

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 20<sup>TH</sup> JANUARY 2022**

See Appendix 1 for Public Question Time discussions.

1. **Apologies for Absence:** C. Arrow, A. Job, D. Owen, P. Richmond. Apologies and the reasons for them were accepted and approved.  
**Attending:** K. Fincher (Chairman), C. Dawson, D. Lucas, M. Pollard, J. Waizeneker, Cllr Mrs L. Robinson (County Councillor), Cllr R. Adams (District Councillor), Mrs J. Greenway (Clerk and Responsible Finance Officer)
2. **Changes to Membership**  
None.
3. **Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) c) d) None.
4. **2022/1 Covid-19 Risk Assessment and Scheme of Delegation**  
Revised guidance was noted, with the updated risk assessment and information for attendees adopted. The revised Covid Scheme of Delegation was agreed until 30 September 2022. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.
5. **2022/2 Minutes**
  - a) Minutes of the Parish Council meeting held on 25 November 2021 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Lucas, seconded Cllr Pollard 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**
6. **2022/3 Reports**
  - a) **Cllr R. Adams (District Councillor)**  
Cllr Adams provided a report including the Ward election result for 'The Littletons', changes to the WDC Executive Board, round 4 of the Community Legacy Grant (CLG), 2022/23 budget, access to nature being a top priority in the Goals & Strategy Residents' Survey and the WDC Ward boundary review.
  - b) **Cllr Mrs L. Robinson (County Councillor)**  
Cllr Mrs Robinson's report received in advance of the meeting was noted including a proposed 3.94% Council Tax increase (75% ringfenced for adult social care). Other updates were shared including B4084 speed data collected which supports the need for enforcement measures. Cllr Mrs Robinson proposed two solar panel vehicle activated speed signs for the B4084, one for Whittington Parish and the other for NJK Parish, funded from Divisional Allowance. The Parish Council was supportive of these measures which should assist in creating a safer route between M5 J7 and the Parkway Station. Cllr Mrs Robinson received feedback regarding the Parkway Station with this highlighting a lack of facilities within the station and a lack of maintenance to the pedestrian/cycle route from Woodbury Lane to the station. Cllr Mrs Robinson agreed to report back to WCC. **Action: Cllr Mrs Robinson**
  - c) **Finance**
    - (i) Balances: current account £6,489.06 and deposit account £94,541.47 (both 20 January). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
    - (ii) Monthly accounts and bank reconciliation to 30 November and 31 December will be circulated to members.
  - d) **GDPR**  
As part of ongoing GDPR compliance procedures, GDPR documentation will be reviewed as soon as possible and refreshed as necessary.
  - e) **Social Media Communications**  
Facebook and website data were reported, with engagement levels continuing to grow. Most popular Facebook posts continue to be those of a very local nature. The website newsletter page was visited by 908 people following publication of the winter edition, which is evidence of the reach of the online

version of the newsletter (which is also available by email and hard copy upon request). Efforts are being made to ensure that residents not using Facebook, or having email access, are also reached.

**f) West Mercia Police**

No report received.

**g) St. James the Great Church, Norton**

No report received.

**7. 2022/4 Apiary Project**

No further news. The site is secure, the bees settled in and trained beekeepers are managing day to day matters.

**8. 2022/5 Wychavon Electoral Ward Proposals**

The proposals published by the Boundary Commission for England were considered. Under these proposals the Norton & Whittington Ward will cease to exist, with Norton instead forming a one councillor Ward with Stoulton (and Whittington forming a one councillor Ward with Upton Snodsbury). In line with its initial consultation response, the preferred option is for the Norton & Whittington Ward to remain and for this to become a two councillor Ward. It was suggested that smaller villages feel an affinity with other smaller villages and would prefer not to be linked with a much larger area, where they could be at risk of losing their individual identities. NJK and Whittington Parishes will continue to grow as a result of the SWDP and the SWDP Review, with the new Ward proposals being driven by a desire to even out the number of electors across Wards/District Councillors and to reduce the overall number of District Councillors (with the next WDC elections in May 2023). A response will be drafted and circulated to members for review prior to submission (21 March deadline). The consultation will be highlighted in communications to residents to encourage individual responses. **Action: Cllr Fincher**

**9. 2022/6 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

It was noted that some tree/vegetation work has been undertaken along Brockhill Land and an update will be sought on repairs to the Barracks curtilage wall. It is understood that WCC has taken on liability for the wall repairs and written confirmation of this will be sought. **Action: Cllr Mrs Robinson**

