

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 26TH NOVEMBER 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:** 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, 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. **2020/200 Minutes**
a) Minutes of the Parish Council meeting held on 22 October 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 Dawson, seconded Cllr Pollard 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**

Cllr Lucas joined the meeting at 8.05pm.

5. **2020/201 Reports**
a) **Cllr. R.C. Adams (District & County Councillor)**
Cllr Adams provided a report after agenda item 13 with this including the name of the new Norton/St Peters A4440 bridge, with this being the Crookbarrow Way Footbridge, and highlighting the 'Not Forgotten' boxes campaign.
b) **Finance**
(i) Balances: current account £11,114.07 and deposit account £76,978.94 (both 26 November) which includes c. £11k unspent Norton Connector Community Legacy Grant funding and c. £2k remaining Groundwork UK Neighbourhood Plan grant. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
(ii) Monthly accounts and bank reconciliation to 31 October were noted.
c) **GDPR**
Actions ongoing but with slow progress due to resourcing issues and competing priorities. Removed from the minutes actions summary as a regular meeting agenda item.
d) **Social Media Communications**
Facebook data was noted. Regular posting is supporting a good level of interest, the number of subscribers to the Council website newsletter continues to increase, with the plan to issue a short monthly newsletter at the beginning of each month in between the quarterly newsletters.
e) **West Mercia Police**
Report noted.
f) **St. James the Great Church, Norton**
No report available. Cllr Fincher remains in contact with Rev'd Badger regarding use of/bookings for the Beechill Room.
6. **2019/202 2021/22 Budget and Precept**
a) The 2021/22 budget timetable was considered. A draft budget will be presented to the 21 January 2021 Parish Council meeting, with an approved budget request to be submitted to Wychavon DC by 29 January. The Clerk will produce a draft budget for review with Cllr Fincher and Cllr Richmond at a

meeting during w/c 11 January, prior to circulating to Parish Councillors in advance of the 21 January Parish Council meeting. **Action: Clerk**

b) Quotes for Parish Maintenance were considered with New Farm Grounds Maintenance to be instructed for playing field mowing for the 2021 and 2022 growing seasons at a cost of £81.60 + VAT per cut (up to 15 cuts) and £18.40 + VAT per monthly perimeter cut. Proposed Cllr Lucas, seconded Cllr Waizeneker and agreed by all. Costs will be included within the 2021/22 draft budget and New Farm Grounds Maintenance will be instructed. **Action: Clerk**

It was agreed to instruct Shear Perfection Ltd to undertake Public Rights of Way maintenance at £325 per cut, to a maximum of 3 cuts, subject to a successful P3 grant application. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**

c) Following the decision made at the 23 January 2020 Parish Council meeting, minute ref: 2020/4 7b, ambiguities regarding guidance relating to Parish Council funding of churchyard maintenance were reviewed. In view of the continued ambiguities and the understood likelihood that Central Government is looking to clarify that such funding is acceptable, it was agreed to continue to fund mowing of a section of the St James the Great churchyard for the 2021 growing season, as an important Parish asset, at a cost of in the region of £1,357.50 + VAT for up to 15 cuts. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all.

Action: Clerk

d) Suggested projects will be included in the 2021/22 draft budget for consideration. Following discussion, it was agreed to arrange for repair and service of the existing mower rather than purchase a new mower. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. **Action: Clerk**

Any other requests for items for inclusion within the budget should be submitted to the Clerk to allow for inclusion in the draft budget.

7. 2020/203 Apiary Project

The report from Mr Perks was received after agenda item 3. The update circulated in advance of the meeting was explained and considered. It was agreed to seek more detail to the quote received, along with additional quotes, and to explore assistance from volunteers and contractors working locally (as community support). In view of the time before the next Council meeting and the need to start ground preparation work, it was agreed for quotes for preparation of the apiary area to be considered by members in advance of the January Council meeting. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. Beekeeper training has been identified at a cost of c. £95, with this agreed by all. A potential advisory/support/mentoring link with Pershore College was noted, with an agreement to be drafted for review at the January Council meeting. Purchase of a Woodland Trust Pollinator Planting Pack at a cost of £160 was proposed by Cllr Waizeneker, seconded by Cllr Pollard and agreed by all.

