

**MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
30 NOVEMBER 2023**

See Appendix 1 for Public Question Time discussions.

1. Apologies for Absence: None.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, A. Job, M. Pollard, P. Richmond, M. Stafford, J. Waizeneker, Cllr R. Adams (WDC District Councillor), Cllr Mrs L. Turier (WDC District Councillor), Cllr Mrs L. Robinson (WCC County Councillor) and J. Greenway (Clerk/Responsible Finance Officer).

2. Changes to Membership

One application has been received and was considered. It was agreed to invite the applicant to attend the January Parish Council meeting, to provide the opportunity to meet and for the applicant to observe a Parish Council meeting. The Parish Council will then decide upon the application. Proposed Cllr Waizeneker, seconded Cllr Job and agreed by all. The applicant will be advised. **Action: Clerk**

3. Declarations of Interest

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

4. 2023/217 Minutes

- a) The minutes of the meeting held on 26 October 2023 were approved and signed as a true and accurate record of the meeting. Proposed Cllr Pollard, seconded Cllr Dawson 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. 2023/218 Reports

a) Cllr R. Adams and Cllr Mrs L. Turier (Wychavon District Council (WDC) District Councillors)
Cllr Adams' report circulated in advance of the meeting was noted. The new WDC Executive Board is working well, with Councillors formulating new strategy for the next 4 years. Cllrs Pollard, Richmond and Waizeneker were thanked for attending the WDC Planning Communities Together event for Parish & Town Councils, and disappointment was expressed at the W/22/01835/PIP appeal decision. Worcester Norton CIC was congratulated on commencement of work to convert the old Sergeant's Mess on the Norton Cricket Club site into a community space. A positive response has been received regarding the 'Men in Sheds' initiative, with a suitable site for this activity being sought. Following discovery of an air raid shelter in the vicinity of Woodbury Park (Woodbury Lane), Cllr Adams will make enquiries to identify measures available to protect this structure. **Action: Cllr Adams**

Cllr Adams advised that he will be available over the Christmas/New Year period if needed.

Cllr Mrs Turier provided details of the Severe Weather Emergency Protocol and night shelter information which will be published on the Parish Council website/Facebook page. A Local Democracy Day held by WDC was highlighted, along with topics presented by local High Schools. WDC will give attention to the areas raised which included vaping issues.

b) Cllr Mrs L. Robinson (Worcestershire County Council (WCC) County Councillor)

Cllr Mrs Robinson's report circulated in advance of the meeting was noted. It was agreed for dates to be sought for Parish Councillors to visit EnviroSort. Cllr Pollard is the Parish Council's representative for EnviroSort matters. **Action: Cllr Mrs Robinson**

Cllr Mrs Robinson apologised for recent email issues which have resulted in some emails not having been received.

Discussions/actions relating to Wadborough Road, Littleworth parking restrictions are included within agenda item 9 below. Also see item 9 for discussions/actions relating to Active Travel Corridor (ATC) matters and drainage/highway matters.

The Parish Council expressed frustration at the lack of progress by WCC in respect of various matters raised by the Parish Council and WCC's apparent disinterest in carrying out ATC improvements (despite the safety issues relating to this route). Changes to WCC funding of Public Rights of Way (PRoW) maintenance and restrictions on those authorised to carry out such work were highlighted, with the outcome of these changes likely to negatively impact upon the state of PRoWs within the Parish. It

was agreed for Cllr Mrs Robinson to seek a meeting with the relevant WCC Cabinet Members plus other appropriate WCC representatives, to discuss matters relating to the ATC, highway drainage, community transport funding (Norton Connector), PRow funding changes and the Lengthsman Scheme. Cllr Mrs Robinson will provide the Parish Council with a selection of suggested dates. Parish Council attendees proposed as Cllr Fincher (Chairman), Cllr Job (Vice-Chair) and the Clerk subject to availability.

Action: Cllr Mrs Robinson

c) Finance

(i) Balances: current account £7,591.17, deposit account £115,166.74 (30 November). Members were reminded that whilst balances are healthy, funds are committed or earmarked for future expenditure. Opening of the previously agreed 32-day notice account is in progress.