Results of the community survey relating to way-finder type lighting along Brockhill Lane were considered. Of the 159 responses, 98% were in favour of such lighting and of the 6 respondents living along Brockhill Lane, 4 were in favour. The full results will be shared with Cllr Mrs Robinson and Cllr Adams. **Action: Cllr Pollard**

Results will be shared with WCC (evidencing a high level of local support). **Action: Cllr Mrs Robinson**

**10. 2022/7 Public Rights of Way (PRoW)**

An update was received relating to the proposed improvements to the Littleworth to Stonehall Common bridleway. Kempsey Parish Council has submitted a pre-application enquiry to MHDC Planning and a definitive response is awaited. It was noted that the Griffiths opportunity will be lost if planning permission is required in advance of the works being undertaken. Clarification of the proposed work has been sent to MHDC Planning, seeking an early decision due to the time critical nature of the work. Members agreed to continue to seek to progress the proposed work with Griffiths (via their Community Social Responsibility Scheme) for the benefit of Parish residents and the wider community.

Cllr Mrs Robinson left the meeting.

**11. 2022/8 Parish Council Owned Lands**

An update was received regarding field tenancy work and formalising the existing agreements into written form.

**12. 2022/9 The Queen's Platinum Jubilee**

To be considered further at the February Council meeting.

**13. 2022/10 2022/23 Budget and Precept**

Members of the public and press left the meeting for discussion of item 13a.

**a)** The draft budget figures circulated in advance of the meeting were considered. As a result of tight financial management and accrued project funding, it is possible to not increase the precept for the 2022/23 financial year, whilst still progressing the projects planned to benefit residents. It is believed that Parishioners will welcome this. It was noted that the Parish 2022/23 Council Tax Base has

reduced, with factors influencing a reduced Council Tax Base including additional empty properties.

**It was proposed by Cllr Lucas, seconded by Cllr Waizeneker and agreed by all to submit a budget requirement of £61,000 to Wychavon DC (£59,733 precept and £1,267 Grant), which equates to an 8p (0.1%) per annum decrease for Band D Council Tax. The Clerk will submit no later than 26 January.** **Action: Clerk**

The Clerk/Responsible Finance Officer was thanked for drafting the 2022/23 budget.

**b)** It was agreed to instruct Shear Perfection Ltd to continue to mow the St James the Great Churchyard at a cost of £105 + VAT per cut. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. The contractor will be instructed. **Action: Clerk**

It was agreed to instruct Shear Perfection Ltd to continue to carry out Public Rights of Way maintenance with up to 3 cuts at £375 + VAT per cut. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. The contractor will be advised of the Council's intent but will not be instructed until the WCC P3 Grant is approved. **Action: Clerk**

**c)** The Reserves Policy was considered, with agreement for the principles within this to remain unchanged. The Policy will be reviewed in detail after agreement of the 31 March 2022 year end accounts. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

#### **14. 2022/11 Annual Appointment of Internal Auditor**

Iain Selkirk will be appointed as independent Internal Auditor for 2021/22 at a cost of £110. Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all. **Action: Clerk**

#### **15. 2022/12 Annual Insurance Renewal**

The Zurich Insurance renewal proposal was reviewed, with cover agreed as adequate other than addition of War Memorial insurance (December 2021 quote £379.85 pa) and removal of the Sentry statue insurance (as this is not yet in situ). A revised renewal schedule and invoice will be sought. Proposed Cllr Lucas, seconded by Cllr. Waizeneker and agreed by all. **Action: Clerk**

Treatment of fixed assets relating to the Hall CLG projects (e.g. solar panels and EV charging points) is being clarified and once confirmed, insurance needs will be reviewed. **Action: Clerk**

#### **16. 2022/13 Adoption of Public Open Spaces/Verges Crookbarrow Road**

An update was received regarding adoption of public open space from Persimmon Homes (PH). Remedial work has been completed other than a small amount of work, which PH has undertaken to complete in April (e.g. turfing). The land being transferred to the Council has been revised after it was discovered that one of the areas is owned by a resident; the Council is therefore taking on a smaller total area of land with an unchanged commuted sum. Two areas of land have been found to be in the joint names of PH and Taylor Wimpey, and therefore TW is required to also enter into the transfer agreement. The wording of the transfer agreement and the revised plan were agreed, with the document to be executed by two members of the Council, in the presence of the Clerk (once the document has also been agreed by TW). It is planned for the document to be executed by Cllr Fincher and Cllr Richmond and Chair and Vice-Chair of the Parish Council. The Council's solicitors and PH will be advised. **Action: Clerk**

#### **17. 2022/14 Sentry Statue Landscaping Proposals**

To be progressed further once the land is under the ownership of the Parish Council.