Actions: Mr Perks

8. 2020/204 Covid-19 Community Response

Support continues locally, including from the Severnside Churches group and more widely from WCC.

9. 2020/205 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	None	
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	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 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. Additional information: Landscape and Visual Assessment Addendum (adding photomontages of proposed development). Parish Council objection response submitted.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/20/01897/FUL	Conversion of 3 agricultural buildings to residential dwellings, change of use of agricultural land to residential use, partial demolition of agricultural buildings as approved under planning permission 17/00972/FUL - variation of condition 2. Parish Council objection response submitted.
	1 Corunna Close, Norton W/20/01859/HP	Single storey rear extension and detached garage. Parish Council supports subject to neighbour's views.
	Flat 11, Charlemont, Crookbarrow Road, W/20/01635/LB	Removal of two partition walls to create open plan kitchen/dining area. Parish Council supports
	Ketch Field, Broomhall Way. Worcester City Council 20/007775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Norton Hall Nursing Home W/20/02156/ADV	Directional Signage at the Junction of Woodbury Lane and Pershore Road. Parish supports.
	The Skillings, Church Lane, Norton W/20/02235/CU	Change of use of land to residential, rebuild ex semi-derelict cattle shed to form family room with gym and storage. Parish supports subject to neighbour's views.
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC 20/01593/RM	Application for the Approval of Reserved matters (Appearance, Landscaping, Layout and Scale) of outline permission ref. 13/01617/OUT for Phase E2 of the proposed employment development comprising three employment units, parking, landscaping and associated infrastructure
<u>Internal Consultation:</u>	Cooksholme Farm, 3 Wadborough Road, Littleworth W/20/02232/LB	Design amendments to Barns 1 - 3 relating to extant permission 17/01582/LB
	20 Peninsula Road, Norton W/20/02451/HP	Proposed single storey side and rear extension including demolition of existing conservatory
	Wits End Stables, Broomhall, Norton W/20/02589/S106	Application under Section 106a of the Town & Country Planning Act to discharge a section 106 Agreement dated 8.2.1999 in relation to planning permission W/97/0900
<u>Other:</u>	None	

Contact has been made with Kempsey Parish Council regarding joint engagement with St Modwens.

10. 2020/206 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including the impact of Tier 2 Covid restrictions on Hall opening, arrangements for staff and application for a Wychavon DC grant. The annual financial information for the 2019/20 financial year has been submitted to the Charity Commission and was noted by the Parish Council. The Trustees are reviewing the Charity constitution for submission to the Charity Commission. The lease element of the existing lease and trust deed will be reviewed during the 2021/22 financial year, aiming to produce a simplified and easily understood document, with costs included in the 2021/22 budget. The Parish Hall Plan 2021-2026 was discussed briefly, with the document to be renamed (to reflect its connection with the Hall outside space and land owned by the Parish Council) and recirculated for review and comment. **Action: Cllr Fincher**

11. 2020/207 Parish Hall Recreation Facilities and Outside Space

The baseball fencing proposals were considered further in light of additional information received.

Concerns were expressed about the permanent nature of the fencing proposed, that this is more extensive than understood within the original baseball proposal and that it could be too intrusive on the playing field which remains as public open space. It was agreed to ask the baseball team if the fencing proposal could include a community use element (e.g. marking goal posts on the fencing to provide use for football goal practice) and to highlight that current arrangements for playing field mowing (tractor/gang mowing) wouldn't allow access to the area around the fencing, so the baseball team would need to arrange to mow this area regularly (every 2 weeks during the growing season). The Council continues to be supportive of the baseball team, with this seen as an asset to the Parish Hall site.

