

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 October 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. Signing of Outstanding Undertakings and Declarations of Office following uncontested election.**
- 3. Changes to Membership**
Update on co-opted Parish Councillor vacancy.
- 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 the Parish Council meeting held on 28th September 2011.
- 6. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Clerk)
 - i. Councillors with responsibility for Planning matters – changes
 - ii. Current Applications - details accompany the agenda.
 - iii. SMH operating hours – to consider update from Wychavon DC
 - iv. 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 30th June 2011 attached.
 - iii. Closure of audit: An unqualified audit opinion given by Clement Keys Chartered Accountants as external auditor.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - h. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - i. EnviroSort (Cllr. Lucas)
- 7. Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation**
Update from working group on progress/recommendations for consideration.
- 8. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)
To review/discuss the current position and to agree future activities.
- 9. Flooding Issues** (Mr. Reeves/Clerk)
 - a. To receive an update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work.
 - b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
- 10. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
To consider the current position and agree any outstanding items.
- 11. 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.
- 12. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas/Clerk)
 - a. To consider any outstanding issues.
 - b. To consider PAYE requirements for handymen, litter pickers etc.
- 13. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas)
To consider NALC comments on the draft Clerk's contract, working group recommendations and how to progress.

- 14. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk)
To consider any update from Wychavon DC regarding the multi-play sports facility.
- 15. Whittington Roundabout Enhancement Scheme**
To consider the scheme and agree a response.
- 16. Allotments** (Clerk)
To consider a request for a tenant to fence part of the plot boundary due to problems with dogs and rubbish being dumped.
- 17. Playing Fields** (Clerk)
To consider the problem of dogs being allowed off leads at the Parish Hall and agree any action.
- 18. Parish Hall Car Park Gate Locking** (Chairman/Clerk)
To consider:
 - a. Paying the gate unlocking costs that are currently paid by the Parish Hall
 - b. Continuing to lock the Parish Hall car park gates
- 19. Bus Service Review** (Cllr. Sparling/Clerk)
 - a. To consider any update and actions required.
 - b. To consider whether the Community Transport Scheme may assist
- 20. Traffic Calming Measures in Littleworth and Norton** (Chairman /Clerk)
To receive an update on:
 - a. Availability of the mobile shared speed activated sign
 - b. Moving of the 20 mph 'school' zone sign in Littleworth
 - c. A 20mph zone along Crookbarrow Road, Norton
 - d. Revised road markings along Wadborough Road, Littleworth
- 21. Churchyard Mowing** (Chairman/Clerk)
To consider whether to continue to arrange and pay for mowing of the churchyard at St. James, Norton in 2012
- 22. Regiment Close** (Clerk)
To consider responsibilities for road maintenance following a resident request
- 23. Parking on Grass Verge at Gazala Drive** (Clerk)
To consider the issue of parking on the grass verge and agree any action.
- 24. Worcs CC Waste Core Strategy Development Plan Document** (Clerk)
To consider submitting a response to the consultation on the addendum to the submission document (by 14/11/2011) and to seek a volunteer to review and draft a response.
- 25. Parish Council Files** (Clerk)
To consider purchasing a further filing cabinet to store Parish Council files and to relocate the filing cabinet to the Parish Hall.
- 26. Land Ownership** (Clerk)
Update on progress.
- 27. Finance** (Chairman)
 - a. To consider payments to be made/confirmed as on list attached.
 - b. To consider supporting the Parish Hall Pantomime with a donation.
 - c. To consider future audit support in light of proposed changes to the Audit Commission
- 28. Annual Parish Meeting** (Chairman/Clerk)
To consider how to better promote the 2012 Annual Parish Meeting
- 29. Correspondence for Information** (Chairman /Clerk)
The attached appendix of items will be available for inspection at the meeting.
 - a. **To consider allowing publication of customer survey feedback comments**
- 30. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
- 31. Items for update to local M.P.** (Chairman)
To consider any items for communication.
- 32. 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.
- 33. Date of Next Meeting:** Thursday 24th November.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
20th October 2011