(ii) The monthly accounts and bank reconciliation to 31 October will be circulated once reviewed.

d) Social Media Communications

The report circulated in advance of the meeting was noted, with the most popular Facebook (FB) posts continuing to be those of very local interest e.g. Santa sleigh visit, planting around the Sentry Statue, WNCIC fireworks event and the PC winter newsletter. The number of Facebook followers continues to increase (to 671), as does the number of website subscribers (now 104). Website 'news' posts include multiple subjects in an effort to maintain communications at an effective level. This approach was agreed, with weekly posts considered as ideal.

e) West Mercia Police

Police.uk data for the Pershore Rural South & Rural Norton area was noted. The Crime & Community Survey has been completed and the Safer Neighbourhood Team is in contact with the Hall Manager to arrange a drop-in surgery at the Norton Parish Hall coffee shop. Cllr Mrs Robinson asked if details of the drop-in surgery could be shared with Whittington Parish Council.

g) St. James the Great Church, Norton

Rev. Rachel Colthurst attended the Parish Council meeting and provided an update including a small in number but faithful congregation, the Christmas Tree Festival, the Beaver's service, the flourishing toddler group (with some families now joining Sunday services), activities relating to art and spirituality (links with NJK CE Primary School), 'I Sing Pop' activities and inter-generational workshops. It was noted that some activities are held at St Mary's Kempsey due to space. Rev. Colthurst was welcomed to consider using the large hall at Norton Parish Hall for activities. The KLINKS magazine (subscriber based) is changing and will become a Kempsey version of The Pershore Times. The Parish Council was offered the opportunity to consider combining its newsletter in a 'Kempsey & Norton Times'. Rev. Colthurst will arrange for the Council to receive a copy of the new 'Kempsey Times' (in February 2024) so that the Council can consider this offer. Carol Services within the Parish were discussed, with Rev. Colthurst and the Parish Hall Trustees to liaise regarding 2024 services. The Church Warden will be seeking quotes for 2024 churchyard mowing and will share the outcome with the Parish Council. It was noted that the National Association of Local Councils (NALC) will shortly be issuing revised guidance relating to churchyard mowing; this will be reviewed upon receipt.

Rev. Colthurst was thanked for attending and left the meeting at 9pm.

6. 2023/219 Community Apiary

Updates received in advance of the meeting were noted, with the apiary group working well. The apiary review of 2023 has been published on the Parish Council website.

7. 2023/220 Parish Green Spaces Working Group (PGSWG)/Biodiversity Matters

A PGSWG update was received, including support from the WDC Communities Officer, interest from a member of the public (following publication of the 'Green Spaces Vision'), grant funding opportunities and submissions. It was agreed to revise the PGSWG terms of reference to clarify explicit authorisation for PGSWG members to submit funding applications (without review by the Clerk), with a copy of all applications submitted to the provided to the Clerk for the Council's files. Proposed Cllr Stafford, seconded Cllr Job and agreed by all. The terms of reference will be revised. **Action: Cllr Waizeneker** Parish Council biodiversity requirements were considered alongside the model Biodiversity Policy provided by NALC. It was agreed that the PGSWG activities are ahead of the biodiversity requirements and that the Council will develop its own Biodiversity Policy using the model policy as a guide. Proposed Cllr Pollard, seconded Cllr Stafford and agreed by all. A Council policy will be drafted and circulated to members for comment. **Action: Cllr Waizeneker**

A second quote is being sought to fence off the area of tenanted field released back to the Parish Council and to provide a new gated access from the green lane.

See item 19 below for discussions relating to open air gym proposals (for the Norton area).

8. 2023/221 Public Rights of Way (PRoW)

WCC has responded to Parish Council questions relating to changes to the WCC Parish Paths Partnership (P3) Scheme. In summary, WCC Lengthsman funding is not being increased to accommodate work to PRoWs, any work that Parish Council's wish for their Lengthsman to attend to should be advised to WCC for authorisation, PRoW maintenance work that the Lengthsman is unable to attend to should be requested for inclusion in the WCC summer strimming programme; there is no longer the option for a third party contractor to undertake PRoW work (other than to PRoWs on Parish Council owned land). It was agreed to highlight concerns relating to the 'P3' and Lengthsman Scheme changes at the WCC meeting being arranged by Cllr Mrs Robinson (as detailed under item 5b above). In the meantime, a response will be sent to the PRoW Team to outline Parish Councils concerns and advise that a meeting is being sought with Cllr Mrs Robinson and the WCC Cabinet Member to discuss with Parish Council representatives.