Revised Government Covid guidance was considered in relation to the Parish Hall play area, playing field, tennis court and MUGA. It was agreed to await NALC guidance to establish a definitive view on whether the tennis court and MUGA can be re-opened and whether football games/training can re-start on the playing field. Once this guidance has been received, the risk assessments will be reviewed and updated. In view of the likely need for prompt action, it was agreed for guidance and risk assessments to be considered by members in advance of the January Parish Council meeting.

Unacceptable use of the Hall outside space was noted, with quad bikes/mini-motorbikes being ridden in the car park and on the playing field and a BBQ held despite signage advising that these are not allowed. It was agreed for a post to be drafted for Facebook. **Action: Cllr Fincher**

12. 2020/208 Worcester Norton Sports Club (WNSC)

An update was received on WNSC plans, funding to develop the site and formation of a Community Interest Company (CIC). Potential Parish Council representation within the CIC was considered, with dispensations agreed in principle to allow Parish Councillor discussion and voting on this matter. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all. Specific dispensations will be considered at the January Parish Council meeting. **Action: Clerk**

Cllrs Fincher and Pollard are currently attending the WNSC project meetings and Cllr Lucas is assisting the architect from a heritage perspective.

A potential Community Legacy Grant application was briefly discussed, with further information required for consideration.

13. 2020/209 Norton Pre-school

The draft Forest School licence agreement circulated in advance of the meeting was considered, with the amendments proposed within this agreed. The gate to the area will be 'latched' for the safety of Pre-school children using the area but will not be locked. A schedule will be established for annual inspection of the area by a Council representative. The licence agreement will be finalised for execution by 2 members of the Parish Council in the presence of the Clerk. Proposed Cllr Richmond, seconded Cllr Lucas and agreed by all. **Action: Clerk**

Work to remove brambles in the field adjacent to Coppice Cottage was discussed, with this undertaken in connection with the Parish Council tree survey and instructed some time ago. It was agreed to fund a section of fencing and willow screening to fill the resultant gap in the Forest School fencing, and to re-plant the area with some of the pollinator planting being arranged for the apiary area. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. Pre-school will be advised. **Action: Clerk**

The area of ground between the Courtnellan bungalow boundary and the Forest School fencing was considered, with this gap being at the request of the resident for ease of access for wall maintenance. Pre-school will arrange for this area to be mowed (due to access issues for the existing mowing contractor) and the Council will arrange for the area to be planted with pollinator planting once received for the apiary area. **Action: Clerk**

Cllr Adams joined the meeting at 9.50pm.

14. 2020/210 Parish Council Owned Lands

Draft field tenancy agreements have yet to be received, with these to be chased and the long delay highlighted. **Action: Clerk**

WCC PRow definitive map information in relation to the entrance to PRow NJ542(B) in the field adjacent to Coppice Cottage was considered. It was agreed that the gate post has been installed in the same position as the old post, that this is within the field boundary and as described within the PRow definitive map information. The enquirer will be advised. **Action: Clerk**

15. 2020/211 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The project plan is being refined and finalised, with a recommendation that projects are advertised on the Contract Finder website to obtain quotes/tenders (where costs are likely to exceed £25k). Draft Contract Finder details, including project specifications, were agreed for advertising for the Hall roof, solar panels and electric vehicle charging points, and the multi-function meeting rooms project contracts. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all.

Action: Clerk

The current project plan and milestones will be discussed with Wychavon DC to ensure this meets with their agreement.

Action: Cllr Fincher

Due to Covid safe measures/restrictions, it was agreed for quotes/tenders to be posted or emailed to the Clerk, with these clearly marked 'Tender', and that these will not be opened until after a closing date of 9 December. On 10 December:

- Post and email quotes/tenders will be opened by the Clerk, attended virtually by at least one Parish Councillor

- Tenders/quotes received will be reviewed by members of the PHPWG, including Parish Councillor members, with this review evidenced by use of a standard template to compare submissions. The PHPWG will agree recommendations regarding award of contracts.

