

MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 24TH JUNE 2021

Public question time discussions are included as Appendix 1.

- 1. Apologies for Absence:** C. Dawson, D. Lucas, Cllr Adams (District Councillor), H. Turvey. Apologies and the reasons for them were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, A. Job, D. Owen, M. Pollard, P. Richmond, J. Waizeneker, Cllr Mrs Robinson (County Councillor), Mrs J. Greenway (Clerk and Responsible Finance Officer)
- 2. Changes to Membership**
Cllr Owen was welcomed as a Co-opted Member. Wychavon DC will be advised. **Action: Clerk**
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) None.
 - d) Dispensation requests granted:
 - i. To Cllr. Job, up to the next ordinary election (2023), to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall. Proposed by Cllr. Richmond, seconded by Cllr. Waizeneker and agreed by all. Cllr Fincher abstained from voting.
- 4. 2021/135 Minutes**
 - a) Minutes of the Annual Parish Council Meeting held on 27 May 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Pollard, seconded Cllr Waizeneker 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. 2021/136 Reports**
 - a) Cllr R. Adams (District Councillor)**
Cllr Adams' apologies were noted, with an update regarding the Wychavon DC boundary review reported under agenda item 14.
 - b) Cllr Mrs L. Robinson (County Councillor)**
Cllr Mrs Robinson reported after agenda item 8 (which was discussed after agenda item 4a), referring to the report circulated in advance of the meeting which included matters relating to Commonwealth Games volunteering opportunities, local Covid infection levels, extension of the Free School Meals offer throughout the summer holidays, the new NHS app and grants secured by WCC (Town Centre and Levelling Up grants). Cllr Mrs Robinson was briefed on the situation regarding the curtilage wall to the Barracks along Brockhill Lane and will seek an update on the schedule of work from WCC Highways. The unsatisfactory Active Travel Corridor (ATC) offer was highlighted to Cllr Mrs Robinson, with background information and details of the proposed scheme to be forwarded to provide a fuller understanding of the situation. **Action: Clerk**
Cllr Fincher offered to walk the ATC route with Cllr Mrs Robinson.
Background information was provided in response to an enquiry received by Cllr Mrs Robinson regarding parking restrictions in the High Park B4084 layby. The Parish Council advised that it continues to support the restrictions, particularly in view of the proximity of the Parkway Station and the potential for station users to park in the layby to avoid station car park charges. Information will be emailed to Cllr Mrs Robinson. **Action: Clerk**
Cllr Mrs Robinson left the meeting after her report at 8.25pm.
 - c) Finance**
 - (i) Balances: current account £14,612.22 and deposit account £106,127.66 (both 24 June) which includes unspent but committed grant funding of c. £21k Norton Connector Community Legacy Grant funding/County Councillor Divisional Allowance and c. £38k 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 May will be circulated to members. **Action: Clerk**

(iii) An internal quarterly financial check will be arranged with Cllr Dawson. **Action: Clerk**

c) GDPR

GDPR documentation review and refresh will be completed as soon as possible (an ongoing action).

d) Social Media Communications

Facebook and website data were reported including continued growth in engagement levels, most popular topics/posts and demographics of Facebook followers. It was agreed to develop the Events page(s) to include coffee shop opening times and activities that may be of interest to the community.

e) West Mercia Police

In response to a Police Safer Neighbourhood Team (SNT) request, the current top 3 policing priorities for the Parish were agreed as speeding, suspicious activity (relating to vehicles and minor thefts) and a lack of civil enforcement relating to parking issues. These will be advised to the SNT by return of the Parish Contact Contract form. **Action: Cllr Job**

f) St. James the Great Church, Norton

No update to report.

6. 2021/137 Apiary Project

The report circulated in advance of the meeting was discussed after agenda item 4a, along with activities planned for the family picnic at the Parish Hall on 27 June and feedback received from neighbouring residents. In addition to ongoing actions, it was agreed to:

- Explore potential support relating to environmental matters from TCAP for the Parish Council to consider. **Action: Mr Perks**

- Explore options to satisfy neighbours' concerns, with the Council agreeable to a change in layout if required, siting the container towards the rear of the site. **Action: Mr Perks**

The Land Drainage Consent application has been submitted to Wychavon DC, with the Parish Council to be responsible for maintenance of the loading/unloading area and drainage structure proposed. Wychavon DC will be advised. **Action: Clerk**

Mr Perks left the meeting after his report at 8pm.

