

MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
27 APRIL 2023

There were no Public Question Time discussions.

1. **Apologies for Absence:** K. Fincher, M. Pollard, P. Richmond, M. Stafford (late arrival). These apologies and the reasons for them were approved and accepted.

Cllr Job was appointed as Chair for the meeting in the absence of the Parish Council Chairman and Vice-Chairman. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all.

Attending: A. Job (Chair), C. Arrow, C. Dawson, M. Stafford, J. Waizeneker, Cllr R. Adams (District Councillor), Cllr Mrs L. Robinson (County 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. **2023/59 Minutes**

a) Minutes of the Parish Council meeting held on 30 March were approved as a true and accurate record of the meeting and were signed by the Chair of the meeting. Proposed Cllr Waizeneker, 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 Mrs Robinson arrived at 7.40pm (part way through agenda item 4b).

5. **2023/60 Reports**

a) **Cllr R. Adams (WDC District Councillor)**

Cllr Adams provided a report including Wychavon support with cost of living issues and Covid levels. Parish Council members and the Clerk were thanked for their efforts and support.

b) **Cllr Mrs L. Robinson (WCC County Councillor)**

Cllr Mrs Robinson's report circulated in advance of the meeting was noted, with concerns expressed about the strain on Worcestershire hospital services even before the SWDP building programme is complete, with more houses proposed as part of the SWDP. Whilst there are no firm dates regarding the timescale for repairing/rebuilding sections of the Barracks curtilage wall, it is understood that authorisation has been given for the work. Cllr Mrs Robinson will continue to press for progress and a firm start date. Relocation of the Woodbury Lane weight limit sign should be completed by the end of the summer once the required Traffic Regulation Order (TRO) has been advertised. Further enquiries regarding the CCTV parking van indicate that this is a West Mercia Police initiative, with the van currently in operation in Shropshire. A further update/request for visit will be made in 6 months' time.

c) **Finance**

(i) Balances: current account £9,811.74, deposit account £126,735.31 (27 April). Balances include the first 50% of the 2023/24 precept/grant, with members reminded that whilst balances are healthy, funds are committed or earmarked for future expenditure.

(ii) Monthly accounts and bank reconciliation to 31 March are not available due to preparation of the year-end accounts.

(iii) The 2022/23 year-end process is in progress with information provided to the Council's accountants for production of the year-end accounts.

d) **GDPR** - Nothing further to report.

e) **Social Media Communications**

The report circulated in advance of the meeting was noted. Cllr Mrs Robinson highlighted feedback

received from one Parishioner who felt disconnected from the Parish Council. It was agreed that whilst engagement levels generally have increased through use of the new website, the website email subscription service and Facebook, the Council should continue to be mindful of reaching Parishioners not using these. Efforts are made to publicise information/activities/events on Council noticeboards and to publicise availability of hard copy newsletters (with these also being available from dispensers at the Parish Hall, the bus shelters in Norton and Littleworth, and at the Garden Centre).

f) West Mercia Police

Nothing further to report.

g) St. James the Great Church, Norton

An update was received regarding the churchyard mowing.

6. 2023/61 Elections – 4 May 2023

The uncontested Parish Council election result was noted. Members were reminded to return expenses forms to Wychavon DC by 1 June (with nil returns required). Expenses forms will be sought from Wychavon DC for completion by members. **Action: Clerk**

7. 2023/62 Apiary Project and Tranquillity Garden

The apiary update circulated in advance of the meeting was noted, with good progress being made.

8. 2023/63 Public Rights of Way (PRoW)

It was agreed for a 2023/24 P3 grant scheme application to be submitted. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

Cllr Stafford arrived at 8.15pm.

9. 2023/64 Public Open Space/Verge Maintenance, Highways and Drainage Matters

See item 5b for update on relocation of the Woodbury Lane 7.5T weight limit sign. Membership of the WCC Lengthsman scheme membership for 2023/24 was agreed along with the PROW trial. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**
The situation regarding business rates applicable to advertising rights was considered. It was agreed to discuss with the sponsor and for any business rate liability to be paid by the sponsor. Wychavon DC will be advised. Proposed Cllr Dawson, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

10. 2023/65 Norton Connector (NC)

Passenger numbers hit the highest level last month with 99 journeys. A GWR grant application has been submitted to replace the NC with an electric minibus (grant as submitted in 2022/23).

