

## **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 24<sup>th</sup> February 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. Apologies: To receive apologies and to approve the reason for absence**
- 2. Changes to Membership**  
To welcome Paul Stefanovic
- 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 minutes of Parish Council meetings 19<sup>th</sup> and 27<sup>th</sup> January 2011.
- 5. 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
    - 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)
  - d. Playing Fields (Cllr. Richmond/Clerk)
  - e. Public Rights of Way (Cllr. Turvey/Clerk)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 31<sup>st</sup> January accompany the agenda.
  - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Sparling)
    - i. Treasurer's Receipts and Expenditure Report to end of December 2010 attached.
    - ii. Treasurer's Report for the 12 months ended 31<sup>st</sup> March 2010 attached.
    - iii. Report following PHMC meeting 7<sup>th</sup> February (minutes to be circulated prior to the meeting)
    - iv. Also see agenda item 16
  - h. West Mercia Police (PC Woods)
  - i. Parish Plan (Cllr. Turvey/Cllr. Sparling)
  - j. EnviroSort (Cllr. Lucas)
- 6. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)  
To review/discuss the current position and to agree future activities.
- 7. Flooding Issues** (Cllr. Reeves/Clerk)
  - a. To receive an update on additional ditch re-instatement work proposed in the field managed by Natural England and agree any costs in excess of Wychavon DC Flooding Grant.
  - b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
- 8. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)  
To consider the current position and agree any outstanding items including water costs.
- 9. 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 including attendance of the Wychavon Planning Committee Meeting (likely to be 3<sup>rd</sup> March).
- 10. Old Barracks HQ** (Clerk)  
To consider any update regarding the current position.
- 11. Worcs CC Consultation – Subsidised Travel Services** (Cllr. Fincher)  
To consider suggested response to the consultation regarding subsidised public transport and home to school transport services. (Responses required by 1<sup>st</sup> April)

- 12. PAYE Registration of the Parish Council** (Chairman)
- a. To discuss PAYE registration in light of additional advice sought.
  - 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 1/12<sup>th</sup> of the annual hours worked, which currently average 15 hours per week. This will assist in NI and PAYE calculations.
- 13. Parish Clerk Contract** (Chairman)  
To consider a revised contract for the Clerk based upon the CALC/Society of Local Council Clerks model document (information provided prior to the January Parish Council meeting)
- 14. Worcs CALC** (Chairman)  
To consider the role of CALC
- 15. Traffic Calming Measures in Littleworth** (Cllr. Sparling)  
To consider traffic calming suggestions (report previously circulated)
- 16. Parish Hall** (Cllr. Mrs. McGovern/ Cllr. Sparling/Cllr. Lucas)
- a. To review queries regarding responsibilities of Trustees and Members of the PHMC, audit of accounts and trustees as paid employees.
  - b. To receive suggestions to increase Parish Hall revenue.
  - c. To clarify the communications route from Parish Council to PHMC.
  - d. To confirm Parish Council representatives
- 17. Parish Hall Car Park** (Clerk)
- a. To consider action regarding pot holes and quotes received for infill and resurfacing.
  - b. To consider quotes received to remove tree adjacent to the Pre-school storage container.
- 18. Parish Hall Recreation Facilities** (Clerk)  
To review the request for the Parish Council to consider the following to increase use of Parish Hall facilities and to reduce the need for children to play in the streets in Littleworth:
- a. Installation of outside lighting to around 8pm
  - b. Creation of a couple of mounds of earth for use to make ramps by stake boarders/cyclists
  - c. Use of one of the tennis courts during winter months for alternative games (e.g. football nets with softer balls)
  - d. Relocation of basketball posts/installation of mesh guards to new Pre-school building windows.
- 19. Churchyard Grass Cutting** (Clerk)  
To consider the response from the PCC.
- 20. Worcs CC Consultation - Revised Draft Validation Document**  
To seek a volunteer to review the Revised Draft Validation Document for further discussion and agreement of the Parish Council response at the March Parish Council meeting. (Responses required by 12<sup>th</sup> April)
- 21. Photograph Archive** (Cllr. Bennett)  
Update on progress.
- 22. Parish Volunteer Group**  
To review the possibility of setting up a volunteer group.
- 23. Land Ownership** (Clerk)  
Update on progress.
- 24. Finance** (Cllr. Mrs. McGovern)
- a. To consider payments to be made/confirmed as on list attached.
  - b. To consider a donation to NJK CE First School to assist with swimming transport costs.
- 25. Correspondence for Information** (Cllr. Mrs. McGovern/Clerk)  
The attached appendix of items will be available for inspection at the meeting.
- 26. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
- 27. Items for update to local M.P.** (Cllr. Mrs. McGovern)  
To consider any items for communication e.g. the Localism Bill (correspondence circulated).
- 28. Councillors' reports and items for future agenda** (Mrs. McGovern)  
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.
- 29. Date of Next Meeting**  
Parish Council meeting Thursday 31<sup>st</sup> March

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
17<sup>th</sup> February 2011