

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 9TH APRIL 2020

In view of the Covid-19 pandemic and Government instructions, this meeting was held remotely via video/telephone conference call.

There were no public question time discussions.

- 1. Apologies for Absence:** D. Lucas, M. Reeves. These apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Kelly, M. Pollard, P. Richmond, 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. 2020/50 Covid-19 Parish Council Meeting and Operational Arrangements**
 - a) It was agreed for Council meetings to be held remotely via video/conferencing facilities, with a cost of £11.99 plus VAT per month for a Zoom Pro subscription. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all.
 - b) Consideration was given to regulations regarding the holding of Annual Parish Meetings (APM), with no changes made to reflect the Covid-19 pandemic. The scheduled APM of 6 May will continue, but on a remote basis using Zoom video/conferencing facilities. The format of the meeting will be revised to reflect current priorities, with key reports as follows to be provided to the Clerk by 21 April.
Chairman's report and general update. **Action: Cllr Fincher**
Covid-19 update/general information. **Action: Cllr Fincher and Cllr Kelly**
Community Legacy Grant project update. **Action: Cllr Waizeneker and Cllr Dawson**
Active Travel Corridor/Parkway Station update. **Action: Cllr Adams**
Upon issuing the agenda and reports, questions will be invited in advance of the meeting, for answering at the meeting. The meeting link will be provided to residents wishing to attend. **Action: Clerk**
Proposed Cllr Kelly, seconded Cllr Waizeneker and agreed by all.
 - c) It was agreed not to hold the Parish Council meeting scheduled for 30 April, but to continue to aim to hold the Annual Parish Council Meeting scheduled for 21 May. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**
 - d) The emergency Covid-19 scheme of delegation was agreed. Proposed Cllr Dawson, seconded Cllr Kelly and agreed by all. **Action: Clerk**
 - e) Revision of the Council's Financial Regulations and use of online banking were agreed. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. An online banking application will be progressed. **Action: Clerk**
 - f) It was agreed to continue to pay all Council employees during the Covid-19 pandemic in the event of illness, self-isolation or inability to carry out their roles in full due to the impact of Government restrictions. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all. **Action: Clerk**
 - g) It was agreed for Council employee salaries to be paid by standing order. Proposed Cllr Kelly, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**
- The meeting was paused at 8pm to join the 'Clap for the NHS/Carers', with the meeting re-started at 8.05pm.
- h) It was agreed to offer field tenants the opportunity to discuss options for a rent payment holiday if needed. Proposed Cllr Kelly, seconded Cllr Pollard and agreed by all. **Action: Clerk**
 - i) An update was received regarding the process and deadlines relating to the financial year end.
 - j) It was agreed to defer planned expenditure until the end of the Covid-19 lockdown where possible and appropriate.

k) Newsletter production was considered in light of publication of the spring edition online but without a hard copy version for delivery. It was agreed not to issue a summer newsletter in its current format, instead publishing a more focussed online version in June, with this reflecting the situation at that time. Where possible, this will include a free online advert for those advertisers with adverts in the spring newsletter.

Action: Clerk, Cllr Pollard

Consideration will be given to the format and nature of future newsletters, with the aim to produce the next hard copy newsletter in September. Efforts will continue to be made to contact the existing printer to assess and review post Covid-19 newsletter production, with the potential for alternative provision and quotes to be explored.

Action: Clerk

Proposed Cllr Kelly, seconded Cllr Waizeneker and agreed by all.

5. 2020/51 Covid-19 Community Response

Various support being provided by councils, groups and individuals was discussed, along with liaison and co-ordination to ensure that those in need are able to access support, and those willing to help are able to do so. It was agreed for the Council to undertake a largely co-ordinating role, ensuring that the various types of support on offer is co-ordinated and residents are supported. The Council is in contact with WCC, WDC, Severnside Covid-19 Support group (SCS), other local/grassroots support groups and individuals, and is working hard to promote these layers of support via its website and Facebook page.

6. 2020/52 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including temporary closure of the Hall due to the Covid-19 pandemic.

7. 2020/53 Parish Hall Recreation Facilities and Outside Space

The play area, MUGA and tennis court have been temporarily closed due to the Covid-19 pandemic. The playing field remains open for exercise undertaken in line with Government instruction. It was agreed not to lock the Hall car park gates at the current time, but this will remain under review. An accident at the play area was noted and considered. This has been recorded in the Hall accident book, but with no deficiencies highlighted in the play area which continues to be inspected on a weekly basis by the groundsman and annually by The Play Inspection Company.