- A Parish Council meeting will be held for consideration of PHPWG recommendations and to agree award of contracts

Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all.

16. 2020/212 Norton Connector Community Legacy Grant (CLG) Project

The revised route details circulated in advance of the meeting were agreed. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. Worcester Wheels will be advised of the agreed changes, with these advertised to passengers.

Action: Cllr Waizeneker, Cllr Pollard

Passenger numbers continue to be variable and have been impacted by the latest lockdown.

A draft letter to seek local business support/sponsorship will be reviewed for feedback to Cllr Waizeneker.

Action: All

17. 2020/213 New Homes Bonus (NHB) Funding

Potential projects continue to be explored as discussed at the October meeting.

18. 2020/214 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received on Church Lane drainage matters. Worcester Regulatory Services have attended the site and are arranging to meet with the Environment Agency on site to review the situation further. The WCC Highway Liaison Engineer is arranging for a specialist drainage company to attend the site via the WCC Drainage Team, with this expected imminently.

Responses to letters sent requesting ditch clearance along the Radley bridleway were noted. It was agreed to pursue ditch maintenance via the Wychavon Drainage Team.

Action: Clerk

Following continued attempts to contact Persimmon Homes regarding maintenance of the Gazala Drive large grass verge, responses are now forthcoming. Representatives from Persimmon Homes and Wychavon DC are due to meet in December to review the area (and that on the left hand side to the entrance to the older section of Talavera Road) and to explore adoption by Wychavon DC.

An update was received on maintenance requirements for the curtilage wall to The Barracks, along the section adjacent to Brockhill Lane. This issue has been highlighted by a resident and is being explored by WCC. Concerns were expressed regarding the potential for the wall to collapse into residential gardens, into WNSC grounds or onto the ATC route along Brockhill Lane. Cllr Adams has visited the site to observe the issue with the WCC Highways Liaison Officer and Cllr Fincher.

19. 2020/215 Allotments

Outstanding bills are being chased, along with tenants who aren't adequately working plots. Vacant plots are in the process of being allocated. Following repair of a leak to one of the water troughs, quotes will be sought to replace/upgrade the pipework.

Action: Clerk/Assistant Clerk

20. 2020/216 Public Rights of Way (PRoW)

An update was received from the WCC PRoW Officer including completion of some clearance work and an application for the Parish Paths Warden role which will be pursued further in January, when Covid restrictions may have eased. Improvements to the bridleway to Stonehall Common were discussed, noting that £1k is held in reserves for this purpose. A volunteer was sought to explore ideas and costs,

to establish a rough order of magnitude for the 2021/22 budget.

21. 2020/217 Worcester Parkway Station/Active Travel Corridor (ATC)

A report of the Crookbarrow Way Footbridge surfacing being slippery when icy was noted and will be raised with the WCC Highways Liaison Officer. **Action: Cllr Adams**
 The WCC Highways Liaison Officer has reviewed locations for siting a 'Welcome to Norton' sign/ Information Board at the entrance to the Parish from the Crookbarrow Way Footbridge, with Cllr Adams offering a contribution towards funding.

Cllr Dawson left the meeting at 10.35pm, giving his apologies.

22. 2020/218 Neighbourhood Plan (NP)

The formal Section 14 consultation ends on 30 November, with responses to be collated and reviewed by the steering group, supported by Brodie Planning Associates. The outcome of the consultation will be reported to the Parish Council.

23. 2020/219 Waste to Energy System 'HERU'

Agreed to review when time allows.

24. 2020/220 Employment Matters

A report was received following the Assistant Clerk annual appraisal and a benchmarking review of the role. It was agreed for the salary scale to remain unchanged, with this reviewed on an annual basis.

