

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 23RD MAY 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

1. Election of Chairman

Cllr. Fincher was proposed as Chair by Cllr. Pollard, seconded by Cllr. Waizeneker and all were in favour. Cllr. Fincher accepted this position and was elected as Chairman. Cllr. Fincher signed the Chairman's undertaking and declaration of acceptance of office.

2. Apologies for Absence: C. Arrow, D Kelly, P. Richmond, M. Reeves, R. Adams (District and County Councillor). These apologies, and the reasons for them, were accepted and approved.

Attending: K. Fincher (Chairman), C. Dawson, D. Lucas, M. Pollard, H. Turvey, J. Waizeneker.

3. Election of Vice-Chairman

Cllr. Richmond's offer to continue as Vice-Chairman was received in his absence. Cllr Richmond was proposed as Vice-Chairman by Cllr. Dawson, seconded by Cllr. Pollard and all were in favour. Cllr. Richmond will sign the Vice-Chairman's undertaking and declaration of acceptance of office at the next Parish Council meeting attended. **Action: Clerk**

4. Signing of Undertakings and Declarations of Office following Uncontested Election

Cllr. Fincher, Cllr. Turvey, Cllr. Pollard, Cllr. Waizeneker, Cllr. Dawson and Cllr. Lucas signed their undertaking and declaration of acceptance of office as Parish Councillors. It was agreed for Cllr. Arrow, Cllr. Kelly and Cllr. Richmond to sign their undertaking and declaration of acceptance of office as Parish Councillors at the next Parish Council meeting that they attend. **Action: Clerk**

5. Changes to Membership

None.

6. Declarations of Interest

a) Reminder and requirements noted. Following the elections, members are required to complete the new standard Declaration of Interests Form for return to Wychavon DC by 31 May. Forms will be sought from Cllr Kelly and Mr Reeves (co-opted for assistance with specific matters as a non-Parish Councillor). **Action: Clerk**

b) and **c)** None.

d) Dispensation requests granted:

- i.** To all Parish Councillors who live within the Parish, up to the next ordinary election (2023), to enable them to participate in any discussion or vote on any matter concerning the setting of the council's budget and annual precept. Proposed by Cllr. Fincher, seconded by Cllr. Pollard and agreed by all.
- ii.** To Cllr. Dawson and Cllr. Fincher, up to the next ordinary election (2023), to enable participation in discussions and votes concerning Parish Council matters relating to the Parish Hall. Proposed by Cllr. Waizeneker, seconded by Cllr. Turvey and agreed by all.
- iii.** To Cllr. Turvey and Cllr. Fincher, up to the next ordinary election (2023), to enable participation in any discussion or vote on any matter concerning Worcester Norton Sports Club and potential development of a new sports centre on this site. Proposed by Cllr. Pollard, seconded by Cllr. Waizeneker and agreed by all.
- iv.** To Cllr. Pollard, up to the next ordinary election (2023), to enable participation in any discussion on any matter concerning Worcester Norton Sports Club and potential developments on this site. Proposed by Cllr. Turvey, seconded by Cllr. Dawson and agreed by all.
- v.** To Cllr. Pollard, up to the next ordinary election (2023), to enable participation in any discussion on any matter concerning Norton Croquet Club or Norton Shooting Club. Proposed by Cllr. Turvey, seconded by Cllr. Dawson and agreed by all.
- vi.** To Cllr. Arrow, up to the next ordinary election (2023), to enable participation in any discussion or vote on any matter concerning SWUE developments adjacent to Norton Road. Proposed by Cllr. Waizeneker, seconded by Cllr. Pollard and agreed by all.

- vii. To Cllr. Fincher, up to the next ordinary election (2023), to enable participation in any discussion on any matter concerning Norton & Littleworth Royal British Legion. Proposed by Cllr. Turvey, seconded by Cllr. Pollard and agreed by all.

7. To consider and adopt Council's Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation

The existing Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation were re-adopted. It was noted that new model Standing Orders and Financial Regulations are available and agreed that these will be reviewed and considered in due course. Proposed by Cllr. Dawson, seconded by Cllr. Pollard and agreed by all. **Action: Clerk**

8. To Note Council's Code of Conduct

The Code of Conduct was noted.