8. 2020/54 Norton Pre-school

In response to temporary closure of Pre-school due to the Covid-19 pandemic, it was agreed to offer a rent payment holiday to Pre-school along with the opportunity to pay the remaining legal costs due over a 12 month period, with the final repayment in March 2021. Proposed Cllr Arrow, seconded Cllr Kelly and agreed by all.

Action: Clerk

Legal costs relating to the revised Pre-school lease were considered following receipt of the final £1,000 + VAT invoice from the Council's solicitor. After discussion, it was agreed to pay the two remaining invoices, totalling £1,500 + VAT but not to pay the interest detailed on the recent statement received, due to the previous agreement to pay the earlier invoice for £500 + VAT upon completion, which has only recently been achieved. A letter will accompany the payment detailing the Council's disappointment with the handling of this matter. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.

Action: Clerk, Cllr Fincher

Proposals to explore re-location of Forest School were agreed to be paused for the current time.

9. 2020/55 Allotments

Current Government instruction allows tenants to work their plots providing this is in line with its guidance. Signs have been displayed at the allotments to highlight Government instructions and precautions when accessing the allotments during the Covid-19 pandemic. Where tenants are unable to attend to their plots, others are helping. Plot clearance/preparation work will be undertaken as soon as is possible. Following discussions at the February Parish Council meeting, quotes relating to urgent allotment garage roof repairs were considered. It was agreed to instruct A.R. Sneddon & Sons Ltd to carry out roof repairs at cost of £748 + VAT and Shear Perfection Ltd to carry out tree work (to enable access to carry out the roof repairs) at a cost of £160 + VAT. Shear Perfection Ltd will be asked to ensure that there are no nesting birds prior to carrying out the work.

Action: Clerk

It is aimed for this work to be funded through cost savings in newsletter production, however, should this not be possible, it will be funded either from the budget for development of Council owned lands or reserves. Proposed Cllr Kelly, seconded Cllr Waizeneker and agreed by all.

10. 2020/56 Minutes

Minutes of the Parish Council meeting held on 27 February 2020 were approved and will be signed as a true and accurate record of the meeting as soon as Covid-19 restrictions allow. Proposed Cllr Dawson, seconded Cllr Richmond and agreed by all.

11. 2020/57 Reports

a) Cllr. R.C. Adams (District & County Councillor)

Cllr Adams reported on WCC and WDC support during the Covid-19 pandemic, including small business grants, Council Tax support, the WCC Here2Help scheme and foodbanks.

b) Finance

(i) Balances: current account £17,465.50 (31 March), deposit account £27,261.93 (31 March).

Balances include c. £1,042 unspent Neighbourhood Plan Locality Grant which needs to be returned to the grant provider. Balances including outstanding items of payment were also reported. S.137 expenditure to date was noted within the 2019/20 annual limit.

(ii) There were no questions relating to the monthly accounts & bank reconciliation to 28 February.

12. 2020/58 Annual Risk Assessment and Review of Fixed Asset Register

The annual risk assessment and register of fixed assets were approved. Proposed by Cllr Waizeneker and seconded by Cllr Dawson and agreed by all.

13. 2020/59 Planning

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

Approvals

**Newlands Lodge,
Church Lane, Norton
Ref: W/19/02663/HP**

Single storey front, side and rear extension with internal alterations.
Parish supports subject to neighbour's views being fully considered.

**39 Mandalay Drive, Norton
W/20/00400/HP**

Insertion of first floor window to side elevation of dwelling.

Refusals - None

Awaiting Decision

**Land to the south of the City
Of Worcester, Bath Road.
Malvern Hills DC Ref:
W/13/00656/OUT**

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. Approved with s106 agreement outstanding.

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

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.

**Land North of Taylors Lane
and South of Broomhall Way
(A4440). MHDC/19/01803/RM**

Application for the approval of Reserved Matters planning (appearance, landscaping, layout and scale) pursuant to permission ref. 13/01617/OUT for Phase H1 of the proposed residential development comprising 36 dwellings, public open space (including LEAP), allotments, landscaping and associated infrastructure. Parish Council objection response submitted.

