

**MINUTES OF THE MEETING OF  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 16<sup>TH</sup> FEBRUARY 2023**

See Appendix 1 for Public Question Time discussions.

1. **Apologies for Absence:** P. Richmond, M. Stafford (late arrival), Cllr Mrs L. Robinson (County Councillor). These apologies and the reasons for them were approved and accepted.  
**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, M. Stafford, J. Waizeneker, Cllr R. Adams (District Councillor), J. Greenway (Clerk & Responsible Finance Officer).
2. **Changes to Membership**  
None.
3. **Declarations of Interest**
  - a) Reminder and requirements noted.
  - b) c) d) None.
4. **2023/1 Minutes**
  - a) Minutes of the Parish Council meeting held on 19 January were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Job, seconded Cllr Dawson and agreed by all.
  - b) The minutes action summary was reviewed and will be updated following the meeting. **Action: Clerk**  
Discussions pertinent to agenda items are recorded within the relevant section of the minutes.

Cllr Stafford arrived at 7.45pm (part way through agenda item 4b).

5. **2023/2 Reports**
  - a) **Cllr R. Adams (WDC District Councillor)**  
Cllr Adams provided a report including updated recycling information (Parish Council to publish), B4084 drainage following a site visit, crime/anti-social behaviour in the wider Wychavon area (Parish Council to highlight themes via its Facebook page), a 0% increase in the WDC share of Council Tax, King's Coronation grants, 2023/24 Community Legacy Grants (CLG) and WDC election information sessions and nomination packs. It was agreed in principle for any Coronation Grants to be shared between the Parish Hall and Worcester Norton Sports Club sites, with the potential for support to local street parties. Cllr Adams will explore if CLG funding may be used for purchase of land as part of a wider application.
  - b) **Cllr Mrs L. Robinson (WCC County Councillor)**  
Cllr Mrs Robinson's report and updates circulated in advance of the meeting were noted. It was agreed to continue to seek a schedule of work for the Barracks wall repairs (Brockhill Lane), to request details of where the Parish sits on the CCTV parking camera waiting list (and when we can expect a visit), to request updates on Active Travel Corridor matters following Cabinet Member site visit and to enquire whether the Parish Council can address full Council and the date of the next meeting. Cllr Mrs Robinson will be advised. **Action: Clerk**  
An update on the proposed Brockhill Lane lighting will be communicated to residents, explaining that WCC will only consider installation of low level solar lighting and that they have advised that this isn't deliverable along the darker, tree lined sections of Brockhill Lane. **Action: Clerk, Cllr Pollard**
  - c) **Finance**
    - (i) Balances: current account £7,489.37, deposit account £100,114.87 (16 February). Members were reminded 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 once received.
  - d) **GDPR** - Nothing further to report.
  - e) **Social Media Communications**  
The report circulated in advance of the meeting was summarised, with positive engagement continuing to grow. Cllr Pollard has met with the Assistant Clerk to share knowledge and expertise.
  - f) **West Mercia Police**  
No further report.

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

See agenda item 7.

**6. 2023/3 Apiary Project and Tranquillity Garden**

The apiary is currently in a dormant stage. The apiary management group will be meeting on 19 February to discuss its 2023/24 activities and the group becoming a self-sustaining entity, separate to the Parish Council.

**7. 2023/4 St James the Great, Norton - Churchyard Mowing**

Quotes and the legal position relating to Parish Council contributions to churchyard mowing costs were considered. It was agreed to continue to contribute to the cost of the churchyard mowing for the 2023 growing season, with the Council contributing a similar percentage of the cost per cut as in 2022. Rev'd Badger will be advised and will be asked to confirm that the PCC's preferred contractor would issue two invoices per cut, one for payment by the Parish Council and one for payment by the PCC. Rev'd Badger will be asked to provide evidence of the contractor's insurance (for the Council's file) and to again confirm that the preferred contractor quote covers the same areas as have been maintained in the past and to the same standard. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all (with one abstention).

**Action: Clerk**

**8. 2023/5 Public Rights of Way (PRoW)**

The WCC advert for the Parish Paths Warden (PPW) role has been publicised.

