

MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 31ST MARCH 2022

See Appendix 1 for Public Question Time discussions.

1. **Apologies for Absence:** M. Pollard, P. Richmond, J. Waizeneker. These apologies and the reasons for them were approved and accepted.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, D. Lucas, Cllr Mrs L. Robinson (County Councillor), Cllr R. Adams (District Councillor), Mrs J. Greenway (Clerk and Responsible Finance Officer)
2. **Changes to Membership**
Wychavon DC have issued the vacancy notice and will advise if the Council can co-opt after 4 April.
3. **Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
4. **2022/62 Minutes**
 - a) Minutes of the Parish Council meeting held on 17 February 2022 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Job, seconded Cllr Lucas 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. **2022/63 Reports**
 - a) **Cllr R. Adams (District Councillor)**
Cllr Adams provided a report including the Wychavon DC boundary review, re-start of bulk waste collections, support for Ukrainian refugees, planning matters and a reminder to keep dogs on leads around sheep and lambs.
 - b) **Cllr Mrs L. Robinson (County Councillor)**
Cllr Mrs Robinson's report received in advance of the meeting was noted. WCC investigations regarding water on the B4084 have concluded that this is due to a water leak and STW has been instructed to repair. Feedback from Cllr Amos following the Active Travel Corridor (ATC) site meeting has been positive although funding for improvements remains an obstacle, as do land ownership matters. Community Infrastructure Levy (CIL) and s106 infrastructure funding may assist in the future. It was highlighted that WCC investment in the ATC would support its fitness and green agendas, also evidencing that the ATC is a valued part of its local travel network. The £10k s106 funding previously allocated to traffic calming measures along the ATC route is being investigated by WCC. It was agreed to seek a clear plan for ATC improvements, to include timescales, even if this is a longer term and phased plan. **Action: Cllr Mrs Robinson**
Traffic flow information from the time when detailed plans were drawn up will be forwarded to the Clerk to provide baseline data, pending future traffic flow data collection/analysis. **Action: Cllr Mrs Robinson**
A lighting survey of Brockhill Lane has been conducted and it is understood that installation of low level lighting is feasible. The new B4084 vehicle activated speed sign is due to be installed by 18 April. A potential location for a 'Welcome to Norton' sign around the Norton side of the Crookbarrow Way bridleway bridge/end of Brockhill Lane has been surveyed, with costs indicated by WCC at £700 + VAT. It was agreed for the Parish Council to order the sign and pay the invoice. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. **Action: Clerk**
Divisional Allowance funding of £350 will be explored. **Action: Cllr Mrs Robinson**
 - c) **Finance**
 - (i) Balances: current account £12,720.50 and deposit account £116,478.37 (both 31 March). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure. The £49k Persimmon Homes commuted sum payment is included within these balances.
 - (ii) There were no questions regarding the monthly accounts and bank reconciliation to 28 February.
 - 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

The report circulated in advance of the meeting was noted.

f) West Mercia Police

No matters reported for the Council's attention.

g) St. James the Great Church, Norton

No report received.

6. 2022/64 Apiary Project and Tranquillity Garden

Report received after agenda item 3.

Beekeepers are being trained and an apiary management group has been set up, led by one of the beekeepers. Bees are being acquired and further equipment purchased within the agreed budget. The management group is reviewing activities for the 2022/23 financial year and how this will be funded. A Tranquillity Garden business case is being developed, encompassing green spaces within the Parish. Funding opportunities are being explored and discussions are being held with landowners/tenants to discuss potential inclusion as nature/tranquillity areas. Support from National Networks (an initiative supported by WCC and Worcs Wildlife Trust) is being investigated, with the potential for grant funding opportunities and a biodiversity assessment which would include an action plan aimed at creating better and more sustainable habitats. It was agreed for Mr Perks to continue to explore funding, other opportunities and to seek a biodiversity assessment.

Mr Perks left the meeting at 8.05pm.

7. 2022/65 Boundary Commission for England Parliamentary Boundary Review

Agreed that no response is required.