7. 2019/138 Independent Internal Audit Report

The independent internal auditor's 2020/21 report was received and considered, with no matters to be brought to the attention of the Council. Approved as proposed by Cllr Waizeneker, seconded by Cllr Arrow and agreed by all.

8. 2019/139 Annual Governance Statement

The Clerk/Responsible Finance Officer (RFO) referred to the Annual Governance and Accountability Return. Section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2020/21, was considered, approved and was signed by the Chairman and Clerk/RFO. There were no 'no' responses. Proposed Cllr. Pollard, seconded by Cllr. Richmond and agreed by all.

9. 2019/140 Accounting Statements for 2020/21 and Accounts for the Year Ended 31 March 2021

The Clerk/RFO referred to the Annual Governance and Accountability Return and draft accounts for the year ended 31 March 2021.

Draft accounts for the year ended 31 March 2021 were considered, approved and will be signed by the Chairman and Clerk/RFO. Proposed Cllr. Richmond, seconded by Cllr. Waizeneker and agreed by all.

Section 2 of the Annual Governance and Accountability Return – Accounting Statements for 2020/21, was considered, approved and signed by the Chairman. Proposed Cllr. Richmond, seconded by Cllr. Pollard and agreed by all.

10. 2019/141 Exercise of Public Rights

The Clerk advised that the audit will be advertised to comply with requirements. Proposed Cllr. Arrow, seconded Cllr Waizeneker and agreed by all.

11. 2019/142 Completion of the Remainder of the 2020/21 Annual Governance and Accountability Return (AGAR) and Submission to the External Auditor

Supporting information to be submitted with the 2020/21 AGAR including year-end bank reconciliation, explanations for significant year on year variances, explanations for any differences between Section 2 boxes 7 – 8, reserve levels and dates for exercise of public rights, was considered and approved for

submission. Proposed Cllr. Waizeneker, seconded by Cllr. Pollard and agreed by all. **Action: Clerk**
The Clerk/RFO was thanked for completing the annual accounts, AGAR submission and supporting papers.

12. 2020/143 Reserves Policy

The draft Reserves Policy circulated in advance of the meeting was reviewed and adopted. Proposed Cllr Job, seconded Cllr Pollard and agreed by all. **Action: Clerk**

13. 2021/144 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	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 (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
<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.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports
	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
	Hatfield Court, Hatfield Bank, Norton W/21/01111/HP	Installation of three roof windows. Parish Council supports subject to views of neighbouring residents being fully considered
	Swallow Ridge, Hatfield Lane, Norton W/21/01266/HP	Erection of two storey rear extension. Parish Council supports subject to views of neighbouring residents being fully considered
	Land At, Woodbury Lane, Norton, Worcester W/21/01166/FUL	Erection of building comprising 3,461m of Class B1 office accommodation together with ancillary vehicle parking, landscaping and drainage (resubmission of withdrawn application 20/01138/FUL). Parish Council objects.
<u>Internal Consultation:</u>	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM (amendment)	Amended layout, landscaping proposals, parking, boundary details.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/21/00525/ADV	Advertising on hoarding (retrospective)
	30 Salamanca Drive, Norton W/21/01430/HP	Two storey side and single storey rear extension for dwelling

Other:	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. APPEAL DISMISSED.
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Application W/21/00525/ADV, Cooksholme Farm, was considered. An objection response will be submitted due to the retrospective nature of the application and the advertising hoarding not being appropriate for the area.

Action: Clerk

An enquiry from a resident regarding a potential breach of planning was noted. Contact will be made to obtain further details and to discuss the situation.

Action: Cllr Richmond

It was noted that the Woodbury Lane 30mph speed sign has not yet been moved as required by a 17/01934/FUL planning condition. Details will be sent to Cllr Mrs Robinson to seek an update from WCC Highways.

Action: Clerk

14. 2021/145 Wychavon DC Boundary Review Consultation

An update on the review process was received, with the consultation due to commence in early July. A Council response will be considered at the July Parish Council meeting.

15. 2021/146 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 from Cllr Fincher as the Council's WNCIC Board representative including progress towards a lease being agreed, work to finalise costs and bridging the shortfall in funding with further grant applications. Constraints of the s106 funding in terms of the purpose specified within the s106 agreement and the time limited nature of the funding were noted, along with discussions with Wychavon DC regarding project progress.

16. 2021/147 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update including the family picnic event on 27 June, which will provide an opportunity for re-launch of the Norton Connector service and to highlight developments at the Hall.

17. 2021/148 Parish Hall Recreation Facilities and Outside Space

Marquee storage proposals have drawn to a close due to the level of costs involved.

