

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 30th September 2010 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**
- 2. Changes to Membership**
Update on vacancy to co-opt a Parish Councillor.
- 3. Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any Personal Interests in items on the agenda and their nature.
 - c. To declare any Personal and Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
- 4. Minutes:** To consider adoption of the minutes of the Parish Council meetings of 26th May and 22nd July 2010.
- 5. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Clerk/Cllr. Richmond)
 - i. Current Applications - details accompany the agenda.
 - ii. SWJCS (see agenda item 7)
 - iii. Development of land adjacent to St. Peters Garden Centre (see agenda item 10)
 - iv. Use of old Morganite site (see agenda item 11)
 - c. Allotments (Cllr. Mrs. McGovern)
Also see agenda item 14.
 - d. Playing Fields (Cllr. Richmond/Clerk)
Also see agenda item 15.
 - e. Public Rights of Way (Cllr. Turvey)
 - i. Update re P3 Scheme
 - ii. Network Rail stile upgrade
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st August accompany the agenda.
 - iii. Closure of audit: An unqualified audit opinion given by Clement Keys Chartered Accountants as external auditor.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Lucas)
 - i. Treasurer's Reports to end of April, May, June and July 2010 accompany the agenda
 - ii. Also see agenda item 16
 - h. West Mercia Police (PC Sean Woods)
 - i. Anti-social behaviour at Norton Parish Hall (also see agenda item 16)
 - i. Brockhill Recreation Area (Cllr. Reeves/Cllr. Turvey/Clerk)
See agenda item 10
 - j. Parish Plan (Cllr. Turvey)
 - k. Parkway Station (Cllr. Reeves/Clerk)
- 6. EnviroSort** (Cllr. Lucas)
To receive an update on activities and agree any appropriate action.
- 7. SWJCS** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)
To review and discuss the current position and to agree future activities.
- 8. Flooding Issues** (Cllr. Reeves/Cllr. Turvey/Clerk)
 - a. To receive an update on allotments French Drains work.
 - b. To receive an update on proposed ditch re-instatement work and agree any costs in excess of Wychavon DC Flooding Grant.

- 9. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
To consider the current position and agree next steps including:
- a. Valuation.
 - b. Ground rent and whether any of this will be transferred to the Parish Hall Management Committee
 - c. Lease terms and instruction of Stallard and Co to draw up the lease
 - d. Advertising the proposed lease of land to Pre-School to enable objections to be lodged
 - e. The nature of the building (photos and cladding samples to be provided)
 - f. Relocation of youth shelter
- 10. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey)
To consider the current position regarding the development proposals and agree any further actions.
- 11. Morganite Site** (Cllr. Turvey/Cllr. Lucas)
To consider the current position, proposals from potential and existing users and agree any action.
- 12. Old Barracks HQ** (Cllr. Turvey/Clerk)
To consider the current position, potential uses for the site and costs involved/funding
- 13. Land Ownership** (Clerk)
Update on progress.
- 14. Allotments** (Cllr. Mrs. McGovern/Clerk)
- a. To consider fencing quotes received.
 - b. To consider revised quotes for plot splitting/ground preparation and feedback from the waiting list regarding taking on plots requiring clearance.
 - c. To consider installation of a water supply to the small area of allotments along Wadborough Road.
 - d. To agree the position in the event that informal plot working arrangements are notified to the Parish Council.
 - e. To consider quotes to move 'Dogs on Leads' sign.
 - f. To consider quote for new sign for allotments gate.
- 15. Play Area/Playing Fields** (Clerk)
- a. To consider RoSPA play area inspection report and recommended actions (summary attached)
 - b. To consider use of weed killer by football team to 'burn' lines on football pitches by combining this with the line marker.
 - c. To consider issue of soil erosion around goal post ground sockets, exposing concrete surface and agree action.
 - d. To consider request from Norton Pre-school for use of the old tyre swing seats and chains within Forest School.
- 16. Parish Hall** (Cllr. Turvey/Clerk)
- a. To agree a new Parish Council representative to replace Cllr. Lucas on the PHMC.
 - b. To consider reviewing the job description for the Parish Hall Manager.
 - c. Review report of anti-social behaviour in the grounds of Norton Parish Hall.
- 17. Maintenance Work in Field adjacent to Courtnellan, Wadborough Road** (Clerk)
To consider quotes to clear the bramble area in the field.
- 18. Planting of Tubs at Parish Hall** (Clerk)
To consider quote for winter planting of tubs at the Parish Hall.
- 19. Queen Elizabeth II Fields Challenge** (Clerk)
To consider the scheme which aims to safeguard playing fields for future generations.
- 20. Walkway between Kohima Drive and Mandalay Drive** (Cllr. Mrs. McGovern)
To consider concerns raised regarding use of the walkway/alley and maintenance of the hedge adjacent to alley.
- 21. Parish Council Newsletter** (Cllr. Mrs. McGovern/Clerk)
To consider outstanding advertising fees and agree any further action.
- 22. Worcestershire Budgerigar Society** (Clerk)
To consider the suitability of 'shed' proposed, the suggested location and the situation should the Society move or cease.
- 23. Parish Litter Picking** (Clerk)
To consider the situation following retirement of Mr. Roach.
- 24. Parish Emblem/Logo** (Cllr. Turvey)
To consider holding a competition within the Parish for ideas that could be developed into a Parish logo and agree how to proceed.
- 25. Remembrance Sunday 14th November** (Cllr. Turvey)
To seek a volunteer to give a reading at the Parish service and lay the Parish Council wreath at the War Memorial.

26. Worcs CALC AGM (Clerk)

To note invitation to CALC AGM on 14th October at 7pm, at the Council Chamber, County Hall and seek volunteer(s) to attend.

27. Finance (Cllr. Turvey/Clerk)

- a. To consider payments to be made/confirmed as on list attached.
- b. To consider donation request from St. Richard's Hospice

28. Correspondence for Information (Cllr. Turvey/Clerk)

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)

- a. Repainting of no parking/keep clear lines at Norton Parish Hall

30. Items for update to local M.P. (Cllr. Turvey/Clerk)

To consider any items for communication.

31. Councillors' reports and items for future agenda (Cllr. Turvey/Clerk)

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. Date of Next Meeting

Parish Council meeting Thursday 28th October.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
23rd September 2010