Action: Clerk

Following completion of training, Ms Peters has been appointed as the Parish Paths Warden by WCC.

9. 2023/222 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Works to rebuild/repair sections of the Barracks curtilage wall along Brockhill Lane continue and the contractors have been asked to keep the surface of the lane clear of mud. Despite requests to WCC for safety improvements to the ATC, WCC appears not to be prioritising resolution of these safety concerns in terms of allocation of budget. This will be raised at the WCC meeting being arranged by Cllr Mrs Robinson (as detailed under item 5b above).

As a result of the Parish Council's letter to WCC Highways regarding parking issues along Wadborough Road, Littleworth and its request for changes to parking restrictions, WCC has reviewed the situation and provided proposals. Concern was expressed about potentially shifting the parking problems to other areas of the Parish but having exhausted other measures to seek to resolve the situation through co-operation, the need to relieve parking in the area outside school was agreed. It was noted that other existing road markings along Wadborough Road need re-marking to be visible (e.g. yellow lines in the vicinity of Cooksholme Farm). This will be advised to WCC Highways with a request for re-painting when the new lines are installed. Following discussion, it was agreed to accept the WCC proposals subject to a WCC 28-day consultation period (the Parish Council will ensure this is notified to all households in the areas affected, to provide residents with the opportunity to comment). **Action: Clerk**

Highway flooding along Wadborough Lane, Littleworth (in the area by school) has been reported to WCC Highways and the WDC Drainage Team. WCC is arranging for drains/gullies to be jetted and for the pavement and kerb by the old Methodist Chapel car park to be lifted. WDC is seeking ditch clearance via the landowner. The outcomes should result in water draining away more quickly and alleviating flooding on the highway.

A report of highway flooding at Hatfield has also been submitted for investigation by WCC.

Persimmon Homes has agreed for its contractors to re-visit to complete outstanding remedial work to the Gazala Drive grass verge, including planting of a new cherry blossom type tree.

It was noted that the old Methodist Chapel is owned by the Plymouth Brethren and that representatives have attended Whittington Parish Council meetings to provide updates on their activities. It was agreed to invite the Brethren to a future NJK Parish Council meeting.

Action: Cllr Fincher

10. 2023/223 Budget and Precept 2024/25

a) The 2024/25 budget requirement must be submitted to WDC no later than Friday 26 January. A draft budget will be prepared for consideration by the Parish Council. **Action: Clerk**

In order to provide sufficient time for the budget proposals to be drafted by the Responsible Finance Officer, and for a meeting to be held to finalise the draft budget with Cllr Fincher and Cllr Job, it was agreed to change the January Parish Council meeting date from Thursday 18 to Monday 22 January 2024. This was agreed by all. The change of date will be publicised, and a meeting date arranged with Cllr Fincher and Cllr Job. **Action: Clerk**

b) Members were asked to submit any budget requests to the Clerk as soon as possible.

c) Churchyard mowing options/quotes are not yet available. Also see discussions under item 5f above.

11. 2023/224 Sentry Statue Landscaping Proposals

Planting is complete other than a little spring planting. Signs are planned to explain the significance of plants. Ms Peters was thanked for all her hard work and for attending to day-to-day maintenance. Cllr Job was thanked for working to support Ms Peters. Costs will be well below the £3k budget set, with St

Peter's Garden Centre thanked for providing plants at a discounted rate.

12. 2023/225 Norton Connector (NC)

An update was received including good passenger data for October (continuing the upward trend), excellent support from Worcester Wheels in providing shuttle buses for the Parish Hall fireworks event, potential future 'Ticket to Ride' funding (via WDC) and WCC's response to the Parish Council's request for NC funding support. Data will be collated and provided to the Clerk for provision to WCC as requested by Cllr Rouse (Cabinet Member for Highways & Transport). **Action: Cllr Waizeneker**
NC funding will be raised at the WCC meeting being arranged by Cllr Mrs Robinson (as detailed under item 5b above).

