

## 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 27<sup>th</sup> September 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. Changes to Membership**
- 3. Declarations of Interest**
  - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

  - d. Also see agenda item 6
- 4. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 19<sup>th</sup> July 2012
- 5. Progress reports for information** **7.55pm**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk)
    - i. Current Applications - details accompany the agenda.
    - ii. Morganite Crucible Business Park – update on Liaison Group progress
    - iii. Proposals for further development along Woodbury Lane – see agenda item 10
  - c. Allotments (Cllr. Mrs. McGovern)  
Also see agenda item 20
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)  
Also see agenda items 16 & 17
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances
    - ii. Monthly accounts to 31<sup>st</sup> August 2012 (circulated separately)
    - 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)
  - i. EnviroSort
- 6. Code of Conduct/Members' Interests (Clerk)** **8.10pm**
  - a. To consider update from Wychavon DC Monitoring Officer regarding online publication.
  - b. To note changes needed to standing orders to allow the council to comply with procedural changes resulting from adopting the new Code (copy circulated).
- 7. Fidelity Guarantee Insurance (Clerk)** **8.15pm**

To consider existing level of insurance and adequacy.
- 8. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)** **8.20pm**

To consider the current position, response from public meeting, any associated proposals and to agree future activities.
- 9. Land adjacent to St. Peters Garden Centre (Cllr. Turvey)** **8.30pm**

To consider the current position regarding the development, a new residents' pack, any outstanding issues and agree actions.
- 10. Woodbury Lane Development Proposals (Cllr. Turvey )** **8.40pm**

To consider information gathered, public exhibition held by the planning consultant, response to the Parish Council letter (copy circulated) and future actions.

- 11. Flooding Issues** (Cllr. Turvey /Clerk) **8.50pm**
- a. To consider update following site visit to confirm that ditch re-instatement work proposed in the field managed by Natural England is not currently required.
  - b. To consider any update on proposals by Worcs CC for additional flood alleviation measures.
  - c. To consider update on Severn Trent sewerage scheme proposals, offer made by Severn Trent, public consultation event held by Severn Trent and appointment of a land agent and valuer.
- 12. Norton Pre-School** (Cllr. Turvey/Clerk) **9.00pm**  
To consider forecast budgetary position and request to allow Pre-school to open from 8am to 6pm including during school holidays.
- 13. Grass Verges along Crookbarrow Road, Norton** (Clerk) **9.10pm**  
To consider update regarding adoption issues/future maintenance of verges and next steps.
- 14. Employment Matters** (Cllr. Turvey/Cllr. Fincher/Clerk) **9.15pm**
- a. To consider any outstanding issues re PAYE registration of the Parish Council.
  - b. Update re litter picker appointment.
  - c. To consider payment of travel expenses to the Parish Council handymen.
- 15. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern) **9.20pm**  
To consider NALC comments on draft contract, working group recommendations & how to progress to sign off contract.
- 16. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **9.25pm**  
To consider update from the Play Area Working Group regarding designs (to be circulated), quotes and volunteer activities relating to the play area redevelopment, multi-play sports facility and skate/bmx facility.
- 17. Parish Hall Grounds** **9.35pm**
- a. To consider future mowing of the playing fields to include collection and disposal of grass cuttings
  - b. To consider installing a sign in the car park that entry is at your own risk.
  - c. To consider quotes for autumn planting of the patio tubs
- 18. Parish Hall Security** (Cllr. Mrs McGovern/Cllr. Fincher) **9.40pm**  
Update on installation of CCTV to the exterior of the Parish Hall and to consider any additional funding requirements.
- 19. Parish Hall** (Cllr. Fincher/Clerk) **9.45pm**  
To consider:
- a. Update from Parish Councillor landlord representative
  - b. Advice received regarding the existing Parish Hall lease and Charity document.
  - c. Tarmacking of Parish Hall car park, any quotes received and funding
- 20. Allotments** (Cllr. Mrs McGovern/Clerk) **9.55pm**
- a. To consider possible restrictions to allowing bonfires on allotments
  - b. To delegate authority to Cllr. Mrs McGovern and the Clerk to consider and agree refund of refundable deposits when plots are given up.
  - c. To consider maintenance of the hedge between 72 Wadborough Road and the allotments, opposite the Parish Hall (height and allotment side)
- 21. Grass Bank Salamanca Drive** **10.05pm**  
To consider update regarding ownership, maintenance requirements and any action required.
- 22. Church Lane Parking** (Cllr. Fincher/Cllr. Mrs McGovern/Clerk) **10.15pm**
- a. To consider update following a meeting with Smiths Livery Yard
  - b. To consider a contribution towards the cost of a remote activated gate to improve use of the yard parking and so reduce parking along Church Lane.
- 23. Sunday and Bank Holiday Bus Service** **10.20pm**  
To consider update and any action required.
- 24. Brockhill Road Signs** **10.25pm**  
To agree a cost of c. £4 per sign to enable the Worcestershire Crest to be added to any road name signs that are replaced in future on the existing Brockhill development.
- 25. Waste Incinerator at Hartlebury** **10.30pm**  
To consider a response to Hartlebury Parish Council (correspondence and suggested draft response circulated prior to the meeting).
- 26. Government Consultation on Council Tax Changes** **10.35pm**  
To consider responding to the consultation prior to 9<sup>th</sup> October. NALC draft responses circulated for information via CALC.
- 27. Finance** (Chairman) **10.40pm**  
To consider payments to be made/confirmed as on list attached.

- 28. Correspondence for Information** (Chairman /Clerk) **10.45pm**  
The attached appendix of items will be available for inspection at the meeting.
- 29. Clerk's report on Urgent Decisions since the last meeting** (Clerk) **10.50pm**
- 30. Items for update to local M.P.** (Chairman) **10.55pm**  
To consider any items for communication.
- 31. 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.
- 32. Dates of Next Meeting** **11.05pm**  
25th October 2012

Signed

Jane Greenway  
Clerk to Norton-juxta-Kempsey Parish Council  
20<sup>th</sup> September 2012