

**MINUTES OF THE ANNUAL MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 21ST MAY 2020**

In view of the Covid-19 pandemic and Government instructions, this meeting was held remotely via video/telephone conference call.

There were no public question time discussions.

1. Election of Chairman

Cllr. Fincher was proposed as Chair by Cllr. Arrow, seconded by Cllr. Waizeneker and all were in favour. Cllr. Fincher accepted this position and was elected as Chairman. Cllr. Fincher will sign the Chairman's undertaking and declaration of acceptance of office as soon as is possible. **Action: Clerk**

2. Apologies for Absence: D. Kelly, D. Lucas, H. Turvey, M. Reeves, Cllr R. Adams (District and County Councillor) – late arrival. These apologies and the reasons for them were accepted and approved.

Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, M. Pollard, P. Richmond, J. Waizeneker, Cllr R. Adams (District and County Councillor).

3. Election of Vice-Chairman

Cllr Richmond was proposed as Vice-Chairman by Cllr. Dawson, seconded by Cllr. Arrow and all were in favour. Cllr. Richmond will sign the Vice-Chairman's undertaking and declaration of acceptance of office as soon as is possible. **Action: Clerk**

4. Changes to Membership

None.

5. Declarations of Interest

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

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

The existing Standing Orders, Financial Regulations (including 'Covid-19' appendix), Complaints Procedure and Scheme of Delegation (including 'Covid-19' revision), were re-adopted. The meeting to review new model Standing Orders and Financial Regulations has been delayed due to the impact of the Covid-19 pandemic and will be rearranged as soon as is possible. Proposed by Cllr. Waizeneker, seconded by Cllr. Richmond and agreed by all. **Action: Clerk**

7. To Note Council's Code of Conduct

The Code of Conduct was noted. Signed forms from Cllr Kelly, Cllr Lucas and Mr Reeves will be obtained as soon as is possible. **Action: Clerk**

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

Allocation of responsibilities was reviewed. Cllr Pollard's responsibility for the Council's social media and website will be added. **Action: Clerk**

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

These were noted as agreed at the Parish Council meetings of 23 January and 9 April 2020.

10. 2020/71 Minutes

a) Minutes of the Parish Council meeting held on 9 April 2020 were approved as a true and accurate record of the meeting and will be signed as soon as is possible. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

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**

The meeting was paused at 8pm for 'Clap for the NHS/Carers', with the meeting re-started at 8.05pm.

11. 2020/72 Reports

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

Cllr Adams arrived at 9.30pm and was brought up to date with discussions. Cllr Adams commented on Church Lane hedge maintenance and feedback received regarding the slope from the Crookbarrow Way bridge to Brockhill Lane. This feedback will be forwarded to WCC for a response (copied to the Parish Council). WCC has recommenced general/verge grass cutting and is due to refresh road markings associated with the Active Travel Corridor.

b) Finance

(i) Balances: current account £7,770.48 (14 May), deposit account £58,851.89 (1 May – includes £5,000 transferred out to the current account on 7 May, which is included in current account balance of 14 May). Balances including outstanding items of payment were also reported. No S.137 expenditure to report as the Council has adopted the General Power of Competence.

(ii) Monthly accounts & bank reconciliation - not available due to preparation of the year end accounts.

(iii) An update was received on the 2019/20 financial year end and annual audit process. The internal audit will commence on 22 May and documentation to support the Annual Governance and Accountability Return is being prepared for review and approval at the 25 June Council meeting.

c) GDPR

No update to report, actions ongoing.

d) Social Media Communications

Facebook data circulated to members was noted. There is a good growth in usage, with one post generating 1,400 views. Also see agenda item 24. Cllr Pollard was thanked for his efforts in raising the profile of the Council's Facebook page and for its growing success.

e) West Mercia Police

Report noted.

f) St. James the Great Church, Norton

Report noted. Also see agenda item 12.

