

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 17<sup>TH</sup> FEBRUARY 2022**

See Appendix 1 for Public Question Time discussions.

**1. Apologies for Absence:** None.

**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, D. Lucas, M. Pollard, P. Richmond, 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**

Resignation of Cllr David Owen was accepted with immediate effect. Wychavon DC will be advised to commence the vacancy process. **Action: Clerk**

**3. Declarations of Interest**

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

**4. 2022/33 Minutes**

- a) Minutes of the Parish Council meeting held on 20 January 2022 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**

**5. 2022/34 Reports**

**a) Cllr R. Adams (District Councillor)**

Cllr Adams provided a report including items linked to his Communities and Sport portfolio, WDC 'Promises' for the next 12 months and beyond, community support and goodwill as a positive legacy from the pandemic, a 0% WDC change to Council Tax, support from the Police & Crime Commissioner and a WDC rural transport event.

**b) Cllr Mrs L. Robinson (County Councillor)**

Cllr Mrs Robinson's report received in advance of the meeting was noted including an approved 3.94% Council Tax increase, Covid case numbers, recent storm damage and preparations for Storm Eunice. Other updates were shared including Cllr Amos' response to an invitation to meet with Parish Council members to view and discuss the Active Travel Corridor (ATC) and discussion of the Brockhill Lane/ ATC lighting survey results with the WCC Local Member for St Peter's Parish. An email expressing the Parish Council's disappointment with Cllr Amos' response will be sent to Cllr Mrs Robinson for forwarding to Cllr Amos. **Action: Cllr Fincher**

Cllr Mrs Robinson provided an update from WCC regarding Parkway Station feedback. It was noted that GWR is responsible for the day to day running of the station and that the Leader of WCC will raise the issues highlighted with the GWR Chairman. It is hoped that station facilities will improve as footfall increases post pandemic and vacant units are let e.g. for refreshment. Further feedback was welcomed.

**c) Finance**

(i) Balances: current account £7,106.96 and deposit account £87,252.52 (both 17 February). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 31 January will be circulated. **Action: Clerk**

**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, with particularly high levels of interest seen relating to local highway matters. Links with WCC and WDC media channels are being explored via Cllr Mrs Robinson and Cllr Adams.

**f) West Mercia Police**

No report received.

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

The report received in advance of the meeting was noted.

**6. 2022/35 Apiary Project and Tranquillity Garden**

Wychavon DC has advised that the Tranquillity Garden Community Legacy Grant (CLG) Expression of Interest may proceed to the full application stage. CLG funding held and in the process of application will be discussed with the WDC Strategic Projects Manager.

**Action: Cllr Fincher**

The apiary project continues to progress with training underway and Parish beehives and colonies due to be purchased to replace the currently 'hired' hives.

**7. 2022/36 Community Legacy Grant (CLG) Round 4**

Expressions of Interest need to be submitted to Wychavon DC by 4 March.

**8. 2022/37 Wychavon Electoral Ward Proposals**

The proposed response was agreed for submission by 21 March, with the Council's preferred option being for the Norton & Whittington Ward to remain and for this to become a two councillor Ward.

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

**Action: Clerk**

**9. 2022/38 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

Further tree/vegetation work has been undertaken along Brockhill Lane, with further updates on the repairs to the Barracks curtilage wall and the timing of this being sought.

Results of the community survey relating to way-finder type lighting along Brockhill Lane have been shared with WCC and St Peter's Parish Council via Cllr Mrs Robinson and Cllr Mackay (St Peter's WCC Local Member).