**Land at (OS 8615 5190),
Taylors Lane, Broomhall
MHDC/19/01851/RM**

Reserved Matters application (Appearance, Landscaping, Layout and Scale) of Outline permission ref 13/01617/OUT for Phase E1 of the proposed employment development comprising two employment units (Use Class B1 (b and c), B2 and/or B8), parking and landscaping and associated infrastructure. Parish Council objection response submitted.

Internal Consultation - None

Other

**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.
Application withdrawn.

Planning Appeal Ref: APP/H1840/W/19/3243384 (re W/19/01546/FUL)

**Merryfield House, Woodbury
Park, Norton**

Proposed construction of detached single storey dwelling, access and garaging

It was noted that WDC Planning Committee meetings are moving to being held on a remote/video conference basis, with the first such meeting being planned for the end of April. An approach from a planning consultant to discuss potential proposals for development within the Parish was considered, with a meeting delayed until a time when the Covid-19 pandemic allows.

14. 2020/60 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

Successful outcomes relating to the NHB/CLG applications were noted. £150k grant funding has been awarded for the proposed Parish Hall environmental and community service enhancements project (£100k CLG and £50k NHB) plus £30k CLG funding for the Norton Connector minibus service project. It was agreed that in view of the Covid-19 pandemic, it is not possible to proceed at present, but the intention is still to do so when able. A meeting of representatives of the Council and Hall Trustees will be arranged to discuss a plan of action.

Action: Clerk, Cllr Fincher

It was agreed to contact WDC to clarify timescales for project commencement/completion in light of Covid-19 and to advise that the funding acceptance forms will be signed and returned once the Council has agreed that its able to proceed.

Action: Clerk

The successful grant applications will be communicated to Parishioners.

Action: Cllr Fincher

Proposed Cllr Kelly, seconded Cllr Pollard and agreed by all.

Appreciation was expressed to those involved in producing the grant applications.

15. 2020/61 Public Open Space/Verge Maintenance, Highways and Drainage Matters

a) Noted that Lengthsman work has been suspended by WCC in response to the Covid-19 pandemic.

b) Membership of the WCC 2020/21 Lengthsman Scheme was agreed. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

Action: Clerk

Maintenance of the hedge and siding out of the pavement along Church Lane (between the motorway bridge and St James Church) was discussed, with this forming a section of the Active Travel Corridor. It was agreed to contact WCC for an update on the report made for hedge maintenance and to ask the Lengthsman to side out the pavement (restoring it to its original width) once work can re-start after the Covid-19 pandemic restrictions.

Action: Clerk

16. 2020/62 Neighbourhood Plan (NP)

An update was received including receipt of the draft Plan for review from Brodie Planning Associates. This will be circulated to members for information/comment to Cllr Waizeneker. Plan progress is now on hold due to the Covid-19 pandemic but will be recommenced once the situation allows. The Locality/Groundworks end of grant report has been submitted, with £1,042.11 unspent grant to be returned in line with the grant terms and conditions.

Action: Clerk

17. 2020/63 Employment Matters

See discussions under 4f and 4g.

18. 2020/64 Norton Charities

Following receipt of correspondence from the Treasurer for Norton Charities, it was agreed to re-appoint Mrs C. McGovern, Mr. M. Reeves and Mrs J. Franklin as the Parish Council appointed Trustees of Norton Charities for a further 4 year term. Proposed by Cllr. Dawson, seconded by Cllr. Waizeneker and agreed by all.

Action: Clerk

19. 2020/65 Finance

a) It was proposed by Cllr Kelly, seconded by Cllr. Richmond **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 £ *
Administration	Grant re transport costs NJK CE Primary School swimming lessons	550.00
	Neighbourhood Plan: second 50% stage 2 fee. Funded by Locality Grant.	720.00
	Neighbourhood Plan: second 50% stage 3 fee, first 50% stage 4 fee and mileage. Funded by Locality Grant.	2,919.60
	Payroll administration 2019/20	129.60
Grounds Maintenance	Tree work Parish Hall site	1,520.00
	Lengthsman duties November, December and January	588.00
	Lengthsman work February and March	504.00
	Repair to fencing Parish Hall playing field. Repair to Hall car park gate post after bus incident (reimbursement by First Group insurance claim)	444.00
	War Memorial maintenance (50% funded by War Memorial Trust grant)	2,928.00
	Churchyard mowing March	214.80
Staff Costs	March 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,631.37
	TOTAL	13,149.37