13. 2023/226 Planning

a) The following current planning applications were noted.

	<u>Application</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	Longbarn House, Hatfield Lane W/23/01295/HP	Erection of an Oak Framed Garden Room. Parish Council supports.
	Grange Farm, Hatfield Lane W/23/01987/FUL	Erection of agricultural barn (retrospective). Parish Council objects due to retrospective nature of the application.
<u>Refusals:</u>	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.
<u>Awaiting Decision:</u>	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.
	Retreat Inn, Woodbury Lane, Norton W/23/01207/FUL	Replacement barn and 3 no. 1 bedroomed log cabins and 4 no. touring bays, 2 no. tent bays and a toilet block. Parish Council objects.
	Norton Hall Lodge, Persore Road, High Park W/23/01642/HP	Loft conversion with rear dormer, infill of canopy areas with internal alterations and front boundary wall with new gate.
	Land At (OS 8659 5192), Yew Tree Court, Norton Road, Norton W/23/01836/FUL	Construction of 2 No. dwellings. Parish Council comments submitted.
<u>Internal Consultation:</u>	None	
<u>Other:</u>	Planning Inspectorate Ref: APP/H1840/W/23/3321573 Land At (OS 8732 5164) Church Lane Norton W/22/01835/PIP	Permission in Principle for up to 4 dwellings. Parish Council objects. The appeal is allowed and permission in principle is granted for up to 4 dwellings at Land Off Church Lane, Norton, Worcester, in accordance with the terms of the application Ref W/22/01835/PIP, dated 14 August 2022.

Disappointment was expressed at the outcome of the appeal relating to W/23/01835/PIP; it is anticipated that a full application will follow in due course.

b) The Joint Parishes' Group (JPC) is meeting with Nigel Huddleston MP in early December and is planning to seek his commitment to support local residents and effective planning enforcement. Comments from members were welcomed in advance of this meeting, with Cllrs Fincher, Richmond and Pollard to advise Cllr Waizeneker on their availability to attend.

14. 2023/227 Parish Council Owned Land

Quotes for larger items of work recommended in the tree survey for completion within the next 12 months were considered (excl. work identified along the green lane/within adjacent tenanted fields and in the apiary field (Parish Green Spaces Working Group remit) and work on allotment plots). It was agreed to accept the quote from JH Tree Surgery Ltd at a cost of £1,300 excl. VAT and to seek a quote for removal of the 3 Italian alders on the boundary of 14 The Hidage and the allotments. Proposed Cllr Waizeneker, seconded Cllr Job and agreed by all. **Action: Clerk, Cllr Dawson**
Parish groundsman completion of smaller items of tree work will be explored. **Action: Clerk**

Maintenance to lift the canopy of the willow tree on the Gazala Drive grass verge was considered but agreed not to pursue at the current time.

Cllr Mrs Robinson and Cllr Mrs Turier gave their apologies and left the meeting at 9.45pm.

15. 2023/228 Allotments

The update received in advance of the meeting was noted, with annual bills now issued. The allotment tenancy agreement was reviewed with the following revisions agreed: **Action: Assistant Clerk**

- State that 'plot' shall mean 'allotment plot' to simplify wording
- Clause 1: add in wording around 'taken on as seen'
- Clause 6j: remove the word 'bush'
- Clause 6k: remove the words 'cut and lop'
- Add the clause 'Tools and publicly available gardening products are to be used responsibly in accordance with the manufacturer's recommendations, and locked away when not in use. No licensable garden products (e.g. poisons) are allowed on site.'
- Add clause 'Flammables must not be kept on site in any circumstances other than in its original container for use for its designed purpose, e.g. camping gas stove, weed wand, etc....'
- Add a clause stating that tenants are responsible for proper welfare of any chickens (or rabbits) kept on their plot including compliance with regulations and guidelines relating to bird flu.

The revised tenancy agreement will be issued to all new tenants.

