

MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
20 JULY 2023

There were no Public Question Time discussions.

- 1. Apologies for Absence:** K. Fincher (Chairman), P. Richmond, M. Stafford, Cllr Mrs L. Turier (District Councillor). Apologies for late arrival: Cllr R. Adams (District Councillor), Cllr Mrs L. Robinson (County Councillor). These apologies, and the reasons for them, were accepted and approved.
Attending: A. Job (Vice-Chair), C. Arrow, C. Dawson, M. Pollard, J. Waizeneker, Cllr R. Adams (District Councillor), Cllr Mrs L. Robinson (County Councillor), J. Greenway (Clerk & Responsible Finance Officer).
Cllr Job chaired the meeting as Parish Council Vice-Chair.

- 2. Signing of Undertakings and Declarations of Office following Uncontested Election**
It was agreed for Cllr Richmond to sign his undertaking and declaration of acceptance of office as a Parish Councillor at the next Parish Council meeting attended. **Action: Clerk**

- 3. Changes to Membership - None.**

- 4. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b), c) and d) None.

- 5. 2023/139 Minutes**
 - a) The minutes of the meeting held on 22 June 2023 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**

- 6. 2023/140 Reports**
 - a) Cllr R. Adams and Cllr Mrs L. Turier (WDC District Councillors)**
Cllr Adams report circulated in advance of the meeting was noted. Following arrival (after agenda item 14), Cllr Adams advised that WDC is in the process of seeking a replacement for the Head of Planning and highlighted the 'Men in Sheds' initiative (the Parish Council is publicising via its Facebook page).
 - b) Cllr Mrs L. Robinson (WCC County Councillor)**
Cllr Mrs Robinson's report circulated in advance of the meeting was noted. Cllr Mrs Robinson's current action points were considered after agenda item 14 (following her arrival) as follows:
WCC will be pressed to repaint the single yellow lines and zigzags that relate to NJK CE Primary School and associated parking. **Action: Cllr Mrs Robinson**
Cllr Mrs Robinson is due to meet with the Head Teacher of NJK CE Primary School in the autumn term, with positive feedback received from another school regarding the impact of signage/bollards to deter dangerous/inconsiderate parking.
The continuing issue of standing water on the B4084 has been raised with WCC Highways for action. The new vehicle activated speed sign is now installed along the B4084 (between High Park and Woodbury Lane).
The WCC PRoW Team has indicated that it is for the Parish Council to make a recommendation for appointment of a Parish Paths Warden for consideration by WCC.
A request will be made for the anti-slip surface on the Crookbarrow Way bridge (PRoW bridleway) to be re-laid before the onset of icy weather. **Action: Cllr Mrs Robinson**
The WCC Cabinet Member for Transport will be invited to another tour of the Active Travel Corridor (ATC) and will be asked for details of how the route will be improved (as a reminder of discussions held during the tour in November 2022). **Action: Cllr Mrs Robinson**
Despite requests for an update on work to rebuild/repair sections of the Barracks curtilage wall along Brockhill Lane, no firm start date has been advised (beyond July).
In addition, Cllr Mrs Robinson highlighted digitalisation of the WCC lengthsman database which will be accessible by Clerks, the 31 July deadline for school transport applications and an enquiry for the

Norton Connector to serve the Whittington Walk development. This enquiry will be discussed with Worcester Wheels and the Chairman of Whittington Parish Council. **Action: Cllr Waizeneker**

c) Finance

(i) Balances: current account £7,821.45, deposit account £112,722.95 (20 July). Members were reminded that whilst balances are healthy, funds are committed or earmarked for future expenditure. Enquiries will be made regarding deposit account interest rates. **Action: Clerk**

(ii) Monthly accounts and bank reconciliation to 30 June will be circulated once received. An internal financial quarterly review will be arranged with Cllr Dawson. **Action: Clerk**

(iii) The Annual Governance and Accountability Return (AGAR) has been submitted and publicised as required.