Cllr Lucas arrived at 7.55pm.

9. To Consider Areas of Focus and Agree Allocation of Areas of Responsibility to Councillors

Allocation of responsibilities was reviewed, with Cllr. Waizeneker taking on responsibility for bus services and broadband matters. Following completion of the Parish Hall car park re-surfacing, this working group will be disbanded. Parish Councillor membership of the Neighbourhood Planning Group will be added to the list of Councillors' areas of responsibility. Other areas of responsibility remain unchanged. Proposed Cllr. Pollard, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

10. To Note the Council's Risk Assessment and Insurance Requirements

These were noted as agreed at the Parish Council meetings of 24 January and 28 March 2019.

11. To consider the Council's Grant Awarding Policy and Application Form

The revised draft policy was agreed as circulated and commented upon. A revised policy will be produced and circulated to members. It was agreed that there may be occasion where the Council may wish to agree grant funding in advance of a completed application form being submitted, but funds would not be released until a fully completed and signed application has been received. Proposed Cllr. Waizeneker, seconded Cllr. Pollard and agreed by all. **Action: Clerk**

12. Minutes

- a) The minutes of the meeting held on 25 April 2019 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**

13. 2019/158 Reports

a) Cllr. R.C. Adams (District & County Councillor)

A brief report was received in Cllr Adams' absence.

b) Finance

- (i) Balances: current account £14,281.27 (2 May), deposit account £41,421.94 (1 May). Balances including outstanding items of payment were also reported. 2019/20 S.137 expenditure is £424.80.
- (ii) Monthly accounts and bank reconciliation are not available due to preparation of year end accounts.
- (iii) An update was received on the 2018/19 financial year end and annual audit process. The internal audit is underway and documentation to the support the Annual Governance and Accountability Return is being prepared.

(iv) An additional Parish Council meeting will be held on Tuesday 18 June to consider the Council's accounts for the year ended 31 March 2019 and the 2018/19 Annual Governance and Accountability Return. Proposed Cllr Pollard, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

c) GDPR

An update was received, with slow progress with the action plan due to the volume and priorities of other Council work. All Parish Councillors have dedicated Parish Council email addresses except for Cllr Lucas. Despite Parish Council agreement for Councillors to set up dedicated Council email addresses, it was noted that Cllr. Lucas does not wish to comply with this Council decision due to the belief that the proposal does not better protect personal data. The potential for the Council to consider

at a future date that it does not wish to send emails to member's personal email addresses was noted. Consideration will be given to the format for email addresses for any non-Parish Council co-opted members.

Action: Clerk

Parish Council provision of computers/technology to members was briefly discussed.

d) West Mercia Police

Report noted.

e) St. James the Great Church, Norton

No further report.

14. 2019/159 Planning

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

Approvals

**1 Hatfield Cottages,
Mornington, Hatfield Lane
W/19/00440/HP**

Proposed detached double garage and extension to existing garden room. Parish supports subject to neighbours' views.

**1 Hatfield Cottages,
Mornington, Hatfield Lane.
W/19/00443/HP**

Proposed first floor side extension. Parish supports subject to neighbours' views.

Refusals - None

Awaiting Decision

**Land to the south of the City
Of Worcester, Bath Road.
Malvern Hills DC Ref:
W/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.

**Land adj. to Lobelia Close,
Cranesbill Drive, Broomhall
Green & A4440
Worcester City Ref: P13A061
St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Middle Battenhall Farm
Worcester City Ref: P13B0632
Miller Homes**

Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure.

Internal Consultation

**Land at Crookbarrow Road,
Norton. Ref: W/19/01100/FUL**

Erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment as approved under 18/01026/FUL to include change to path from footpath to statue to provide safer access.

**Broomhall Way,
(Southern Link Road A4440),
Worcester. Worcs CC Ref:
19/000021/ REG3**

Proposed new cycle/footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton Roundabout to provide a direct link between the existing housing and amenities at St Peters and a new development south of Broomhall Way (Part of Worcester South Urban Extension).

**Land at (OS 8615 5190),
Taylors Lane, Broomhall
MHDC Ref: 19/00542/FUL**

Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works

**Jennor, Hatfield Bank
W/19/01119/HP**

Single storey rear extension.