#### **18. 2022/15 Planning**

**a)** Current Planning Applications – the following applications were noted.

	<b><u>Location and Application Number</u></b>	<b><u>Description of Proposal</u></b>
<b><u>Approvals:</u></b>	Closes Farm, Hatfield Bank, Norton W/21/02564/CLE	Application for a Lawful Development Certificate for the existing use of dwellinghouse without complying with and in breach of agricultural occupancy condition(s) no.1 imposed upon planning permissions refs. r.357/71/o dated 23.08.1971 and pr.510/71(ri) dated 25.10.1972 continuously for a period in excess of ten years.

	8 Toulouse Drive, Norton W/21/02621/HP	Ground floor rear conservatory.
	Swallow Ridge, Hatfield Lane, Norton W/21/01266/HP	Erection of two storey rear extension.
	3 Coronation Road, Littleworth W/21/01571/HP	Construction of new single-storey domestic garage between the existing house and the western boundary fence
	37 Vimiera Close, Norton W/21/02469/HP	Proposed single storey infill extension to rear of property to align with existing garden room extension together with increased size and layout of existing dormer roof to rear elevation to allow for better internal clearance to existing roof space.
<b>Refusals:</b>	None	
<b>Awaiting Decision:</b>	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
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM	Amended layout, landscaping proposals, parking, boundary details.
<b>Internal Consultation:</b>	Old Brickworks, Church Lane, Norton W/21/02530/FUL Cazoo Properties Ltd	MOT facility containing two class 4,7 testing bays
	16 Peninsula Road, Norton W/21/02991/HP	Remove conservatory & erection of single storey extensions to front and rear and two storey side extension
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/21//02492/HP	Remove leylandi roadside hedge and replace with picket fence, retrospective
<b>Other:</b>	None	

Application W/21/02530/FUL Old Brickworks, Church Lane, Norton was discussed. It was agreed to submit a support response whilst emphasizing that the current planning conditions attached to the site must continue to be adhered to. **Action: Clerk**

A separate letter will be submitted to WDC Planning to highlight changed ownership of the site and concerns regarding potential future changes in business operations/development of the site, seeking clarification on the need for planning consent for any such changes/development. **Action: Cllr Fincher**  
Cllr Waizeneker will attend the Joint Parish Council SWDP Review Group meeting during w/c 24 January and will report back to the Council.

#### 19. 2022/16 Parish Briefing 10 March 2022

A presentation will be prepared with a SWDP Review focus. **Action: Cllr Fincher, Cllr Waizeneker**

#### 20. 2022/17 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG) regarding development of the community shop. Proposals are being finalised including the nature/configuration of the vending machines and costs. Feedback from local residents is informing proposals.

**21. 2022/18 Norton Connector Community Legacy Grant (CLG) Project**

An update was received, with passenger data since March 2021 showing an overall upward trend and a mix of types of trips. Future operating options/models will be explored including passenger/resident surveys and review of the WCC Bus Services Improvement Plan (BSIP). An update will be added to the Parish Council website to highlight growing passenger numbers and to encourage others to try the service.

**Action: Cllr Waizeneker, Cllr Pollard**

**22. 2022/19 Parish Hall Recreation Facilities and Outside Space**

Replacement of two sets of swing seats and chains was agreed at a cost of £873.40 + VAT. The old swings seats/chains will be kept as spares. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.

**Action: Clerk**

Detailed proposals received from the baseball team were considered. It was agreed for the team to progress with the batting cage/nets (in the general area of the old cricket nets) and extension of the existing shed. Work will be arranged/undertaken by the baseball team at its own cost and under its own insurance, with a minimum amount of concrete laid, and the areas restored to their current state should the team leave the Hall site. Trees and vegetation must be protected as much as possible, with trees removed ideally to be replanted. The old cricket scaffold posts should be re-used for the batting cage/nets. It was agreed that the exact route of the definitive line of the public right of way is difficult to define precisely on the ground, that any deviation from this would be very small, and in view of the nature of the area is considered to be 'de minimis'. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. The baseball team will be advised.

