

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 19th May 2011 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. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during public question time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during question time.

Agenda

- 1. Election of Chairman and Signing of Undertaking and Declaration of Office**
- 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. Signing of Undertakings and Declarations of Office following uncontested election.**
- 5. Changes to Membership**
To welcome Mike Reeves and Paul Stefanovic as co-opted members.
- 6. Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any Personal Interests in items on the agenda and their nature.
 - c. To declare any Personal and Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
- 7. To note Council's Standing Orders, Code of Conduct, Scheme of Delegation and Financial Regulations** (all previously circulated and being reviewed by working group as agreed at the Parish Council meeting 28th April 2011)
- 8. To note Code of Conduct** (previously circulated)
Wychavon DC training event being held on 9th June at 7pm at Civic Centre to include future changes/provisions.
- 9. To consider areas of focus and agree allocation of areas of responsibility to Councillors** (attached list details existing responsibilities allocated)
- 10. To note the Council's Risk Assessment and Insurance Requirements** (previously circulated and agreed at the Parish Council meetings 27th January and 31st March 2011)
- 11. Minutes:** To consider adoption of minutes of Parish Council meetings 28th April 2011.
- 12. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Clerk)
 - i. Current Applications - details accompany the agenda.
 - ii. SMH operating hours – to consider update from Wychavon DC
 - iii. Morganite Crucible Business Park – update on Liaison Group progress
 - iv. Also see agenda items 15, 17 and 18.
 - c. Allotments (Cllr. Mrs. McGovern)
 - d. Playing Fields (Cllr. Richmond/Clerk)
 - i. Also see agenda items 25, 26, and 27.
 - e. Public Rights of Way (Cllr. Turvey/Clerk)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts are not available due to preparation of the year end accounts.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Sparling)
 - i. Treasurer's Receipts and Expenditure Report to end of March 2011 (to follow).
 - ii. Report following PHMC AGM 9th May 2011 (minutes to be circulated prior to the meeting)
 - iii. Also see agenda item 22.
 - h. West Mercia Police (PC Woods/CSO Allchurch)
 - i. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - j. EnviroSort (Cllr. Lucas)
 - i. Update on exit sign query
- 13. Year End Accounts and Annual Return** (Clerk)
To approve and sign off the accounts for the year ended 31st March 2011 and the Annual Return.

- 14. Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation** (Chairman/Clerk)
Update from working group on progress/recommendations for consideration.
- 15. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)
To review/discuss the current position and to agree future activities.
- 16. Flooding Issues** (Mr. Reeves/Clerk)
 - a. To receive an update on ditch re-instatement work proposed in the field managed by Natural England, to consider proceeding and to agree costs in excess of Wychavon DC Flooding Grant.
 - b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
- 17. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
To consider the current position and agree any outstanding items.
- 18. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey/ Cllr. Richmond/Cllr. Reeves)
To consider the current position regarding the development proposals and agree any further actions.
- 19. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas)
To consider any outstanding issues.
- 20. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas)
To consider a draft revised contract for the Clerk (draft to be provided prior to the meeting).
- 21. Use of Additional Handymen** (Clerk)
To consider use of additional handymen to assist the Parish Council.
- 22. Parish Hall** (Cllr. Mrs. McGovern/ Cllr. Sparling/Cllr. Lucas)
To consider any actions required following the Parish Hall AGM.
- 23. Planting of Tubs at Parish Hall** (Clerk)
To consider quotes received and agree work.
- 24. Recycling Bins at the Parish Hall** (Clerk)
To consider removal or replacement of the recycling bins following the recent fire.
- 25. Hire of Playing Field for Charity Football Match**
To consider the booking charge and the refundable deposit.
- 26. Use of Playing Field for Camping by a Football Team(s)**
To consider use of the playing field for camping following a football match and any conditions that would be applied.
- 27. Parish Hall Recreation Facilities** (Cllr. Richmond/Clerk)
To consider actions required following RoSPA play area inspection (summary previously circulated).
- 28. Bus Service Review**
To consider any update and actions required.
- 29. Traffic Calming Measures in Littleworth** (Chairman /Clerk)
To receive an update on availability of the mobile shared speed activated sign, the 20 mph 'school' zone, revised road markings and installation of 'horses being ridden' signs along Wadborough Road.
- 30. Bus Shelter, Wadborough Road** (Cllr. Sparling)
To consider possible alternatives for replacement/repair of polycarbonate windows and costs
- 31. Community Games Event** (Clerk)
To consider the additional information received regarding the Community Games event on 26th June (previously circulated) and support to be provided by the Parish Council.
- 32. Mercian Regiment March through the Parish** (Chairman /Clerk)
To consider the suggestion made by Cllr. Adams for the Mercian Regiment to march through the Parish after it finishes its next campaign.
- 33. Annual Parish Meeting** (Chairman /Clerk)
To consider ideas to increase attendance for the 2012 meeting.
- 34. Land Ownership** (Clerk)
Update on progress.
- 35. Accountancy Services for 2011/12** (Clerk)
To consider the quote received for 2011/12 services.
- 36. Finance** (Chairman)
 - a. To consider payments to be made/confirmed as on list attached.
- 37. Correspondence for Information** (Chairman /Clerk)
The attached appendix of items will be available for inspection at the meeting.
- 38. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
- 39. Items for update to local M.P.** (Chairman)
To consider any items for communication.

40. 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.

41. Date of Next Meeting: Thursday 30th June.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.

12th May 2011