

## **To Members of the Norton-juxta-Kempsey Parish Council**

You are duly summoned to attend the Annual Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 31<sup>st</sup> May 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. Election of Chairman and Signing of Undertaking and Declaration of Office** **7.45pm**
- 2. Apologies: To receive apologies and to approve the reason for absence**
- 3. Election of Vice-Chairman and Signing of Undertaking and Declaration of Office.**
- 4. Signing of any Outstanding Undertakings and Declarations of Office.**
- 5. Changes to Membership**
  - a. To consider any applications received for the existing vacancy for a co-opted Parish Councillor
  - b. To consider the response to the Wychavon DC notices regarding a second vacancy
- 6. 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).
- 7. To note Council's Standing Orders, Scheme of Delegation, Complaints Procedures and Financial Regulations** (all previously circulated and adopted at the Parish Council meeting 23<sup>rd</sup> February 2012)
- 8. To note Code of Conduct** (previously circulated)  
To note the existing Code which is in the process of revision in view of the Localism Act.
- 9. To consider areas of focus and agree allocation of areas of responsibility to Councillors** (attached list details existing responsibilities allocated).  
Also see agenda item 23
- 10. To note the Council's Risk Assessment and Insurance Requirements** (previously circulated and agreed at the Parish Council meetings 26<sup>th</sup> January and 29<sup>th</sup> March 2012)
- 11. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 26<sup>th</sup> April 2012
- 12. Progress reports for information** **7.55pm**
  - 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
    - iii. To consider an additional Parish Councillor to review planning applications
  - c. Allotments (Cllr. Mrs. McGovern)  
Also see agenda item 25
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
    - i. RoSPA annual play area inspection (see agenda item 21)
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 30<sup>th</sup> April 2012 attached.
  - g. West Mercia Police (PC Woods/CSO Allchurch)
  - h. Parish Plan (Cllr. Turvey)
  - i. EnviroSort (Cllr. Lucas)
- 13. Year End Accounts and Annual Return** (Clerk) **8.10pm**  
To approve and sign off the accounts for the year ended 31<sup>st</sup> March 2012 and the Annual Return.
- 14. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer) **8.15pm**  
To consider the current position and to agree future activities.
- 15. Flooding Issues** (Mr. Reeves/ Cllr. Turvey /Clerk) **8.25pm**
  - a. To consider any 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 any update on proposals by Worcs CC for additional flood alleviation measures.
  - c. To consider any update on Severn Trent sewerage scheme proposals.
- 16. Norton Pre-School** (Cllr. Lucas/Clerk) **8.35pm**
- a. To consider the current position and any outstanding items e.g. youth shelter relocation.
- 17. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.40pm**
- To consider the current position regarding the development, outstanding issues and agree actions.
- 18. Grass Verges along Crookbarrow Road, Norton** (Clerk) **8.45pm**
- To consider update from the developers regarding a meeting to discuss adoption issues and future maintenance.
- 19. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.50pm**
- a. To consider any outstanding issues.
  - b. To consider PAYE requirements for other employees and draft contracts of employment.
  - c. To consider review draft contracts of employment, staff related policies and recommendations.
  - d. To consider a Staffing Committee in case of need.
- 20. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **8.55pm**
- To consider NALC comments on draft contract, working group recommendations & how to progress to sign off contract.
- 21. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **9.00pm**
- a. To consider actions required following RoSPA play area inspection (summary previously circulated) and general maintenance of the area.
  - b. To consider quotes for goal mouth repairs.
  - c. To consider any update regarding further quotes and volunteer activities relating to the play area redevelopment and multi-play sports facility.
  - d. To consider the remit of the Play Area Working Group
  - e. To consider update from Norton Toddlers regarding donation
  - f. To consider any update and quotes for ramps for bmx bikes to be built at the Parish Hall.
- 22. Parish Hall Security** (Cllr. Lucas) **9.10pm**
- Update on installation of CCTV to the exterior of the Parish Hall and to consider any additional funding requirements.
- 23. Parish Hall** (Cllr. Turvey/Clerk) **9.15pm**
- 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. Parish Hall valuation for insurance purposes.
  - d. The possibility of the Parish Hall taking over responsibility for the playing fields in respect of bookings and maintenance, including insurance implications.
  - e. Appointment of a councillor with specific responsibility for seeking funding for improving and maintaining the fabric of the Parish Hall (as freehold owners)
- 24. Parish Hall Gates** (Clerk) **9.25pm**
- To consider ideas and costs to secure the Parish Hall gates when open following a vehicle incident.
- 25. Allotments** (Cllr. Mrs McGovern/Clerk) **9.30pm**
- a. To consider the response received from a resident following a letter seeking assistance with dogs being kept off the allotments and on leads along the public right of way
  - b. To consider fencing along the rear of the allotments along the edge of the public right of way
- 26. Control of Dogs within the Parish** (Clerk) **9.35pm**
- a. To consider concerns regarding control of dogs within the Parish
  - b. To consider the Parish Hall playing fields becoming a no dog zone
  - c. To consider writing to owners reported as exercising dogs off a lead on the playing fields.
- 27. Car Parking Wadborough Road, Littleworth** (Clerk) **9.40pm**
- To consider a request for support for an additional timed Traffic Regulation Order opposite NJK CE First School
- 28. Boundary of Coppice Cottage, Littleworth and the Parish Hall** (Cllr. Turvey/Clerk) **9.45pm**
- To consider information received regarding the boundary of Coppice Cottage following a land transfer from the Parish Council in 1974.
- 29. Street Lighting** (Clerk) **9.50pm**
- To consider a Worcs CC consultation regarding a trial for part/full night time switch off.
- 30. Parish Road Repairs** (Clerk) **9.55pm**
- To consider update regarding repairs and correspondence received.