Other – None

**Broomhall Way,
(Southern Link Road A4440),
Worcester
Worcs CC 19/000001/ REG3**

Proposed new footbridge to span Broomhall Way (Southern Link Road A4440) between the Ketch Roundabout and Norton existing Roundabout to provide a direct link between the housing and amenities at St Peters and a new development south of Broomhall Way (Part of Worcester South Urban Extension). Parish supports with comments. WITHDRAWN BY APPLICANT.

The Malvern Hills DC application 19/00542/FUL (Taylors Lane) was considered. It was agreed for Cllr Arrow to draft a response for review by members prior to submission. **Action: Cllr Arrow/Clerk**

b) The draft response to Wychavon Planning relating to application W/19/01934/FUL and planning enforcement matters was agreed for submission. **Action: Clerk**

c) Feedback from a resident regarding application W/18/01026/FUL and the proposed sentry statue location was considered and noted along with the response sent.

d) Following consultation by Welbeck Land, suggestions for the SWUE name were considered. The Council's suggestion was agreed as 'Broomhall' and will be advised to Welbeck Land. **Action: Clerk**
Proposed Cllr Waizeneker, seconded Cllr Lucas and agreed by all.

15. 2019/160 Reports of Anti-Social Behaviour (ASB)

Feedback from a resident was considered. To allow for incidents to be recorded and followed up by the Police, residents have been requested to report incidents of ASB to the Police at the time of the event where possible. It was noted that no ASB activities are included in the latest Police report.

16. 2019/161 Parish Hall Car Park Resurfacing

Weed spraying options are being considered, with treatments using glyphosate not being used due to concerns regarding its safety. Following a blockage in an external Hall foul water pipe, a camera survey has been undertaken to establish the nature and location of the problem and to clarify the layout of the Hall foul water drainage system. The plan of the Hall foul water drainage system will be updated to reflect findings and to include the layout of the rainwater drainage system. **Action: Cllr Pollard**

It was noted that the rainwater pipe to the ditch appears blocked with silt at the ditch end, and whilst rainwater will soak through the silt, in the event of very heavy rainfall, a backup could occur and create an overflow via a manhole in the car park. In view of the low risk and water not being from the foul water system, no further action was deemed necessary at the current time. Remedial work to concrete one manhole cover in place is being completed at no cost. The £150 + VAT cost of the camera survey was confirmed. Proposed Cllr. Lucas, seconded Cllr. Waizeneker and agreed by all.

This item will be removed from future agendas, with any car park matters considered within the Parish Hall recreation facilities and outside space agenda item. **Action: Clerk**

17. 2019/162 Parish Hall Recreation Facilities and Outside Space

The bike racks are receiving positive feedback and the new play area gate self closers are due to be installed on 25 May.

18. 2019/163 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

An update was received following the meeting with Wychavon to discuss NHB and CLG funding. Funding opportunities are being explored e.g. Church heating, Croquet Club relocation to Norton Parish Hall and Hall roof repair/replacement. Funding criteria was noted, along with the need to evidence community support. Other suggestions for projects for potential funding will continue to be sought and considered.

19. 2019/164 Parish Council Website

An update on progress was received. The Assistant Clerk is liaising with Cllr. Lucas regarding Neighbourhood Plan Group requirements.

20. 2019/165 Norton Pre-school

Lease matters are drawing towards conclusion with a final draft being prepared for consideration by Pre-school. In light of the period of time taken to undertake provision of the new lease, it was agreed to pay an interim invoice to SME solicitors of £1,000 + VAT. A final invoice was agreed for payment upon

completion of the lease, including any required notices and registrations, amounting to £500 + VAT. It was noted that this will result in a small residual balance for payment by the Council which is over and above the cost cap included in the lease for payment by Pre-school. Proposed Cllr. Lucas, seconded Cllr. Waizeneker and agreed by all. **Action: Clerk**

21. 2019/166 Worcester Parkway Station

Plans of the proposals for the Norton element of the Parkway Active Travel Corridor have been received and will be considered at the additional Parish Council meeting on 18 June, along with communication of the proposals to the local community and a briefing event. **Action: Clerk**

