

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 26th March 2009 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.**
- 2. 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).
- 3. Minutes:** To consider adoption of the minutes of the Parish Council meeting of 26th February 2009
- 4. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Clerk/Cllr. Richmond)
Current Applications - details accompany the agenda
 - c. Allotments (Cllr. Mrs. McGovern)
Also see agenda items 12, 13, 14 & 15
 - d. Playing Fields (Clerk)
 - i. Update on pitch work/goal mouth maintenance
 - e. Footpaths (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances
 - ii. Monthly Accounts – February monthly accounts accompany the agenda
 - g. Parish Hall Management Committee
 - i. Treasurer's Report to 2nd March 2009 attached
 - ii. Budget
 - h. West Mercia Police (WPC Dene Storr/CSO Fogwill)
 - i. Crookbarrow Road camera installed
 - i. Brockhill Recreation Area (Cllr. Reeves)
 - j. Parish Plan (Cllr. Turvey)
 - i. Community Spirit responses
 - ii. Parish event 26th April
- 5. Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation (Clerk)**
To discuss and agree re-adoption of existing and previously circulated documents.
- 6. Annual Risk Assessment and Review of Fixed Asset Register (Clerk)**
To review and approve attached Risk Assessment and Fixed Asset Register
- 7. EnviroSort (Cllr. Lucas)**
 - a. To receive an update on activities
 - b. To receive a report on the Joint Municipal Waste Management Strategy for Herefordshire & Worcestershire
- 8. West Midlands RSS/South Worcestershire Joint Core Strategy (Cllr. Turvey/Cllr. Mrs. McGovern/Mr. Dyer/Mr. Fincher)**
 - a. To receive a report following the meeting with Fred Davies, Acting Project Manager SWJCS and the Wychavon DC representatives on SWJCS
 - i. Review Parish Council Housing Needs Policy
 - b. To discuss current position and agree future actions
 - c. To seek volunteers to gather petition signatures and agree timing
 - d. To consider inclusion of SWJCS information on the Parish Council website
 - e. To seek volunteers to attend Parish event on 26th April to explain the implications of the SWJCS and collect feedback

- 9. Flooding Issues (Cllr. Reeves)**
To receive an update on issues, plans, activities and funding opportunities.
- 10. Parish Lengthsman Scheme 2009/10**
To consider continued membership of the Lengthsman Scheme for 2009/10. Annual budget increased to £2,100.
- 11. Norton Pre-School Proposals**
To receive an update on Committee membership and activities.
- 12. Provision of New Allotments**
a. To receive estimates of costs to prepare the land and provide on-site parking
b. To receive an update on the level of interest shown from potential tenants
c. To consider the information received and discuss whether to proceed.
- 13. Allotment Activity**
To review allotment activity and consider action relating to plots where the tenancy agreement has been breached.
- 14. Allotment Drainage**
To consider quotes for installation of additional French drains.
- 15. Allotments Water Trough**
a. To consider quotes to install a concrete foundation to stabilise the water trough
b. To consider quotes to replace/repair the split water pipe feeding the water trough
- 16. Bus Shelter Maintenance**
To receive an update on a possible insurance claim and completion of work
- 17. Quotes for Installation of Benches on Grass Verge Church Lane/Crookbarrow Rd**
To consider additional quotes received, discuss funding and agree work.
- 18. Annual Insurance Renewal**
To review quote for cover for tennis court equipment
- 19. Worcs CC Street Lighting Initiative**
To consider the Scheme and the estimate of cost and agree whether to proceed
- 20. Parish Council Website**
To consider information to be added to website, including information regarding Parish Councillors. Web pages have been released to the public by Worcs CC, with official launch in late Spring (April).
- 21. Archive of Local Historic Photographs**
To consider approach to establish an archive
- 22. Finance**
a. To consider payments to be made as on list attached
b. To consider request for a donation towards the cost of transporting NJK First School pupils to Pershore Leisure Centre for swimming lessons
c. To consider and agree the annual CALC subscription
- 23. Correspondence for Information**
The attached appendix of items will be available for inspection at the meeting.
a. Consider attendance of Worcs CC Local Council Conference on 27th April in the Council Chamber 7-9pm and seek a volunteer to attend.
- 24. Clerk's report on Urgent Decisions since the last meeting**
- 25. Items for update to local M.P.**
To consider any items for communication.
- 26. Councillors' reports and items for future agenda**
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.
- 27. Annual Parish Meeting – 9th April**
To consider format of meeting, provision of refreshments and to ensure all Heads of 'Committees' are available and prepared for their report i.e. Cllr. Turvey (Chairman's Report), Cllr. Mrs. McGovern (Allotments and Charities), Cllr. Richmond (Planning and Playing Fields)
- 28. Date of Next Meeting**
To confirm dates of next meetings:
- Annual Parish Meeting on 9th April
 - Parish Council meeting 30th April

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
19th March 2009