12. 2020/73 Covid-19 Community Response

Various support is being provided by WCC, WDC, the Severnside Covid-19 Support Group (SCS), local groups and individuals, with support, liaison and co-ordination from the Parish Council to ensure that those in need are able to access support, and those willing to help are able to do so. The Church report received under agenda item 11f) provided an update on SCS Group activities. Positive stories are being received regarding local support and activities which are being publicised via the Council's website and Facebook page.

13. 2020/74 Parish Hall

Cllr Fincher, as Chair of the Hall Trustees, provided a report including receipt of a £10k Government grant relating to temporary closure of the Hall due to the Covid-19 pandemic. This has been earmarked as match funding for the Community Legacy Grant (CLG) Parish Hall development project (which was due to be covered by Hall income). The Hall Trustees are considering when the Hall may be able to re-open, although this is more likely to be towards the end of July/early August and will follow Government guidance and local operational factors (e.g. availability of sufficient volunteers). The Halloween fireworks event and the casino night have been cancelled. A summary of maintenance/upgrades was provided including a move to LED lights in the main hall, replacement of radiators in the main hall, move to LPG system with new boiler and removal of old hot water tanks and immersion heater. These will all improve the energy efficiency of the Hall and reduce ongoing utility type costs. The Trustees are also keen to progress the roof/solar panel element of the CLG as soon as possible (see further discussions under agenda item 18). A grant of £250 was sought towards the radiator replacement costs of just under £1,000. This was agreed, with funds available within the 2020/21 budget, subject to completion of a signed Council grant application form. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all.

Action: Clerk

14. 2020/75 Parish Hall Recreation Facilities and Outside Space

The play area and MUGA remain closed. The tennis court has been re-opened in line with Government guidance. It was noted that people have been accessing the play area and MUGA despite the gates being secured and closure signs. It was agreed to keep these areas closed in line with Government guidance, to issue a closure reminder via Facebook and to refresh the closure signs as needed. The groundsman has been asked to repair the MUGA fencing and re-secure gates as necessary. After discussion of baseball usage of the playing field, it was agreed for hire costs to be invoiced and paid on

a monthly basis (to allow for the actual time used to be invoiced), with bookings and invoicing undertaken by the Hall Manager and the Council paying an admin fee for this service equating to 20% of the field hire element of the cost. In the event of non-payment of hire costs, the refundable deposit would be used. Storage facilities were considered. The 'L' frame will be stored in the Hall on a temporary basis and the baseball team will be asked to propose a storage solution for consideration by the Council. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**

15. 2020/76 Planning

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

Approvals - None

Refusals - None

Awaiting Decision

Land to the south of the City Of Worcester, Bath Road. Malvern Hills DC Ref: W/13/00656/OUT

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. Approved with s106 agreement outstanding.

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

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.

Land North of Taylors Lane and South of Broomhall Way (A4440). MHDC/19/01803/RM

Application for the approval of Reserved Matters planning (appearance, landscaping, layout and scale) pursuant to permission ref. 13/01617/OUT for Phase H1 of the proposed residential development comprising 36 dwellings, public open space (including LEAP), allotments, landscaping and associated infrastructure. Parish Council objection response submitted.

Land at (OS 8615 5190), Taylors Lane, Broomhall MHDC/19/01851/RM

Reserved Matters application (Appearance, Landscaping, Layout and Scale) of Outline permission ref 13/01617/OUT for Phase E1 of the proposed employment development comprising two employment units (Use Class B1 (b and c), B2 and/or B8), parking and landscaping and associated infrastructure. Parish Council objection response submitted.

8 Peninsula Road, Norton W/20/00824/HP

Two storey side extension. Parish Council support subject to neighbour's views being considered.

