

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 27th January 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.

Presentation of Parish Housing Needs Survey Report by Nigel Potter, Worcestershire Rural Housing Enabler.

Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence**
- 2. Changes to Membership**
Update regarding co-opted member of the Parish Council.
- 3. 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).
- 4. Minutes:** To consider adoption of the minutes of the Parish Council meeting of 25th November and 14th December 2010.
- 5. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Clerk/Cllr. Richmond)
 - i. Current Applications - details accompany the agenda.
 - ii. SMH operating hours
 - iii. SWDP (formerly SWJCS) - see agenda item 6
 - iv. Development of land adjacent to St. Peters Garden Centre - see agenda item 9
 - v. Morganite Crucible Business Park – update on Liaison Group progress
 - c. Allotments (Cllr. Mrs. McGovern) – also see agenda item 23
 - d. Playing Fields (Cllr. Richmond/Clerk)
 - i. Use of design & consultancy service offered by Sovereign Design Play Systems
 - ii. Moles
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st December accompany the agenda.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Lucas)
 - i. Treasurer's Receipts and Expenditure Report to end of November 2010 attached.
 - ii. Also see agenda item 16
 - h. West Mercia Police (PC Sean Woods)
 - i. Update on anti-social behaviour at Norton Parish Hall
 - ii. Update on Wadborough Rd speed checks
 - i. Parish Plan (Cllr. Turvey)
 - j. EnviroSort (Cllr. Lucas)
- 6. South Worcestershire Development Plan (formerly SWJCS) (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)**
 - a. To review and discuss the current position.
 - b. To agree future activities.
- 7. Flooding Issues (Cllr. Reeves/Cllr. Turvey/Clerk)**
 - a. To receive an update on additional ditch re-instatement work proposed in the field managed by Natural England
 - b. To review proposals by Worcs CC for additional flood alleviation measures
 - c. To agree any costs in excess of Wychavon DC Flooding Grant.

- 8. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
To consider the current position plus:
 - a. Connection of services and agreement of contractors to undertake the work
 - b. Request to move in w/c 21st February, with official opening on 26th February. Offered to pay an additional weeks rent as move in date prior to 1st March.
 - c. To agree new site for youth shelter
- 9. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey)
To consider the current position regarding the development proposals and agree any further actions.
- 10. Housing Needs Survey Report**
To consider findings reported and agree any action required.
- 11. Old Barracks HQ** (Cllr. Turvey/Clerk)
 - a. To consider any update regarding the current position.
 - b. To consider potential uses for the site and potential cost implications including insurance and maintenance.
- 12. PAYE Registration of the Parish Council** (Clerk)
 - a. To discuss PAYE registration
 - b. To consider revising the method of payment of the Clerk's honorarium from being based on hours worked each month, to a monthly payment based upon 1/12th of the annual hours worked, which currently average 15 hours per week. This will assist in NI and PAYE calculations.
- 13. Parish Clerk Contract** (Clerk/Cllr. Turvey)
To consider a revised contract for the Clerk based upon the CALC model document (information to follow prior to the meeting)
- 14. Annual Insurance Renewal** (Clerk)
To review cover (see attached) and agree renewal of policy with options for 3 and 5 year renewals on a Long term Agreement.
- 15. Appointment of Internal Auditor** (Clerk)
To consider and agree Internal Auditor appointment for year ending 31st March 2011.
- 16. Parish Hall** (Cllr. Lucas/Cllr. Fincher/Cllr. Sparling)
To consider the discussions of the meeting held with the Parish Hall Manager to discuss the draft job description for the Hall Manager and the provision of Parish Hall financial information.
- 17. Worcs CC Consultation**
To seek a volunteer to review the consultation documents regarding subsidised public transport and home to school transport services provided by Worcs CC for further discussion and agreement of the Parish Council response at the February Parish Council meeting. (Responses required by 1st April)
- 18. Land Ownership** (Clerk)
Update on progress and to agree costs incurred to date.
- 19. Litter Picker**
To consider areas to be picked, applications received and provision of equipment
- 20. Parking on Grass Verge at the Entrance to Gazala Drive, Brockhill**
To consider correspondence received and any action.
- 21. Parish Hall Playing Field Grass Cutting** (Clerk)
To review quote received and agree contractor for 2011
- 22. Brockhill Verge and Churchyard Grass Cutting** (Clerk)
To review quotes received and agree contractor for 2011
- 23. Allotments**
To consider quote for removal of asbestos from allotments
- 24. Parish Hall Car Park**
 - a. To consider action regarding pot holes in the Parish Hall car park and any quotes received for infill and resurfacing.
 - b. To consider action regarding pruning of tree adjacent to the Pre-school storage container
- 25. Traffic Calming Measures in Littleworth** (Cllr. Sparling)
To consider traffic calming suggestions (report to follow prior to the meeting)
- 26. Photograph Archive** (Cllr. Bennett)
Update on progress.
- 27. Parish Volunteer Group**
 - a. To review the possibility of setting up a volunteer group.
 - b. To consider the need for a volunteer litter pick and to seek a volunteer to arrange
- 28. Merger of John Stallard & Co Solicitors**
To consider completion of the form of consent for Parish Council instructions and records to be transferred to the new firm of Stallard March & Edwards LLP.

29. Finance (Cllr. Turvey/Clerk)

- a. To consider payments to be made/confirmed as on list attached.
- b. To consider the purchase of a shredder for the Parish Council
- c. To consider renewal of Society of Local Council Clerks annual membership at a cost of £106.

30. Correspondence for Information (Cllr. Turvey/Clerk)

The attached appendix of items will be available for inspection at the meeting.

31. Clerk's report on Urgent Decisions since the last meeting (Clerk)

32. Items for update to local M.P. (Cllr. Turvey/Clerk)

To consider any items for communication.

33. Councillors' reports and items for future agenda (Cllr. Turvey/Clerk)

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.

34. Date of Next Meeting

Parish Council meeting Thursday 24th February

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
21st January 2011