* Incl. VAT where payable

Accounts for Payment:

Category of Expenditure	Detail	Amount £ *
Administration	Legal fees re Pre-school lease	1,800.00
	Worcestershire CALC 2020/21 membership fee	1,120.09
	Repayment of unspent portion of Neighbourhood Plan Locality/ Groundworks UK (total grant received £8,050)	1,042.11
	Zoom Pro subscription April 2020 (for Parish Council remote video conference meetings)	14.39
Grounds Maintenance	Churchyard mowing 6 April 2020	214.80
	TOTAL	4,191.39
	GRAND TOTAL	17,340.76

* Incl. VAT where payable

b) Renewal of the Worcestershire CALC membership for 2020/21 at a cost of £957.34 + VAT was agreed. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. **Action: Clerk**

20. 2020/66 Correspondence for Information

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

21. 2020/67 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

Purchase of a laminator and accessories for the Council at a cost of £51.61 including VAT. This was agreed by all.

22. 2020/68 Items for Update to Local M.P.

A letter being sent to WCC regarding the ATC will be copied to Nigel Huddleston MP.

23. 2020/69 Councillors' Reports and Items for Future Agenda

None.

24. 2020/70 Date of Next Parish Council Meeting

Annual Parish Council Meeting: 21 May 2020.

Annual Parish Meeting: 6 May 2020

The meeting closed at 10.15pm

Correspondence Received for 9th April 2020 Parish Council Meeting	
Sender	Subject
Barton Willmore	Land at Pound House Farm
CALC	Updates and training sessions, including: COVID-19 updates/guidance, What is Your community doing about Co-vid19? www.worcestershire.gov.uk/here2help campaign, devolution consultation, toilet tax, Clerks Year Plan, Dementia Research, Lengthsman - Eckington, WCC Parish Conference, Consultations, Toilet Tax, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Calor	Rural Community Fund
City Signs	Newsletter
Clerks & Councils Direct	Magazine March 2020
Community First	E-bulletins
CPRE	E-newsletters/campaign updates, Countryside Voice magazine Spring 2020
Lloyds Bank Plc	Updated account terms and conditions
Resident	Carbon neutral Parish
NALC	Chief Exec's bulletins, COVID-19/Coronavirus updates, help NALC in its ground-breaking research on dementia
NEST	Covid-19 Update
Norton Charities	Trustee appointments
One Network	Roadworks reports
Open Spaces Society	Open Spaces newsletter Spring 2020
PKF Littlejohn LLP	Annual Governance Annual Return timetable 2019/20
Rural Services Network	Rural bulletin
Society of Local Council Clerks	News bulletins, The Clerk magazine March 2020, COVID-19 guidance
SWDP Review	Presentation – Parish Council briefing session
West Mercia PCC	Newsletters and Covid-19 related information
West Mercia Police	Fly tipping
Worcester Norton Sports Club	Safety concerns Brockhill Lane section of Active Travel Corridor
Worcs CC	<ul style="list-style-type: none"> • Supporting communities with guidance and advice on Coronavirus (COVID-19) • Here2help campaign • Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Wychavon provides financial support to businesses affected by coronavirus • Coronavirus/Covid-19 updates • Sports England Covid-19 Emergency Fund for Local Sports Clubs • Worcestershire Regulatory Services information: Advertising of Applications under the Licensing Act 2003 During Coronavirus Disruption • Parish News • Wychavon Community Recognition Award winners announced • Delivery controls relaxed to support fight against Coronavirus • Fight to improve housing standards hits the small screen • Community heroes across Wychavon recognised at the Diamond Jubilee Community Recognition Awards • Flag flown to mark Commonwealth Day 2020 • Litter bins in Evesham Town Centre turned into charity collection tins as part of the Bin it for Good scheme • Head of Malvern Hills and Wychavon District Councils to retire • Free advice available for landlords in Wychavon 24 March
Wychavon DC Planning	<p>Approval Notices:</p> <p>W/19/02663/HP - Newlands Lodge, Church Lane, Norton: Single storey front, side and rear extension with internal alterations.</p> <p>W/20/00400/HP - 39 Mandalay Drive, Norton, Worcester, WR5 2PL: Insertion of first floor window to side elevation of dwelling</p>
Wychavon Parish Games Association	Invitation to 2020 event (now cancelled)