e) Social Media Communications

The report circulated in advance of the meeting was noted including most popular Facebook and website posts, 5 new website subscribers (now 93), the WDC 'My Local Area' tool (accessible from the Parish Council website) and consideration of boosting important/time critical Facebook posts in future. The proposed leaflet (how to find out what is happening in the Parish and how to contact the Parish Council) is finalised ready for printing.

f) West Mercia Police

It was noted that the speed camera wagon visited Norton twice during the last 7 days or so. Following a Police and Crime Commissioner questionnaire regarding visibility of Policing in the community, it was agreed to respond that it is rare to see a PC/PCSO 'on the beat' within the Parish. **Action: Cllr Job**

g) St. James the Great Church, Norton

No further news.

7. 2023/141 Community Apiary

It is understood that the honey is now labelled and that the apiary group has approached the Hall Trustees regarding sale in the coffee shop.

8. 2023/142 Tranquillity Trail and The King's Meadow Projects

The Parish Green Spaces Working Group terms of reference were adopted as circulated. Proposed Cllr Pollard, seconded Cllr Dawson and agreed by all. **Action: Clerk**
An update was noted including mapping of Parish Council owned land on Parish Online.

9. 2023/143 Public Rights of Way (PRoW)

A second 'cut' of the PRoWs will be instructed. **Action: Clerk**
An expression of interest has been received regarding the Parish Paths Warden role, with further details of the role shared. Follow up contact will be made to monitor interest. **Action: Cllr Job**

10. 2023/144 Public Open Space/Verge Maintenance, Highways and Drainage Matters

An update on work to rebuild/repair sections of the Barracks curtilage wall along Brockhill Lane was noted however, no firm start date has been advised (beyond July).
The WDC Parking Enforcement Team has been requested to visit to monitor parking and to speak with those parking in restricted areas or parking dangerously/inconsiderately.
It was agreed to purchase a 15L potted oak tree (2-3 metres tall) at a cost of £90 in the autumn to replace the dead sapling within the tree seat at Norton. The Parish Groundsman will be requested to plant, and watering to ensure the tree establishes will be explored. **Action: Clerk**
Also see discussions under agenda item 6b regarding the Active Travel Corridor (ATC) and the continuing issue of standing water along the B4084 (in the vicinity of 'Sanghoi Cottage').

11. 2023/145 Norton Connector (NC)

The NC update circulated in advance of the meeting was noted. The NC continues to provide an important social service, with increased passenger numbers in June (with no additional cost for the additional passengers due to these travelling on existing trips).

12. 2023/146 Coronation Coins

These are due to be presented to NJK CE Primary School pupils on 21 July. Allocation of remaining coins will be considered after this presentation.

13. 2023/147 Parish Defibrillators

No update available due to apologies received from Cllr Stafford.

No responses have been received following the Facebook post exploring installation of the defibrillator on the side of a residential property.

Cllr Mrs Robinson arrived at 8.15pm.

14. 2023/148 Planning

a) The following current planning applications were noted.

	<u>Application</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	19 Wadborough Road, Littleworth W/23/00762/HP	Removal of conservatory and erection of garden room. Parish Council supports.
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	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 purposes 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. See Appeal under 'Other' below.
	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.
	Norton House Farm, Woodbury Lane, Norton W/22/01543/FUL	Conversion of barns/storage buildings to 3 No. dwellings and construction of a domestic car garage and bin store. Parish Council objects.
	Woodbury Holdings, Woodbury Lane, Norton W/23/00991/TDC5	Technical Details Consent following Permission in Principle approval (22/02549/PIP) for one self-build dwelling. Parish Council objects.
<u>Internal Consultation:</u>	None	
<u>Other:</u>	Planning Inspectorate Ref:- APP/H1840/W/23/3316580 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.
	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. Application withdrawn.