Internal Consultation - None

Other

Planning Appeal Ref: APP/H1840/W/19/3243384 (re W/19/01546/FUL)

Merryfield House, Woodbury Park, Norton

Proposed construction of detached single storey dwelling, access and garaging

16. 2020/77 Worcester Parkway Station/Active Travel Corridor (ATC)

It was noted that ATC signage has been changed, removing reference to a walking route to the Station. A letter will be sent to Cllr Pollock (WCC Cabinet Member for Economy and Infrastructure) noting the revised signage, to ensure that there are still plans to develop the pedestrian route and to propose that some of the recently announced Government funding to improve cycle/pedestrian routes is used for this purpose. **Action: Cllr Fincher**

WCC has agreed to pay for installation of a dog bin along Brockhill Lane, with the Parish Council paying for emptying and cleaning. The location was agreed. WDC will be advised and the cottage in the vicinity of opposite the bin will be advised. **Action: Clerk**

17. 2020/78 Neighbourhood Plan (NP)

An update was received including a successful application for a 2020/21 Locality/Groundwork grant of £1,992 and timing of plan milestones in light of updated Government rules and planning consultant paused work due to Covid-19.

18. 2020/79 New Homes Bonus (NHB)/Community Legacy Grant (CLG) Funding

A summary of the various strands of the Hall CLG project will be prepared and circulated to Council members and Hall Trustees, to assess what can/will be progressed and priorities. **Action: Cllr Fincher**
It was noted that some cost estimates need to be firmed up, along with the need to use the Contracts Finder website for contracts with an estimated value of £25k or more. The need for any planning permissions will be confirmed. A working group will be set up to include 3 members each from the Parish Council and the Hall Trustees. Council members were agreed as Cllr Waizeneker, Cllr Pollard and Cllr Dawson. It was noted that Cllr Dawson is also a Hall Trustee however based on the delegation in place and Cllr Dawson's knowledge of the proposed projects, it was agreed that his membership would be of benefit to the working group. Cllr Waizeneker was suggested as Chair of the working group. Terms of Reference will be drafted for consideration. **Action: Cllr Fincher**

Whilst VAT advice has been obtained, this has only indicated that VAT should be able to be reclaimed and therefore a more definitive answer will be sought. **Action: Clerk**

Contact will be made with Worcester Wheels to assess the potential to run the proposed service at the current time or whether this has become a longer term project. **Action: Cllr Waizeneker**

19. 2020/80 Public Open Space/Verge Maintenance, Highways and Drainage Matters

a) The lengthsman risk assessment was agreed and a copy of this will be submitted to the County Association of Local Councils (CALC). It was noted that the lengthsman are content to return to work, other than undertaking pavement siding out work. Proposed Cllr Arrow, seconded Cllr Richmond and agreed by all. **Action: Clerk**

b) Maintenance of the section of Church Lane hedge, after the motorway bridge towards the Church, was discussed following responses from WCC and the landowner. It was noted that minor works have been arranged by the landowner, with a full cut back to be completed in the autumn. Subject to the agreement of the contractor, the quote received by the Council for maintenance of the hedge will be forwarded to the landowner's representative to seek further work before the autumn due to pedestrian safety issues. The contractor has viewed the hedge to assess bird nesting activities. **Action: Clerk**

20. 2020/81 Norton Pre-school

It was noted that Pre-school has not taken a rent payment holiday but is reimbursing the remaining lease legal costs over a 12 month period. Proposals to relocate Forest School were considered further along with quotes received for fencing and ground maintenance. It was agreed to obtain a third fencing quote for consideration. **Action: Cllr Fincher/Cllr Richmond**

It was agreed to recommence the Forest School licence work, seeking a second quote for legal costs for comparison. **Action: Clerk**

The area proposed for use by Pre-school is clear of the definitive line of the Public Right of Way and the route actually used by walkers, which diagonally passes across the land.

Cllr Adams joined the meeting at 9.30pm.