**Action: Clerk**

Consideration will be given to the potential for CLG funding to be sought for baseball activities on site.

**23. 2022/20 Parish Hall**

Cllr Fincher, as Chair of the Hall Trustees, provided a report including a successful panto and holding a Parish Hall community event on 5 June to celebrate The Queen's Platinum Jubilee.

**24. 2022/21 Worcester Norton Sports Club/Worcester Norton Community Interest Company (WNCIC)**

Dispensations were noted, with Cllr Fincher and Cllr Pollard included in discussions. An update was received from Cllr Fincher as the Council's WNCIC Board representative including progress towards a lease and discussions with WDC regarding the need for the project to show progress in order to retain the £100k Community Legacy Grant funding. Crowd Funding of £10k has been secured with other grants continuing to be applied for.

**25. 2022/22 Neighbourhood Plan**

The reviewed 'Parish Aspirations' document was agreed for publication on the Council's website following revision to show the apiary as completed and the Parish Hall shop hoped to be delivered at the end of April. The 'Parish Aspirations' document will be reviewed again in April 2022 (on a quarterly basis).

**Action: Neighbourhood Plan Steering Group**

**26. 2022/23 Allotments**

An update was received, with outstanding rent payments being chased, plots being monitored and avian flu guidance being made available to tenants.

**27. 2022/24 Employment Matters**

Employee annual reviews are in the process of being re-arranged (due to Covid matters) and payroll options/costs are being explored.

**28. 2022/25 Freedom of Information Guidance/Publication Scheme**

The draft FOI Publication Scheme and the draft Parish Council FOI Policy were agreed and adopted. Proposed Cllr Waizeneker, seconded Cllr Dawson and agreed by all. It was agreed that up to 10 sides of hard copy printing/copying is free, with pages above this charged at 45p a side (black or colour), with payment to be by bank transfer or by cheque. Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all. Where research is required regarding information not included in the Council's FOI Publication Scheme, this will be charged at a sum that is based on double the hourly rate of the Clerk. Proposed Cllr Lucas, seconded Cllr Pollard and agreed by all.

Consideration was given to publishing Parish Councillor contact details on the Council's website. It was agreed that Parish Councillor's names are published on the website and the preferred method of

communication is via the Clerk, who will provide Councillor contact details if requested. The Policy and Publication Scheme will be finalised and published. **Action: Clerk, Cllr Pollard**

## 29. 2022/26 Parish Council Newsletter

Content should be provided to the Clerk by 10 February.

## 30. 2022/27 Finance

a) It was proposed by Cllr. Waizeneker, seconded 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 £ *
Administration	Monthly webhosting charge December	6.00
	Monthly webhosting charge January	6.00
	Parish Council mobile phone contract January DDR	20.99
	Annual website support	100.00
	Worcester Lions Club Santa Sleigh donation (agreed Nov PC meeting)	28.00
	The Poppy Appeal donation (agreed Nov PC meeting)	50.00
	Monthly Zoom fee for Dec 2021 and Jan 2022	28.78
	New finance ledger book	24.99
	Printer paper	26.96
Community Services	Norton Connector November	930.00
Grounds/ Parish Property Maintenance	Drainage work (entrance to PRow Littleworth)	636.00
	Weed spraying around Parish Hall grounds	432.00
	Lengthsman duties October	210.00
	Hedge cutting Littleworth	444.00
	Tree survey – public open space at Gazala Drive, Norton	180.00
	Allotment water	163.55
	Lengthsman duties November	140.00
Staff Costs	December 2021 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,108.64
	HMRC quarterly PAYE and NI payment	738.41
<b>TOTAL</b>		<b>6,274.32</b>

\* Incl. VAT where payable

### **Accounts for Payment:**

Category	Detail	Amount £ *
Staff Costs	January 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,296.87
Grounds/ Parish Property Maintenance	Lengthsman duties December	189.00
Community Services	Norton Connector December	1,096.00
Administration	Zurich Municipal annual insurance renewal	3,293.02
	Parish Council mobile phone contract February DDR	20.99
	Printing/copying associated with Neighbourhood Plan work	42.22
<b>TOTAL</b>		<b>6,938.10</b>
<b>GRAND TOTAL</b>		<b>13,212.42</b>

\* Incl. VAT where payable

b) Renewal of the annual Society of Local Council Clerks membership was agreed at a cost of £186.