**9. 2023/6 Tree Work**

Work to trees in the apiary field was considered along with information provided within the public question time session. In summary, it was agreed that it is difficult to interpret Land Registry plans to the degree of accuracy suggested, and that the Parish Council recognises the boundary as is currently set out on the ground (by the wall and wire fencing). The tree that has been removed is therefore deemed to have grown on Parish Council owned land. This was felled upon the professional recommendation of the tree surgeon due to concerns that its roots could, in the future, potentially cause issues with the garage wall that is in close proximity, and that as an offshoot of a diseased cracked willow (as identified within the Council's tree survey), this too could become similarly diseased. Apologies will be extended to the resident for not highlighting the work prior to its completion. Whilst the tree may have afforded some visual protection for the resident's oil tank, due to the positioning of the tank (out of sight from the road and with limited access), it is not considered to have become significantly more vulnerable. A response will be drafted and shared with Council members prior to sending.

**Action: Cllr Fincher, Clerk**

**10. 2023/7 WCC Worcestershire Green Infrastructure Levy**

It was agreed that a Parish Council response would not be submitted.

**11. 2023/8 Public Open Space/Verge Maintenance, Highways and Drainage Matters**

The area in the vicinity of standing water on the B4084 (in the vicinity of the property 'Sanghoi') has been explored by WDC drainage engineers, with findings reported to WCC Highways for action. The WDC land drainage enforcement officer is seeking a site meeting with WCC Highways to explore Church Lane and Hatfield Land flooding and potential solutions. A Parish Council representative will attend subject to availability. Active Travel Corridor and Barracks curtilage wall repairs were discussed under item 5b. Provision of dog poo bag dispensers and bags was considered however, due to concerns regarding littering/anti-social behaviour, maintenance and cost (to provide across a large Parish), this was not felt to be viable. Members agreed that when dog walkers don't pick up after their dogs, it isn't generally because they have been caught short without a bag, but is more likely to be due to a few dog walkers having no intention of picking up. The enquirer will be thanked for sharing this initiative and advised of the outcome of discussions.

**Action: Clerk**

Persimmon Homes' remedial work to the areas of land adopted by the Parish Council, including the Gazala Drive large grass verge, continues. Planting of the large Crookbarrow Road roundabout will be sought before the end of March.

**Action: Clerk**

**12. 2023/9 Norton Connector (NC)**

Weekly passenger numbers generally continue within the 50-70 range and new publicity posted to the Council website and FB page appears to have generated further interest. There has been no further

news from WCC in terms of funding for community transport schemes. Inclusion of funding for NC operating costs within the 2023/24 Parish Council budget appears prudent to sustain the service.

### 13. 2023/10 Sentry Statue Landscaping Proposals

Cllr Job continues to liaise with the Worcester Norton Regiment Group (WNRG), St Peter's Garden Centre and local contractors to achieve completion of the work during September. It was agreed for a black pear tree to be included within the planting scheme. A resident has offered assistance with ongoing light maintenance and will be put in touch with the WNRG.

**Action: Clerk**

### 14. 2023/11 Parish Defibrillators

Following a request from residents, it was agreed to explore installation of an outdoor defibrillator within the Brockhill area. Due to the difficulties experienced in seeking to install an outside defibrillator around St James Church, it was agreed to divert this funding. Defibrillator options, power requirements and locations will be explored for consideration at the next Parish Council meeting. The enquirer will be updated.

**Action: Cllr Stafford**

**Action: Clerk**

### 15. 2023/12 Planning

a) The following current planning applications were noted.

	<u>Application</u>	<u>Description of Proposal</u>
<b>Approvals:</b>	Woodbury Holdings, Woodbury Lane, Norton W/22/02549/PIP	Permission in Principle for the construction of 1no bungalow. Parish Council objects.
	5 Coronation Road, Littleworth W/22/01852/FUL	Proposed demolition of existing garaging and the construction of detached dwelling. Parish Council supports.
<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. Approved with s106 agreement outstanding.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings & improvement of existing access, incl. green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	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.
	1 and 2, Church Cottage, Church Lane, Norton W/22/00587/OUT	Outline application (with some matters reserved) for the construction of 2no. new dwellings. Parish Council supports in principle.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of Barn 1 timber framed structure and its plinth walling. The roof sheeting and purlins were stripped off by a recent windstorm, and subsequently the timber frame fell as it lost its roof bracing. Parish Council objects
	Closes Farm, Hatfield Bank. W/22/01187/HP	Erection of front, rear and side single storey extensions. Parish Council supports.
	Land At (OS 8732 5164), Church Lane, Norton W/22/01835/PIP	Permission in Principle for up to 4 dwellings. Parish Council objects.
	Land off Broomhall Way Easting 385871, Northing 251879. Worcester City 22/00751/ FUL	Change of use of land to provide 10 permanent Travellers Pitches incl. the stationing of caravans for residential purposed with ancillary dayroom for each pitch plus associated access, parking, landscaping, engineering and infrastructure works
	Land at (Os 8785 5016), Hatfield Lane, Norton W/22/02008/OUT	Outline planning application for residential development of up to 3 self/custom-build dwelling houses, access and associated works. Parish Council objects.
	La Gardensana, Caravan At, Church Lane, Norton W/22/02270/CLPU	Certificate of lawfulness for proposed new mobile home to be placed on site to replace the existing mobile home.
	Land At (Os 9017 5117), Mucknell Farm Lane, Stoulton W/22/01955/FUL	Development of a 1MW solar farm and associated infrastructure. Parish Council objects.

