

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29TH APRIL 2021**

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

Public question time discussions are included as Appendix 1.

1. Apologies for Absence: D. Lucas. Apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, M. Pollard, P. Richmond, J. Waizeneker, Mrs J. Greenway (Clerk and Responsible Finance Officer)

2. Changes to Membership

The resignation of Howard Turvey on 31 March with immediate effect was noted. Wychavon DC has been advised, notices have been displayed and Wychavon DC has notified the Parish Council that it can co-opt to fill this vacancy. It was noted that Mr Turvey has expressed an interest in continuing to assist the Parish Council with matters relating to the South Worcestershire Development Plan (SWDP) Review and this was supported. **Action: Clerk**

3. Declarations of Interest

- a) Reminder and requirements noted.
- b) c) d) None.

4. 2021/86 Minutes

- a) Minutes of the Parish Council meeting held on 25 March 2021 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 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**

5. 2021/87 Reports

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

Cllr Adams provided a report including matters relating to the SWDP Review, the Wychavon Ward Boundaries Review consultation which will commence in early July, vegetation clearance/grounds maintenance adjacent to The Barracks curtilage wall along Brockhill Lane, the Armed Forces Covenant and the campaign for Commonwealth Armed Forces veterans, and Wychavon car park charges. Cllr Adams remains as the Wychavon District Councillor for the Parish but is stepping down from the role of County Councillor. Cllr Adams was thanked for all of his hard work and support as the County Councillor for the Parish.

b) Finance

(i) Balances: current account £5,401.97 and deposit account £195,231.94 (both 29 April) which includes unspent but committed grant funding of c. £22k Norton Connector Community Legacy Grant funding/ County Councillor Divisional Allowance and c. £105k Parish Hall developments Community Legacy Grant and New Homes Bonus funding. It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 31 March 2021 are not available due to preparation of the year end accounts.

(iii) Year end accounts are in the process of being drafted. Following receipt and review, the internal audit will be undertaken, with the Annual Governance and Accountability Return and supporting papers prepared for approval at the 24 June Parish Council meeting.

c) GDPR

A report was received following attendance of GDPR training by Cllr Pollard and the Clerk. GDPR documentation will be reviewed and refreshed as required. **Action: Clerk, Cllr Pollard**

d) Social Media Communications

Facebook and website data were reported including most popular topics/posts. Engagement levels continue to grow, with almost 400 Facebook followers and 1,200 visitors/2,900 views of the website in the last 30 days. The number of website subscribers also continues to grow. Consideration is being

given to developing the website business directory.

e) West Mercia Police

Report circulated, with speeding along Church Lane also noted. The Police will undertake speed checks when resources allow.

f) St. James the Great Church, Norton

No report available.

6. 2021/88 Apiary Project

Report received after agenda item 3. The report circulated in advance of the meeting was explained and discussed. In addition to ongoing actions, it was agreed to:

- Continue to explore off road parking with WCC Highways and Griffiths, seeking Land Drainage Consent from Wychavon DC should any changes to the watercourse/ditch be proposed. Other than for any necessary permissions, no cost is proposed to the Parish Council, with materials, labour and expertise proposed to be provided by Griffiths as a community support project. **Action: Mr Perks**

- Purchase a used 20' container, painted green and 'vented' as specified at a cost of £2,700 + VAT. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk, Cllr Waizeneker**

7. 2021/89 Planning

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

| | <u>Location and Application Number</u> | <u>Description of Proposal</u> |
|----------------------------------|---|--|
| <u>Approvals:</u> | 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. |
| | Cooksholme Farm, 3 Wadborough Road, Littleworth. W/20/02232/LB | Design amendments to Barns 1 - 3 relating to extant permission 17/01582/LB. Comments submitted. |
| | Land at (OS 8706 5039), Hatfield Bank, Norton W/20/02890/FUL | Proposed change of use from agricultural land to dog agility training (Sui Generis) (Retrospective). Parish supports with comments. |
| | White Cottage, Pershore Road, High Park W/21/00538/HP | Erection of detached garage. Parish supports subject to neighbour's views. |
| <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. |
| | 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. |
| | 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. Amended details: building designs and additional drainage and landscaping info |
| | Cranmere, 36 Wadborough Road, Littleworth W/20/02626/HP | Proposed two storey rear and side extensions with single storey rear extension. Parish supports subject to neighbour's views. |

