

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 16TH JULY 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, P. Richmond, 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, M. Pollard, J. Waizeneker, Cllr R. Adams (District and County Councillor).
- 2. Changes to Membership**
Mr Reeves stepped down as a co-opted non-Parish Councillor member of the Parish Council at the end of June 2020.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 4. 2020/121 Minutes**
 - a) Minutes of the Parish Council meeting held on 25 June 2020 were approved as a true and accurate record of the meeting and will be signed by the Chairman as soon as is possible. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**
 - 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. 2020/122 Reports**
 - a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams arrived after agenda item 11 and provided a report including Covid-19 related matters and SWDP Review progress (with a liaison group meeting scheduled for 31 July).
 - b) **Finance**
 - (i) Balances: current account £5,703.50 (7 July), deposit account £49,548.68 (3 July) including £1,992 Groundwork UK Neighbourhood Plan grant. Balances including outstanding items were also reported. No S.137 expenditure to report as the Council has adopted the General Power of Competence.
 - (ii) Monthly accounts and bank reconciliation to 30 June 2020 will be circulated to members upon receipt. **Action: Clerk**
 - (iii) The 2019/20 year end audit process continues. The audit has been advertised as required and the Annual Governance and Accountability Return will be submitted with supporting documentation before the 31 July deadline. **Action: Clerk**
 - c) **GDPR**
No update to report, actions ongoing.
 - d) **Social Media Communications**
Facebook data circulated to members was noted. The number of people following the Council's page is continuing to grow, with communications and items of interest posted on a regular basis.
 - e) **West Mercia Police**
Report noted.
 - f) **St. James the Great Church, Norton**
No further news.
- 6. 2020/123 Reserves Policy**
The Reserves Policy was reviewed and adopted following amendment of the allocated projects list to include the Apiary project and Pre-school Forest School project as part of the allocation of funds to the 3 year development plan for PC owned land project. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**

7. 2020/124 Covid-19 Community Response

Local support continues to be provided, although this is likely to reduce as lockdown eases.

8. 2020/125 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including the limited re-opening of the coffee shop to provide a takeaway service, investigations that may allow for other activities to be held in the large hall and for safe handover of facilities between volunteer shifts, continued closure of the Hall toilet facilities and support for the Norton Connector mini-bus launch.

9. 2020/126 Parish Hall Recreation Facilities and Outside Space

The risk assessment, signage and site preparations for re-opening of the play area were considered and approved, with opening agreed for 17 July. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all. Signs will be installed prior to opening and will be publicised via Facebook. **Action: Clerk**

Work by the baseball team that has impacted upon the ditch to the edge of the playing field was noted and is in the process of being resolved. Options and cost estimates for a football back stop were considered. In view of costs involved and the limitations of this type of provision, it was agreed to monitor the situation. In an effort to discourage people from climbing on the Hall roof to retrieve balls, 'no access, no climbing, fragile roof' signs will be displayed and the cost to install anti-intruder plastic fence/wall spikes as a deterrent will be explored. **Action: Clerk, Cllr Pollard**

To protect the structural integrity of the playing field benches and to reduce the impact of mole hills, small pavers/slabs will be installed under each bench leg at a cost of up to £60. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Cllr Dawson**

Red Kite Pest Control has been instructed to attend to the moles on site at a cost of £100. Instruction confirmed as proposed by Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

The content of the annual safety report relating to the Hall outside recreation facilities was noted, with the facilities being assessed as low risk overall, with only low/very low risk items reported. These will be attended to with the groundsman (noting that some items are for monitoring). **Action: Clerk**

Whilst the recreation facilities are well maintained and are wearing well, it was agreed to start to include provision within future annual budgets for refurbishment of the facilities/replacement of equipment as this becomes necessary. Equipment lifespan will be considered, along with replacement costs to inform an annual budget provision. **Action: Clerk**

Consideration was given to an adult football team playing at the Hall on Sunday mornings. Subject to the existing junior home team marking out the pitch as a full size pitch, this was agreed on the basis that the adult team produces a risk assessment for use of the site (to include Covid-19 safe measures and other activities on site at the same time e.g. baseball), it has public liability insurance in place, there are no toilets currently open, no changing rooms (so players must arrive/leave in their kit) and they must bring their own nets. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**

10. 2020/127 Planning

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

Approvals:	Flat 3, Charlemont, Crookbarrow Rd. W/20/00824/HP	Removal of partition (stud) wall; block up an existing doorway and create new doorway. Parish Council supports.
	8 Peninsula Road, Norton W/20/00824/HP	Two storey side extension. Parish Council supports subject to neighbour's views being fully considered.
	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.
Refusals:	None.	
Awaiting Decision:	Land to the south of the City of Worcester, Bath Road. MHDC/13/00656/OUT Welbeck Land	Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed- use development with local centre to the south of Worcester. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.
	Land North of Taylors Lane and South of Broomhall Way (A4440) MHDC/19/01803/RM	Application for the approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to planning 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. Amended plans and layout, amended house types – as well as additional technical information and supporting documents. 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.
	Land at Woodbury Lane, Norton W/20/01138/FUL	Erection of building comprising 4,361m2 of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage. Parish Council objection response submitted.
<u>Internal Consultation:</u>	Swallow Ridge, Hatfield Lane W/20/01137/HP	Addition of dormer canopies to first floor windows to the NW and SE elevations, increase in size of windows to the NW elevation
	Land at Woodbury Lane, Norton W/20/01138/FUL Additional information.	Landscape and Visual Assessment Addendum (adding photomontages of proposed development)
<u>Other:</u>	None.	
<u>Planning Appeals:</u>	Merryfield House, Woodbury Park, Norton. Planning Appeal Ref: APP/H1840/W/19/3243384 (re W/19/01546/FUL)	Proposed construction of detached single storey dwelling, access and garaging. Appeal allowed, and planning permission granted.

