

To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend the next Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 23rd February 2012 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. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Signing of Outstanding Undertakings and Declarations of Office following uncontested election.**
- 3. Changes to Membership**
Update on co-opted Parish Councillor vacancy.
- 4. 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).
- 5. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 26th January 2012
- 6. Progress reports for information** **7.50pm**
 - 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 – update
 - iii. Morganite Crucible Business Park – update on Liaison Group progress
 - c. Allotments (Cllr. Mrs. McGovern)
 - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st January 2012 attached.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - h. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - i. EnviroSort (Cllr. Lucas)
- 7. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer) **8.00pm**
To review/discuss the current position and to agree future activities.
- 8. Flooding Issues** (Mr. Reeves/ Cllr. Turvey /Clerk) **8.10pm**
 - a. To receive an update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work.
 - b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
 - c. To receive an update on Severn Trent sewerage scheme proposals and consider the request for access to undertake trial hole work on the land between Coppice Cottage and Courtnellan.
- 9. Norton Pre-School Proposals** (Cllr. Lucas/Clerk) **8.20pm**
To consider the current position and any outstanding items e.g. youth shelter relocation
- 10. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.25pm**
To consider the current position regarding the development, outstanding issues and agree actions.
- 11. Grass Verges along Crookbarrow Road, Norton** (Clerk) **8.35pm**
To receive an update from the developers regarding adoption and future maintenance.
- 12. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.40pm**
 - a. To consider any outstanding issues.
 - b. To consider PAYE requirements for handymen, litter pickers etc.
- 13. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **8.50pm**
To consider NALC comments on draft contract, working group recommendations & how to progress.
- 14. Standing Orders, Financial Regulations, Complaints Procedure, Scheme of Delegation** **8.55pm**
To consider revised documents for adoption following review by working group (documents to be circulated prior to the meeting for review).

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| 15. Policies (Cllr. Turvey/Clerk) | 9.00pm |
| To consider draft polices for adoption (documents to be circulated prior to the meeting for review). | |
| 16. Parish Hall Recreation Facilities (Cllr. Richmond/Cllr. Turvey) | 9.10pm |
| a. To consider any update from Wychavon DC regarding the multi-play sports facility. | |
| b. To consider suggestions following the meeting with play area providers on 30 th January. | |
| 17. Parish Hall Security (Cllr. Lucas) | 9.20pm |
| Update on installation of CCTV to the exterior of the Parish Hall. | |
| 18. Parish Hall (Chairman) | 9.25pm |
| To consider recommendations from the working group and agree proposals regarding: | |
| a. The existing Parish Hall lease and Charity document | |
| b. Future Hall operations | |
| c. Future Hall maintenance/refurbishment responsibilities. | |
| 19. Playing Field (Cllr. Sparling) | 9.40pm |
| To consider action regarding dog owners allowing dogs to roam off leads around the playing field. | |
| 20. Bus Service Review (Cllr. Sparling/Clerk) | 9.45pm |
| To consider response from Worcs CC following Parish Council feedback and any further action. | |
| 21. Traffic Calming Measures in Littleworth (Chairman /Clerk) | 9.50pm |
| To receive an update and consider any action regarding the speed survey results Wadborough Road | |
| 22. Churchyard Mowing (Chairman/Clerk) | 9.55pm |
| To receive an update. | |
| 23. Land Ownership (Clerk) | 10.00pm |
| Update on progress. | |
| 24. Community Games/Parish Fun Run | 10.05pm |
| To consider proposals for Parish Council involvement in the Community Games event/Parish fun run. | |
| 25. New Homes Bonus | 10.15pm |
| To consider proposals for spending the 2011 New Homes Bonus of £1,228 to submit to Wychavon DC for approval. | |
| 26. The Queen's Diamond Jubilee celebrations | 10.20pm |
| To consider celebrations within the Parish. | |
| 27. Treasury Stock Investment | 10.25pm |
| To consider the Treasury Stock investment maturing in early March and future investment. | |
| 28. Worcs CC Consultation – Temporary Traffic Regulation Notices | 10.30pm |
| To consider proposals for notices to be provided by email to Parish Councils. | |
| 29. Newsletter | 10.35pm |
| To consider charges for adverts inserted as a flier. | |
| 30. Finance (Chairman) | 10.40pm |
| a. To consider payments to be made/confirmed as on list attached | |
| b. Consideration of reserve levels | |
| 31. Norton Charities | 10.50pm |
| To consider reappointment of the existing Parish Council appointed Trustees. | |
| 32. Annual Parish Meeting – 10th May 2012 (Chairman/Clerk) | 10.55pm |
| To consider the format for the 2012 Annual Parish Meeting and how to better promote the meeting. | |
| 33. Centenary Birthday Celebrations (Chairman/Clerk) | 11.05pm |
| To consider suggestions to mark a parishioner's centenary birthday. | |
| 34. Correspondence for Information (Chairman /Clerk) | 11.10pm |
| The attached appendix of items will be available for inspection at the meeting. | |
| 35. Clerk's report on Urgent Decisions since the last meeting (Clerk) | 11.15pm |
| 36. Items for update to local M.P. (Chairman) | 11.20pm |
| To consider any items for communication. | |
| 37. Councillors' reports and items for future agenda (Chairman) | 11.25pm |
| 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. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u> | |
| 38. Dates of Next Meeting | |
| 29th March 2012. | |

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
16th February 2012