual accountancy fee	570.00
	Roadside signs for Parish Briefing session	99.00
Grounds Maintenance	Parish Hall playing field mowing Oct 2019 £92.80 + VAT	111.36
	TOTAL	879.36

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Staff Costs	November 2019 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,095.02
Administration Costs	Purchase of winner's cup for Best Kept Allotment competition (£27.94) and St Peter's Garden Centre vouchers for Best Kept Frontages competition (£60.00)	87.94
	TOTAL	2,182.96
	GRAND TOTAL	3,062.32

b) A grant funding application received from Norton Toddlers was considered. It was agreed to provide grant funding of £250 in support of this local group and for the funds to be released against receipts for items included within the grant application. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. Norton Toddlers will be advised. **Action: Clerk**

c) Renewal of the Society of Local Council Clerks annual subscription at a cost of £180 was agreed. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all. **Action: Clerk**

31. 2019/353 Correspondence for Information

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

32. 2019/354 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

33. 2019/355 Items for Update to Local M.P.

Nothing at this time.

34. 2019/356 Councillors' Reports and Items for Future Agenda

None.

35. 2019/357 Date of 2020 Meetings

Parish Council Meetings:

23rd January, 27th February, 26th March, 30th April, 21st May (Annual Parish Council Meeting), 25th June, 16th July, 24th September, 22nd October and 26th November.

Annual Parish Meeting: 6th May

The meeting closed at 10.52pm

Correspondence Received for 28th November 2019 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: One Step Out Campaign, Would your parish like to help local wildlife?, Good News Story - Hagley Parish Council, Legal Topic Update - Disciplinary and Grievance Arrangements, New place to discuss issues, Consultation on strengthening police powers to tackle unauthorised encampments, NALC Smaller Council Committee, South Worcestershire Development Plan, Hanley Castle Nativity, New Publications, Local Council Award Scheme, 125 Years of Parish Councils, Website Logins CALC and NALC, Rural Crime Strategy Consultation, New place to discuss issues, NALC Smaller Council Committee, South Worcestershire Development Plan Launch Event, Worcestershire Community Rail Partnership, New Publications, Request for help, AGM 20 November and market place exhibitions, VE day Celebrations, Volunteers needed to help Worcestershire become the UK's least wasteful county, minutes from September Wychavon Area Meeting, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks & Councils Direct	Magazine November 2019
Community First	<ul style="list-style-type: none"> E-bulletins Invitation to AGM 14 November, with focus on What Does a Healthy Rural Community Look Like?
CPRE/CPRE Worcestershire	E-newsletters/campaign updates, designation of Valued Landscape Areas and Landscape Value Buffer Areas, Countryside Voices magazine Winter 2019
Highways England	E-bulletins and weekly updates, including M5/M6 works
Resident	Feedback re Community Legacy Grant/New Homes Bonus projects
Resident	Parish Council communication and engagement
Resident	Potential Traveller Site locations
Resident	Parish website
Resident	Farringdon Parade – completion of requested tree maintenance
Resident	Parish flooding
NALC	<ul style="list-style-type: none"> Chief Exec's bulletins NALC and LGA launch new guide to tackle loneliness
One Network	Roadworks report
Open Spaces Society	Newsletter Autumn 2019, e-bulletins
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	<ul style="list-style-type: none"> News bulletins The Clerk magazine November 2019
SWDP	SWDP Review consultation (closes 5pm, 16 December)
West Mercia Police & Crime Commissioner	Newsletter
Worcs Carers Association	Caring News
Worcs CC	<ul style="list-style-type: none"> Invitation to launch event Worcestershire Community Rail Partnership - 10.30am Friday 8 November 2019 Southern Link Road works update Review of areas of highway flooding
Worcs CC Highways	Roadworks reports and highway flooding
Wychavon DC	<ul style="list-style-type: none"> Search begins for talented youngsters with the W Factor Don't lose your voice, register to vote Falling ATM numbers Pershore turns purple for World Polio Day Inspiring the district's future workforce Free security advice on offer to businesses 28 Nov 4-7pm, Sixways Stadium
Wychavon DC Planning	<ul style="list-style-type: none"> Agenda for Planning Meeting 14 Nov 2019 Minutes for Planning Meeting 17 Oct 2019 Approval notice – planning application 19/02206/HP: 39 Mandalay Drive, Norton (Amended two storey rear extension as approved under planning reference 18/01906/HP but to amend conditions 2 (approved drawings), 3 (approved materials) and 5 (balcony details))

Public Question Time

A director and publisher from the St Peters Voice publication provided background to this free monthly publication and its extended circulation to cover the Norton (Brockhill) area of Norton-juxta-Kempsey (NJK) Parish.

St Peters Voice is keen to extend its coverage to include items relating to NJK Parish, which may be of interest to its readers and welcomed input from the Parish Council.

Other local Parish Council meetings are attended to gain an understanding of local matters under discussion and this may be extended to NJK Parish Council meetings.

Whilst the publication isn't delivered to the wider NJK Parish, there may be scope to undertake bulk drops e.g. to the Parish Hall in future, to help to cover the other areas of the Parish.