A letter will be sent to all existing tenants (by email where possible) to advise that the Parish Council is planning to inspect the allotments on a monthly basis and that where plot maintenance is required, tenants will be advised and provided with a date by which the work should be completed. It was agreed that tenancies may be terminated if work isn't undertaken in a timely manner and this will be highlighted to tenants. This letter will be accompanied by the revised tenancy agreement, highlighting changes to clauses 6j and 6k and new clauses added. **Action: Assistant Clerk**

Due to difficulties in arranging review of the allotment troughs and pipework by a plumber, it was agreed to install split foam insulation covers to visible pipework and 'lagging' to the water troughs to provide some cold weather protection. The groundsman will be asked to arrange. **Action: Assistant Clerk**

16. 2023/229 Parish Hall Recreation Facilities and Outside Space

The outcome of the baseball team review of proposals to improve drainage in the area around the baseball pitch is awaited. Quotes for maintenance of the slabs outside the Hall entrance continue to be sought but there appears little appetite from contractors to quote. Quotes for new outside space signage are being arranged. The first Sovereign compliance inspection is due w/c 18 December with play area/MUGA/tennis court maintenance to be considered following receipt of the inspection report. Guidance has been sought from the Campaign to Protect Rural England/The Countryside Charity with regard to managing a mole population in public open space and minimising risks to playing field users. It was agreed to leave the small bike 'jump' that has appeared in the coppice area to the rear of the MUGA/tennis court as this creates very minimal risk in this outdoor setting. See item 19 below for discussions relating to open air gym proposals (for the Norton area).

17. 2023/230 Parish Defibrillators

The defibrillator and outside locked cabinet have been ordered at a cost of £1,535 + VAT (£1,235 funded by WCC Divisional Allowance, £300 Parish Council funded). Arrangements will be made for installation on an accessible outside wall of Little Treasurers nursery. Subject to review of the installation, Cllr Arrow offered assistance which was agreed. **Action: Cllr Stafford**

Signage to highlight the defibrillator location is being arranged up to the previously agreed cost of £200 + VAT. Details of the defibrillator (including photos) will be publicised via the Parish Council website and Facebook page following installation.

18. 2023/231 Parish Hall

An update was received from Cllr Fincher (Chair of the Hall Trustees and Parish Council representative) including progress with project quotes and review of options. The Lottery bid to assist with funding of sealing, levelling and replacement of the floor in the main hall, the lobby and Mary's kitchen has been unsuccessful, with work costed at £12k excl. VAT. An application has been submitted to the Parish Council for funding of £2,500 towards the cost of this project. In addition, the Trustees have applied for external grant funding (Rural Share Fund) of £5k towards the cost of replacement windows, doors and 'skirting/panels' along the window wall of the main hall. This work is costed at between £10k-£12k, with

indications suggesting that the grant funding application should be successful. With Hall charity funds being diverted to the flooring costs due to the unsuccessful Lottery bid, the Trustees wished to seek a further grant of £2,500 from the Parish Council towards the 'windows and doors' project. Across both projects, total cost is between £22k and £24k excl. VAT, funded by a £5k Rural Share Fund Grant (not yet confirmed), £5k requested from the Parish Council and £12k-£14k by the Hall charity. Following review of the 2023/24 Parish Council budget, it was agreed to provide £5k grant funding to the Hall charity subject to receipt of a grant funding application for the 'windows and doors' project. It was agreed to utilise the remaining Parish Council 'Hall shop budget' of £800, the remaining Parish Council 'parish property maintenance/support for parish assets' budget of £3,380 and £820 budget transferred from the 'sentry statue landscaping budget' (project costs under budget); total £5k. It was noted that the Hall Trustees don't anticipate further Parish Council funding requests for the current financial year. A grant of £5k, for the purposes described, was agreed subject to a second grant application request being received. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**
The shop continues to be well used and the requested report on shop usage/stock/takings will be provided to the Parish Council as soon as possible.

19. 2023/232 Worcester Norton Community Interest Company (WNCIC)

An update was received from Cllr Fincher (Parish Council WNCIC Board representative) in line with the agreed dispensation. Work is due to start in January 2024 following value engineering of the budget, with completion currently due in June 2024. Additional grant opportunities continue to be sought (and secured) to enhance the project. A suggestion for the 'Mens in Sheds' initiative (see discussions under item 5a) to be hosted in the old Sergeant's Mess will be explored. **Action: Cllr Fincher**

In addition to the £1k Tesco Community Fund grant, a further £17k funding has been secured from Severn Waste Services towards the Norton open air gym proposal. It is suggested that the open air gym is located on the WNCIC site with a precise location to be agreed. The equipment would be close to the large Brockhill population, with WNCIC likely to give landowner's permission for installation.