	Worcester Norton Sports Club, Brockhill Lane, Norton W/22/02607/FUL and W/22/02608/LB	Proposed refurbishment of clubhouse building including internal and external alterations to form multi-use community space, refurbishment of existing cricket changing rooms (including partial demolition) to form new changing and gym facilities, the construction of a tarmac MUGA, and relocation of existing car parking. Parish Council supports.
	2 Oak Cottage, Brockhill Lane W/22/02626/HP	Second storey side extension & single storey rear extension. Parish Council supports.
	Land At, Woodbury Lane, Norton W/22/02593/FUL	Erection of building of Class E(g)(i) office accommodation together with ancillary vehicle parking, landscaping and drainage as approved under planning permission reference 21/01166/FUL - variation of conditions 2 & 9
<b>Internal Consultation:</b>	None	
<b>Other:</b>	2 Coronation Road, Littleworth W/22/01808/HP	Proposed first floor extension to form a new bedroom and bathroom. Parish Council supports subject to comments. APPLICATION WITHDRAWN

An update was received regarding application W/22/01835/PIP (land at (OS 8732 5164), Church Lane, Norton - permission in principle for up to 4 dwellings) and the Neighbourhood Plan. A meeting is due to be arranged with the WDC Chief Executive, WDC Planning Officers and Parish Council representatives to discuss the situation further. The Parish Council has requested that no planning decisions are made within the Parish prior to clarification of the position regarding the Neighbourhood Plan. The consultation on revising the National Planning Policy Framework (NPPF) was noted and will be raised at the meeting being arranged with WDC. It is understood that the spirit of the NPPF revision is around empowering Parish Councils/Neighbourhood Plans. It was agreed not to submit a formal response.

Publicity relating to office developments in the general vicinity of the Parkway Station/Woodbury Lane was noted, along with reference to a 1,500 space multi-storey car park. It is understood that the office units form part of the SWDPR however, a query was raised regarding the multi-storey car park and whether this relates to the proposed extra Parkway Station car parking or other parking proposals. The situation will be monitored and considered in the context of plans to downgrade the B4084.

#### 16. 2023/13 Parish Council Owned Lands

A tenant has relinquished 25% of the area of field rented from the Parish Council. The relinquished area will be fenced off in due course and a new access created from the green lane (by the Council). It was agreed for the annual rent to be reduced by 25% to reflect the reduced tenancy area. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. The tenant will be advised. **Action: Clerk**

#### 17. 2023/14 Allotments

The Assistant Clerk update received in advance of the meeting was noted, with feedback highlighting a general improvement in plots. The Assistant Clerk was thanked for her report.

#### 18. 2023/15 Parish Hall Recreation Facilities and Outside Space

See public question time discussions for an open air gym update. No further news relating to the pitch improvement work being explored by the junior football team.

An alternative quote for maintenance of the slabbed areas at the entrance to the Parish Hall and to the pathways along the front and side of the Hall (to the patio area) were considered. A further quote will be sought for comparison purposes. **Action: Cllr Job**

The outcome of work relating to clearance/maintenance of the Hall rainwater outlet pipes into the ditch to the side of the Hall car park was considered. The contractor is exploring links with previous maintenance work undertaken to the brown water drainage system from the coffee shop and is in contact with the contractor that undertook this work to discuss issues and possible solutions.

A play area gate update was considered. The quote for replacement of the two gates has increased slightly, with fence repairs also now included. It was noted that some sections of safety surfacing will need to be removed as part of the work and that the Council will need to arrange repair of these areas separately. The cost of £2,338 + VAT (excl. safety surfacing repairs) was agreed, with the letter of instruction to request that removal of safety surfacing should be kept to a minimum and that where removed, the ground should be left in a safe and usable condition pending repair. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Clerk**

The date of the work will be communicated via Facebook once known. **Action: Cllr Dawson, Cllr Job**  
A picnic bench update was considered. It was agreed to order 5 black recycled picnic benches (one to be wheelchair accessible) at a cost of up to £2,300 + VAT including hard anchor kits and delivery. It was also agreed to seek delivery of the replacement field bench (following successful insurance claim) with the picnic benches to save on delivery costs. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. Installation will be aimed for by 7 May. **Action: Clerk, Cllr Dawson**

Background to work undertaken to repair the Hall car park entrance was noted, with the area needing work to remedy the uneven surface and numerous potholes. The cost of £2,240 + VAT was agreed. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.

