

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 25th November 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**
To welcome the new co-opted Parish Councillor and co-opted member of the Parish Council.
- 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 meeting of 28th October 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. SMH operating hours
 - iii. SWDP (formerly SWJCS) - see agenda item 6
 - iv. Development of land adjacent to St. Peters Garden Centre - see agenda item 9
 - v. Morganite Crucible Business Park – update on Liaison Group progress
 - c. Allotments (Cllr. Mrs. McGovern)
 - d. Playing Fields (Cllr. Richmond/Clerk)
 - i. Vandalism to play area fence and damage to field surface due to vehicle use
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st October accompany the agenda.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Lucas)
 - i. Treasurer's Reports to end of August, September and October 2010 to be provided at the meeting.
 - ii. Also see agenda item 13
 - h. West Mercia Police (PC Sean Woods)
 - i. Update on anti-social behaviour at Norton Parish Hall
 - i. Parish Plan (Cllr. Turvey)
 - j. EnviroSort (Cllr. Lucas)
- 6. South Worcestershire Development Plan (formerly SWJCS) (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)**
 - a. To review and discuss the current position and information gathered at the SWDP workshops
 - b. To agree future activities.
- 7. Flooding Issues (Cllr. Reeves/Cllr. Turvey/Clerk)**
To receive an update on additional ditch re-instatement work proposed in the field managed by Natural England and agree any costs in excess of Wychavon DC Flooding Grant.
- 8. Norton Pre-School Proposals (Cllr. Lucas/Clerk)**
To consider the current position plus:
 - a. Approval of lease for signing (lease to follow prior to the meeting)
 - b. Connection of services
 - c. Timing and other matters associated with installation of the portacabin on site
- 9. Land adjacent to St. Peters Garden Centre (Cllr. Turvey)**
To consider the current position regarding the development proposals and agree any further actions.

- 10. 2011/12 Budget and Precept** (Cllr. Turvey/Responsible Finance Officer)
 - a. To consider the draft budget and precept for 2011/12. (Information to follow prior to the meeting)
 - b. To review churchyard grass cutting
- 11. Land Ownership** (Clerk)
Update on progress.
- 12. Worcs 3rd Local Transport Plan (Clerk)**
To seek a volunteer to review the LTP consultation document and draft a response for submission prior to 31st December.
- 13. Parish Hall** (Cllr. Lucas/Cllr. Fincher/Cllr. Mrs. Hewison)
 - a. To agree a new Parish Council representative to replace Cllr. Lucas on the PHMC.
 - b. To consider recommendations following review of the job description for the Parish Hall Manager (suggested job description to follow prior to the meeting).
- 14. Parish Community Payback Scheme (Cllr. Turvey)**
To consider the Scheme and Parish Council membership.
- 15. Verge Cutting Costs at Brockhill (Clerk/Cllr. Turvey)**
To consider proposals from developers to reimburse the Parish Council for costs incurred mowing the large grass verges at Brockhill since 2006 and in future pending adoption of Crookbarrow Road.
- 16. Hedges and Car Parking at Brockhill**
To consider correspondence received and any action.
- 17. Wychavon Bursary 2010/11 (Clerk)**
To consider nomination of person or group who has given best service to the community.
Nominations required by 14th January.
- 18. Photograph Archive** (Cllr. Bennett)
Update on progress.
- 19. Parish Volunteer Group**
 - a. To review the possibility of setting up a volunteer group.
 - b. To consider the need for a volunteer litter pick and to seek a volunteer to arrange
- 20. Parish Councillor Training (Clerk)**
To consider training needs and training dates provided by CALC (see attached)
- 21. Parish Clerk Contract (Clerk/Cllr. Turvey)**
To consider a revised contract for the Clerk based upon the CALC model document (information to follow prior to the meeting)
- 22. Finance** (Cllr. Turvey/Clerk)
 - a. To consider payments to be made/confirmed as on list attached.
 - b. To consider a donation to the Royal British Legion following supply of the poppy wreath for the Parish Council at the Remembrance Service
- 23. Correspondence for Information** (Cllr. Turvey/Clerk)
The attached appendix of items will be available for inspection at the meeting.
- 24. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
Quotes agreed for following work:
 - i. Repair of playing field surface following damage by vehicular access
 - ii. Repair of fence adjacent to play area following vandalism
- 25. Items for update to local M.P.** (Cllr. Turvey/Clerk)
To consider any items for communication.
- 26. 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.
- 27. Dates of 2011 meetings**
To confirm the date of the next meeting which is scheduled for 27th January 2011.
Proposed meeting dates for 2011: 27th January, 24th February, 31st March, 28th April, 19th May (as an election year), 30th June, 21st July, 29th September, 27th October and 24th November.
2011 Annual Parish Meeting: Suggested date of either 7th April or 5th May (to avoid school Easter holidays of 11th to 26th April inclusive)

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
18th November 2010