8. 2022/66 Public Open Space/Verge Maintenance, Highways and Drainage Matters

A general update on maintenance matters was received.

The 20mph school signs aren't flashing and will be reported to WCC.

Action: Clerk, Cllr Job

School parking matters were discussed including updates regarding school actions and parking warden visits. The yellow zigzag markings outside school have been re-painted and a request will be made for the time restricted single yellow lines to also be re-painted.

Action: Cllr Mrs Robinson

Opinions of residents will be sought regarding a request for the time restricted single yellow lines to be replaced with double yellow lines, due to the impact this would have on residents in terms of parking for them and their visitors.

Action: Cllr Fincher, Clerk

It was agreed that whilst parking at times can be problematic, a level of parking helps to slow traffic along Wadborough Road. To offer an alternative means of travel to/from school, it was agreed to explore the potential for the Norton Connector (run by Worcester Wheels) to operate a school run service. Costs and operational matters will be explored and following this a consultation will be undertaken with parents via school.

Action: Cllr Waizeneker

Membership of the WCC Lengthsman Scheme for 2022/23 was agreed. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. An application will be submitted.

Action: Clerk

Also see discussions under agenda item 5b regarding the Active Travel Corridor, standing water on the B4084, Brockhill Lane low level lighting and B4084 vehicle activated speed sign installation.

Cllr Mrs Robinson left the meeting.

9. 2022/67 Public Rights of Way (PRoW)

An update was received regarding improvements to the Littleworth to Stonehall Common bridleway, with liaison with Griffiths continuing to seek to achieve. Potential constraints to the work were noted.

Membership of the WCC Parish Paths Partnership (P3) Scheme for 2022/23 was agreed. Proposed Cllr Dawson, seconded Cllr Arrow and agreed by all. An application will be submitted.

Action: Clerk

10. 2022/68 Parish Council Owned Lands

An update was received following the meeting with the field tenants. A draft letter seeking to progress matters with the tenants will be circulated to members for agreement.

Action: Cllr Fincher, Clerk

11. 2022/69 The Queen's Platinum Jubilee

Community Jubilee events are being held at Worcester Norton Cricket Club on Friday 3 June and at Norton Parish Hall on Sunday 5 June. NJK CE Primary School pupils will be providing Jubilee bunting

for the Parish Hall event, with bunting for decoration being supplied via by the Parish Council. After discussion, it was agreed not to progress with a Jubilee Beacon. Options for a Jubilee bench continue to be explored. An application for the WDC Jubilee funding of £275 will be submitted. **Action: Clerk**

12. 2022/70 Adoption of Public Open Spaces/Verges Crookbarrow Road

The £49k commuted sum payment has been received from Persimmon Homes following completion of the land transfer and adoption by the Parish Council. Regular mowing of the areas is taking place and residents living adjacent to the areas adopted have been notified of the change of ownership. A meeting with Persimmon Homes and its contractor has been arranged for 29 April to complete the outstanding remedial work. Cllr Fincher and the Clerk will attend.

13. 2022/71 Sentry Statue Landscaping Proposals

The Worcester Norton Regiment Group has been advised that the Parish Council has taken ownership of the land where the statue will be installed. The Group is liaising with Griffiths, utility suppliers and WCC regarding installation of the statue, and will provide a risk assessment to the Parish Council prior to statue installation. Landscaping around the statue will be undertaken after installation, and a formal opening will be arranged by the Group in due course. Insurance arrangements have been discussed with the Council's insurers and the Group, with insurance to be put in place upon installation, fully funded by the Group in year one, with contributions to be made in future years depending on remaining funds held.

14. 2022/72 Planning

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

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
Approvals:	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.
	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).
	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.
Refusals:	None	
Awaiting Decision:	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. 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.
	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. Parish Council supports
	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. Parish Council supports
	4 Keren Drive Norton W/22/00648/CLPU	Certificate of Lawfulness for a proposed single storey rear extension
	Old Brickworks, Church Lane, Norton W/22/00606/FUL	Proposed Vehicle Imaging Studio. Parish Council objects.
	30 Salamanca Drive, Norton W/22/00642/HP	Variation of condition 2 on planning approval 21/01430/HP - amendment to roof elevation. Parish Council supports.
Internal Consultation:	None	
Other:	None	

An update was received following SWDP Review (SWDPR) joint Parishes meetings including items being pursued with WDC Planning. NJK Parish Council has been the first of the Parish Councils to provide a SWDPR/ Parkway Village briefing to its residents.