| | | |
|--------------------------------------|---|--|
| | Grange Farm, Hatfield Lane. W/21/00097/FUL | Proposed new dwelling. Parish objects |
| | Keepers Gable, 22 Vimiera Close, W/21/00421/HP & W/21/00422/LB | Demolish wall and rebuild replacement wall. Parish supports |
| <u>Internal Consultation:</u> | Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM | Reserved Matters (appearance, landscaping, layout, scale) pursuant to planning permission 13/01617/OUT for Phase H2a of the proposed development comprising 89 dwellings, parking, landscaping and associated infrastructure |
| <u>Other:</u> | Broomhall Grange, Norton Road, Norton. Planning Inspectorate Ref:- APP/J1860/W/20/3255153 | Proposed development of 27 dwellings. (Malvern Hills DC Planning Ref: 19/01336/FUL). Virtual hearing date: 12 May 2021 |
| | 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. WITHDRAWN BY APPLICANT |

The Planning Enforcement response to matters raised regarding planning conditions for application 17/01934/FUL was noted, with the resolution of matters to be monitored.

Application MHDC/21/00539/RM is in line with expectations, with no response currently proposed (pending sight of the Kempsey Parish Council consultation response).

Cllr Pollard is due to attend the Virtual Hearing on 12 May in respect of Broomhall Grange, Norton Road, Norton (Planning Inspectorate Ref:- APP/J1860/W/20/3255153). It was agreed for the Council's response at the Hearing to be based on the formal submission made to the Planning Inspectorate.

b) The forthcoming SWDP Review draft Travellers and Travelling Showpeople Site Allocations Plan Preferred Options consultation was noted. It was agreed to consider the Parish Council's response at the May Parish Council meeting, with this informed by the Parish and Town Council briefing on 20 May.

8. 2021/90 Worcester Norton Sports Club (WNSC)/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllrs Fincher and Pollard included in discussions. An update was received on the development proposals and progress, the lease between WNSC and WNCIC, funding (s106 funding and Community Legacy Grant) and bridging the funding gap. Following consideration of the grant application received, a £300 grant towards the cost of a WNCIC community event planned for August was agreed. Proposed Cllr Richmond, seconded Cllr Dawson and agreed by all. Cllrs Fincher and Pollard abstained from voting. WNCIC will be advised. **Action: Clerk**

9. 2021/91 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update including planned dates for re-opening (Hall - 17 May, coffee shop – 21 May), a family picnic event (27 June) and use as a Polling Station on 6 May. Following consideration of the grant application received, a £500 grant towards the cost of drainage clearance and a drain/pipework camera survey was agreed. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. The Parish Hall Manager will be advised. **Action: Clerk**
Discussions relating to the Parish Hall CLG projects are included under agenda item 11.

10. 2021/92 Parish Hall Recreation Facilities and Outside Space

A proposal to provide marquee storage alongside hire of the new Hall meeting rooms was considered. It was agreed, without any commitment, to provide estimated costs to the enquirer for consideration to include container cost, legal and other professional costs to put a lease arrangement in place (e.g. valuation cost). Proximity of the proposed site to the definitive line of the PRoW will be explored as will the need for planning permission. **Action: Clerk, Cllr Waizeneker**

The proposal will be considered further once a response has been received from the enquirer.

The self-closing mechanisms have been replaced on the play area gates as a result of wear and tear.

Safeguarding information from Worcs CC (via CALC) which includes Parish Council responsibilities was noted and will be shared with Council employees and the Hall Manager. **Action: Clerk**

11. 2021/93 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The project is

progressing well, with the instructed roof work complete, the solar panels installed (awaiting the Tesla Powerwall batteries) and creation of the multi-function rooms underway (with completion being aimed for by 27 May). Additional costs of £1,049 + VAT were considered and agreed to connect the new toilets within the multi-function rooms area to the mains sewerage system. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all. Work to replace the main Hall front doors (to encompass disability access) and to replace the coffee shop fire door was agreed at a cost of £6,480 + VAT. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. Costs can be funded from the overall project budget. Contractors will be instructed. **Action: Clerk**

12. 2021/94 Norton Connector Community Legacy Grant (CLG) Project

The service continues to operate in line with the revised arrangements, with the current funding secured supporting operation until the end of 2021. Additional Government funding opportunities via WCC are being explored. No offers of funding have been received following the Parish Council funding enquiry letters. Timing of a return to operating the Norton Connector bus (as opposed to using Worcester Wheels transport/cars) will be explored, being mindful that a return to this larger vehicle will increase costs to those prior to the revised arrangement being put in place earlier in 2021. Arrangements for use of the Norton Connector as a shuttle bus for the Family Picnic at the Hall on 27 June are being considered.

