

To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend the Annual Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 26th May 2022** at Norton Parish Hall, Littleworth.

Public Question Time: From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.45pm. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting.

This face to face Parish Council meeting will be held subject to Covid-safe measures. If you wish to attend in person, please contact Jane Greenway, Parish Clerk, email: [njparishclerk@aol.com](mailto:njkparishclerk@aol.com), Tel: 01905 763515 / 07955 756528 for details of how to attend in line with Covid-safe measures. As an alternative to attendance in person, please email any comments or questions for the Parish Council to the Parish Clerk in advance of the meeting.

Agenda

- 1. Election of Chairman and Signing of Undertaking and Declaration of Office** 7.45pm
- 2. Apologies: To receive apologies and to approve the reason for absence**
- 3. Election of Vice-Chairman and Signing of Undertaking and Declaration of Office**
- 4. Changes to membership**
To consider changes to membership and co-option.
- 5. Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests and to return their Register of Interests Form to the Monitoring Officer within 28 days of taking office.
 - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d. Written requests for granting of a dispensation (S33 Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 6. To consider and adopt/re-adopt Council Standing Orders, Scheme of Delegation, Complaints Procedures, Financial Regulations (including Appendix) and Online Banking Process** (previously circulated)
- 7. To note Code of Conduct** (previously circulated)
- 8. To consider areas of focus and agree allocation of areas of responsibility to Councillors**
- 9. To note the Council's Annual Risk Assessment and Insurance Requirements**
Previously circulated and agreed at the Council meetings 20 January and 31 March 2022.
- 10. Minutes** (Chairman) 8.00pm
 - a. To consider adoption of minutes of the Parish Council Meeting held on 28 April 2022
 - b. Review of minute action summary
- 11. Progress reports (for information, reporting by exception)** 8.15pm
 - a. District Councillor Report (Cllr. Adams)
 - b. County Councillor Report (Cllr. Mrs Robinson)
 - c. Finance (Responsible Finance Officer)
 - i. Balances
 - ii. Monthly accounts/bank reconciliation - not available due year end accounts preparation
 - iii. 2021/22 financial year end
 - d. GDPR (Clerk)
 - e. Social Media/Website Communications (Cllr Pollard)
 - f. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr Job)
 - g. St. James the Great Church, Norton (Rev. Badger)
To consider involvement with the 'As One Programme'.
- 12. Apiary Project and Tranquillity Garden** (Mr Perks) 8.35pm
To consider update including funding opportunities, terms of reference for management group and submission of Community Legacy Grant application.

- 13. Public Rights of Way (PRoW)** (Cllr Fincher) **8.45pm**
To consider update including Littleworth to Stonehall Common bridleway proposals.
- 14. Open Space/Verge, Highways and Drainage Matters** (Chairman/Cllr Arrow/Clerk) **8.50pm**
To consider update including school parking matters and remaining Persimmon Homes remedial ground/tree works on verges at Norton.
- 15. Norton Connector Community Legacy Grant Project** (Cllr Waizeneker) **9.00pm**
To consider update including a school run service and the nature of future service provision.
- 16. Parish Council Owned Lands** (Cllr Lucas/Cllr Fincher) **9.05pm**
To consider update, Parish Hall lease review and actions.
- 17. Sentry Statue Installation and Landscaping Proposals** (Cllr Job) **9.10pm**
To consider update.
- 18. The Queen's Platinum Jubilee** (Cllr Fincher/Cllr Waizeneker) **9.20pm**
To consider activities celebrating the Queen's Platinum Jubilee.
- 19. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.25pm**
To consider report on current applications and other planning matters including SWDP/SWUE, SWDP Review/'Parkway' Development and Joint PC SWDPR Group.
- 20. Community Liaison Groups** (Cllr Lucas/Cllr Fincher) **9.35pm**
To consider introduction of Community Liaison Groups with businesses within the Parish.
- 21. Annual Parish Meeting 9 May 2022** (Cllr Fincher) **9.40pm**
To consider feedback received and actions.
- 22. Norton Parish Hall Community Legacy Grant Project** (Working Group) **9.50pm**
To consider update/recommendations including shop proposals and award of contracts.
- 23. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **10.00pm**
To consider update/actions including installation of a base for picnic benches.
- 24. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.10pm**
To consider Parish Council representative report.
- 25. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.15pm**
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 26. Neighbourhood Plan/Parish Aspirations Progress** (Cllr Lucas) **10.20pm**
Next 'Parish Aspirations' document review due July 2022.
- 27. Allotments** (Cllr Richmond/Assistant Clerk) **10.20pm**
To consider update.
- 28. Employment Matters** (Chairman/Clerk) **10.25pm**
To consider any update/employment matters, including carry forward of banked hours/holiday.
- 29. Finance** (Chairman/Responsible Finance Officer) **10.30pm**
To consider payments to be made/confirmed.
- 30. Correspondence for Information** (Chairman) **10.35pm**
Items of correspondence will be available for inspection at the meeting.
- 31. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 32. Items for update to local M.P.** (Chairman)
To consider any items for communication.
- 33. Councillors' reports and items for future agenda** (Chairman)
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 34. Date of next Parish Council meeting**
23 June 2022

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council
19 May 2022

PLANNING APPLICATIONS – May 2022

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	Old Brickworks, Church Lane, Norton W/22/00606/FUL	Proposed Vehicle Imaging Studio. Parish Council objects.
	4 Keren Drive Norton W/22/00648/CLPU	Certificate of Lawfulness for a proposed single storey rear extension
	Land At (Os 8598 5177), Norton Road, Broomhall MHDC/21/00539/RM	Reserved Matters (appearance, landscaping, layout, scale) pursuant to planning permission 13/01617/OUT for Phase H2a of the proposed development comprising 89 dwellings, parking, landscaping and associated infrastructure
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	Land to the south of the City of Worcester, Bath Road. MHDC/13/00656/OUT Welbeck Land	Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed- use development with local centre to the south of Worcester. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	Development of 91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Keepers Gable, 22 Vimiera Close, Norton W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports. Plus amendment to extend length of wall to be rebuilt.
	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping - Variation of Conditions 3 & 4 of 20/02852/LB. Parish Council supports
	Worcester Norton Sports Club, Brockhill Lane W/22/00255/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping. Variation of conditions 3 & 4 of approval 20/02815/FUL. Parish Council supports
	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.
	Roundabout Where Broomhall Meets, Norton Road, Norton, Worcester W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
	Land At (Os 8774 5055), Hatfield Lane, Norton W/22/00787/FUL	Proposed relocation of prefabricated timber office building to plot of land between Norton Farm and Norton Grange. Parish Council objects.
	Properties 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.
	The Elms, Hatfield Lane, Norton W/22/00845/HP	Relocation and installation of new domestic heating oil tank. Parish Council supports.
<u>Internal Consultation:</u>	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of the 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.
<u>Other:</u>	None	