It was noted that the Cazoo application W/22/00606/FUL contains a number of inaccuracies and also includes a change to the site operating hours which is not sufficiently prominent within the application. An objection response has been submitted highlighting the negative impact that the proposed change in operating hours would have on local residents.

15. 2022/73 Annual Parish Meeting 9 May 2022

The proposed draft agenda will be finalised, invitations will be issued and members agreed to provide the reports allocated to them by 19 April. **Action: Clerk, Council Members**

16. 2022/74 Norton Parish Hall Community Legacy Grant (CLG) Project

An update from the Parish Hall Project Working Group (PHPWG) regarding the community shop was discussed. It is hoped that the shop will open around Easter time however this could be put back due to delays in sourcing/delivery of equipment.

17. 2022/75 Norton Connector Community Legacy Grant (CLG) Project

The update received in advance of the meeting was noted, with a possible school run service discussed under agenda item 8.

18. 2022/76 Parish Hall Recreation Facilities and Outside Space

A quote to lay donated slabs under the picnic benches was discussed, with other options to be explored with the aim of reducing costs. **Action: Cllr Job**

Details of the proposed work to remedy a blockage in the pipework from the Hall by clearing the outfall from the pipe into the ditch were considered. It was again noted that the fall along this length of ditch is very important and work should not impact upon this. It was agreed to seek an additional quote for the work from the contractor that has experience of maintaining this section of ditch. **Action: Clerk**

Supply and installation of a removable bollard in the area between the MUGA and the play area was agreed to restrict unauthorised vehicle access to the playing field. Cost not to exceed £300 + VAT.

The same supplier/installer will be used as for the other bollard on site. Proposed Cllr Lucas, seconded Cllr Dawson and agreed by all. **Action: Clerk**

Urgent tree work instructed under the Clerk's delegation at a cost of £120 + VAT was confirmed.

Purchase of a replacement outside noticeboard for the Parish Hall was agreed at a cost of £1,800 + VAT. The existing noticeboard is planned to be upcycled to provide an allotment noticeboard.

Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**

19. 2022/76 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided an update on activities including a coffee morning

for Ukraine. Discussions relating to the shop are detailed under agenda item 16.

20. 2022/77 Worcester Norton Sports Club/Worcester Norton Community Interest Company (WNCIC)

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher (Council WNCIC Board representative) including progress towards achieving a lease and a Condition Report commissioned by WNCIC. The grass bund between Salamanca Drive and the Shooting Club has been purchased by the Shooting Club.

Cllr Adams left the meeting.

21. 2022/78 Neighbourhood Plan

Steering Group members will review the 'Parish Aspirations' document.

Action: Cllr Lucas

It was agreed not to produce a supply of hard copies of the Neighbourhood Plan (as this is available online) however, should ad-hoc requests for a hard copy be received, this will be considered.

22. 2022/79 Allotments

Vacant plots are being allocated, tenants not adequately working their plots are being contacted and review of the allotment trough plumbing is being arranged.

23. 2022/80 Employment Matters

Adoption of National Joint Council for Local Government national salary award 2021/22 (wef 1 April 2021) was agreed. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all.

Action: Clerk

The Pensions re-enrolment process has been completed and the re-enrolment declaration submitted. Employee annual reviews are in the process of being re-arranged (due to Covid matters).

24. 2022/81 Code of Conduct

The revised model Code of Conduct was adopted. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all.

Action: Clerk

25. 2022/82 Annual Risk Assessment and Review of Fixed Asset Register

The annual risk assessment and register of fixed assets were approved (with addition of the new swing seats). Proposed by Cllr Job, seconded by Cllr Dawson and agreed by all.