21. 2020/82 Allotments

An update was received from Cllr Kelly. It was noted that the allotment garages roof work has been completed. An update will be sought from Shear Perfection Ltd regarding the timing of the instructed plot clearance work. **Action: Clerk**

22. 2020/83 Public Rights of Way (PRoW)

A report of a loose PRoW signpost was noted and will be passed to WCC for attention. The 2020/21 P3 Scheme application has been agreed, with a grant of £450. The P3 Scheme Covid-19 checklist was noted. This will be discussed with the contractor undertaking the PRoW work, with a completed written risk assessment requested for consideration by the Council. **Action: Clerk**

23. 2020/84 Parish Council Owned Lands

An update was received regarding field tenancy matters/rent levels. It was agreed to retain field rent at current levels for the first 12 months of the new leases and then for rent to be increased in line with the

rate of inflation. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Clerk**
 Following completion of the first items of tree work, quotes for the remaining items in the tree survey recommended to be undertaken within 12 months were considered. It was agreed to instruct N. P. Denley Tree Surgery at a cost of £1,600 plus VAT. This cost remains within budgeted costs for 2020/21. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

24. 2020/85 Parish Council Website/Use of Social Media/Community Engagement

Nothing further for report, all appears to be working well. Also see agenda item 11d).

25. 2020/86 Summer Newsletter

Since the Covid-19 lockdown, it has not been possible to make contact with the newsletter printer. It was therefore agreed to produce an online newsletter, with the following reports to be submitted to the Clerk by 5 June:

- Parish Council Chairman report **Action: Cllr Fincher**
- Parish Hall Trustee Chairman report **Action: Cllr Fincher**
- Neighbourhood Plan report **Action: Cllr Lucas/Cllr Pollard**
- Allotments report **Action: Cllr Kelly**
- Church report (to include update on Church tower work) **Action: Clerk**

Cover photos will be sought and adverts included in the Spring newsletter will be repeated in the online Summer newsletter. Covid-19 good news stories will also be included.

The newsletter will be published in mid-late June.

Action: Clerk, Cllr Pollard

26. 2020/87 Employment Matters

It was agreed for carry forward of 24.25 'banked' hours for the Clerk into 2020/21 plus carry forward of 43.75 hours holiday into 2020/21. Proposed Cllr Waizeneker, seconded Cllr Richmond and agreed by all. It was noted that the Council encourages employees to take their holiday entitlement but is content for some holiday/banked hours to be carried forward at manageable levels to support flexible working.

27. 2020/88 Finance

a) It was proposed by Cllr Pollard, seconded by 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 £ *
Grounds Maintenance	NJ543 (FP 20) maintenance (first of 3 cuts) £61 + VAT	73.20
	Playing field mowing April	293.29
	Churchyard mowing and tree/shrub maintenance allotment garage	406.80
	Allotment garage roof repairs £748 + VAT	897.60
Staff Costs	April 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,352.92
Administration	Final 50% of 2019/20 accountancy fee	570.00
	Clerk expenses for reimbursement March and April 2020	146.25
TOTAL		4,740.06

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	May 2020 payroll - Clerk & Assistant Clerk honorarium, groundsman & litter picking work (all gross incl. expenses via payroll), NEST pension contributions, HMRC quarterly PAYE/NI	2,024.87
Administration	Zoom Pro subscription May 2020 (for video conference meetings)	14.39
Grounds Maintenance	Rodent control allotments Feb 20 – Feb 2021	285.00
	Churchyard mowing, Public Rights of Way cut £320, mow field adj. Coppice Cottage £65	569.40
TOTAL		2,893.66
GRAND TOTAL		7,633.72

