

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 24th May 2018** 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. This period is not part of the formal meeting.

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**
- 5. Declarations of Interest**
 - a. Register of Interests: Re-elected Councillors are reminded of the need to update their register of interests and newly co-opted Councillors are required to complete and return the Register of Interests Form to the Monitoring Officer within 28 days of their co-option.
 - 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.

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.
- 6. To consider and 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 Annual Risk Assessment and Insurance Requirements**

Previously circulated and agreed at the Parish Council meetings 25th January and 29th March 2018. Also see agenda item 10.
- 10. To consider the Council's Ongoing Risk Assessment Procedures**

To note existing procedures, consider development of procedures and how to progress.
- 11. Minutes** (Chairman)
 - a. To consider adoption of minutes of the Parish Council meeting held on 26th April 2018.
 - b. Minute action summary review.
- 12. Progress reports for information** **8.10pm**
 - a. District and County Councillor Report (Cllr. Adams)
 - b. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts/bank reconciliation not available due to preparation of year end accounts
 - iii. 2017/18 financial year end and annual audit process - To consider update and the nature of presentation of reserves in year end accounts
 - c. West Mercia Police and PACT (PC Carter/PCSO Pardoe/PCSO Tinkler/Cllr. Mrs Ritter)
 - d. St. James the Great Church, Norton (Rev. Badger)
- 13. Data Protection Regulation Changes – The General Data Protection Regulation (GDPR)** **8.30pm**

To consider the impact of the GDPR, purchase of a new shredder/bulk shredding services and an update regarding the action plan to achieve compliance.
- 14. Planning** (Cllr. Richmond/Chairman) **8.40pm**

To consider report on current applications.
- 15. Parish Hall** (Cllr. Fincher) **8.45pm**

To consider report from Parish Council representative and request for a donation towards replacement of two external doors.
- 16. Parish Hall Recreation Facilities and Outside Space** (Chairman/Clerk) **8.55pm**

To consider reports, updates and actions, including car park re-surfacing and quote for ditch clearance.
- 17. Norton Pre-school** (Cllr. Turvey/Cllr. Fincher) **9.05pm**

To consider update and draft lease.

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| 18. Worcester Parkway Station (Cllr. Turvey/Cllr. Fincher) | 9.15pm |
| To consider update, feedback from the Annual Parish Meeting and actions. | |
| 19. Southern Link Road Works & Crossing Points (Cllr. Turvey/Cllr. Fincher) | 9.20pm |
| To consider update and actions. | |
| 20. Adoption/Maintenance of Development by Garden Centre (Cllr. Turvey/Clerk) | 9.25pm |
| To consider update and actions. | |
| 21. Neighbourhood Plans (Cllr. Lucas) | 9.30pm |
| To consider update from steering group. | |
| 22. Employment Matters (Cllr. Turvey/Clerk) | 9.35pm |
| To consider reports and actions including: | |
| a. Adoption of National Joint Council for Local Government Services 2018/19 pay scales wef 1/4/18 | |
| b. A salary band for the Assistant Clerk, the potential for movement up the pay scale and re-alignment of performance reviews to the anniversary of appointment. | |
| 23. Annual Parish Meeting – 3rd May (Chairman/Clerk) | 9.45pm |
| To consider feedback received and actions. | |
| 24. Allotments (Cllr. Hughes) | 9.55pm |
| To consider update and actions. | |
| 25. Public Rights of Way (Cllr. Turvey – Parish Paths Warden) | 10.00pm |
| To consider update, including meeting with Kempsey Parish Council, and actions. | |
| 26. Bus Services (Cllr. Hughes) | 10.10pm |
| To consider update, draft risk assessment for use of Hall car park as bus turning area, late night bus proposals and actions. | |
| 27. Bus Shelter in Littleworth (Cllr. Hughes/Clerk) | 10.15pm |
| To consider maintenance of bus shelter and costs to replace. | |
| 28. Parking in Littleworth at School Times (Cllr. Mrs Ritter/Clerk) | 10.20pm |
| To consider update and feedback from Annual Parish Meeting. | |
| 29. The Norton Worcestershire Regiment Group (Chairman/Clerk) | 10.25pm |
| To consider update and actions. | |
| 30. Worcester Norton Sports Club (Cllr. Turvey) | 10.30pm |
| To consider any update and actions relating to WNSC redevelopment plans/associated matters. | |
| 31. Norton Community Trust (Chairman/Clerk) | 10.35pm |
| To consider update and actions regarding the Norton Fun Run. | |
| 32. Highways, Verges and Drainage Matters (Cllr. Turvey/Clerk) | 10.40pm |
| To consider updates/reports including speeding through Littleworth, additional grit bins for use by residents, parking on yellow lines along Church Lane and condition of ditch along NJ543 (old FP20) | |
| 33. Parish Council Owned Lands (Cllr. Turvey) | 10.50pm |
| To receive update and consider any actions. | |
| 34. Consultation on Draft Revised Statement of Principles under the Gambling Act 2005 | 10.55pm |
| To consider Wychavon DC consultation and Parish Council response (due by 27 July) | |
| 35. Finance (Chairman) | 11.00pm |
| a. To consider payments to be made/confirmed. | |
| b. To consider request from NJK CE First School for a contribution towards a school trip coach cost. | |
| c. To consider renewal of CPRE annual subscription at a cost of £36 | |
| 36. Correspondence for Information (Chairman/Clerk) | 11.05pm |
| Items of correspondence will be available for inspection at the meeting. | |
| 37. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting (Clerk) | 11.10pm |
| 38. Items for update to local M.P. (Chairman) | |
| To consider any items for communication. | |
| 39. Councillors' reports and items for future agenda (Chairman) | |
| 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. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u> | |
| 40. Dates of next meeting | |
| Parish Council Meeting: 28th June 2018 | |

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council, 18th May 2018

PLANNING APPLICATIONS – May 2018

Approvals

**2 Coronation Road, Littleworth
Ref: W/18/00685/HP**

Ground floor side extension – resubmission of 17/01123/HP

Refusals - None

Awaiting Decision

**Land to the south of the City of
Worcester, Bath Road. Malvern
Hills DC Ref: W/13/00656/OUT
Welbeck Land**

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. Additional Information Jan 2018: ecology update. Approved at District and City Council Planning Committee meetings Feb/ March 2018, with s106 agreement outstanding.

**Land adjacent to Lobelia Close,
Cranesbill Drive, Broomhall Green
and the A4440 Broomhall Way
Worcester City Ref: P13A0617
St. Modwen Developments**

Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

**Middle Battenhall Farm
Worcester City Ref: P13B0632
Miller Homes**

Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

**Lavender Cottage, Woodbury Lane,
Norton. Ref: W/18/00395/CLE**

Application for a Lawful Development Certificate for an existing use - use of outbuilding. Parish Council objected to.

**Ingwelala, Hatfield Lane,
Norton. Ref: W/18/00740/FUL**

Amendments to previously approved scheme for the erection of 4 no. dwellings (W/11/00181/PN) including raising of eaves, increase in ridge heights, alterations to porches, solar panels and enlarged garage to plot 1 without compliance with conditions 4, 9, 10, 12 to remove conifer hedge on southern boundary and replacement hedge planting. Hedge proposals supported, with further information requested regarding other proposals.

**33 Vimiera Close, Norton
Ref: W/18/00791/HP**

Replacement of rear conservatory with new extension, extending front bay window to lounge and reconfiguring existing garage with office over and side carport with tools/workshop at rear. Parish Council supports.

Internal Consultation - None

Other - None

Appeals - None