An offer for the Severn Arts Music Bus to visit the Parish (funded by WDC) was considered. It was agreed to support this initiative, with the Parish Hall and Norton Sports Club being potential venues (subject to building works and suitable access at the Sports Club). Enquiries will be made to clarify the details of the offer, including the capacity of the bus, age range (indicated at 13 years +) and availability. Level of interest could be gauged via the Council/Hall Facebook pages. **Action: Cllr Job**

#### **19. 2023/16 Parish Hall**

A report was received from Cllr Fincher, Chair of the Hall Trustees, which included 'pop up' events, new chair storage trolleys and continuing shop popularity. Feedback was received regarding cars parking in the electric vehicle charging point spaces when not charging a vehicle. Consideration was given to installing signage to indicate parking for EV charging only. Based on experience of the level of compliance with other signs around the Hall, it was agreed not to install further signage. It was suggested that notices are printed and placed on the windscreens of cars that have parked in the EV charging spaces but aren't charging.

#### **20. 2023/17 The King's Coronation**

Suggestions for a permanent commemoration of The King's Coronation were considered. The cost of commemorative medals/badges for primary school aged pupils within the Parish will be costed and NJK CE Primary School will be asked for details of their Coronation plans. **Action: Cllr Job**

Consideration will be given to a location for installation of a circular tree bench and planting of an oak tree. Suggestions to the Clerk and Cllr Fincher by 24 February. **Action: All Council Members**

#### **21. 2023/18 Neighbourhood Plan Parish Aspirations Document**

The quarterly review has been completed. It was agreed for the aspiration for lighting to be installed along Brockhill Lane to be closed due to the outcome of the WCC feasibility study. The next quarterly review will be undertaken in May 2023.

#### **22. 2023/19 Worcester Norton Sports Club/Worcester Norton Community Interest Company**

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher (Council WNCIC Board representative) which highlighted progress towards achieving a lease and the time critical nature of decisions for planning applications W/22/02607/FUL and W/22/02608/LB due to s106 funding conditions. An update will be provided to the WDC Community Legacy Grant Funding Panel on 13 March. **Action: Cllr Pollard, Cllr Fincher**

#### **23. 2023/20 Elections – May 2023**

WDC are holding sessions relating to Parish Council elections and the nominations process on 21 & 23 February, with the deadline for nominations being 4pm on 4 April. The Clerk will circulate further information as received.

#### **24. 2023/21 Annual Parish Meeting (APM) 11 May 2023**

The APM will follow a similar format to last year, with an information booklet produced and road side signs displayed. Invitations for attendance and for content for the APM booklet will be issued in due course. **Action: Clerk**

#### **25. 2023/22 Employment Matters**

An update was provided highlighting appraisals completed and dates for appraisals not yet held.

#### **26. 2023/23 Finance**

a) It was proposed by Cllr. Arrow, seconded Cllr. Waizeneker **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	Annual data protection fee	40.00
	Annual insurance renewal	3,787.10
	Grant towards replacement of Hall defibrillator pads	55.00
	HP Instant Ink December/January printing	22.49
	HP Instant Ink November/December printing	22.49
	Parish Council mobile phone contract February DDR	9.00
	Society of Local Council Clerks annual subscription	187.00
	Website fees December	5.98
	Website fees January	5.98
	Zoom subscription February	14.39
Staff Costs	January 2023 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,566.72
Grounds/ Parish Property Maintenance	Allotment water (newer meter)	36.33
	Allotment water (newer meter)	46.34
	Emptying and cleansing of 4 dog bins for 2022/23	401.38
	Garden vac/blower service	64.48
	Hall chair storage system (Hall CLG project)	800.70
	Mower service	218.46
	Mowing of small grass verges at Brockhill 2022	288.00
	Reimbursement for shop fridge (Hall CLG project)	159.99
Strimmer/brushcutter service	84.71	
Community Services	Norton Connector January 2023	340.00
	<b>TOTAL</b>	<b>9,156.54</b>

\* Incl. VAT where payable

**Accounts for Payment:**

Category	Detail	Amount £ *
Grounds/ Parish Property Maintenance	Jetting works Hall rainwater outlet pipes and ground works to seek to identify outfall into the ditch	864.00
	Supply and install of tarmac re-surfacing – Hall car park (£2,240 net)	2,688.00
Staff Costs	February 2023 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,309.48
	<b>TOTAL</b>	<b>5,861.48</b>
	<b>GRAND TOTAL</b>	<b>15,018.02</b>

\* Incl. VAT where payable

**27. 2023/24 Correspondence for Information**

See Appendix 2 for a list of correspondence received.