11. 2023/66 Sentry Statue Landscaping Proposals

Landscaping of the area is due to be completed during autumn 2023 with a grant application submitted to GWR to assist with costs.

12. 2023/67 Parish Defibrillators

Enquiries are being made to explore options and ongoing maintenance requirements. Further information will be gathered for consideration at the May Parish Council meeting. **Action: Cllr Stafford**

Cllr Mrs Robinson gave her apologies and left the meeting at 8.45pm.

13. 2023/68 Planning

a) The following current planning applications were noted.

	<u>Application</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	None	
<u>Refusals:</u>	None	
<u>Awaiting Decision:</u>	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.

	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.
	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.
	2 Oak Cottage, Brockhill Lane W/22/02626/HP	Second storey side extension & single storey rear extension. Parish Council supports.
	Winnells Farm, Church Lane, Norton W/23/00308/FUL	Change of use from agricultural field to domestic curtilage. Parish Council supports.
	Winnells Farm, Church Lane, Norton W/23/00342/FUL	Conversion of annexe building to 3 bed family home and creation of new dwelling. 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.
Internal Consultation:	19 Wadborough Road, Littleworth W/23/00762/HP	Removal of conservatory and erection of garden room
Other:	None	
Appeals:	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.

The update circulated in advance, following the meeting with Wychavon Planners, was noted. The Joint Parishes group is due to meet during May (to include discussion of the potential for a petition). The appeal relating to application W/22/02008/OUT was noted and a submission to the Planning Inspectorate will be drafted for agreement. **Action: Cllrs Fincher, Pollard and Richmond**

14. 2023/69 Parish Council Owned Lands

No further news.

15. 2023/70 Allotments

The update received in advance of the meeting was noted. The Assistant Clerk will be thanked for her efforts in achieving the improvements. **Action: Clerk**

16. 2023/71 Parish Hall Recreation Facilities and Outside Space

A firm date for installation of the play area gates is being sought. The new picnic benches and replacement for the stolen bench are due to be delivered on 28 April, with groundwork completed. Difficulties in obtaining additional/alternative quotes 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) continue. It was agreed to continue to explore other options (e.g. resin bound gravel). **Action: Cllr Job**
Discussions will be held with the Groundsman to consider options/solutions for the ground storage area to the rear of the MUGA fencing. **Action: Cllr Dawson**

No further news relating to the open air gym proposals or pitch improvement work being explored by the junior football team. The resident pursuing the outdoor gym will be attending the Annual Parish Meeting to explain the idea and to seek feedback from residents.

17. 2023/72 The King's Coronation

Coronation coins have been ordered for Primary School aged pupils living within the Parish as agreed at the March Parish Council meeting. A notice will be posted to the Council's website, Facebook page and on the noticeboards to highlight availability of the commemorative coin to Primary School aged pupils that live within the Parish but attend a school other than NJK CE Primary School. **Action: Clerk**

Other ideas to commemorate the King's Coronation were considered. Being mindful of costs and of the wish for the Parish commemoration to reflect the King's interests, it was agreed to create a wildflower meadow on Parish Council owned land, to include a commemorative bench and to be named 'The King's Meadow'. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. Responsibility for progression will be considered at the May Parish Council meeting. **Action: Clerk**

18. 2023/73 Parish Hall

The letter agreed at the March Parish Council meeting has been sent to the Parish Hall Chairman and has been shared with the Hall Trustees. The importance of the 2021/22 annual return to the Charity Commission being submitted before the Annual Parish Meeting on 11 May will be stressed to the Parish Hall Chairman, along with a request for a copy of the documents submitted to The Charity Commission to be forwarded to the Parish Council. **Action: Clerk**

19. 2023/74 Worcester Norton Sports Club/Worcester Norton Community Interest Company

It is understood that progress continues.