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

**Action: Clerk**

**31. 2022/28 Correspondence for Information**

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

**32. 2022/29 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**33. 2022/30 Items for Update to Local M.P.**

None at present.

**34. 2022/31 Councillors' Reports and Items for Future Agenda**

None.

**35. 2022/32 Date of Next Meeting**

17 February

The meeting closed at 10.50pm

Two members of the public and one member of the press attended the Public Question Time Session.

The two members of the public attended to discuss the Worcester Sorcerers Baseball Team proposals to revamp the old cricket nets to create a batting cage and to extend the existing shed to provide more storage space. A pack of information relating to the proposals was circulated to Council members in advance of the meeting.

The proposals were explained and questions answered, with key discussion points and information in addition to that circulated summarised as follows:

- WCC has provided a grant of c.£2k to aid development of the women's team.
- The amount of additional concrete laid will be minimised (re the batting cage).
- The site would need to be restored to its current state, at its own cost, if the team leaves the site.
- A batting cage would ease wear and tear on the diamond and would be a safer space for practice. Practice currently takes place on the diamond and is curtailed for safety reasons (e.g. members of the public using the field for recreation).
- Tree and vegetation must be protected as much as possible (it was noted that a team member is a tree surgeon).
- Any potential impact on the public right of way is considered to be minimal.
- The team is continuing to grow despite the impact of Covid.



<b>Correspondence Received for 20 January 2022 Parish Council Meeting</b>	
<b>Sender</b>	<b>Subject</b>
CALC	<ul style="list-style-type: none"> <li>• Updates on various matters and training sessions, including Petition to allow remote meetings, WCC Draft Budget Consultation, Village Halls Week, Malvern Hills Ward Boundaries, NALC Events, Dates for the Diary, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin updated Covid advice</li> <li>• Wychavon Area Meeting 2nd December (via Zoom), Executive Officer Report Dec 2021, Worcester Regulatory Services presentation</li> </ul>
Community First	E-bulletins
CPRE	Campaign updates and Countryside Voices magazine Winter 2021
NALC	Newsletters and Chief Exec's bulletins
NBB Outdoors	Street furniture brochure
One Network	Local roadworks reports
Resident	Hedge cutting along Crookbarrow Road
Resident	Lighting along Brockhill Lane
Resident	Maintenance of Gazala Drive large verge
Resident	Use of electric scooters around Norton
Resident 2	Lighting along Brockhill Lane
Resident 2	Maintenance of Gazala Drive large verge
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins
West Mercia Police/Safer Neighbourhood Team/West Mercia Police Road Safety Team	Speed checks Church Lane, Norton and Wadborough Road, Littleworth
Worcs CC	<ul style="list-style-type: none"> <li>• Invitation to Draft Budget Proposals 2022/23 On-line Engagement Event 26 January, 5.30pm</li> <li>• Here2Help Community Services Directory</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• New coronavirus support funding for businesses</li> <li>• Local Government Boundary Commission proposals and consultation</li> <li>• Customer service focus for new top team</li> <li>• Community Legacy Grants – fourth round - expressions of interest now open</li> <li>• Council Tax Direct Debit issue</li> <li>• More than £297,000 to support households in need</li> <li>• Housing Needs Survey Workshop Information</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda and minutes Planning Committee meeting 6 January 2022</li> <li>• Norton-juxta-Kempsey Neighbourhood Plan Adopted - 1 December 2021</li> <li>• Agenda and minutes Planning Committee meeting 9 Dec 2021</li> </ul> <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> <li>• W/21/02564/CLE: Closes Farm, Hatfield Bank, Norton - Application for a Lawful Development Certificate for the existing use of dwellinghouse without complying with and in breach of agricultural occupancy condition(s) no.1 imposed upon planning permissions refs. r.357/71/o dated 23.08.1971 and pr.510/71(ri) dated 25.10.1972 continuously for a period in excess of ten years.</li> <li>• W/21/02621/HP: 8 Toulouse Drive, Norton - Ground floor rear conservatory.</li> <li>• W/21/02469/HP: 37 Vimiera Close, Norton - Proposed single storey infill extension to rear of property to align with existing garden room extension together with increased size and layout of existing dormer roof to rear elevation to allow for better internal clearance to existing roofspace</li> </ul>