Quotes for maintenance of land being adopted from Persimmon Homes and Taylor Wimpey were considered. Upon completion of the land transfer, Shear Perfection Ltd will be instructed to mow the grassed areas fortnightly during the growing season at a 2022 cost of £155 + VAT per cut (a maximum of 16 cuts), to trim (side) the hedges annually in September at a 2022 cost of £520 + VAT, to raise the crown of the defined silver birch and to cut out the alder from the defined cherry tree at a one-off cost of £65 + VAT, to level off the piles/bunds of spoil adjacent to hedges on the defined verges at a one-off cost of £190 + VAT. A fixed price 3 year mowing and hedge work maintenance agreement will be explored. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

**Action: Clerk**

Persimmon Homes contractors will return in April to carry out further remedial work to the areas of land being transferred to the Parish Council. This will include treatment of a willow stump on the edge of the Gazala Drive grass verge. Success of this treatment will be monitored and if required, consideration will be given to the stump being ground down at a cost of £705 + VAT. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

Removal of debris following Parish Groundsman hedge maintenance work has been arranged under the Clerk's delegation at a cost of £160 + VAT. Agreed by all.

Day-2-Day Garden Services has been instructed, under the Clerk's delegation, to continue to mow the small grass pavement verges within the Brockhill development for the 2022 growing season at a cost of £360. Agreed by all.

A pre-application planning request regarding sponsorship signs on the large Crookbarrow Road roundabout has confirmed that planning permission is required. A planning application will be submitted and a request made to WCC for the 2022 maintenance funding of £800.

**Action: Clerk**

The Parish vehicle activated speed (VAS) sign is no longer working, with the batteries no longer holding their charge. Two new batteries have been purchased under the Clerk's delegation at a cost of £167.50 + VAT. Agreed by all.

Cllr Mrs Robinson confirmed that a solar powered VAS has been ordered for the NJK section of the B4084 Pershore Road and WCC Highways will liaise with the Parish Council regarding its siting.

Cllr Mrs Robinson enquired regarding the locations of defibrillators within the Parish and offered Divisional Allowance funding to assist in purchasing a second defibrillator for the community.

Consideration will be given to potential sites. Rev'd Badger will be contacted to enquire if a defibrillator outside the Church or the Beechill Room would be of interest.

**Action: Cllr Richmond**

**10. 2022/39 Public Rights of Way (PRoW)**

An update was received regarding improvements to the Littleworth to Stonehall Common bridleway and discussions with MHDC Planning. Following discussion of options and risks, it was agreed to progress the resurfacing works with Griffiths (being mindful of the bird nesting season), in parallel with submitting

a planning application to MHDC and progressing registration of Parish Council land ownership. Contact will be made with the MHDC Local Members for Kempsey Parish to apprise them regarding the plans. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Cllr Fincher**  
 WCC Countryside Services have been requested to litter pick the PRoW from Woodbury Lane to the Parkway Station. Progress will be reviewed by walking the route. **Action: Cllr Lucas**

Cllr Mrs Robinson left the meeting at 9.10pm.

**11. 2022/40 Parish Council Owned Lands**

Cllrs Fincher and Lucas are meeting with field tenants on 22 February.

**12. 2022/41 The Queen’s Platinum Jubilee**

A Jubilee beacon will be explored for consideration at the next Council meeting. **Action: Cllr Dawson**  
 Purchase of a Jubilee flag to be flown at the Parish Hall will be explored. **Action: Cllr Fincher**  
 The circular tree bench planned for the grass verge by the Crookbarrow Road Pershore bound bus shelter was proposed as a Jubilee bench, with options to be explored. **Action: Cllr Waizeneker**  
 NJK CE Primary School will be contacted to explore pupils providing designs for local Jubilee bunting, with the best design being incorporated in a Jubilee flag for the Parish Hall. **Action: Cllr Job**