20. 2023/75 Annual Parish Meeting (APM) 11 May 2023

The agenda has been published, invitations issued, SWDPR slides prepared, roadside signs ordered and the information pack is being printed.

21. 2023/76 Employment Matters

Nothing further to report. The Clerk's banked hours and holiday for carry forward will be considered at the May Parish Council meeting. It was noted that these are being managed down as requested.

22. 2023/77 Parish Council Newsletter

Content should be submitted to the Clerk by close of 14 May. **Action: All newsletter contributors**
An add-on to the new software for newsletter production was considered. It was agreed to purchase for one user if this would be of benefit to the Parish Council. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

23. 2023/78 Finance

a) It was proposed by Cllr. Waizeneker, seconded Cllr. Dawson **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	Commemorative Coronation Coins for Primary School aged children	391.80
	March/April printing (ink)	22.49
	Parish Council mobile phone contract April DDR	9.00
	Website fees April	5.98
	Zoom subscription April and Coronation flag for Parish Hall flagpole	31.58
Staff Costs	Quarterly HMRC PAYE tax and NI payment	811.49
Grounds/ Parish Property Maintenance	Allotment water (original meter)	36.32
	Footpath mowing Littleworth NJ 543 (old FP20)	82.80
	Lengthsman duties March 2023	224.00
	Mowing St James the Great churchyard March 2023	74.10
	Painting of exterior Littleworth Suite Hall wall	430.00
	Verge mowing at Norton 6 April	204.00
Community Services	Norton Connector March 2023	460.00
	TOTAL	2,783.56

* Incl. VAT where payable on invoice

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	April 2023 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,301.25
Administration	Annual CALC membership including NALC affiliation fee	1,179.73
Grounds/ Parish Property Maintenance/ Capital Items	Verge mowing at Norton 26 April	204.00
	New picnic benches, replacement for stolen bench and ground fixings	3,559.20
	TOTAL	7,244.18
	GRAND TOTAL	10,027.74

* Incl. VAT where payable on invoice

b) Renewal of the annual Worcestershire CALC membership was agreed at a cost of £1,179.73.
Proposed Cllr. Waizeneker, seconded Cllr. Dawson and agreed by all. **Action: Clerk**

24. 2023/79 Neighbourhood Plan Parish Aspirations Document

Next quarterly review due May 2023.

25. 2023/80 Correspondence for Information

See Appendix 1 for a list of correspondence received.

26. 2023/81 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As discussed during the meeting.

27. 2023/82 Items for Update to Local M.P.

None at present.

28. 2023/83 Councillors' Reports and Items for Future Agenda

None.

29. 2023/84 Date of Next Meeting

11 May 2023 – Annual Parish Meeting (Cllr Arrow and Cllr Richmond apologies)

18 May 2023 – Annual Parish Council Meeting (Cllr Richmond apologies)

The meeting closed at 9.20pm

<u>Correspondence Received for 27 April 2023 Parish Council Meeting</u>	
Sender	Subject
CALC	Information and updates on various matters and training, including 'Thank you', May Annual Parish Council Meetings, Dissertations, Wind or Solar powered Defibrillator, Premises Licence, The Open Space Society New Guide, 2023/24 membership, Executive Officer reports to councillors and clerks, NALC Chief Executive's bulletin & Events, Dates for the Diary, Clerk Vacancies
Community First	Newsletters/bulletins
CPRE	Countryside Voices magazine spring/summer 2023, Campaigns Updates, Hedgelifelife Help Out
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Resident	'Amenity strip' mowing at Brockhill
Resident	Parish Hall accounts/funding and apiary project
Soc. Local Council Clerks	Chief Exec news bulletins and updates
WM Police/ Police & Crime Commissioner (PCC) / Safer Neighbourhood Team	<ul style="list-style-type: none"> • PCC newsletter April 2023 • Our News neighbourhood Watch newsletter April 2023
Wychavon DC	<ul style="list-style-type: none"> • Vale of Evesham Food and Drink Festival postponed until June due to waterlogged conditions • Voting ID requirements • Notices of Elections - Uncontested Parish & Contested District • Local election information
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 27 April 2023 • Minutes Planning Committee meeting 30 March 2023