**28. 2023/25 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting**

As discussed during the meeting.

**29. 2023/26 Items for Update to Local M.P.**

None at present.

**30. 2023/27 Councillors' Reports and Items for Future Agenda**

None.

**31. 2023/28 Date of Next Meeting**

30 March 2023. Cllr Job gave apologies in advance of the meeting.

The meeting closed at 10.45pm

Three members of the public attended the Public Question Time Session with key discussions summarised as follows:

**Outdoor Gym Proposal**

- Funding opportunities continue to be explored, with this being accepted by the local Tesco store for its token scheme. This should result in a grant of between £500 and £1,500. If successful, award of the grant may offer a photo opportunity for the resident and members of the Parish Council.
- A location has yet to be identified/secured (which would be subject to planning permission).
- Feedback has been generally positive, with a site at Norton being popular. It was noted that the revised plans for Worcester Norton Sports Club include a gym which would be open to the public.
- Although equipment has yet to be explored in detail, costs are expected in the region of £25k.
- The resident was thanked for his efforts to try to promote the proposed project and to identify funding opportunities.

**Tree Work**

- Questions were asked regarding tree work undertaken within the apiary field in Littleworth.
- The resident was advised that this subject would be discussed as part of the Parish Council meeting, and that he was welcome to stay to observe these discussions (but would not be able to participate).

Members of the public were thanked for attending the Public Question Time session.

<b><u>Correspondence Received for 16 February 2023 Parish Council Meeting</u></b>	
<b>Sender</b>	<b>Subject</b>
CALC	Agenda for Wychavon Area Worcestershire CALC meeting 1 March 2023 Minutes of Wychavon Area Worcestershire CALC meeting 1 December 2022
Community First	Campaigns and e-bulletins
Member of the public	Worcester City planning application - Traveller Site at Broomhall Road, Norton
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Resident	Defibrillators at Brockhill
Resident	Defibrillators at Norton and donation of plant for statue area
Resident	Provision of dog poo bag dispensers
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Severn Arts	The Music Bus
Soc. Local Council Clerks	Chief Exec news bulletins and updates
WM Police/ Police & Crime Commissioner/ Safer Neighbourhood Team/ Neighbourhood Matters	<ul style="list-style-type: none"> <li>• A budget to boost community policing in West Mercia</li> <li>• Our News neighbourhood Watch newsletter February 2023</li> </ul>
Worcestershire County Council	Worcestershire Green Infrastructure Strategy Consultation (closing date 6 March 2023)
Wychavon DC	<ul style="list-style-type: none"> <li>• Hackney Carriage and Private Hire Vehicle Age Limits and Testing Arrangements Consultation (closing date 31 March)</li> <li>• Top award for young apprentice</li> <li>• Residents will need photo ID to vote at elections in May</li> <li>• Council Tax freeze proposed for the sixth year running</li> <li>• Consultation on revised policy on sex establishment licensing</li> <li>• What's On Guide 2023 Applications - Now Open</li> <li>• Wychavon cleans up at Loo of the Year awards</li> <li>• New community baby and toddler clothing bank is opening in Wychbold</li> <li>• Wychavon pledges commitment to Evesham Town Centre transformation</li> </ul>
Wychavon DC Planning	<ul style="list-style-type: none"> <li>• Agenda and minutes Planning Committee meeting 2 February 2023</li> </ul> <u>Approval Notices</u> <ul style="list-style-type: none"> <li>• W/22/02549/PIP: Woodbury Holdings, Woodbury Lane, Norton - Permission in Principle for the construction of 1no bungalow.</li> <li>• W/22/01852/FUL: 5 Coronation Road, Littleworth - Proposed demolition of existing garaging and the construction of detached dwelling.</li> </ul> <u>Withdrawal Notices</u> <ul style="list-style-type: none"> <li>• W/22/01808/HP: 2 Coronation Road, Littleworth - Proposed first floor extension to form a new bedroom and bathroom.</li> </ul>