**13. 2022/42 Adoption of Public Open Spaces/Verges Crookbarrow Road**

An update was received regarding adoption of public open space from Persimmon Homes (PH) and Taylor Wimpey. Following review by the Council’s solicitor, the transfer agreement and the transfer plan were agreed for execution, with these signed by Cllr Fincher and Cllr Richmond (Chair and Vice-Chair) on behalf of the Parish Council, in the presence of the Clerk. Proposed Cllr Pollard, seconded Cllr Job and agreed by all. The Certificate of Completion was considered and agreed for sign off by Cllr Fincher and Cllr Richmond (Chair and Vice-Chair) on behalf of the Parish Council, in the presence of the Clerk. The Council holds a written undertaking from Persimmon Homes for remaining remedial work that needs to be undertaken in spring, to be undertaken during April. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. The Council’s solicitors and PH will be advised. **Action: Clerk**

**14. 2022/43 Sentry Statue Landscaping Proposals**

To be progressed further once the land transfer process is complete, with the land then under the ownership of the Parish Council.

**15. 2022/44 Parish Council Insurance**

The Council’s insurance has been renewed as agreed at the 20 January 2022 Parish Council meeting. It was agreed for items added to the fabric of the Parish Hall building to be included in the Council’s fixed asset register by virtue of forming part of the fabric of the Hall, rather than being included as separate items (e.g. roof solar panels and electric vehicle charging points). Such items will be considered for insurance by the Parish Hall Trustees as part of the Parish Hall buildings insurance. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.

**16. 2022/45 Planning**

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<b>Approvals:</b>	None	
<b>Refusals:</b>	None	
<b>Awaiting Decision:</b>	Land to the south of the City of Worcester, Bath Rd MHDC/13/00656/OUT Welbeck Land	Outline planning application, including approval of access, 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 CC 20/00775/FUL	Development of 91 new dwellings & improvement of existing access, including green infrastructure and associated works.
	Keepers Gable, 22 Vimiera Close 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 & associated infrastructure. Amended layout, landscaping proposals, parking, boundary details.
	16 Peninsula Road, Norton W/21/02991/HP	Remove conservatory & erection of single storey extensions to front and rear and two storey side extension. Parish Council supports subject to views of neighbouring residents being considered.
	Cooksholme Farm, 3 Wadborough Road, Littleworth. W/21//02492/HP	Remove leylandi roadside hedge and replace with picket fence, retrospective. Parish Council objects (retrospective application).
	Old Brickworks, Church Lane, Norton W/21/02530/FUL Cazoo Properties Ltd	MOT facility containing two class 4,7 testing bays. Parish Council supports whilst emphasizing that operations on the site must continue to adhere with the existing planning permissions and conditions.
<b>Internal Consultation:</b>	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping - Variation of Conditions 3 & 4 of 20/02852/LB
	Worcester Norton Sports Club, Brockhill Lane W/22/00255/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Variation of conditions 3 & 4 of approval 20/02815/FUL
<b>Other:</b>	None	

Applications W/22/00256/LB and W/22/00255/FUL, Worcester Norton Sports Club, Brockhill Lane were discussed. It was agreed to submit support responses. Cllrs Fincher and Pollard abstained from voting. **Action: Clerk**

The draft letter to WDC Planning regarding the Old Brickworks, Church Lane site was discussed in detail, along with the history of the site, the multiple planning approvals relating to the site, existing site planning conditions and the content of the adopted Parish Neighbourhood Plan. It was agreed to send the letter as drafted, to alert WDC to the changed ownership of the site, to the changed business model, that the Parish Council is monitoring the impact of these changes and that it will be looking for enforcement should the existing planning conditions be breached. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by 6 votes in favour, with 2 abstentions. **Action: Clerk**

In the event that changes in operations require submission of a planning application, this will be considered alongside Parish Neighbourhood Plan Policies.

An update was received following the latest SWDP Review (SWDPR) joint Parishes meeting. It was agreed to remain part of the working group to seek the best SWDPR outcome, continuing to reserve the right for the Parish Council not to sign up to joint submissions and to submit its own comments if required.

#### 17. 2022/46 Parish Briefing 10 March 2022

The SWDP Review focussed presentation is being prepared. Roadside signs will be arranged at a cost up to £100 + VAT. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. **Action: Cllr Job**

#### 18. 2022/47 Annual Parish Meeting 9 May 2022

To consider content and invitees at the March Parish Council meeting.