25. 2020/221 Annual Parish Meeting 2021

Date agreed as 6 May 2021, subject to local election arrangements. **Action: Clerk**

26. 2020/222 Local Government Boundary Commission for England Electoral Review of Wychavon

It was agreed for members to review and agree a response (if required) for submission prior to the January Council meeting. **Action: Clerk**

27. 2020/223 Finance

a) It was proposed by Cllr Arrow, seconded by Cllr. Lucas **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 October	111.36
	Pest control Parish Hall playing field (moles)	100.00
	Lengthsman duties September and October 2020	476.00
	Hedge cutting, Littleworth	432.00
Administration	Parish Council mobile phone November	20.99
	Laminator pouches	29.90
	Norton Connector October 2020	2,602.00
TOTAL		3,772.25

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	November 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,149.24
TOTAL		2,149.24
GRAND TOTAL		5,921.49

* Incl. VAT where payable

b) A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed. Proposed Cllr. Richmond, seconded Cllr. Arrow and agreed by all. **Action: Clerk**

28. 2020/224 Correspondence for Information

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

29. 2020/225 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

30. 2020/226 Items for Update to Local M.P.

None.

31. 2020/227 Councillors' Reports and Items for Future Agenda

None.

32. 2020/228 Date of Next Parish Council Meeting

Parish Council Meeting: 10 December 2020

2021 Parish Council Meetings: 21st January, 25th February, 25th March, 29th April, 27th May (Annual Parish Council Meeting), 24th June, 15th July, 30th September, 21st October and 25th November.

Annual Parish Meeting: Thursday 6th May (to be confirmed)

The meeting closed at 11pm

Correspondence Received for 26th November 2020 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including: Census 2021, festive quiz, Covid-19 guidance and updates, CALC Christmas Quiz, Engage Malvern - Housing Needs Survey across Malvern Hills District, Telephone Kiosk Help, Age UK Here to help through winter Consultation, White Ribbon, NALC - Rebuilding Communities events, Notice of Worcestershire CALC AGM November 30th 2020, Remembrance Sunday, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members) • CALC Wychavon Area Meeting minutes 3 September • CALC Wychavon Area Meeting invitation and agenda 3 December • CALC AGM November 30th 2020
Clerks & Councils Direct	Magazine Nov 2020
Community First	E-bulletins
CPRE	Campaigns updates, Countryside Voices magazine Autumn/Winter 2020
First Bus	Service update
NALC	Covid-19 guidance and updates, Chief Exec's bulletins,
One Network	Local roadworks reports
Open Spaces Society	Open Space newsletter Autumn 2020, member updates and donation request
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	News bulletins, The Clerk magazine Nov 2020
West Mercia PCC	Newsletters, Confidence up as crime down
Western Power Distribution	Coronavirus information
Worcs CC	<ul style="list-style-type: none"> • Installation of main span of Broomhall Way Footbridge between 9pm on Friday 4th and 5am on Monday 7th December • Latest Covid-19 advice
Wychavon DC	<ul style="list-style-type: none"> • Wychavon confirms plans for Raven Hotel site • Evesham Public Hall could be transformed into a new arts and heritage centre • Transport summit tackles traffic issues in Evesham • Pershore Leisure Centre will reopen its doors when coronavirus restrictions allow • Wychavon Community Legacy Gant scheme - round three - expressions of interest now open (closing 12 noon 7 Dec) • New grant scheme to help Wychavon schools provide meals • Wychavon electoral review - parish/town councils briefing from the Boundary Commission - 12 November • Updated guidance on remembrance events • Free parking in Wychavon owned car parks during lockdown: 5 Nov - 3 Jan • Wychavon joins national fight against 'zombie batteries' • Wychavon provides funding to foodbanks and local organisations • Wooden sculpture in Pershore's Abbey Park set to be removed as it poses a danger to the public
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 12 Nov 2020 • Minutes for Planning Committee meeting 15 Oct 2020 • Planning application search update