Following discussion of the additional information received relating to planning application W/20/01138/FUL, it was agreed to continue to object to this application; the additional information does not satisfy the concerns and objections previously submitted. **Action: Clerk**
It was noted that as part of the SWUE, works relating to the Broomhall Way footbridge have started. A SWDP Review/New Parkway Village liaison group meeting is planned for the end of July (to be attended by Cllr Pollard). Correspondence from Stoulton Parish Council on this subject was noted.

11. 2020/128 Worcester Parkway Station/Active Travel Corridor (ATC)

No further news.

Cllr Adams arrived at 9.10pm, with his report detailed under agenda item 4a.

12. 2020/129 Neighbourhood Plan (NP)

An update was received from the Neighbourhood Plan Steering Group (NPSG) including the process and timing of the Regulation 14 Consultation and advertising of this. It was noted that Group's review of the benefit of allocating the area of land subject to planning application W/20/01138/FUL as employment land within the Parish's Plan, to help protect other areas of the Parish, concluded that the land would not be allocated as employment land in the Plan.

13. 2020/130 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

The Norton Parish Hall CLG project and the Norton Connector CLG project will become separate agenda items for future Council meetings. **Action: Clerk**

a) The previously circulated VAT report was noted, with this providing helpful guidance regarding VAT implications of each project. The VAT report will be shared with the Parish Hall Plan Working Group (PHPWG), with those Councillors leading the Norton Connector project already in receipt of the report.

b) An update was received following the PHPWG meeting of 8 July along with recommendations from the Group. Discussions with WDC have clarified the CLG assessment process and its priorities, along with the route for amendments to CLG projects to be considered and the potential implications of such changes. This information will be shared with PHPWG members. **Action: Cllr Dawson**

It was agreed for the Council to accept the £100,000 Community Legacy Grant and £50,000 New Homes Bonus. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

To assess the load capacity of the Hall for the proposed new roof/solar panels and the mezzanine floor, it was agreed for a structural survey to be undertaken at a cost of up to £3,000 + VAT. This will be funded from the Parish Council's contribution to the CLG project and arranged in consultation with the Clerk. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Cllr Dawson**

An asbestos survey will also be required prior to any works to the roof. Details of a previous allotments asbestos survey and asbestos removal will be provided to Cllr Dawson. **Action: Clerk**

A project plan will be drawn up. **Action: Cllr Dawson/PHPWG**

A reminder was issued that any contracts that will potentially exceed £25,000 are subject to additional regulations including use of the Contracts Finder website.

c) An update was received regarding the proposed Norton Connector mini-bus service. It was agreed for the Council to accept the Norton Connector £30,000 Community Legacy Grant. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

A launch date of Friday 4 September was agreed along with a service start date of Monday 14 September. The launch will be held at the Parish Hall, with arrangements to be made with the Hall Trustees/Manager. The launch will be held in line with Government Covid-19 guidance and a list of suggested attendees will be circulated for comment. **Action: Cllr Waizeneker/Cllr Pollard**

The first 50% tranche of CLG money will be requested for receipt at the beginning of September. Grant funding will be issued to Worcester Wheels (the service operator) at the end of each month, to cover net costs (operating costs less passenger fares received). **Action: Clerk**

The Parish Council £2,000 contribution to the project will include costs to advertise the service. It was agreed for publicity to start, with costs not to exceed £2,000. Publicity costs will include £250 for reimbursement of the £10 membership fee for the first 25 Worcester Wheels members from the Parish. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Cllr Waizeneker/Cllr Pollard**

As part of the Parish survey supporting the CLG project applications, a number of respondents offered to become involved in the projects or asked to be kept up to date with these. Whilst complying with GDPR requirements, it was agreed for the respondents to be contacted to offer them the opportunity to join focus groups to assist with development of the GLC projects. **Action: Cllr Waizeneker/Cllr Pollard**

14. 2020/131 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received regarding Trust Management maintenance of the Rolica Fields balancing pond area and re-opening of the Talavera Road play area. Cllr Arrow will arrange to discuss Parish drainage matters with Mr Reeves following receipt of Mr Reeves' drainage report. **Action: Cllr Arrow**

15. 2020/132 Norton Pre-school

Despite best efforts, it has not proved possible to obtain a third quote for the fencing and gate for the proposed new Forest School area. The quotes received were considered, with agreement to instruct IGH Maintenance & Solutions at a cost of £1,749. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

16. 2020/133 Allotments

An allotments report was not available.