22. 2019/167 Southern Link Road (SLR) Improvement Works and Crossing Points

Installation preparation works continue for the Crookbarrow Way Footbridge and the Upper Battenhall Farm Accommodation Bridge. It was agreed to respond to the revised Broomhall Way Footbridge planning application, with positive revisions noted. **Action: Cllrs Pollard, Fincher and Turvey**

23. 2019/168 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Feedback from residents regarding speeding, in particular along Crookbarrow Road and Church Lane, was considered. The Police have advised that they will monitor the situation when on patrol. Responses to the feedback were agreed for reply. **Action: Clerk**

24. 2019/169 Parish Housing Needs Survey (HNS)

The results of the HNS were noted, including the themes of residents' feedback which generally reflect subjects that the Council is aware of and is working to assist with, within the limits of its remit. A number of residents have expressed an interest in volunteering and a letter/email will be sent to thank residents for their interest and to highlight volunteering opportunities available. **Action: Cllr Fincher**

25. 2019/170 Neighbourhood Plan

An update was received. Completion of stage 1 (information gathering process) is on track and a broad outline of the key stages of the remainder of the process was provided. Further community engagement is being sought along with additional members of the Neighbourhood Plan Group who are not Parish Councillors. The Locality Grant application is being drafted for submission. Options for terms of reference are being considered by the Group and the outcome of discussions will be advised to the Parish Council. **Action: Neighbourhood Plan Group**

26. 2019/171 Employment Matters

Agreed to defer review of procedures for carry forward/payment in lieu of holiday to the 27 June Parish Council meeting. **Action: Clerk**

27. 2019/172 Allotments

In the absence of Cllr Kelly an update was received on management of rodent control. The allotment risk assessment is being drafted for consideration by the Council.

28. 2019/173 Public Rights of Way (PRoW)

The first cut of the PRoWs has been completed, with observations reported to the Parish Paths Warden. Worcs CC will be chased for items where action is outstanding. **Action: Cllr. Turvey**

29. 2019/174 Bus Services

Introductions will be made to enable Cllr. Waizeneker to gather information relating to bus services and to take over responsibility for bus services matters, including attendance of the Vale Passenger Transport Group meetings. **Action: Clerk**

30. 2019/175 Parish Hall

An update was received on provision of picnic benches on the edge of the playing field by the Hall entrance area. Quotes are being sought for treatment of the Hall exterior cladding. Future maintenance/development work is being considered by the Trustees along with grant funding opportunities and the criteria for eligibility.

31. 2019/176 Annual Parish Meeting (APM) – 1 May

Feedback from the APM was considered, with this encompassing subjects that are in hand and

currently receiving attention. Whilst Highways has installed clearer signage for Hatfield Lane regarding weight limits, the location of the signage will be revisited with Highways. **Action: Cllr. Turvey**
 A summary of key themes from the meeting and responses to feedback received will be drafted for publication. **Action: Clerk/Cllr. Waizeneker**

32. 2019/177 Best Kept Frontages Competition

It was agreed to hold a Parish best kept frontages competition run, and judged, by 2 members of the community (not Parish Councillors). Prizes were agreed as £30 first prize, £20 second prize and £10 third prize. Details of the competition rules and judging criteria will be sought from the organiser, with the competition advertised via the Parish Council Facebook page. Cllr. Kelly will be asked to consider acting as the Council liaison point. **Action: Clerk**

33. 2019/178 The Norton Worcestershire Regiment Group (NWRG)

Feedback regarding statue location was considered under item 14c. The planning application including a change to the path from the footpath to the statue to provide safer access was noted and supported. Enquiries will be made regarding plans for landscaping around the statue. **Action: Cllr. Fincher**

34. 2019/179 Worcester Norton Sports Club (WNSC)

The Community Asset nomination process is progressing, with the result due around the end of June.

35. 2019/180 Parish Council Owned Lands

No further news.

36. 2019/181 Superfast Broadband

An update is being included in the Parish Council newsletter which also seeks feedback from residents.

37. 2019/182 Environmental Matters

In the absence of Cllr. Kelly, agreed to defer to the 27 June Parish Council meeting.