13. 2021/95 Sentry Statue Landscaping Proposals

An update was received, with further discussions with Worcester Norton Regiment Group members suggested to consider options for collaborative advancement. **Action: Cllr Fincher, Cllr Richmond**

14. 2021/96 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Membership of the 2021/22 WCC Lengthsman Scheme was agreed, noting changes to the Scheme. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all. Membership will be arranged with WCC. **Action: Clerk**

An update was received following the site meeting to discuss Radley bridleway ditch and hedge maintenance with representatives from Wychavon DC (Drainage Team and Local Member) and WCC (Public Rights of Way Team and Local Member). School will be approached to introduce the Wychavon DC Drainage Team and to facilitate access to the ditch (adjacent to school) to allow the situation to be reviewed more fully. **Action: Clerk**

Landowners adjacent to the Radley bridleway will be approached to seek maintenance of the hedge and ditch on the PRow side of the hedge. Enquiries will also be made of the WCC Lengthsman Scheme Manager seeking agreement for the Lengthsman to undertake ditch maintenance work (and removal of undergrowth/hedging to enable this) if required. **Action: Clerk**

An overhanging Yew Tree along Wadborough Road, Littleworth was noted, with agreement for a maintenance request to be sent to the resident. **Action: Clerk**

A report of the poor condition of the pavement along St James Close was noted, with this to be reported to WCC seeking maintenance. **Action: Clerk**

15. 2021/97 Public Rights of Way (PRow)

Membership of the 2021/22 WCC P3 Scheme was agreed, noting that this is limited to summer strimming/vegetation clearance. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. Membership will be arranged with WCC. **Action: Clerk**

Also see report on the Radley bridleway meeting under agenda item 14.

16. 2021/98 Neighbourhood Plan (NP)

The draft Plan has been submission to Wychavon DC and End of Grant reports have been submitted.

17. 2021/99 Parish Council Owned Lands

An update from the new solicitor regarding the field tenancy matter was received. Letters of instruction will be issued, with costs as originally agreed. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

2021/22 tree work requirements will be identified by review of the maintenance schedule provided within the tree survey. **Action: Cllr Dawson**

18. 2021/100 Allotments

An update was received. It was agreed to arrange an on-site meeting with a tenant (attended by the

Assistant Clerk and Cllr Richmond) to discuss plot maintenance work required and the need to keep plots tidy and to maintain structures to ensure they are safe. **Action: Assistant Clerk, Cllr Richmond**
 The annual pest control contract will be renewed at a cost of £285. **Action: Clerk**

19. 2021/101 Employment Matters

Suggestions to ease the Clerk workload will be explored.

Action: Clerk

20. 2021/102 Annual Parish Meeting (APM) – 5 May, 7.30pm

The APM agenda has been published (which includes virtual meeting details) along with the supporting APM information booklet. Both are available from the Parish Council website. Cllr Adams gave apologies for the meeting and agreed to provide a report in advance of this. **Action: Cllr Adams**

The APM information booklet along with Cllr Adam's report will form the basis of the monthly online Parish Council newsletter for May. **Action: Clerk, Cllr Pollard**

21. 2021/103 Future Parish Council Meetings

It was noted that after 6 May 2021 Parish Council meetings are required to be held on a face to face basis unless the Government extends the provision for virtual meetings. Arrangements will be put in place for a face to face Annual Parish Council Meeting on 27 May at the Parish Hall, with this to be risk assessed and held in accordance with Covid safe guidance. **Action: Clerk**

22. 2021/104 Changes to Membership – Applications for Co-option

Co-option of Ally Job as a Parish Councillor was proposed by Cllr Waizeneker, seconded by Cllr Dawson and agreed by all. This appointment will be progressed.

Action: Clerk

23. 2021/105 Finance

a) It was proposed by Cllr Arrow, seconded by Cllr. Dawson **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 £ * |
|--|--|------------------|
| Administration | Monthly webhosting charge | 6.00 |
| | 2020/21 payroll processing | 129.60 |
| | Return of allotment refundable deposit | 50.00 |
| | Bulk shredding | 42.00 |
| | Reimbursement of Zoom subscription – March & April 2021 | 28.78 |
| Parish Council Assets | Container for Parish Hall site (Community Legacy Grant funded) | 2,256.00 |
| | Beekeeper suits | 807.12 |
| Grounds/ Parish Property Maintenance | Churchyard mowing 4 cuts | 434.40 |
| | Playing field mowing | 120.00 |
| | Parish Hall solar panel work (Community Legacy Grant funded) | 24,000.00 |
| | Hire of container for Parish Hall site (Community Legacy Grant funded) | 288.00 |
| | Skip for Parish Hall project work (Community Legacy Grant funded) | 222.00 |
| | Lengthsman work | 952.00 |
| | Supply & installation of bollard to playing field access | 288.00 |
| | Strimmer repair | 29.70 |
| Parish Hall flat roof work (Community Legacy Grant funded) | 2,500.00 | |
| Community Services | Norton Connector March 2021 | 997.00 |
| TOTAL | | 33,150.60 |

