

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 June 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. Apologies: To receive apologies and to approve the reason for absence** **7.45pm**
- 2. Election of Vice-Chairman and Signing of Undertaking and Declaration of Office**
- 3. Changes to membership**
- 4. 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.
- 5. To consider areas of focus and agree allocation of areas of responsibility to Councillors**

To include consideration of an allotments lead, membership of the car park resurfacing group, membership of a risk assessment working group and other areas of responsibility/allocations.
- 6. Minutes (Chairman)**
 - a. To consider adoption of minutes of the Annual Parish Council meeting held on 24th May 2018.
 - b. Minute action summary review.
- 7. Progress reports for information** **8.05pm**
 - a. District and County Councillor Report (Cllr. Adams)
 - b. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts/bank reconciliation to 31st May 2018
 - iii. Internal quarterly financial checks and VAT return
 - c. West Mercia Police and PACT (PC Carter/PCSO Pardoe/PCSO Tinkler)
 - d. St. James the Great Church, Norton (Rev. Badger)
- 8. Independent Internal Audit Report** **8.15pm**

To receive and consider the Internal Audit Report 2017/18
- 9. Annual Governance Statement** **8.20pm**

To consider, approve and sign off the Annual Governance Statement 2017/18 (Section 1 of the Annual Governance and Accountability Return (AGAR))
- 10. Accounting Statements for 2017/18 and Accounts for the Year Ended 31st March 2018** **8.25pm**

To consider, approve and sign off the Accounting Statements 2017/18 (Section 2 of the AGAR) and the accounts for the year ended 31st March 2018.
- 11. Exercise of Public Rights** **8.30pm**

To ensure the date has been set for the commencement of the period of the exercise of public rights, which must include the first ten working days in July.
- 12. Completion of the Remainder of the AGAR and Submission to the External Auditor** **8.35pm**

To ensure completion of the remainder of the AGAR as required and submission with supporting documentation by 9th July.
- 13. To consider the Council's Ongoing Risk Assessment Procedures** **8.40pm**

To consider development of procedures and a working group to progress.
- 14. Parish Council Bank Account Signatories** **8.45pm**

To consider a new bank account signatory.

15. **Data Protection Regulation Changes – The General Data Protection Regulation (GDPR) 8.50pm**
To consider the impact of the GDPR, an update regarding the action plan to achieve compliance, training for members and staff, draft privacy notices and shredder/bulk shredding services.
16. **Planning (Cllr. Richmond/Chairman) 9.00pm**
To consider report on current applications and proposals for a planning application for EnviroSort.
17. **Parish Hall (Cllr. Fincher – Parish Council Chairman and Chair of the Hall Trustees) 9.05pm**
To consider report from Parish Council representative and provision of an overview of the content of the Hall lease and trust deed for ease of understanding.
18. **Parish Hall Recreation Facilities and Outside Space (Chairman/Clerk) 9.15pm**
To consider reports/updates/actions, including litter, car park re-surfacing, Hall outside space/football bookings (incl. procedures for bookings and costs) and tree maintenance quotes/recommendations.
19. **Parish Mowing/Litter Picking (Chairman/Clerk) 9.25pm**
To consider report and actions.
20. **Norton Pre-school (Chairman/Clerk) 9.30pm**
To consider update regarding draft lease.
21. **Worcester Parkway Station (Chairman/Cllr. Turvey) 9.35pm**
To consider update, feedback from residents and actions.
22. **Southern Link Road Works & Crossing Points (Chairman/Cllr. Turvey) 9.40pm**
To consider update and actions.
23. **Adoption/Maintenance of Development by Garden Centre (Chairman/Clerk) 9.45pm**
To consider update and actions.
24. **Neighbourhood Plans (Cllr. Lucas) 9.50pm**
To consider update from steering group.
25. **Employment Matters (Chairman/Clerk) 9.55pm**
To consider any reports and carry forward of 8 hours holiday into 2018/19 for the Assistant Clerk.
26. **Allotments (Clerk) 10.00pm**
To consider update and actions.
27. **Public Rights of Way (Cllr. Turvey – Parish Paths Warden) 10.05pm**
To consider update and actions.
28. **Bus Services (Chairman/Clerk) 10.10pm**
To consider update and actions.
29. **Bus Shelter in Littleworth (Chairman/Clerk) 10.15pm**
To consider maintenance of bus shelter and costs to replace.
30. **The Norton Worcestershire Regiment Group (Chairman/Clerk) 10.20pm**
To consider update, grant requests and actions.
31. **Worcester Norton Sports Club (Chairman) 10.25pm**
To consider any update and actions relating to WNSC redevelopment plans/associated matters.
32. **Highways, Verges and Drainage Matters (Chairman/Clerk) 10.30pm**
To consider updates/reports/feedback including speeding through Littleworth, traffic concerns and Salamanca Drive lime tree.
33. **Parish Council Owned Lands (Chairman) 10.35pm**
To receive update and consider any actions.
34. **Finance (Chairman) 10.40pm**
To consider payments to be made/confirmed.
35. **Correspondence for Information (Chairman/Clerk) 10.45pm**
Items of correspondence will be available for inspection at the meeting.
36. **Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting (Clerk) 10.50pm**
37. **Items for update to local M.P. (Chairman)**
To consider any items for communication.
38. **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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
39. **Dates of next meeting**
Parish Council Meeting: 19th July 2018

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council, 22nd June 2018

PLANNING APPLICATIONS – June 2018

Approvals

**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 & replacement hedge planting. Hedge proposals supported, with further information requested re other proposals.

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 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.

**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 subject to neighbours' concerns.

**Land at Crookbarrow Road, Norton
Ref: W/18/01026/FUL**

The erection of a 2m high statue/sculpture of a WW1 British Soldier of the Worcestershire Regiment. Parish supports with comments for clarification.

**Land off Pershore Road, High Park
Ref: W/18/01065/ADV**

Free-standing, post-mounted signage to advertise opening of Worcs Parkway Rail Station. Parish comments submitted regarding highway safety impact and period of display.

**Eastfield, Wadborough Road,
Kempsey. Ref: W/18/01144/OL**

Installation of third wire to existing overhead line. Parish supports.

Internal Consultation

**Arkil, Wadborough Road,
Littleworth. Ref: W/18/00949/FUL**

Demolish office and construct a 3 bedroom bungalow.

Other - None

Appeals - None