20. 2023/233 Santa Sleigh Visit

Arrangements are in place for the visits on 2 December (Norton) and 8 December (Littleworth), with the visits publicised via the Parish Council's Facebook page. Cllr Dawson was thanked for all of his work to organise these visits (in liaison with the Whittington Community Events Group).

21. 2023/234 Employment Matters

a) Employee appraisals due over the next 3 months will be arranged. **Action: Clerk**

b) The National Joint Council for Local Government national salary award 2023/24 (with effect from 1 April 2023) was adopted. The salary award will be back dated to 1 April 2023. Proposed Cllr Pollard, seconded Cllr Arrow and agreed by all. **Action: Clerk**

22. 2023/235 Neighbourhood Plan (NP)/ Parish Aspirations Document

The Parish Aspirations Document quarterly review has been completed with the updated document available on the Parish Council website. This has been revised to be more reflective of progress to date. Due to WDC's lack of a 5-year land supply and its interpretation of the NJK Neighbourhood Plan in terms of housing numbers/allocations, discussions have been held with an infrastructure specialist to review advice/guidance from WDC and potential options to revise the Neighbourhood Plan (potentially out to 2041 if so wished). In summary, next steps would include a housing needs analysis to identify types of housing needed within the Parish, a call for sites, site assessments, revision of the Plan document and referendum. The result would be a stronger Plan which should provide more protection for the Parish. Support is available from WDC, the infrastructure specialist and Locality (which also offers grant funding of £18k). Exposure due to the lack of a WDC 5-year land supply was considered along with the potential impact of the Levelling Up Bill and the time needed from the Parish Council to achieve a revised Plan. It was agreed to proceed, with the existing NP working group members agreeing to start the process. It was noted that the working group may need to draw on other Parish Councillors for assistance and it also welcomed new members. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. The working group will provide an update at each Parish Council meeting.

Cllr Job gave her apologies and left the meeting at 10.45pm.

23. 2023/236 Policies

The draft policy relating to no camping on Parish Council owned land (including the Hall playing field) was adopted with the addition of no caravans or mobile homes. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. The policy will be finalised. **Action: Clerk**

24. 2023/237 Annual Parish Meeting 2024

The Annual Parish Meeting date was agreed as Thursday 9 May 2024. Arrangements will be progressed in the New Year.

25. 2023/238 Finance

a) It was proposed by Cllr. Dawson, seconded Cllr. Stafford **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	Baseball team toilet hire cost to Parish Hall	6.00
	First 50% of annual accountancy fee 2023/24	648.00
	Mobile phone contract November 2023 DDR	10.29
	October/November 2023 instant ink subscription	22.49
	Website fees November 2023	5.98
	Winter newsletter printing	260.02
Capital Items	Reimbursement of Union Jack flag cost (for Hall flagpole)	52.52
Community Services	Norton Connector October 2023	360.00
Grounds/ Parish Property Maintenance	Allotment water bill (newer meter – quarterly billing)	67.57
	Allotment water bill (older meter – monthly billing)	33.70
	Creation, preparation and planting of beds around Sentry statue (excluding plants)	1,104.00
	Hedge cutting, Littleworth	501.60
	Lengthsman duties October 2023	304.00
	Mowing St James the Great churchyard October 2023	222.30
	Rose plant for Sentry statue planting	26.45
	Supply of plants for beds around Sentry statue plus Oak tree sapling	665.15
	Verge mowing at Norton 10 November 2023	204.00
	TOTAL	4,494.07

* Incl. VAT where payable on invoice

Accounts for Payment:

Category	Detail	Amount £ *
Administration	Annual website support	100.00
	Annual domain name renewal	17.98
Capital Items	One defibrillator iPad SP1 AED (including pads, battery and carry case) and one Defibsafe 2 external locked defibrillator cabinet	1,535.00
Staff Costs	November 2023 payroll: Clerk & Assistant Clerk, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,309.95
	TOTAL	3,962.93
	GRAND TOTAL	8,457.00

* Incl. VAT where payable on invoice

b) A donation of £50 to The Poppy Appeal, for supply of the poppy wreath for the Parish Council to lay at the Parish Remembrance Service, was agreed. The donation will be made upon receipt of a formal request from the local branch of the Royal British Legion. Proposed Cllr. Dawson, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**

c) Renewal of the Society of Local Council Clerks membership was agreed at a cost of £188. Proposed Cllr. Dawson, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**

26. 2023/239 Correspondence for Information

See Appendix 2 for a list of correspondence received.