Action: Clerk

26. 2022/83 Finance

a) It was proposed by Cllr. Arrow, 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 March	14.44
	Monthly Zoom fee for March 2022	14.39
	Parish Briefing roadside signs	90.00
	Instant Ink February 2022	22.49
	Instant Ink March 2022	22.49
	Norton Theatre Group grant (approved February meeting)	216.00
Community Assets	Platinum Jubilee flag	31.19
	New play area swing seats (2 x flat swings and 2 x toddler swings)	1,048.08
Community Services	Norton Connector January	1,021.00
	Norton Connector February	957.00
Grounds/ Parish Property Maintenance	Mower, strimmer and garden vac annual services/repair	372.15
	Allotment water bill	64.66
	Beekeeper training	420.00
	Removal of fir tree debris at Hall and groundworks on land adopted from Persimmon Homes	318.00
	2 x vehicle activated speed sign batteries	201.00
	Building works re Parish Hall shop	4,607.00
	Lengthsman work February 2022	273.00
Removal of shrubs from side of Gazala Drive grass verge (fund from commuted sum)	312.00	

	Tree work Talavera Road grass verge (fund from commuted sum)	78.00
	Work to damaged tree at Hall (by Pre-school building and PRoW)	144.00
	TOTAL	10,226.89

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	March 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), NEST pension contributions	2,121.04
Administration	Clerk expenses reimbursement (non-payroll)	48.66
	Parish Council mobile phone contract April DDR	20.99
	Payroll service 2021/22	129.60
Grounds/ Parish Property Maintenance	3 x vending machines for Parish Hall shop (for delivery April 2022)	7,560.00
	Mowing areas adopted from Persimmon Homes (fund from commuted sum)	186.00
	Churchyard mowing March 2022	252.00
	Additional blade for strimmer – heavy duty metal blade	61.43
	2 new play area gate self closing mechanisms	113.86
Professional/ Audit Costs	Planning fee re roundabout sponsorship signage application	259.00
	TOTAL	10,752.58
	GRAND TOTAL	20,979.47

* Incl. VAT where payable

b) Continuance of the Zoom subscription at a cost of £14.39 per month was agreed. Proposed Cllr Arrow, seconded Cllr Lucas and agreed by all.

c) The Worcestershire CALC membership renewal is yet to be received.

27. 2022/84 Correspondence for Information

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

28. 2022/85 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

29. 2022/86 Items for Update to Local M.P.

An invitation will be extended to the Parish Hall shop opening once a date has been agreed. Support regarding improvements to the Active Travel Corridor will be sought should WCC fail to provide an acceptable plan.

30. 2022/87 Councillors' Reports and Items for Future Agenda

Feedback has been received from some residents regarding poorer mobile phone reception since the St Modwen's warehouses have been built. It was suggested that this could be as a result of a phone mast being removed from this vicinity and that residents experiencing issues should contact their network providers.

31. 2022/88 Date of Next Meeting

28 April 2022

The meeting closed at 10.50pm

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

The members of the public attended to provide further feedback regarding parking outside NJK CE Primary School, with discussions summarised as follows:

- Operation SNAP has helped a little.
- The yellow zig-zag markings have been re-painted.
- Residents have suffered verbal abuse and threatening behaviour when approaching those parked on yellow lines/zigzags, parked unsafely/inconsiderately, or blocking driveways/access.
- Residents along Wadborough Road and Coronation Cottages are regularly affected.
- Turning in the entrance to Coronation Cottages is causing traffic congestion and has resulted in resident's cars being damaged.
- Residents are providing car registration numbers to school when parking issues occur, so that school can seek to contact the driver.
- Residents wish to see double yellow lines and for the Parish Council to support this request.
- The residents were advised that:
 - Despite their perceived lack of action by school, the Parish Council has been assured that school is taking the situation seriously and is making significant efforts to improve the situation.
 - Feedback has been received to suggest that parents are receiving abuse from residents.
 - The traffic warden has visited, has spoken to those parking where they shouldn't and will continue to make visits, issuing fixed penalty notices where required.
 - A CCTV parking van is now available from WCC and a request has been made for this to visit Littleworth (although no timescale for this is currently available).
 - Double yellow lines would need to be enforced in the same way as parking on time restricted single yellow lines does. Marking of lines doesn't always ensure compliance.
 - Marking of double yellow lines would have an impact for residents and their visitors, particularly where residents don't have driveways. The members of the public welcomed the Parish Council writing to residents in the vicinity of school to seek their views on additional parking restrictions.
 - The Parish Council is exploring the possibility of the Norton Connector providing a school run service to ease traffic and parking around school.
- The residents were assured that the Parish Council is working to try to address the parking situation and that the NJK CE Primary School Headteacher and Governing Board are all engaged in achieving the same.
- It was agreed that residents shouldn't be inconvenienced and that school needs to function in its local area.