An apiary project update was received with a plan running through to hive placement in Spring 2020.

The drafted letter will be sent to properties neighbouring the proposed site. **Action: Clerk**

Training of volunteers, planting of the site and fencing/ditch crossing needs for the site will be explored and costed. **Action: Cllr Dawson**

17. 2020/134 Public Rights of Way (PRoW)

The drafted letter will be sent to the WCC Senior PRoW Officer. **Action: Clerk**

The contractor instructed to undertake the P3 Grant PRoW maintenance will provide a risk assessment prior to commencing the next cut of the PRoWs.

18. 2020/135 Parish Council Owned Lands

The draft heads of terms for the new field tenancy agreements have been submitted to the Council's solicitor for preparation of the new agreements.

19. 2020/136 Employment Matters

A date is being finalised for the Clerk's annual appraisal to be undertaken via Zoom.

20. 2020/137 Parish Council Newsletter

It was agreed for the Autumn newsletter to be published at the end of September, with content requested by mid-August. Consideration will be given to the nature and format of future editions, hard copy/online delivery mechanisms and links with other local printed publications e.g. South Worcester Voice.

Action: Clerk/Cllr Pollard

21. 2020/138 Finance

a) It was proposed by Cllr Waizeneker, seconded by Cllr. Pollard **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 £ *
Grounds Maintenance	Playing field mowing June (2 cuts)	202.32
	Parish Hall recreation facilities annual safety check	192.00
	Churchyard mowing	107.40
Administration/Other	Council mobile phone contract £20.99 per month for 24 months (rolling usage contract)	20.99
	TOTAL	522.71

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	July 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,159.63
Administration/Other	Zoom Pro subscription July 2020	14.39
	TOTAL	2,174.02
	GRAND TOTAL	2,696.73

* Incl. VAT where payable

b) The draft online banking payments process document was approved and adopted. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all.

Action: Clerk

22. 2020/139 Correspondence for Information

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

23. 2020/140 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

24. 2020/141 Items for Update to Local M.P.

Enquiries will be made regarding any review of WDC boundaries/electoral wards and any agenda towards Unitary Authorities.

Action: Cllr Fincher

25. 2020/142 Format of September Parish Council Meeting

Following consideration of guidance received it was agreed to continue to hold Parish Council meetings on a virtual basis for the time being. Assistance is being provided to Cllr Lucas to enable participation via Zoom.

26. 2020/143 Councillors' Reports and Items for Future Agenda

None.

27. 2020/144 Date of Next Parish Council Meeting

Parish Council Meeting: 24 September 2020.

The meeting closed at 10.50pm

Correspondence Received for 16th July 2020 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including: Parish Councils Carbon Footprinting Tool, Supporting local councils to reopen playgrounds safely, Natural Networks – Grants, Risk Assessment Guide for COVID-19, Re-opening Village Halls, Politics in Local Council – Research, Virtual meetings survey, Play area re-opening guidance, Face to Face Meetings guidance, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks and Councils Direct	Newsletter July 2020
Community First	E-bulletins and Collaborate for Recovery
CPRE	Campaigns Update, Let's regenerate the countryside
Hereford & Worcester Fire and Rescue Service	Community Risk Management Plan 2021-25 consultation
Mr Morgan	Objections to planning application W/20/01138/FUL Land at Woodbury Lane
NALC	Chief Exec's bulletins, Covid-19 guidance and updates, play area re-opening and risk assessment, online events/training, re-building communities
One Network	Roadworks reports
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	News bulletins, The Clerk magazine July 2020
SWDP Team	South Worcestershire Development Plan Review – Parish & Town Council newsletter
West Mercia PCC	Newsletter, a huge thank you to communities and support services, Get involved in our LIVE summer safety Q&A's
West Mercia Police/Local Policing Team	Community Messaging Service
Worcs CC	<ul style="list-style-type: none"> • Broomhall Way Footbridge – Construction Start • Covid-19 community support survey
Wychavon DC	<ul style="list-style-type: none"> • Leisure centres and Droitwich Lido to reopen • Funding boost to help reopen Droitwich Lido • Wychavon leader to talk to residents from Harvington and Norton Ward during virtual Meet Your Council event • Make sure you are registered to vote • Works starts on new cycle track in Evesham's Charity Brook Park • Funding available to take on apprentices • Play area re-opening • Proposed dates for July Parkway New Development Community Liaison Group • Decayed tree to be removed on safety grounds from Workman Gardens, Evesham • What's changing from 4 July 2020 • Get help funding your apprenticeship
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 23 July 2020 • Minutes for Planning Committee meeting 25 June 2020 <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/20/00824/HP - Flat 3, Charlemont, Crookbarrow Rd, Norton: Removal of partition (stud) wall; block up an existing doorway and create new doorway. • W/20/00824/HP - 8 Peninsula Road, Norton: Two storey side extension. Parish Council supports subject to neighbour's views being fully considered. <p><u>Appeal Decision Notice:</u></p> <ul style="list-style-type: none"> • 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. Appeal allowed and planning permission granted.