The Joint Parishes' Group (JPC) is working on the proposed petition for completion later in the year. It is understood that WDC is yet to submit the SWDPR documentation to the Planning Inspector for review as part of the public examination process. Turley consultants (acting on behalf of Summix, Homes England and Bellway Homes) have indicated that they anticipate submission of an outline planning application during the first quarter of 2024 (relating to the main centre of the Parkway Garden Town and its surrounding area). Feedback was noted regarding the Michael Paul Consultancy public meeting held on 7 July relating to a holiday lodges development along Wadborough Road, Littleworth; no planning application has yet been received by the Parish Council for consultation. It was agreed that no comment was required to the WCC Planning Validation Document Review.

Cllr Adams arrived at 8.30pm.

15. 2023/149 Parish Council Owned Lands

See agenda item 10 for discussions relating to replacement of the dead oak tree within the tree seat at Norton.

16. 2023/150 Allotments

The contractor has been instructed to carry out the summer cut back of the pavement side of the

allotments hedge. The Parish Council has previously agreed to aim for the allotments to operate on a cost neutral basis, and analysis for the financial year ended 31 March 2023 indicates that if Council staff costs are excluded, this has been achieved. However, when including Council staff costs, allotments costs exceeded income by c. £1,500. It was noted that allotment rents are increased by 2.5% on an annual basis, and agreed to monitor the situation. Feedback received suggests that 2 tenants may be interested in joining an allotment tenants committee and the Assistant Clerk will be asked to make contact with the interested tenants.

Action: Clerk

Cllr Mrs Robinson gave her apologies and left the meeting at 8.40pm.

17. 2023/151 Parish Hall Recreation Facilities and Outside Space

The outcome of the play area/MUGA/tennis court annual safety inspection was considered, with the report circulated in advance of the meeting. The area is classified as low risk overall, with no individual item classified as higher than low risk. Items highlighted within the report for action or monitoring have been summarised to monitor progress and completion of actions. It was agreed to instruct The Play Inspection Company to undertake the 2024 annual safety inspection (based on a cost similar to 2023). Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

Action: Clerk

The Groundsman will be asked to consider and provide recommendations for maintenance of wooden items of equipment (e.g. wood filler/glue and a protection treatment).

Action: Clerk

A play area gate update was considered along with quotes from different installers/suppliers. It was agreed to purchase 2 x yellow self closing Easy-Gates that are certified for play area use at a total cost of £1,700 plus delivery plus VAT, with the Council to make separate installation arrangements. Details relating to self-installation, lead times etc will be confirmed with the supplier prior to a letter of instruction being issued by the Clerk, with suitably experienced councillors offering to install. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all.

Action: Cllr Dawson

The order with Bridle Fencing will be cancelled due to their failure to provide and install the gates in accordance with the Council's instruction.

Action: Clerk

Quotes for supply and installation of resin/bonded pathway surfacing for maintenance of slabbed areas around the front entrance to the Parish Hall are being chased, with other suppliers also being sought. One quote has been received for installation of raised beds built around the conifer tree stumps and another is being sought. Local interest in carving of the stumps was noted and further enquiries will be made.

Action: Cllr Job

Photographs of the storm damaged tree behind the MUGA will be provided to allow for further consideration of the tree felling quote received.

Action: Cllr Waizeneker

The £1,000 Tesco Community Grant (Groundworks UK) for a Norton open air gym has been received, with this needing to be spent by 2 May 2024.

An update on the Hall rainwater drainage system was received. It was agreed to investigate further by assessing the flow of water through the rainwater manhole covers in the Hall car park at a time of heavy rain or artificially created heavy rain conditions.

Action: Cllr Arrow

The baseball team will be asked to use or remove the scaffold poles behind the MUGA fencing due to safety concerns.

Action: Clerk

It was agreed for the junior goal posts to remain in their current position (secured to the MUGA fencing).

