

## 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 25<sup>th</sup> January 2018** 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. This period is not part of the formal meeting.

### Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Changes to membership**
  - a. To consider any changes to membership and applications for co-option as a Parish Councillor.
  - b. To approve co-option of Parish Councillors and completion of acceptance of offices.
- 3. Declarations of Interest**
  - a. Register of Interests: Re-elected Councillors are reminded of the need to update their register of interests and newly co-opted Councillors are required to complete and return the Register of Interests Form to the Monitoring Officer within 28 days of their co-option.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for granting of a dispensation (S33 Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
    - i. To consider granting dispensations up to the next ordinary election (May 2019) to newly appointed Parish Councillors, to enable participation in any discussion or vote on any matter concerning the setting of the council's budget and annual precept.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
- 4. Minutes (Chairman)**
  - a. To consider adoption of minutes of the Parish Council meeting held on 30<sup>th</sup> November 2017.
  - b. Minute action summary review.
- 5. Progress reports for information** **8.00pm**
  - a. District and County Councillor Report (Cllr. Adams)
  - b. Finance (Responsible Finance Officer)
    - i. Balances and s137 expenditure
    - ii. Monthly accounts and bank reconciliation to 31<sup>st</sup> December 2017
  - c. West Mercia Police and PACT (PCSO Pardoe/PCSO Tinkler/PC Acaster/Cllr. Mrs Ritter)
  - d. St. James the Great Church, Norton (Rev. Badger)
- 6. 2018/19 Budget and Precept (Chairman/Responsible Finance Officer)** **8.10pm**
  - a. To consider the draft budget and agree precept request for 2018/19.
  - b. To consider purchase of new mower.
  - c. To consider Reserves Policy.
- 7. Appointment of Internal Auditor (Clerk)** **8.30pm**

To review Internal Audit procedures and consider Internal Auditor appointment for year ending 31<sup>st</sup> March 2018.
- 8. Annual Insurance Renewal (Clerk)** **8.35pm**
  - a. To consider cover including the need for War Memorial insurance and responsibility for this.
  - b. To review risk assessment procedures.
- 9. Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)** **8.50pm**

To consider the impact of the GDPR and how to manage and implement changes to ensure compliance by 25<sup>th</sup> May 2018.
- 10. Planning (Cllr. Richmond/Chairman)** **9.00pm**

To consider report on current applications.
- 11. Parish Hall (Cllr. Fincher)** **9.05pm**

To consider report from Parish Council representative, utilisation and release of remaining coffee shop/community hub NHB funding, 2016/17 accounts/financial report and actions.

- 12. Parish Hall Recreation Facilities and Outside Space** (Cllr. Dawson/Clerk) **9.15pm**  
To consider development of outside space, installation of a grit bin/gritting procedures, bike racks, funding and accident reporting processes.
- 13. Norton Pre-school** (Cllr. Turvey/Cllr. Fincher/Clerk) **9.25pm**  
To consider new draft lease and update regarding re-location of the Pre-school container and actions.
- 14. Worcester Parkway Station** (Cllr. Turvey/Cllr. Fincher) **9.35pm**  
To consider update and actions.
- 15. Southern Link Road Works & Crossing Points** (Cllr. Turvey/Cllr. Fincher) **9.40pm**  
To consider update, community feedback and actions.
- 16. Adoption/Maintenance of Development by Garden Centre** (Chairman/Clerk) **9.45pm**  
To consider update and actions regarding adoption/maintenance of open spaces and speed of traffic.
- 17. Neighbourhood Plans** (Cllr. Lucas) **9.50pm**  
To consider update from steering group.
- 18. Employment Matters** (Chairman/Clerk) **9.55pm**
- a. To consider update following Clerk annual review, any salary scale increase and benchmarking of the Clerk/Responsible Finance Officer role.
  - b. To consider payment of the Groundsman on an average hours basis.
- 19. Allotments** (Cllr. Hughes/Clerk) **10.05pm**  
To consider update and actions.
- 20. Public Rights of Way** (Cllr. Turvey) **10.10pm**  
To consider update, enquiry re NJ580, maintenance for 2018 and actions.
- 21. Parish Council Newsletter** (Clerk) **10.15pm**  
Items for the spring edition of the newsletter are required by 1<sup>st</sup> February.
- 22. Bus Services** (Cllr. Hughes) **10.20pm**  
To consider update regarding 382 services, measures to alleviate bus shelter vandalism and actions.
- 23. Parking in Littleworth at School Times** (Cllr. Mrs Ritter) **10.25pm**  
To receive an update and consider actions.
- 24. Worcester Norton Sports Club** (Chairman) **10.30pm**  
To consider any update and actions relating to WNSC redevelopment plans/associated matters.
- 25. Highways, Verges and Drainage Matters** (Chairman/Clerk) **10.35pm**  
To consider updates/reports on highway, verge and drainage matters and actions including consideration of installation of signage along Hatfield Bank warning of pedestrians
- 26. Annual Parish Meeting (APM) Venue** (Clerk) **10.40pm**  
To consider venue for APM (3<sup>rd</sup> May 2018).
- 27. Finance** (Chairman) **10.45pm**  
To consider payments to be made/confirmed as on list attached.
- 28. Correspondence for Information** (Chairman/Clerk) **10.50pm**  
The attached appendix of items will be available for inspection at the meeting.
- 29. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk) **10.55pm**
- 30. Items for update to local M.P.** (Chairman)  
To consider any items for communication and attendance of meetings by Nigel Huddleston MP.
- 31. Councillors' reports and items for future agendas** (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.
- 32. Dates of next meeting**  
15th February

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
19<sup>th</sup> January 2018

## PLANNING APPLICATIONS – January 2018

### Approvals

**Land at Woodbury Lane, Norton  
Ref: W/17/01934/FUL**

Erection of industrial building and associated infrastructure, car parking, access and landscaping. Parish does not support.

**Hadfeld Orchard, Hatfield Lane,  
Norton. Ref: W/17/02191/HP**

Two storey rear extension, first floor side extension over kitchen & single storey extension to link main house with existing garage. Parish supports subject to conditions and neighbours' views being fully considered.

### Refusals - None

### Awaiting Decision

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

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. Additional Information Jan 2018: ecology update

**Land adjacent to Lobelia Close,  
Cranesbill Drive, Broomhall Green  
and the A4440 Broomhall Way  
Worcester City Ref: P13A0617  
St. Modwen Developments**

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.

**Middle Battenhall Farm  
Worcester City Ref: P13B0632  
Miller Homes**

Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

**3 Ramillies Drive, Norton  
Ref: W/17/02299/HP**

Two storey rear extension & garage conversion to provide larger bedrooms, family kitchen, dining & study. Parish supports subject to conditions.

**Swallow Ridge, Hatfield Lane,  
Norton. Ref: W/17/0257/HP**

Insertion of french doors at first floor level with flush fitting Juliet balcony and obscure glazed en-suite window.

### Internal Consultation

**5 Vimiera Close, Norton  
Ref: W/17/02452/HP**

Increase in roof height, rear dormer window, single storey rear and side extensions.

### Other - None

### Appeals - None