

## 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 29<sup>th</sup> March 2012 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** **7.45pm**
- 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 23<sup>rd</sup> February 2012
- 6. Progress reports for information** **7.50pm**
  - 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 – update
    - iii. Morganite Crucible Business Park – update on Liaison Group progress
  - c. Allotments (Cllr. Mrs. McGovern)
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
    - i. RoSPA annual play area inspection
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 28<sup>th</sup> February 2012 attached.
  - g. West Mercia Police (PC Woods/CSO Allchurch)
  - h. Parish Plan (Cllr. Turvey/Cllr. Sparling)
  - i. EnviroSort (Cllr. Lucas)
- 7. Annual Risk Assessment and Review of Fixed Asset Register (Clerk)** **8.00pm**  
To review and approve attached Risk Assessment and Fixed Asset Register.
- 8. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)** **8.05pm**  
To consider the current position and to agree future activities.
- 9. Flooding Issues (Mr. Reeves/ Cllr. Turvey /Clerk)** **8.15pm**
  - a. To consider update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work and to confirm costs.
  - b. To consider update on proposals by Worcs CC for additional flood alleviation measures.
  - c. To consider update on Severn Trent sewerage scheme proposals.
- 10. Norton Pre-School (Cllr. Lucas/Clerk)** **8.20pm**
  - a. To consider the current position and any outstanding items e.g. youth shelter relocation.
  - b. To consider a car boot sale fund raising event at the Parish Hall during May.
- 11. Land adjacent to St. Peters Garden Centre (Cllr. Turvey)** **8.25pm**  
To consider the current position regarding the development, outstanding issues and agree actions.
- 12. Grass Verges along Crookbarrow Road, Norton (Clerk)** **8.30pm**  
To consider update from the developers regarding adoption and future maintenance.

- 13. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.35pm**  
 a. To consider any outstanding issues, payment of Clerk's expenses via payroll.  
 b. To consider PAYE requirements for other employees and draft contracts of employment.
- 14. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **8.40pm**  
 To consider NALC comments on draft contract, working group recommendations & how to progress.
- 15. Lengthsman Scheme** (Chairman/Clerk) **8.45pm**  
 To consider membership of the Worcs CC Lengthsman Scheme for 2012/13.
- 16. P3 Application 2011/12** (Chairman/Clerk) **8.50pm**  
 To confirm the P3 application and consider footpath maintenance requirements for 2012/13.
- 17. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **8.55pm**  
 a. To consider any update from Wychavon DC regarding the multi-play sports facility.  
 b. To consider suggestions following the meeting with play area providers on 30<sup>th</sup> January.  
 c. Reminder to utilise Norton Toddlers donation of £600 by June 2012.
- 18. Parish Hall Security** (Cllr. Lucas) **9.05pm**  
 Update on installation of CCTV to the exterior of the Parish Hall.
- 19. Parish Hall** (Chairman) **9.10pm**  
 To consider recommendations from the working group and agree proposals regarding:  
 a. The existing Parish Hall lease and Charity document.  
 b. Quotes for proposed maintenance work, future work and operational responsibilities.  
 c. Consideration of quotes for a Hall valuation for insurance purposes.
- 20. Allotments** (Clerk) **9.20pm**  
 To consider a request for bonfires on the allotments to be restricted to certain times.
- 21. High Park Notice Board/No Parking Signs** **9.25pm**  
 To consider options for replacement of the notice board at High Park and update on 'No Parking' signs.
- 22. Bus Service Review** (Cllr. Sparling/Clerk) **9.35pm**  
 To consider letter from Pershore Town Council, service proposals, route and financial support.
- 23. Traffic Calming Measures in Littleworth** (Chairman /Clerk) **9.45pm**  
 To consider results of Police Sunday morning speed check along Wadborough Road.
- 24. Wadborough Road, Littleworth** (Clerk) **9.50pm**  
 To consider complaint regarding the use of and state of part of the footpath alongside Wadborough Rd and field signs.
- 25. Churchyard Mowing** (Chairman/Clerk) **10.00pm**  
 To consider update from the PCC.
- 26. Community Games/Parish Fun Run** **10.05pm**  
 To consider update and activities regarding Parish Council involvement in the Community Games event/Parish fun run.
- 27. The Queen's Diamond Jubilee celebrations** **10.10pm**  
 a. To consider commemorative gift ideas and agree costs.  
 b. To consider donations to support street parties within the Parish (Cllr. Lucas).
- 28. Treasury Stock Investment** **10.20pm**  
 To consider the investment of matured Treasury Stock funds.
- 29. Bird Scarers** **10.25pm**  
 To consider regulation regarding bird scarers and use within the Parish.
- 30. Newsletter** **10.30pm**  
 To consider charges for adverts inserted as a flier.
- 31. Finance** (Chairman) **10.35pm**  
 a. To consider payments to be made/confirmed as on list attached.  
 b. To consider a donation of £25 to support the West Mercia Wychavon 'Bobby Club' for children.  
 c. Consideration of reserve levels.
- 32. Annual Parish Meeting – 10<sup>th</sup> May 2012** (Chairman/Clerk) **10.40pm**  
 To further consider the format and attendees for the 2012 Annual Parish Meeting and how to better promote the meeting.
- 33. Centenary Birthday Celebrations** (Chairman/Clerk) **10.50pm**  
 To receive an update and regarding parishioner's centenary birthday.
- 34. Correspondence for Information** (Chairman /Clerk) **10.55pm**  
 The attached appendix of items will be available for inspection at the meeting.

- 35. Clerk's report on Urgent Decisions since the last meeting** (Clerk) **11.00pm**
- 36. Items for update to local M.P.** (Chairman) **11.05pm**  
To consider any items for communication.
- 37. Councillors' reports and items for future agenda** (Chairman) **11.10pm**  
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. Dates of Next Meeting**  
26th April 2012.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
22<sup>nd</sup> March 2012