#### 19. 2022/48 Norton Parish Hall Community Legacy Grant (CLG) Project

An update from the Parish Hall Project Working Group (PHPWG) regarding the community shop was discussed. PHPWG proposals regarding building work and equipment were agreed. Quotes for the agreed work will be provided to the Clerk, in order for the Council to issue letters of instruction/orders. Proposed Cllr Richmond, seconded Cllr Lucas and agreed by all. **Action: Cllr Fincher, Cllr Pollard**

It was agreed for a Hall patio bench to be removed due its proximity to the shop entrance and if possible, re-located. **Action: PHPWG**

## 20. 2022/49 Norton Connector Community Legacy Grant (CLG) Project

An update was received, including discussions with Worcester Wheels (WW) regarding future service options and ideas, and a forthcoming meeting with the WCC community transport officer to discuss links with the WCC Bus Services Improvement Plan (BSIP). On current operations/passenger numbers, funding held will cover costs to the end of 2022. WW continues to be very supportive and whilst passenger numbers dropped back in January (compared to December), they remain well ahead of where they were. Surveys are planned for Norton Connector users and for Parish residents as a whole to help to shape future services. Cllr Waizeneker will be attending Wychavon DC local transport sessions and will share our Norton Connector experience.

## 21. 2022/50 Parish Hall Recreation Facilities and Outside Space

A quote to lay donated slabs under the picnic benches will be circulated. **Action: Cllr Job**  
A Parish Hall Trustee arranged survey has identified a blockage in the pipework from the Hall in the area around the outfall into the ditch at the edge of the Parish Hall car park. It appears that the outfall from the pipe needs to be cleared, with more details being sought by the Hall Manager. It was noted that the fall along this length of ditch is very important and work should not impact upon this. Details of the proposed work and costs will be brought to the Parish Council for consideration. **Action: Cllr Job**

## 22. 2022/51 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including proposals for extension of the current CCTV system, at a cost of £875, to cover the shop and the area towards the main hall and the toilets (which have suffered with vandalism). It was agreed for the Parish Council to provide funding of £300 towards the cost to improve security at the Hall. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. **Action: Clerk**

## 23. 2022/52 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.

## 24. 2022/53 Neighbourhood Plan

Review of the 'Parish Aspirations' document is due in April 2022.

## 25. 2022/54 Allotments

The Assistant Clerk report circulated in advance of the meeting was noted.

## 26. 2022/55 Employment Matters

Alternative payroll provider costs were considered. It was agreed to continue to use Wychavon DC as the Council's payroll provider at a cost of £3.50 + VAT per pay slip per month plus a monthly service charge of £15.00 + VAT with effect from 1<sup>st</sup> April 2022. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all. **Action: Clerk**  
Employee annual reviews are in the process of being re-arranged (due to Covid matters).

## 27. 2022/56 Finance

a) It was proposed by Cllr. Pollard, seconded Cllr. Richmond **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 February	14.44
	Monthly Zoom fee Feb 2022	14.39
	Annual Data Protection fee	40.00
	Annual insurance renewal	3,229.71
Grounds/ Parish Property Maintenance	Mowing small Brockhill grass verges (for 2021 growing season)	315.00
	Allotment water bill	38.27
	<b>TOTAL</b>	<b>3,651.81</b>

\* Incl. VAT where payable

**Accounts for Payment:**

<b>Category</b>	<b>Detail</b>	<b>Amount £ *</b>
Staff Costs	February 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,123.11
Administration	Parish Council mobile phone contract March DDR	20.99
	Parish Council newsletter printing (spring edition)	292.60
Grounds/ Parish Property Maintenance	Remove ivy debris and post Crookbarrow Road verges/roundabout	192.00
	Lengthsman duties January 2022	252.00
	Annual charge to cleanse and empty 3 dog fouling bins (Salamanca Drive, Wadborough Road, Hatfield Lane)	279.32
	<b>TOTAL</b>	<b>3,160.02</b>
	<b>GRAND TOTAL</b>	<b>6,811.83</b>

\* Incl. VAT where payable

b) The Norton Theatre Group grant application of £216 for the panto portaloos costs was agreed. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

**Action: Clerk**

**28. 2022/57 Correspondence for Information**

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

**29. 2022/58 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As reported during the meeting.

**30. 2022/59 Items for Update to Local M.P.**

None at present.