* Incl. VAT where payable

- b)** Renewal of the NALC Local Council Review magazine annual subscription at a cost of £17 was agreed. Proposed Cllr Dawson, seconded Cllr Pollard and agreed by all. **Action: Clerk**
- c)** Renewal of the Campaign for the Protection of Rural England (CPRE) annual subscription at a cost of £36 was agreed. Proposed Cllr Arrow, seconded Cllr Dawson and agreed by all. **Action: Clerk**
- d)** Agreed for the Clerk to have full delegate online access with an individual transaction limit of £500. A debit card will also be arranged with the same transaction limit. Whenever possible, the Clerk will seek the approval of the Council or 2 Parish Councillors prior to initiating any payments. All payments initiated will be reported to the next Parish Council meeting. Payments over this transaction limit will be authorised by 2 bank account signatories via the online banking system. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all. **Action: Clerk**
- e)** It was agreed for the Clerk to arrange a business mobile package with Tesco mobile for an iPhone 7, 24 month contract, no upfront cost, 2GB data, 5000 texts and 5000 minutes at a cost of £20.99 per month. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all. **Action: Clerk**

28. 2020/89 Correspondence for Information

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

29. 2020/90 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

30. 2020/91 Items for Update to Local M.P.

The letter being sent to Cllr Pollock regarding the ATC will be copied to Nigel Huddleston MP.

31. 2020/92 Councillors' Reports and Items for Future Agenda

Cllr Arrow provided positive feedback regarding the assistance of the WDC Community Support Officer.

32. 2020/93 Date of Next Parish Council Meeting

Parish Council Meeting: 25 June 2020.

The meeting closed at 10.30pm

Correspondence Received for 21st May 2020 Annual Parish Council Meeting	
Sender	Subject
Abbottswood Medical Centre	Delivery of autumn flu campaign
CALC	Updates on various matters and training sessions, including: Lengthsman risk assessments, Wychavon CALC agenda AGM 4th June 2020, Wychavon CALC Area meeting minutes 4 March 2020, COVID-19/Coronavirus Updates, Help our local NHS and Care Services – COVID-19 Survey, Free: Community Led Housing Sessions, Webinar on Public Works Loans Board, Home working and home working allowances, West Mercia Police and Crime Panel, Age UK North Worcestershire, New Publications, reminders from CALC, news from NALC, dates for the diary, training opportunities, vacancies (to Parish Council members)
Clerks & Councils Direct	Magazine May 2020
Community First	E-bulletins
Leaves of Green	Sustainable design and build landscapes for parish and town council projects
NALC	Chief Exec's bulletins, COVID-19/Coronavirus updates
NEST	Investment update
One Network	Roadworks reports
Open Spaces Society	Protecting local green spaces/Neighbourhood Plans, path & open spaces closures
Resident	Bonfire nuisance
Resident	Positive community stories during Covid-19
Resident	Verge maintenance (Vimiera Close), Church Lane hedge maintenance, ATC concerns
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Society of Local Council Clerks	News bulletins, The Clerk magazine May 2020, COVID-19 guidance
SWDP	<ul style="list-style-type: none"> • SWDP Review - Parish and Town Council Newsletter May 2020 • Parish and Town Council Briefing April 2020
West Mercia PCC	<ul style="list-style-type: none"> • Worcestershire Community Foundation (WCF) COVID-19 response - Financial Support for Charities, Voluntary Sector and other Worcestershire based organisation • Newsletters • Applications invited for an Independent Lay Member of the West Mercia Police and Crime Panel (closing date 18 May)
West Mercia Police	Launch of National Police Chiefs' Council (NPCC) speed enforcement operation
Worcs CC	Resumption of SLR4 work
Wychavon DC	<ul style="list-style-type: none"> • Covid-19 Memory Bank launched • Bin lorries transformed to say thank you to NHS • Statement on St Peter's Garden Centre • New Chief Executive appointed • Coronavirus/Covid-19 guidance, information and updates • VE Day celebrations 8 May 2020 • Dumped garden waste leads to £400 fine • Evesham Bell Tower to be bathed in blue light to support the Clap for Carers
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Meeting 28 May 2020 • Agenda and minutes for Planning Meeting 30 April 2020 • Planning news <p><u>Approval Notices:</u> W/19/02663/HP - Newlands Lodge, Church Lane, Norton: Single storey front, side and rear extension with internal alterations.</p>