

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 23rd January 2020** 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. Changes to membership**
- 3. Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests and to return their Register of Interests Form to the Monitoring Officer within 28 days of taking office.
 - 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.
- 4. Member Code of Conduct**

To consider new Wychavon DC model Member Code of Conduct for adoption.
- 5. Minutes (Chairman)**
 - a. To consider adoption of minutes of Parish Council meetings held on 28 November 2019
 - b. Review of minute action summary
- 6. Progress reports for information** **8.00pm**
 - a. District and County Councillor Report (Cllr. Adams)
 - b. Finance (Responsible Finance Officer)
 - i. Balances and s137 expenditure
 - ii. Monthly accounts/bank reconciliation to 31 December 2019
 - iii. Outcome of quarterly internal financial review
 - c. GDPR (Clerk/Cllr. Kelly)
 - d. Social Media Communications (Cllr Pollard) – also see agenda item 15
 - e. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr. Kelly)
 - f. St. James the Great Church, Norton (Rev. Badger)
- 7. 2020/21 Budget and Precept** (Responsible Finance Officer/Cllr Fincher) **8.15pm**
 - a. To consider the draft budget and agree precept request for 2020/21 for submission no later than 31 January
 - b. To consider future churchyard mowing
 - c. To consider future Parish Council/Clerk phone arrangements
 - d. To consider Reserves Policy
- 8. Appointment of Internal Auditor (Clerk)** **8.35pm**

To consider Internal Auditor appointment for year ending 31st March 2020
- 9. Annual Insurance Renewal (Clerk)** **8.40pm**
 - a. To consider adequacy of cover and renewal of policy
 - b. To consider risk assessment procedures
- 10. Planning (Cllr. Richmond/Chairman)** **8.50pm**
 - a. To consider report on current applications.
 - b. To consider other planning matters including SWDP Review
- 11. New Homes Bonus (NHB)/Community Legacy Grant (CLG)** (Cllr Waizeneker/Cllr Dawson)

To consider update on projects proposed for NHB/CLG funding.
- 12. Worcester Parkway Station/Active Travel Corridor** (Cllr Fincher) **9.10pm**

To consider update/actions/feedback, dog bin provision and public meeting with the Worcestershire County Council Cabinet Member for Economy and Infrastructure.

- 13. Open Space/Verge Maintenance, Highways, Drainage Matters** (Clerk/Cllr Pollard) **9.20pm**
To consider updates/feedback/actions including highway flooding matters, speeding in Littleworth and the Making our Roads Safer Initiative (#MORSE).
- 14. Neighbourhood Plan** (Neighbourhood Plan Steering Group) **9.30pm**
To consider update from working group.
- 15. Parish Council Website/Use of Social Media/Community Engagement** (Cllr Pollard)
To consider update and policies/processes for new website and social media use.
- 16. Parish Hall Recreation Facilities and Outside Space** (Cllr Dawson/Clerk) **9.35pm**
To consider update and enquiry for use of field for baseball.
- 17. Parish Council Owned Lands** (Cllr Lucas/Cllr Dawson) **9.45pm**
To consider updates including tree survey work.
- 18. Norton Pre-school** (Clerk) **9.50pm**
To consider update including agreement/execution of lease and Forest School agreement.
- 19. Employment Matters** (Chairman/Clerk) **10.00pm**
To consider any updates, reports and actions, including carry forward/payment in lieu of holiday and standardisation of the holiday year across all employees.
- 20. Allotments** (Cllr. Kelly) **10.05pm**
To consider update/actions including proposal for annual rent increases.
- 21. Public Rights of Way** (Cllr. Turvey – Parish Paths Warden/Cllr Dawson) **10.10pm**
To consider update/actions and enquiry regarding a public right of way from Littleworth to the vicinity of the Parkway Station.
- 22. Parish Hall** (Cllr. Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.20pm**
To consider Parish Council representative report.
- 23. Parish Council Newsletter** (Clerk) **10.30pm**
Items for the spring edition of the newsletter are required by 31 January
- 24. Best Kept Frontages Competition 2020** (Clerk) **10.35pm**
To consider competition for 2020 and an entry process
- 25. Finance** (Chairman) **10.40pm**
To consider payments to be made/confirmed
- 26. Correspondence for Information** (Chairman/Clerk) **10.45pm**
Items of correspondence will be available for inspection at the meeting.
- 27. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 28. Items for update to local M.P.** (Chairman)
To consider any items for communication.
- 29. 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.
- 30. Date of next Parish Council meeting**
27th February

Signed

Jane Greenway

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council
16th January 2020

PLANNING APPLICATIONS – January 2020

Approvals - None

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 adj. to Lobelia Close,
Cranesbill Drive, Broomhall
Green & A4440
Worcester City Ref: P13A061
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.

**Land at (OS 8615 5190), Taylors
Lane, Broomhall
MHDC Ref: 19/00524/FUL**

Erection of two employment units (Class B1 (b and c), B2 and/or B8) together with access, parking, landscaping and associated works. Parish Council comments submitted.

**Broomhall Grange, Norton Road,
Norton. MHDC/19/01336/FUL**

Proposed development of 27 dwellings. Parish Council objection response submitted.

Internal Consultation

**Newlands Lodge, Church Lane
Norton. Ref: 19/02663/HP**

Single storey front, side and rear extension with internal alterations

Other – None