18. 2023/152 Parish Hall

An update was received in the absence of Cllr Fincher (Chair of the Hall Trustees and Parish Council representative). Future maintenance needs relating to the main Hall floor and main Hall windows/UPVC panels were highlighted along with grant applications made. The outcome of the grant applications should be known in September, with further quotes also then being available. It was noted that the Parish Council may be approached for a grant to assist with these items of maintenance. It was agreed for EV charging points maintenance to be funded from the c. £800 residual Parish Council funding for the Hall improvements projects. Options for tinting the shop windows are being considered to assist in keeping the shop area cool. A grant has been received for new boiler cupboard doors.

19. 2023/153 Worcester Norton Sports Club/Worcester Norton Community Interest Company

The lease is due to be signed on 21 July.

20. 2023/154 Employment Matters

Nothing further to report.

21. 2023/155 Sentry Statue Landscaping Proposals

Landscaping plans were shared and are being costed by St Peter's Garden Centre. Completion is due during autumn 2023, with general day to day maintenance by residents being arranged.

22. 2023/156 Neighbourhood Plan (NP) Parish Aspirations Document

Next quarterly review due in August 2023. The NP working group will arrange to meet to consider amendment of the Plan and funding opportunities.

Action: NP Working Group Members

23. 2023/157 Finance

a) It was proposed by Cllr. Dawson, 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	June/July Instant Ink	22.49
	Parish Council mobile phone contract July DDR	10.29
	Website fees July	5.98
Grounds/ Parish Property Maintenance	Hall playing field mowing June	243.41
	Mower repairs	359.01
	Verge mowing at Norton 1 July 2023	204.00
	Mowing St James the Great churchyard June 2023	222.30
	TOTAL	1,067.48

* Incl. VAT where payable on invoice

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	July 2023 payroll: Clerk & Assistant Clerk, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,341.70
Community Services	Norton Connector June 2023	340.00
Administration	Affinity software licences	169.98
	Emptying and cleaning of dog/litter bins (annual charge)	330.73
	Portaloos for Parish Hall during period of plumbing issues	408.00
Grounds/Parish Property Maintenance	Annual safety inspection - Parish Hall play area/MUGA/tennis court	216.00
	Verge mowing at Norton 14 July 2023	204.00
	Allotments pest control February 2023 to February 2024	285.00
	TOTAL	4,295.41
	GRAND TOTAL	5,362.88

* Incl. VAT where payable on invoice

24. 2023/158 Correspondence for Information

See Appendix 1 for a list of correspondence received.

25. 2023/159 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

26. 2023/160 Items for Update to Local M.P.

None at present.

27. 2023/161 Councillors' Reports and Items for Future Agenda

None

28. 2023/162 Date of Next Meeting

28 September 2023

The meeting closed at 9.35pm.

<u>Correspondence Received for 20 July 2023 Parish Council Meeting</u>	
Sender	Subject
Community First	Newsletters/bulletins
CPRE – The Countryside Charity	Campaigns Update
NALC	Newsletters, Chief Exec’s bulletins, Star Council Awards
One Network	Local roadworks reports
Resident	Michael Paul Consultancy proposals
Resident	Planning proposals Wadborough Road, Littleworth – applicant public consultation meeting 7 July
Resident	RAF cottages
Resident	Trustgreen maintenance of Talavera Road play area
Rural Bulletins	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins and updates
WM Police/ Police & Crime Commissioner/ Safer Neighbourhood Team	<ul style="list-style-type: none"> • Our News Neighbourhood Watch Newsletter July • Local Policing Community Charter - Parish Priorities • PCC Parish and Town Council survey • PCC newsletter June 2023
Worcs CC	<ul style="list-style-type: none"> • Consultation - Worcestershire County Council's Planning Validation Document Review (closes 5 September)
Wychavon DC	<ul style="list-style-type: none"> • Green Flags fly high over Wychavon’s parks • Shed some light on Men in Sheds new location • Chairman begins 50th anniversary tour • Latest Parish and Town Council news • Dangerous trees to be removed in Abbey Park • Aldi investment could kick-start Pershore town centre transformation
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 20 July 2023 • Minutes Planning Committee meeting 22 June 2023