

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 31st March 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. Election of Chair for the meeting.**
- 2. Apologies: To receive apologies and to approve the reason for absence**
- 3. Changes to Membership**
To welcome Paul Stefanovic
- 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 Parish Council meetings 24th February 2011.
- 6. 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. Morganite Crucible Business Park – update on Liaison Group progress
 - iv. Also see agenda items 9, 12 and 13.
 - c. Allotments (Cllr. Mrs. McGovern)
 - i. Also see agenda item 26
 - d. Playing Fields (Cllr. Richmond/Clerk)
 - i. RoSPA annual play area inspection
 - ii. Also see agenda item 19, 21 & 30
 - e. Public Rights of Way (Cllr. Turvey/Clerk)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 28th February accompany the agenda.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Sparling)
 - i. Treasurer's Receipts and Expenditure Report to end of January 2011 attached.
 - ii. Report following PHMC meeting 7th March (minutes to be circulated prior to the meeting)
 - iii. Also see agenda item 20
 - h. West Mercia Police (PC Woods)
 - i. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - j. EnviroSort (Cllr. Lucas)
- 7. Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation (Clerk)**
 - a. To review scheme of delegation.
 - b. To discuss and agree re-adoption of existing and previously circulated documents.
- 8. Annual Risk Assessment and Review of Fixed Asset Register (Clerk)**
To review and approve attached Risk Assessment and Fixed Asset Register.
- 9. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)**
To review/discuss the current position and to agree future activities.
- 10. 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
- 11. Norton Pre-School Proposals (Cllr. Lucas/Clerk)**
To consider the current position and agree any outstanding items.

- 12. 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.
- 13. Wychavon DC Consultation re Planning Application Documents by CD** (Cllr. Richmond/Clerk)
To consider the consultation and agree a response.
- 14. Worcs CC Waste Core Strategy: Publication Document Consultation** (Clerk)
To consider documents circulated and agree any response (due by 4th May 2011).
- 15. Parish Lengthsman Scheme 2011/12** (Clerk)
To consider continued membership of the Lengthsman Scheme for 2010/11. Annual budget unchanged at £1,988.
- 16. P3 Application 2011/12** (Clerk)
To confirm the P3 application and consider footpath maintenance requirements for 2011/12.
- 17. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Mrs McGovern/ Cllr. Reeves/Cllr. Lucas)
 - a. To discuss PAYE registration in light of additional advice sought.
 - b. To consider revising the Clerk's honorarium to a monthly payment based on 1/12th of the annual hours worked (currently averaging 15 hours per week) to assist in NI and PAYE calculations.
- 18. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern / Cllr. Reeves/Cllr. Lucas)
To consider a revised contract for the Clerk (draft to be provided prior to the meeting)
- 19. Parish Hall Recreation Facilities** (Cllr. Richmond/Clerk)
To consider additional lighting and redevelopment of the Parish hall outside area to increase use of Parish Hall facilities and to reduce the need for children to play in the streets in Littleworth.
- 20. Parish Hall** (Cllr. Mrs. McGovern/ Cllr. Sparling/Cllr. Lucas)
 - a. To receive an update from the working group and to consider/agree future actions. (Information to be circulated prior to the meeting).
 - b. To consider the request for a revision to the Parish Hall Manager hours as a basis for salary and time sheet completion.
- 21. Use of Parish Hall Outside Facilities for a Sports/Family Day** (Clerk)
To consider the request for use of the Parish Hall outside facilities for a sports/family day held by an accountancy firm for charity on 2nd July (12 noon to 6pm) and to agree costs.
- 22. Old Barracks HQ** (Cllr. Fincher/Clerk)
To consider any update regarding the current position.
- 23. Worcs CC Subsidised Travel Services Review** (Cllr. Reeves)
To receive an update following public meetings regarding the 382 bus service.
- 24. Traffic Calming Measures in Littleworth** (Chairman /Clerk)
 - a. To consider making a request to Highways for installation of 'horses being ridden' signs along Wadborough Road to assist with road safety improvements and traffic calming.
 - b. To receive an update on 20 mph 'school' zone and revised road markings.
- 25. Parish Hall Car Park** (Clerk)
To consider options and quotes received regarding infill of pot holes surface skimming.
- 26. Allotments** (Cllr. Mrs McGovern/Clerk)
 - a. To consider and agree installation of an 8' x 6' greenhouse on an allotment plot.
 - b. To consider and agree additional plot splitting and ground preparation costs.
- 27. Parking in the Lay-by at High Park**
To consider the issues raised and responses from Highways and the Police.
- 28. Photograph Archive** (Cllr. Bennett/Cllr. Reeves)
To consider archive proposals and agree costs.
- 29. Parish Volunteer Group** (Chairman)
To review the possibility of setting up a volunteer group.
- 30. Community Games Event** (Clerk)
To consider the suggestion for a Community Games event linked to the 2012 Olympics and Paralympics and support to be provided by the Parish Council.
- 31. Proposed Pershore Library Move** (Clerk)
To consider involvement in the petition against the proposed Pershore Library move.
- 32. Land Ownership** (Clerk)
Update on progress.
- 33. Finance** (Chairman)
 - a. To consider payments to be made/confirmed as on list attached.
- 34. Correspondence for Information** (Chairman /Clerk)
The attached appendix of items will be available for inspection at the meeting.
 - a. Update on request for cycle barrier on footway between Kohima Drive and Mandalay Drive.

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

36. Items for update to local M.P. (Chairman)

To consider any items for communication.

37. Councillors' reports and items for future agenda (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.

38. Annual Parish Meeting – 7th 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. Mrs. McGovern (Chairman's Report, Allotments and Charities), Cllr. Richmond (Planning and Playing Fields), Cllr. Fincher (SWDP), Cllr. Lucas (EnviroSort)

39. Date of Next Meeting

Parish Council meeting Thursday 28th April

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.

24th March 2011