* Incl. VAT where payable

Accounts for Payment:

| Category | Detail | Amount £ * |
|--|--|------------------|
| Staff Costs | April 2021 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, (HMRC quarterly PAYE/NI) | 2,250.87 |
| Administration | Reimbursement of employee expenses not paid via payroll | 37.25 |
| | Annual Worcestershire CALC membership | 1,128.99 |
| | Parish Council mobile phone contract April DDR | 20.99 |
| Grounds/ Parish Property Maintenance | Annual allotments rodent control | 285.00 |
| | Churchyard mowing | 108.60 |
| | TOTAL | 3,831.70 |
| | GRAND TOTAL | 36,982.30 |

* Incl. VAT where payable

b) The Worcestershire CALC membership will be renewed at a cost of £965.11 + VAT. Proposed Cllr Arrow, seconded Cllr. Dawson and agreed by all.
Action: Clerk

24. 2021/106 Correspondence for Information

See Appendix 2 for a list of correspondence received and noted.

25. 2021/107 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

Purchase of a lockable and removable bollard for the vehicular entrance to the Hall playing field, at a cost of £240 + VAT, was confirmed.

26. 2021/108 Items for Update to Local M.P.

Invite to community family picnic on 27 June 2021.

Action: Cllr Fincher

27. 2021/109 Councillors' Reports and Items for Future Agenda

None.

28. 2021/110 Date of Next Meeting

Annual Parish Council Meeting: 27 May 2021

The meeting closed at 10.40pm

Public Question Time Session

One member of the public attended as an applicant for co-option to the Parish Council, with introductions made.

| Correspondence Received for 29 April 2021 Parish Council Meeting | |
|---|--|
| Sender | Subject |
| CALC | Updates on various matters and training sessions, including: Return to face to face Parish Council meetings, CALC Clerk and Councillors Survey, HRH The Prince Philip, Duke of Edinburgh, Hospital Discharge Survey, Local Council Car Parks, Virtual Meetings, Changes to accounting processes, Christmas Lights, Community First AGM, Project Gigabit, Community Litter Picks, CPRE – Worcestershire, COVID-19/Coronavirus Update, NALC Events, NALC Chief Executive's bulletin, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies |
| Community First | E-bulletins, newsletters |
| CPRE | Campaigns updates, star count results, Countryside Voices magazine spring 2021 |
| Highways England | M5 junction 8 roundabout resurfacing |
| NALC | Covid-19 guidance and updates, Chief Exec's bulletins, |
| One Network | Local roadworks reports |
| Open Spaces Society | Open Space updates |
| Rural Services Network | Bulletins: Rural opportunities/funding/vulnerability service/news |
| Soc. Local Council Clerks | Chief Exec news bulletins, Covid-19 updates/newsletters, return to face to face Council meetings |
| SWDP/SWDP Review | <ul style="list-style-type: none"> • Newsletter for Parish Councils and briefing session • Parish and Town Council Newsletter March 2021 |
| West Mercia Police | Good Citizen Award 2021, South Worcestershire Rural Beat newsletter |
| Worcs CC Highways | Closure of Fox Lane (due for 2 days from 28 June) |
| Wychavon DC | <ul style="list-style-type: none"> • Waste and recycling survey • Prepare to make a splash as Droitwich Lido plans to reopen from 1 May • Rural Lettings Policy 2021 • Pupils become 'litter warriors' in anti-litter fight • Free parking continues in Wychavon's car parks until the start of May • Let's get back to supporting traders safely • Funding boost as leisure centres prepare to reopen |
| Wychavon DC Planning | <ul style="list-style-type: none"> • Agenda for Planning Committee meeting 29 April 2021 • Agenda and minutes for Planning Committee meeting 1 April 2021 • Enforcement matters relating to planning application 17/01934/FUL <p><u>Approval notices:</u></p> <ul style="list-style-type: none"> • W/21/00538/HP: White Cottage, Pershore Road, High Park, Whittington - Erection of detached garage • W/20/01897/FUL and W/20/02232/LB: Cooksholme Farm, 3 Wadborough Road, Littleworth - 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. Design amendments to Barns 1 - 3 relating to extant permission 17/01582/LB |