

To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend the meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 23rd January 2014 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.
 - d. Written requests for granting of a dispensation (S33 Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.
 - i. To consider granting a dispensation up to the next ordinary election (2015) to new parish councillors/members who live within the parish, to enable them to participate in any discussion or vote on any matter concerning the setting of the council's budget and annual precept.

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 November 2013
- 5. Progress reports for information** **7.55pm**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Clerk) - Also see agenda items 9, 10, 11, 12 and 13
 - 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 17, 18 and 19
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts and bank reconciliation to 31st December 2013 (circulated separately)
 - g. West Mercia Police (PCSO Julie Pardoe)
 - i. Update regarding horses being ridden on pavements/footpaths
 - ii. Update re Talavera Road and Crookbarrow Road speed/road safety concerns
 - iii. Update re parking in Littleworth at school times
 - h. Parish Plan (Cllr. Turvey)
 - i. EnviroSort (Cllr. Bennett)
- 6. 2014/15 Budget and Precept** (Cllr. Turvey/Responsible Finance Officer) **8.10pm**
 - a. To consider the draft budget and agree precept for 2014/15 (circulated separately)
 - b. To consider a 3 year fixed price agreement with Shear Perfection Ltd for mowing of the churchyard, maintenance/clearance of Footpath 20 (NJ543), field adjacent to Coppice Cottage and Parish Hall/allotment/Parish Council field hedges in Littleworth.
- 7. Appointment of Internal Auditor** (Clerk) **8.20pm**

To consider and agree Internal Auditor appointment for year ending 31st March 2014.
- 8. Annual Insurance Renewal** (Clerk) **8.25pm**
 - a. To review cover (details circulated separately) and agree renewal of policy with options for an annual and a 3 year renewal on a Long term Agreement.
 - b. To review risk assessment procedures.
- 9. Development of old Regiment HQ Site** (Cllr. Turvey) **8.35pm**

To consider the current situation, update on proposed Local Lettings Plan and agree any future actions.

- 10. South Worcs Development Plan and Associated Matters** (Cllr. Turvey/Cllr. Fincher) **8.40pm**
To consider the current position, proposed Ketch roundabout proposals/public exhibition, Norton Road traffic calming measures, timing of a Parish public meeting re SWDP update and other activities including writing to Peter Luff MP regarding the Planning Inspectors response and how this fits with locally developed plans and Localism.
- 11. Land adjacent to St. Peters Garden Centre** (Clerk) **8.50pm**
To consider the current position, adoption matters (including the wider Brockhill area), play area completion, roundabout/pedestrian crossing work, 2014 verge maintenance/reimbursement arrangement, planting of new roundabout and agree actions.
- 12. Worcester Parkway Station** (Cllr. Turvey) **8.55pm**
To consider the current situation and agree any activities.
- 13. Proposed Developments along Woodbury Lane, Norton** (Cllr. Turvey) **9.00pm**
To consider proposals received from the planning consultant and a further response.
- 14. Severn Trent Sewerage Scheme** (Working Group/Clerk) **9.05pm**
To consider current position re Severn Trent sewerage scheme proposals, draft contract, area of land for initial registration, land registration progress, indemnity policy requirements/costs and any other outstanding/associated items and agree how to progress. See agenda item 18 for car park tarmacking proposals and agenda item 19 for Parish Hall and Pre-school connection proposals.
- 15. Employment Matters** (Cllr. Turvey/Clerk) **9.15pm**
a. To consider employment of a groundsman for the Parish Hall site.
- 16. VAT Procedures** (Clerk/Cllr. Turvey) **9.20pm**
a. To consider obtaining a VAT procedures review by an appropriately qualified accountant and/or specific advice relating to reclaim of VAT for capital projects.
b. To consider seeking VAT cost reimbursement from the developers (for Norton verge mowing costs) and Norton Church (for churchyard mowing costs).
- 17. Parish Hall Recreation Facilities** (Cllr. Dawson) **9.30pm**
To consider update regarding play area redevelopment, multi-play sports facility and skate/bmx facility, funding opportunities and agree future activities/actions.
- 18. Parish Hall Car Park/Grounds/Outside Space** (Working Group/Clerk) **9.35pm**
a. To consider update regarding car park tarmacking proposals.
b. To consider painting of fence around the Parish Hall (after repair)
- 19. Parish Hall** (Cllr. Fincher/Cllr. Dawson/Clerk) **9.40pm**
To consider:
a. Update from landlord representative.
b. Update on mains sewerage connection for the Parish Hall/Pre-school.
c. 2015 Pantomime arrangements.
d. Control of moles in the Parish Hall grounds.
e. Painting of Parish Hall fence (once repaired).
- 20. Worcester Norton Sports Club** (Cllr. Turvey/Cllr. Fincher/Cllr. James) **9.50pm**
To consider update from WNSC regarding plans to redevelop the Club on its current site and support by the Parish Council.
- 21. Croquet Club** (Clerk) **10.00pm**
To consider update regarding the future of the Croquet Club at its current site and a request for consideration to be given to alternative possible sites locally.
- 22. Wychavon Allotment Land, Rear of Coronation Cottages, Littleworth** (Clerk) **10.05pm**
To consider update relating to the sale of Wychavon allotment/garden land.
- 23. Maintenance Work** (Clerk) **10.10pm**
To consider update relating to flag pole bracket/installation quote and progression of planning application.
- 24. Highways Matters** (Cllr. Turvey/Clerk) **10.15pm**
a. To consider purchase of 'litter picking in progress' signs for road side use within the Parish.
b. To consider traffic calming measures update and letter to Worcs CC.
- 25. Wychavon DC Private Hire Licencing Policies Consultation** (Clerk) **10.20pm**
To consider and agree whether to submit a response to this consultation (papers previously circulated). Comments due by 31st January 2014.
- 26. World War I Centenary** (Cllr. Way-Vautier/Cllr. James) **10.25pm**
To consider update relating to centenary celebrations within the Parish.
- 27. Finance** (Chairman) **10.30pm**
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.

- 28. Correspondence for Information** (Chairman /Clerk) **10.35pm**
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) **10.40pm**
- 30. Items for update to local M.P.** (Chairman) **10.45pm**
To consider any items for communication.
- 31. 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.
- 32. Annual Parish Meeting 21st May 2014**
To consider inviting the Police & Crime Commissioner to provide a short presentation, receive feedback from residents and answer questions.
- 33. Date of next meeting:** 27th February.

Signed

Jane Greenway

Mrs Jane Greenway
Clerk to Norton-juxta-Kempsey Parish Council
16th January 2014

PLANNING APPLICATIONS – January 2014

Approvals

Regimental HQ, Crookbarrow Road Erection of 10 no. affordable dwellings comprising of a mixture of 1 and 2 bedroom flats and 3 bedroom houses. Parish does not support in the current format. (Formal Approval Notice now received)
Ref: W/13/00858

Refusals - None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.
Ref: W/13/00565/OUT

Internal Consultation

Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcs. Malvern Hills DC Ref: W/13/01825 Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Other - None