- 31. Community Games/Parish Fun Run/Jubilee Picnic on the Pitch** (Chairman/Clerk) **10.00pm**  
To consider correspondence received, an update on activities and requests for Parish Council involvement in these events including:
- a. Use of the field at the Parish Hall for parking for the Community Games shuttle bus service (weather permitting)
  - b. To consider the Community Games event as an opportunity to gather parishioners' email addresses for use for communications from the Parish Council
  - c. Jubilee event support and commemorative items for children within the Parish.
- 32. Newsletter** (Cllr. Mrs McGovern) **10.05pm**  
To consider future fliers and costs
- 33. New Homes Bonus** (Clerk) **10.10pm**  
To consider linking with Pershore Market Town Partnership (PMTTP), based at Wychavon DC, to review community needs and use of New Homes Bonus funding.
- 34. Flag Pole at the Parish Hall** (Clerk/Cllr. Turvey) **10.15pm**  
To consider installing a donated flag pole at the Parish Hall.
- 35. Accountancy Services for 2012/13** (Clerk) **10.20pm**  
To consider the quote received for 2012/13 services.
- 36. Finance** (Chairman) **10.25pm**
- a. To consider payments to be made/confirmed as on list attached.
  - b. To consider reserve levels, future projects and funding requirements.
  - c. To consider the investment of matured Treasury Stock funds.
- 37. Audit Commission consultation on appointment of external auditor for 2012/13 and future years**  
To consider any response/objection to appointment of Grant Thornton UK LLP
- 38. Annual Parish Meeting – 10<sup>th</sup> May 2012** (Chairman/Clerk) **10.35pm**  
To consider any issues noted at the 2012 Annual Parish Meeting.
- 39. Correspondence for Information** (Chairman /Clerk) **10.40pm**
- a. The attached appendix of items will be available for inspection at the meeting.
  - b. To consider a short presentation by the Pershore Volunteer Group at a future Parish Council meeting.
- 40. Clerk's report on Urgent Decisions since the last meeting** (Clerk) **10.50pm**
- 41. Items for update to local M.P.** (Chairman) **10.55pm**  
To consider any items for communication.
- 42. Councillors' reports and items for future agenda** (Chairman) **11.00pm**  
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.
- 43. Dates of Next Meeting**  
28th June 2012.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
24<sup>th</sup> May 2012