Operation of a mobile takeaway from the Parish Hall car park was agreed on a trial basis, subject to the takeaway holding all necessary licences, insurance, H&S certification, and this fitting with operation of the coffee shop. The Parish Hall Trustees will make the necessary arrangements to ensure fit with the coffee shop. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all.

Action: Cllr Job

If the trial is successful, details will be shared with Worcester Norton CIC to allow for potential consideration of a similar arrangement at the cricket club (in response to feedback from residents).

Quotes and options for weed spraying around the Parish Hall site were considered. CDF Management Group Ltd will be instructed to undertake residual herbicide application to all hard standing areas around the Parish Hall twice a year at a cost of £380.00 + VAT per visit. Timing of visits will be clarified. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

Action: Clerk

Agreement was given for a Police sports club event to be held on the Hall outside space on 25 July subject to insurance, risk assessment etc. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. The event will be arranged via the Hall Manager/Parish Hall Trustees.

Action: Cllr Job

The enquiry regarding baseball signage was considered along with Public Question Time discussions.

It was agreed for temporary sponsorship signage to be displayed on the backstop from Thursday (training sessions) to Sundays (match days). Signs for new sponsors will be required to be vetted by the Council. Home and Away team signage was also agreed, along with the potential for some form of 'Home of the Worcester Sorcerers' sign on the backstop fencing. Guidance relating to outdoor signage and advertising will be forwarded to the baseball team to highlight criteria. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

Action: Clerk

18. 2021/149 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG), with the multi-function room development now complete and no further leaks following remedial work to the flat roof. The Tesla Powerwall batteries and the smart controller for the boiler are due to be delivered w/c 28 June

which will complete the green energy project. Details of the electric vehicle admin/management system will be forwarded to the Hall Manager for the Hall Trustees to manage. **Action: Clerk**

It was agreed for an area of slabbing to be installed at the entrance to the Groundsman's container, with the PHPWG to seek quotes and select the contractor for the work, with costs not to exceed £500 + VAT. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all. **Action: PHPWG**

A summary of project costs (including those paid and earmarked) and utilisation of funding will be circulated to Council members, with this forecasting c. £38k funding for the village shop project (including the Parish Council and Parish Hall Trustees contributions). **Action: Clerk**

Wychavon DC has been updated on progress, proposals for the shop and proposed utilisation of funding, with planning for the shop to start in earnest in September. Feedback from Wychavon DC has been very positive, with plans to progress the shop supported. A community survey for the village shop has been produced (available by hard copy or online), with this to be publicised at the family picnic on 27 June, via Parish noticeboards and on Facebook. Responses will inform discussions relating to development of the shop.

19. 2021/150 Norton Connector Community Legacy Grant (CLG) Project

An update was received including re-launch of the service, publicity and bus signage, and use as free transport to/from the Hall family picnic on 27 June. The service is running well with the passenger numbers slowly increasing. The reduction in operating costs along with increasing passenger numbers will enable the current funding to finance the service for a longer period than that initially forecast.

20. 2021/151 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update was received on arrangements for Wychavon Engineers to inspect the ditch adjacent to school, with a date for this being sought. Shear Perfection Ltd will be instructed to flail mow the brambles inside the entrance to the field adjacent to Coppice Cottage at a cost of £35 + VAT. Consideration will be given to weed treatment in future. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

An update was received regarding tree work arranged by Persimmon Homes (PH) on the large grass verge entrance to Gazala Drive. PH has advised that no re-planting is currently planned and that they are in discussion with Wychavon DC regarding adoption of the land.

An update was received following a meeting with members of the Worcester Norton Regiment Group (WNRG) to discuss landscaping around the Sentry statue. WNRG have agreed to seek ideas and will liaise with the Parish Council to create a fitting environment for the statue. It was noted that videos showing progress with the statue can be viewed on the WNRG section of the Parish Council website.

21. 2021/152 Allotments

An update was received. Shear Perfection Ltd will be instructed to remove the old rotten gate post (main allotment gate), supply and install a new post and re-hang the gate at a cost of £390 + VAT. Proposed Cllr Richmond, seconded Cllr Job and agreed by all. **Action: Clerk**

22. 2021/153 Employment Matters

Nothing to report.