**31. 2022/60 Councillors' Reports and Items for Future Agenda**

None.

**32. 2022/61 Date of Next Meeting**

31 March 2022

The meeting closed at 10.40pm

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

The member of the public attended to raise concerns and to provide suggestions regarding parking outside NJK CE Primary School, summarised as follows:

- Parking on yellow zig-zag markings at school/after school club drop off/collection times.
- Parking on the time restricted single yellow lines during the periods of restriction.
- The safety of children is being compromised by such parking, with this impacting upon visibility, traffic congestion and access to residential properties.
- The health and wellbeing of residents is being impacted due to the congestion, stress and potentially access by emergency vehicles.
- Parking can start from 2.30pm onwards, with some drivers sitting in cars with engines running for 30 minutes plus, polluting the immediate area.
- A letter has been sent to Nigel Huddleston MP to highlight these concerns, with a response received from Nigel Huddleston's Office and from the NJK CE Primary School Head Teacher.
- A residential permit parking scheme was suggested.
- Efforts by school to address the issues were appreciated but were not felt to be resolving the situation.

Points of action agreed:

- A request will be made to WCC Highways for the yellow zig-zags and single yellow lines to be repainted. (Cllr Mrs Robinson)
- A request will be made for WDC traffic warden to visit to speak to offending drivers and if possible/necessary to issue Fixed Penalty Notices. (Cllr Rob Adam)
- A letter will be sent to the Avonreach Academy Trust to highlight the issues raised and to seek further efforts to improve the parking situation. (NJK Parish Council)

The resident was thanked for attending the public question time session to highlight the issues being experienced.

<b>Correspondence Received for 17 February 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 Partnership with Breakthrough Communications, Petition to allow remote meetings, Equality Terminology, Schools' Appeal Panel, Hidden Disabilities, Survey on being a Councillor, Loneliness, Loneliness Reduction Research, Queen's Jubilee, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin</li> <li>• Partnership with Clear Utility Solutions</li> </ul>
Community First	E-bulletins
CPRE	Campaign updates, annual star count
Highways England	M5 J6-J7 safety barrier replacement
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins
South Worcestershire Development Plan Review	Parish and Town Council Newsletter January 2022
West Mercia Police	South Worcestershire Rural Beat newsletter
Worcs CC	<ul style="list-style-type: none"> <li>• The Queen's Platinum Jubilee Beacons 2 June 2022</li> <li>• Call for School Appeal Panel Members (closing date for applications 14 February)</li> <li>• Pershore Education Review Update</li> </ul>
Wychavon DC	<ul style="list-style-type: none"> <li>• Community-based transport event 27 April, 6pm, WDC Civic Centre</li> <li>• Free bike marking drop-in sessions across Wychavon during half-term week</li> <li>• Council Tax freeze</li> <li>• New 'eco' bike shelter set to brighten up Lido Park</li> <li>• Wychavon and Malvern Hills offer £500 incentive to new apprentices and trainees</li> <li>• Safe cycling with Wheels 2 Rails event 26 February 10am and 1pm, booking required: <a href="https://wheels_to_rail_droitwich.eventbrite.co.uk">https://wheels_to_rail_droitwich.eventbrite.co.uk</a></li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Parish Matters newsletter for Parish and Town Councils</li> <li>• Agenda and minutes Planning Committee meeting 3 February 2022</li> </ul>