

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 28th March 2013 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**
To consider any changes to membership and applications received for the Parish Councillor vacancy.
- 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.
- 4. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 28th February 2013
- 5. Progress reports for information** **7.55pm**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk) - Also see agenda items 8 and 9
 - i. Current Applications - details accompany the agenda.
 - c. Allotments (Cllr. Mrs. McGovern) - Also see agenda item 20
 - d. Playing Fields/Play Area (Cllr. Richmond/Clerk) - Also see agenda items 13 and 14
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts and bank reconciliation to 28th February 2013 (circulated separately)
 - g. West Mercia Police (PC Woods/CSO Allchurch) - Also see agenda item 27
 - h. Parish Plan (Cllr. Turvey)
 - i. EnviroSort (Cllr. Bennett)
- 6. Annual Risk Assessment and Review of Fixed Asset Register (Clerk)** **8.05pm**
To review and approve annual Risk Assessment and Fixed Asset Register.
- 7. Reserve Levels (Cllr. Turvey/Clerk)** **8.10pm**
To consider general and earmarked reserve levels.
- 8. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)** **8.15pm**
To consider the current position, Community Development Trust proposals, public meeting feedback, 'Community Asset' information and to agree future activities.
- 9. Land adjacent to St. Peters Garden Centre (Cllr. Turvey)** **8.30pm**
To consider the current position, allocation of affordable housing, adoption situation (and wider Brockhill area), play area completion, any outstanding issues and agree actions.
- 10. Flooding Issues (Cllr. Turvey /Clerk)** **8.45pm**
 - a. To consider Worcs CC flood alleviation proposals and agree how to progress.
 - b. To consider update on Severn Trent sewerage scheme proposals and agree how to progress.
- 11. Employment Matters (Cllr. Turvey/Cllr. Fincher/Clerk)** **9.00pm**
To consider any outstanding items.
- 12. Parish Clerk Contract (Cllr. Turvey)** **9.05pm**
 - a. To consider NALC comments on draft contract & how to progress to agree sign off of contract.
 - b. To consider benchmarking information and future working hours.
 - c. To consider carry forward of 15.75 hours holiday from the year 1st April 2012 to 31st March 2013.
- 13. Parish Hall Recreation Facilities (Clerk)** **9.20pm**
 - a. To consider update from the Play Area Working Group regarding play area redevelopment, multi-play sports facility and skate/bmx facility and agree future activities/actions.
 - b. To consider use of a third party/consultant/advisor to assist with progression of this project.

- 14. Parish Hall Car Park/Grounds/Outside Space (Clerk) 9.30pm**
 a. To consider update on flag pole height, installation location, flag and planning implications.
 b. To consider the possibility of a football tournament linked to Youth Club on the playing fields
- 15. Parish Hall (Cllr. Fincher/Cllr. Dawson/Clerk) 9.35pm**
 To consider:
 a. Update from Parish Councillor landlord representative following Trustees meeting 21st March.
 b. Hall Management Committee terms of reference (to be circulated separately).
 c. Future community events and the balance of these with commercial bookings at the Parish Hall.
- 16. Community Events 9.45pm**
 a. To consider funding the inter-school medals/trophies at the 2013 Norton Community Games.
 b. To consider Fun Run support.
- 17. Worcester Norton Sports Club 9.50pm**
 To consider dog walking issues and any support that can be provided.
- 18. Lengthsman Scheme (Chairman/Clerk) 9.55pm**
 To consider membership of the Worcs CC Lengthsman Scheme for 2012/13.
- 19. Maintenance of Parish Public Rights of Way (Cllr. Turvey/Clerk) 10.00pm**
 To consider quotes for 2013 maintenance and funding of any costs in excess of P3 grant.
- 20. Allotments (Cllr. Mrs McGovern/Clerk) 10.05pm**
 a. To consider revised quotes for fencing to the rear of the allotments along the public right of way
 b. To consider maintenance of French drains by the Parish Lengthsman
- 21. Bus Shelter Crookbarrow Road (Clerk) 10.10pm**
 To consider recommendations and quotes for roof maintenance installation of a 'side panel'.
- 22. Dog Waste Bins 10.15pm**
 To consider location and cost of installation of bins along Regiment Close and Crookbarrow Road.
- 23. Grass Bank Salamanca Drive 10.20pm**
 To consider quote for provision of legal advice and agree actions.
- 24. Horse Manure on Roads/Pavements/Footpath (Clerk) 10.25pm**
 To consider feedback received and a suggestion for local stables to be requested to review the main routes/pavements/footpaths through the Parish and clear these of horse manure on a regular basis.
- 25. Highways Matters (Cllr. Mrs McGovern/Clerk) 10.30pm**
 To consider:
 a. Installation of white lines across the junction in Orchard Grove and removal of the green area.
 b. Installation of white lines along top section of Wadborough Road, Littleworth
 c. Visibility issues due to parking of a van on Wadborough Road, Littleworth and possible action.
 d. Parking in St. James Close and Orchard Grove/school parking
 e. Update regarding request for installation of parking restrictions along Church Lane
- 26. Parish Council Logo 10.40pm**
 To consider update regarding development of logo.
- 27. Police & Crime Commissioner Consultation 10.45pm**
 To consider response to the 'Innovative Local Policing Plans' (previously circulated).
- 28. Finance (Chairman) 10.50pm**
 a. To consider payments to be made/confirmed as on list attached.
 b. To consider a donation to NJK CE First School to assist with swimming transport costs.
 c. To consider purchase of one new filing cabinet for Parish Council files at the Parish Hall.
- 29. Correspondence for Information (Chairman /Clerk) 11.00pm**
 The attached appendix of items will be available for inspection at the meeting.
- 30. Clerk's report on Urgent Decisions since the last meeting (Clerk) 11.05pm**
- 31. Items for update to local M.P. (Chairman)**
 To consider any items for communication.
- 32. 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.
- 33. Date of next Parish Council meeting: 25th April 2013**

Signed

Mrs Jane Greenway
 Clerk to Norton-juxta-Kempsey Parish Council
 21st March 2013