27. 2023/240 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2023/241 Items for Update to Local M.P.

None at present.

29. 2023/242 Councillors' Reports and Items for Future Agenda

Add item to January 2024 agenda:

Action: Clerk

- Consider the implications and impact of Martyn's Law

30. 2023/243 Date of Next Meeting and 2024 Meeting Dates

22 January, 22 February, 21 March, 25 April, 23 May (Annual Parish Council Meeting), 20 June, 18 July, 26 September, 24 October and 28 November.

Annual Parish Meeting: 9 May 2024

The meeting closed at 11pm.

Rev. Rachel Colthurst attended the Public Question Time session by way of introduction to the Parish Council. Rachel is the Assistant Curate in charge of the Severnside Parishes and is likely to be in post until a new incumbent is appointed. Rachel was invited to provide a report on activities at St James under agenda item 5f, with this summarised within the body of the minutes (above).

<u>Correspondence Received for 30 November 2023 Parish Council Meeting</u>	
Sender	Subject
CALC	Information/updates including: Wychavon area meeting 7 December, Biodiversity Policy Requirement, Dog Waste Bag Dispensers, CALC's Best Kept Secret, NEA Grants, HR Update, Worcs Local Flood Risk Management Strategy, Worcs Tree Warden Scheme, Telephone Box Refurbishment, Employment Advice, training events, NALC Events, Diary Dates, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin
Community First	Newsletters/bulletins
CPRE – The Countryside Charity	Campaigns Update, Star Count 2024 paused
NALC	Newsletters, Chief Exec's bulletins
One Network	Local roadworks reports
Resident	Food vending vans on Parish Hall site
Resident	Worcestershire Parkway settlement 'screening opinion' and conceptual plan of St Modwen Homes and Merton College 'Woodhall'
Resident	Mud along Brockhill Lane during wall re-build work
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/Neighbourhood Watch	<ul style="list-style-type: none"> • PCC newsletter November 2023 • PCC Town and Parish Council Survey Results - Worcestershire • Our News Neighbourhood Watch Newsletter November • The Rural Beat - South Worcestershire Police Rural and Business Crime Team newsletter Autumn 2023 • 2023 Crime and Community Survey launched • PCC newsletter October 2023
Worcs CC	Local Flood Risk Management Strategy Update the Flood Risk Management Team - Responses by 24 November 2023
Wychavon DC	<ul style="list-style-type: none"> • Changes to postal and proxy voting • Work starts on Pershore's new water play area • Residents urged to switch to paperless bills • Chairman celebrates Wychavon's tourist attractions • Wychavon praised for putting customers first • Notification of WDC Civic Service, Pershore Abbey, 21 April 2024 (for PC Chairman invitation)
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 7 December 2023 • Agenda and minutes Planning Committee meeting 9 November 2023 • Minutes Planning Committee meeting 12 October 2023 <p><u>Approval Notices:</u></p> <ul style="list-style-type: none"> • W/23/01987/FUL - Grange Farm, Hatfield Lane - Erection of agricultural barn (retrospective). <p><u>Refusal Notices:</u></p> <ul style="list-style-type: none"> • W/22/01543/FUL - Norton House Farm, Woodbury Lane - Conversion of barns/ storage buildings to 3 No. dwellings and construction of a domestic car garage and bin store <p><u>Appeal Decisions:</u></p> <p>Planning Inspectorate Ref: APP/H1840/W/23/3321573 - Land At (OS 8732 5164) Church Lane Norton W/22/01835/PIP: Appeal allowed and permission in principle is granted for up to 4 dwellings at Land Off Church Lane, Norton, Worcester, in accordance with the terms of the application Ref W/22/01835/PIP, dated 14 August 2022.</p>