

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 26th April 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**
- 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 29th March 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. 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 are not available due to preparation of the year end accounts.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - h. Parish Plan (Cllr. Turvey)
 - i. EnviroSort (Cllr. Lucas)
- 7. 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.
- 8. 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.
- 9. Norton Pre-School** (Cllr. Lucas/Clerk) **8.20pm**
 - a. To consider the current position and any outstanding items e.g. youth shelter relocation.
- 10. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.25pm**
 - a) To consider the current position regarding the development, outstanding issues and agree actions.
 - b) To consider proposed weight limit along Talavera Road, Norton
- 11. Grass Verges along Crookbarrow Road, Norton** (Clerk) **8.30pm**

To consider update from the developers and consider a meeting regarding adoption and future maintenance.
- 12. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.35pm**
 - a. To consider any outstanding issues.
 - b. To consider PAYE requirements for other employees and draft contracts of employment.
 - c. To consider a working group approach to review draft contracts of employment, staff related policies and to provide recommendations to the Parish Council.
 - d. To consider a Staffing Committee in case of need.

- 13. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **8.45pm**
- a. To consider NALC comments on draft contract, working group recommendations & how to progress.
 - b. To agree payment of extra hours worked (April 2011 to March 2012) of 51.75 hours.
 - c. To consider carry forward of 12.25 hours holiday from year ended 31st March 2012 to April 2012 due to the timing of the Easter holidays.
 - d. To consider annual salary scale increment from SCP19 to SCP20 from 1st April 2012.
- 14. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **8.50pm**
- a) To consider any update regarding further quotes and volunteer activities relating to the play area redevelopment and multi-play sports facility.
 - b) To consider request for ramps for bmx bikes to be built on the playing field.
- 15. Parish Hall Security** (Cllr. Lucas) **8.55pm**
Update on installation of CCTV to the exterior of the Parish Hall.
- 16. Parish Hall** (Chairman/Clerk) **9.00pm**
To consider:
- a. Advice received regarding the existing Parish Hall lease and Charity document.
 - b. Recommendations and quotes for proposed maintenance work, future work and operational responsibilities.
 - c. Quotes for a Hall valuation for insurance purposes and whether to proceed.
- 17. Parish Hall Gates** **9.10pm**
To consider securing of Parish Hall gates following vehicle incident.
- 18. Bus Service Review** (Clerk) **9.15pm**
To consider response from Pershore Town Council/Worcs CC regarding service proposals, route and financial support.
- 19. Traffic Calming Measures in Littleworth** (Chairman /Clerk) **9.20pm**
To consider update regarding a Sunday morning speed check along Wadborough Road.
- 20. Churchyard Mowing** (Chairman/Clerk) **9.25pm**
To consider update from the PCC.
- 21. Community Games/Parish Fun Run** (Chairman/Clerk) **9.30pm**
To consider update and activities regarding Parish Council involvement in the Community Games event/Parish fun run and financial support.
- 22. The Queen's Diamond Jubilee celebrations** (Chairman/Clerk) **9.40pm**
- a. To consider commemorative gift ideas and agree costs.
 - b. To consider donations to support street parties within the Parish (Cllr. Lucas).
- 23. The Wychavon Bursary Award** (Chairman/Clerk) **9.50pm**
To consider the review of the Wychavon Bursary Award and a £50 donation to participate in the refreshed scheme.
- 24. The Worcestershire Agreement** (Chairman/Clerk) **9.55pm**
To consider joining the agreement working together with Worcestershire County Council and Worcs CALC (papers previously circulated)
- 25. Worcs CC Consultation on the Approach to Localism** (Chairman/Clerk) **10.00pm**
To consider and agree the Parish Council response (papers previously circulated)
- 26. Worcs CC Consultation: Waste Core Strategy Development Plan** (Chairman/Clerk) **10.10pm**
To consider and agree a response to the consultation (closing date 21st May)
- 27. Crookbarrow Road Notice Board** (Chairman/Clerk) **10.15pm**
To consider maintenance/replacement of notice board and requesting a contribution from the developers.
- 28. Crookbarrow Road Island by the Barracks** (Chairman/Clerk) **10.20pm**
To consider maintenance requirements and responsibilities.
- 29. Email Disclaimer** (Chairman/Clerk) **10.25pm**
To consider including a disclaimer to future emails and agree wording.
- 30. Planting of Parish Hall Tubs** (Chairman/Clerk) **10.30pm**
To consider future planting requirements and any quotes received.
- 31. Finance** (Chairman) **10.35pm**
- a. To consider payments to be made/confirmed as on list attached.
 - b. To consider renewal of CALC/NALC membership at a cost of £572.58 plus VAT
 - c. To consider renewal of Community First Silver membership at a cost of £20
 - d. To consider renewal of NALC Local Council Review subscription at a cost of £15.50
 - e. To consider a donation to Wychavon CAB
 - f. To consider reserve levels, future projects and funding requirements.

- g. To consider the investment of matured Treasury Stock funds.
- 32. Annual Parish Meeting – 10th May 2012** (Chairman/Clerk) **10.45pm**
To further consider the format and attendees for the 2012 Annual Parish Meeting and how to better promote the meeting.
- 33. Correspondence for Information** (Chairman /Clerk) **10.55pm**
The attached appendix of items will be available for inspection at the meeting.
- 34. Clerk’s report on Urgent Decisions since the last meeting** (Clerk) **11.00pm**
- 35. Items for update to local M.P.** (Chairman) **11.05pm**
To consider any items for communication.
- 36. 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.
- 37. Dates of Next Meeting**
24th May 2012.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
19th April 2012