38. 2019/183 Finance

a) It was proposed by Cllr. Waizeneker, seconded by 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 of Expenditure	Detail	Amount £ (incl. VAT where payable)
Administration	Accountancy fee	540.00
	Annual Parish Meeting roadside signs and printing costs	209.04
Grounds Maintenance	Churchyard mowing (s137 expenditure)	178.20
	TOTAL	927.24

Accounts for Payment:

Category of Expenditure	Detail	Amount £ (incl. VAT where payable)
Grounds Maintenance	Churchyard mowing (s137 expenditure), field cutting, Public Rights of Way maintenance	556.20
	Parish Hall playing field mowing April	202.32
	Tape for Parish Hall car park bollards	63.80
	2 play area gate self closers	115.90
Administration	Grant funding for Parish Hall skylight repair	273.00
	Local Council Review annual subscription	17.00
	Refreshments for Annual Parish Meeting	44.00
Staff Costs	May 2019 payroll - Clerk & Assistant Clerk honorarium & groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions	2,465.90
	TOTAL	3,738.12
	GRAND TOTAL	4,665.36

b) Renewal of the NALC Local Council Review annual subscription at a cost of £17 was agreed.
Proposed Cllr. Waizeneker, seconded Cllr. Lucas and agreed by all. **Action: Clerk**

39. 2019/184 Correspondence for Information

See Appendix 1 for a list of correspondence received and noted.

40. 2019/185 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

As reported during the meeting.

41. 2019/186 Items for Update to Local M.P.

None.

42. 2019/187 Councillors' Reports and Items for Future Agenda

Item for next Parish Council meeting agenda:

- Consideration of ways to improve communication and engagement with parishioners. **Action: Clerk**

43. 2019/188 Date of Next Meetings

Additional Parish Council Meeting – 18 June 2019

Parish Council Meeting – 27 June 2019

The meeting closed at 10.40pm

Correspondence Received for 23rd May 2019 Parish Council Meeting	
Sender	Subject
CALC	Updates on various matters and training sessions, including Welcome, Training dates, Fields in Trust – Have a Field Day, NALC/LGRC Expo, Co-housing Scheme a first for Wychavon, New Executive Officer, CiLCA Training Dates, House of Lords report on the rural economy, VE Day 75 – 8 th May 2020, 'after the election, External Audit and Annual Return, Cohousing Scheme - a First for Wychavon, Is your Community Struggling with Broadband, Natural Networks, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks & Councils Direct	Magazine May 2019
Community First	E-bulletins
CPRE	Campaign updates
Glasdon	Street furniture brochure
NALC	Local Council Review magazine spring 2019, Chief Exec's bulletins, newsletters, Star Council Awards
NBB	Recycled furniture, shelters and outdoor furniture
Resident	Copy correspondence to Wychavon Planning re haulage development Woodbury Lane, Norton
Resident	Parking along Church Lane
Resident	Possible Japanese Knotweed growing by grit bin in verge along Wadborough Road
Resident	Sentry statue location and anti-social behaviour
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Newsletters, The Clerk magazine May 2019
West Mercia P&CC	<ul style="list-style-type: none"> • We Don't Buy Crime Initiative • Newsletter and new Victims Advice Line • Young Good Citizen Nominations
Worcs CC	<ul style="list-style-type: none"> • Making It Happen - Worcestershire County Council's Launch of their Community Solution Fund – 3 June 2019 • Natural networks programme
Worcs CC Highways	Roadworks reports
Wychavon DC	<ul style="list-style-type: none"> • Wychavon Community Legacy Grants - expressions of interest now open • Community Led Housing – Call for Information • Essential works to Avon Meadows Community Wetland and Local Nature Reserve, Pershore to replace a damaged section of underground gas pipe (spring/summer 2020) • New Executive Board and Chairman for Wychavon • Parish/Town Council event - 13 June - 5.45pm • Parish Housing Needs Survey results • Music workshops for people living with dementia - 15 May, Number 8 Arts Centre in Pershore. • St Richard's Canal Festival will return to Vines Park, Droitwich 3-6 May
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 30 May • Minutes for Planning Meeting 25 April <u>Approval Notices:</u> <ul style="list-style-type: none"> • W/19/00440/HP – 1 Hatfield Cottages, Mornington, Hatfield Lane: Proposed detached double garage • W/19/00443/HP – 1 Hatfield Cottages, Mornington, Hatfield Lane: Proposed first floor side extension