

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 30th May 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. 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. Changes to Membership**
To consider any changes to membership and applications received for the Parish Councillor vacancy.
- 5. 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. Dispensation requests.
- 6. To consider and re-adopt Council's Standing Orders, Scheme of Delegation, Complaints Procedures and Financial Regulations** (previously circulated)
- 7. To note Code of Conduct** (previously circulated)
- 8. To consider areas of focus and agree allocation of areas of responsibility to Councillors**
- 9. To note the Council's Risk Assessment and Insurance Requirements** (previously circulated and agreed at the Parish Council meetings 31st January, 28th March and 25th April 2013)
- 10. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 25th April 2013
- 11. Progress reports for information** **8.00pm**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk) - Also see agenda items 13, 14, 15 and 17
 - i. Current Applications - details accompany the agenda.
 - ii. SMH Fleet Holdings vehicle movements/planning conditions
 - c. Allotments (Cllr. Mrs. McGovern)
 - d. Playing Fields/Play Area (Cllr. Richmond/Clerk) - Also see agenda items 21 and 22
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts/bank reconciliation not available due to preparation of year end accounts.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - h. Parish Plan (Cllr. Turvey)
 - i. EnviroSort (Cllr. Bennett)
- 12. Year End Accounts and Annual Return** (Clerk) **8.15pm**
To approve and sign off the accounts for the year ended 31st March 2013 and the Annual Return.
- 13. Wychavon DC Changes to Planning Procedures** (Cllr. Turvey) **8.25pm**
To consider a response to proposals to cease circulation of hard copies of planning applications and to allow a dedicated public speaking slot for Parish Councils at Planning Committee meetings.
- 14. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer) **8.30pm**
To consider the current position, any Community Development Trust update, Asset of Community Value nomination update, Mr Boles MP visit to Wychavon DC and to agree future activities.
- 15. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.40pm**
To consider the current position, adoption matters (including the wider Brockhill area), play area completion, any outstanding issues and agree actions.

- 16. Flooding Issues** (Cllr. Turvey /Clerk) **8.45pm**
 a. To consider update on Worcs CC flood alleviation proposals and agree how to progress.
 b. To consider update on Severn Trent sewerage scheme proposals, feedback from residents and agree how to progress. See agenda item 22 for consideration of car park tarmacking proposals.
- 17. Neighbourhood Area Designation Consultations** (Cllr. Turvey/Clerk) **8.55pm**
 To consider and agree whether to submit a response to Malvern Hills DC regarding Clifton-upon-Teme and Leigh and Bransford proposals.
- 18. Employment Matters** (Cllr. Turvey/Cllr. Fincher/Clerk) **9.00pm**
 To consider revising the litter picker contract to pay for holidays in lieu due to variable hours worked.
- 19. Parish Clerk Contract** (Cllr. Turvey) **9.05pm**
 To consider any outstanding points.
- 20. S106 Funding** **9.10pm**
 To consider feedback from Wychavon DC regarding potential future s106 funded projects and agree how to progress.
- 21. Parish Hall Recreation Facilities** (Clerk) **9.15pm**
 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 actions required following RoSPA play area inspection (summary previously circulated) and general maintenance of the area.
- 22. Parish Hall Car Park/Grounds/Outside Space** (Clerk) **9.25pm**
 a. To consider car park tarmacking proposals, the area to be tarmacked, project budget and funding.
 b. To consider costs for field school holiday football coaching sessions (alongside a Hall booking).
 c. To consider costs for overnight parking of caravans by hirers of the Hall.
- 23. Parish Hall** (Cllr. Fincher/Cllr. Dawson/Clerk) **9.35pm**
 To consider:
 a. Update from Parish Councillor landlord representative.
 b. Update regarding mains sewerage connection for the Parish Hall and Norton Pre-school.
 c. Estimates of main sewerage connection costs, responsibility for payment and Parish Council contribution towards costs.
- 24. Highways Matters** (Clerk) **9.45pm**
 To consider update regarding requests for installation of: give way road markings across the junction in Orchard Grove, central white lines along top section of Wadborough Road, parking restrictions along Church Lane and timed parking restrictions opposite NJK CE First School
- 25. Coppice Cottage Boundary** (Cllr. Turvey/Clerk) **9.50pm**
 To consider correspondence received regarding the Coppice Cottage/Parish Hall boundary and agree how to progress.
- 26. Parish Council Newsletter** (Clerk) **10.00pm**
 a. To consider policy relating to articles for inclusion in the newsletter.
 b. To consider levying an administration fee on outstanding advertising invoices.
- 27. Parish Council Logo** (Clerk) **10.05pm**
 To consider updated logo.
- 28. Community Events** (Clerk) **10.10pm**
 To consider any further requests relating to the Norton Community Games and the Norton Fun Run.
- 29. Accountancy Services for 2013/14** (Clerk) **10.15pm**
 To consider the quote received for 2013/14 services.
- 30. Parish Council Notice Board** (Clerk) **10.20pm**
 To purpose and consider of notice boards and future maintenance/replacement.
- 31. Finance** (Chairman) **10.25pm**
 a. To consider payments to be made/confirmed as on list attached.
 b. To consider donation to the Open Spaces Society
- 32. Annual Parish Meeting – 22nd May 2013** (Chairman/Clerk) **10.30pm**
 To consider any issues from the 2013 Annual Parish Meeting.
- 33. Correspondence for Information** (Chairman /Clerk) **10.35pm**
 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) **10.40pm**
- 35. Items for update to local M.P.** (Chairman) **10.45pm**
 To consider any items for communication.

36. Councillors' reports and items for future agenda (Chairman)

10.50pm

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. Date of next Parish Council meeting: 27th June 2013

Signed

Mrs Jane Greenway
Clerk to Norton-juxta-Kempsey Parish Council
23rd May 2013