23. 2021/154 Finance

a) It was proposed by Cllr Job, seconded by Cllr. Owen **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
	Annual membership	36.00
	Apiary insurance cover	58.98
	Norton Connector fliers/publicity and village shop survey printing	115.20
Grounds/ Parish Property Maintenance	Lengthsman duties (May)	210.00
	Churchyard mowing	108.60
	PRoW maintenance and mowing field next to Coppice Cottage	548.40
	Allotment water bill	38.42
	Hire of container 7-29 May (Community Legacy Grant funded)	59.14

	Playing field mowing May	217.92
	Multi-function room development work (Community Legacy Grant funded)	75,767.40
Capital Items	Groundsman container £1,780 + VAT (Community Legacy Grant funded)	2,136.00
	TOTAL	79,302.06

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	June 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions, (HMRC quarterly PAYE/NI)	2,172.17
Administration	Parish Council mobile phone contract June DDR	20.99
	Quarterly PAYE tax and NI payment	749.01
Grounds/ Parish Property Maintenance	Final container hire invoice (Community Legacy Grant funded)	43.70
	Hall entrance porch and canopy work (New Homes Bonus funded)	1,920.00
	Annual safety inspection - Hall outside recreation facilities	204.00
Community Services	Norton Connector operation May	983.00
	TOTAL	6,092.87
	GRAND TOTAL	85,394.93

* Incl. VAT where payable

b) NALC Local Council Review magazine subscription renewal agreed at a cost of £17. Proposed Cllr Waizeneker, seconded Cllr Job and agreed by all. **Action: Clerk**

c) The revised Council online banking and other payments process documents circulated in advance of the meeting were reviewed and adopted. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

d) Continued use of standing orders, direct debits, BACS and CHAPS payments (authorised in line with the bank mandate/Council Financial Regulations) was approved. Proposed Cllr Pollard, seconded Cllr Richmond and agreed by all. **Action: Clerk**

24. 2021/155 Correspondence for Information

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

25. 2021/156 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

26. 2021/157 Items for Update to Local M.P.

None.

27. 2021/158 Councillors' Reports and Items for Future Agenda

- It was noted that the Neighbourhood Plan Regulation 16 consultation draws to a close at the end of w/c 28 June and that following this an independent Examiner will be appointed (a process led by Wychavon DC).

- Clearance of the Norton Road entrance to NJ563 is required to maintain access. **Action: Clerk**

28. 2021/159 Date of Next Meeting

Parish Council Meeting: 15 July 2021

The meeting closed at 10.35pm

Public Question Time Session

Two representatives from the Worcester Sorcerers baseball team attended to discuss team and sponsorship signage.

Proposals were discussed including the nature of signs requested, when/where displayed, current and future potential sponsors, outdoor signage/advertising guidance and Parish Council vetting of signage.

The team members were thanked for attending to explain the proposals and will be updated following discussions during the Parish Council meeting.

Correspondence Received for 24 June 2021 Parish Council Meeting	
Sender	Subject
Age UK Herefordshire & Worcestershire	Walking football sessions in Worcester
CALC	Updates on various matters and training sessions, including Change of Contact Details, New Grants Open, PCC Town and Parish Council, COVID-19 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
Malvern Hill DC Planning	<ul style="list-style-type: none"> • Planning Inspector Decision re Appeal Ref: APP/J1860/W/20/3255153 - Broomhall Grange, Norton Road, Norton (19/01336/FUL), Appeal dismissed.
NALC	Covid-19 guidance and updates, Newsletters and Chief Exec's bulletins,
One Network	Local roadworks reports
Open Spaces Society	Newsletter
Resident	Copy of complaint to Wychavon DC Planning
Resident	Report of potential breach in Planning/Highway regulations
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins, Covid-19 updates
West Mercia Police/Local Policing Team	<ul style="list-style-type: none"> • Local agreements with Parish Councils and top policing priorities • Letter from Wychavon Safer Neighbourhood Team Inspector with Parish Council Contact Contract • Superintendent Brighton to Brief Parish Councils on West Mercia Police's Local Policing Charter – 19 July, 6.30pm
Worcs CC	Introducing Reading Friends & Reading Well from Worcestershire Libraries
Wychavon DC	<ul style="list-style-type: none"> • Flying the flag for Armed Forces Day 22 June • EU citizens living in the district are being reminded time is running out to apply for the EU Settlement Scheme (EUSS) if they want to remain lawfully in the UK. Must apply by 30 June 2021 • New county-wide online Landlords' Forum offers Covid-19 advice • £4.3million will be spent by Wychavon improving the energy efficiency of fuel poor homes across the district • Building a greener recovery - event for Parish and Town Councils - 30 June 2021
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 24 June 2021 • Minutes Planning Committee meeting 27 May 2021