On a separate subject, one of the members of the public suggested the possibility of creating a community orchard, wildflower meadow or something similar, that could be enjoyed by the community and may allow visits by school. An overview of the community apiary and proposals for a Tranquillity Garden were provided, with input from the resident very much welcomed.

Members of the public were thanked for attending and were encouraged to continue to attend public question time sessions and to provide their feedback.

Correspondence Received for 31 March 2022 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including: Guidance on the Ukraine, NALC Councils below 6,000 Electorate, Guidance on the Death of a National Figure, Free Webinar on improving your local area, Tackling Loneliness Workshops, As One Campaign, 2021/22 Pay Scales, Civility and Respect Newsletter, Community Support and advice drop-in sessions – Flooding, Fraud Scams, 2023 Review of Parliamentary constituencies, NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin • Agenda for Wychavon Area CALC meeting 2 March and December meeting minutes
Community First	E-bulletins, invitation to online Supporting Rural Communities to Adapt to Climate Change & AGM 7 April 2022 10.30am – 11.45pm
CPRE	Campaign updates
Groundwork UK	West Midlands Community Flood Resilience - Launch Event
Highways England	M5 junction 6 to junction 7 safety barrier replacement and closures
NALC	Newsletters and Chief Exec's bulletins
Neighbourhood Alerts	<ul style="list-style-type: none"> • March OUR NEWS Neighbourhood Watch newsletter
NJK CE Primary School Governor	Co-opted Governor vacancies
One Network	Local roadworks reports
PKF Littlejohn LLP	2021/22 AGAR external auditor instructions
Resident	Bus services to NJK CE Primary School
Resident	Parking in Littleworth at school times
Resident	Vegetation clearance along footway between hedge and grassed area along Regiment Close.
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins and The Clerk magazine March 2022
West Mercia Police/Safer Neighbourhood Team	SNT newsletter March 2022
Worcs CC	<ul style="list-style-type: none"> • Special Engineering Difficulty - Statutory Consultation Documentation for WCC • The Queens Platinum Celebrations 2022 - Policy Note re Flags and bunting on Street Light columns • Community Flood Recovery Support • Closure of B4084 Pershore Road from its junction with Mill Lane to its junction with Worcester Parkway for carriageway patching for surface dressing. Anticipated duration 12 days commencing 28 March 2022
Wychavon DC	<ul style="list-style-type: none"> • Carbon cutting fuels trialled in Wychavon • Breakfast club grants get Abbey Park pupils off to a great start • Early payment discount scrapped for environmental crimes • Wychavon Village of Culture winners celebrate their achievements as two-year reign ends • Cash grants to help celebrate the Platinum Jubilee • Councillor Introduction to Civil Emergencies awareness presentation 24 March 2022 • Bulky waste collections to restart (first collection dates available will be from 21 March 2022) • Wychavon encourages donations to Ukraine humanitarian appeal • Free age-friendly employment workshops on offer in Wychavon
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 31 March 2022 • Agenda and minutes Planning Committee meeting 3 March 2022 <p><u>Approval Notices:</u> W/21/002530/FUL: Old Brickworks, Church Lane, Norton - MOT facility containing two class 4,7 testing bays</p>
Wychavon Parish Games Association	Invitation to AGM 6 April 2022 and to participate in Wychavon Parish Games 2022