

## 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 20<sup>th</sup> June 2024 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. Minutes (Chairman)** **7.50pm**
  - a. To consider adoption of minutes of the Annual Parish Council Meeting held on 23 May 2024
  - b. Review of minute action summary
- 5. Progress reports (for information, reporting by exception)** **8.05pm**
  - a. District Councillor Report (Cllr Adams and Cllr Mrs Turier)
  - b. County Councillor Report (Cllr Mrs Robinson)
  - c. Finance (Responsible Finance Officer)
    - i. Balances
    - ii. Monthly accounts/bank reconciliation - not available due year end accounts preparation
  - d. Social Media/Website Communications (Cllr Pollard)
  - e. West Mercia Police/PACT/Anti-social Behaviour (Police/Cllr Job)  
Reminder of West Mercia Police Public and Personal Safety Guidance for Local Councillors
  - f. St. James the Great Church, Norton.
- 6. Independent Internal Audit Report (Chairman/Responsible Finance Officer)** **8.20pm**

To receive and consider the Internal Audit Report 2023/24
- 7. Annual Governance Statement (Section 1 Annual Governance and Accountability Return (AGAR)) (Chairman/Responsible Finance Officer)** **8.25pm**

To consider, approve and sign off Annual Governance Statement 2023/24 (AGAR Section 1)
- 8. Accounting Statements 2023/24 (Section 2 AGAR) and Accounts for Year Ended 31 March 2024 (Chairman/Responsible Finance Officer)** **8.30pm**
  - a. To consider the Accounting Statements and year end accounts
  - b. To approve the Accounting Statements and year end accounts
  - c. To ensure sign off the Accounting Statements (Section 2 of the AGAR) and accounts for the year ended 31 March 2024 by the person presiding at the meeting.
- 9. Exercise of Public Rights (Chairman/Responsible Finance Officer)** **8.35pm**

To ensure the date has been set for the commencement of the period of the exercise of public rights in accordance with statutory requirements.
- 10. Completion of the Remainder of the AGAR and Submission to External Auditor** **8.40pm**

To ensure completion of the remainder of the AGAR as required and submission with supporting documentation by 1 July 2024.
- 11. Reserves Policy (Chairman/Responsible Finance Officer)** **8.45pm**

To consider Reserves Policy following approval of 31 March 2024 year end accounts.
- 12. Community Apiary (Apiary Group)** **8.50pm**

To consider update and actions.

- 13. Parish Green Spaces Working Group/Biodiversity Matters** (Cllr Fincher) **8.55pm**  
To consider update from working group including progress with grant opportunities, proposed work/activities and decisions required.
- 14. Public Rights of Way (PRoW)** (Cllr Fincher/Clerk) **9.05pm**  
To consider update including Parish Paths Warden report and complaints re overgrown PRoWs/standard of WCC contractor work.
- 15. Open Space/Verge, Highways and Drainage Matters** (Cllr Fincher/Cllr Arrow/Clerk) **9.10pm**  
To consider updates incl. Active Travel Corridor (ATC) matters, Barracks curtilage wall repairs, Littleworth drainage issues, WCC Wadborough Road parking restriction proposals.
- 16. Norton Connector** (Cllr Waizeneker) **9.20pm**  
To consider update.
- 17. Employment Matters** (Chairman/Clerk) **9.25pm**  
a. To consider exclusion of the public and press in the public interest for consideration of personnel matters.  
b. To consider update on recruitment matters.
- 18. Planning** (Cllr Richmond/Cllr Fincher/Cllr Waizeneker) **9.35pm**  
a. To consider report on current applications/appeals.  
b. To consider other planning matters (incl. SWDP Review/Parkway Garden Town proposals).
- 19. Neighbourhood Plan/Parish Aspirations Document** (Cllr Arrow/Cllr Pollard/Cllr Waizeneker)  
To receive update on NP revision and quarterly review of the Parish Aspirations document.
- 20. Parish Council Owned Land** (Cllr Fincher/Clerk) **9.40pm**  
To consider update including land registration matters and garage doors repair/replacement.
- 21. Allotments** (Cllr Richmond/Assistant Clerk) **9.45pm**  
To consider update.
- 22. Parish Defibrillators** (Clerk) **9.50pm**  
To consider update regarding signage.
- 23. Parish Hall Recreation Facilities and Outside Space** (Cllr Fincher) **9.55pm**  
To consider update including play area/MUGA maintenance work/quotes, playing field drainage proposals (baseball area), playing field mowing, weed spraying, slab maintenance, Hall rainwater outflow system maintenance and management of mole population.
- 24. Parish Council Website Domain Names and Email Addresses** **10.10pm**  
To consider update.
- 25. Parish Hall** (Cllr Fincher – Parish Council Chairman & Chair of the Hall Trustees) **10.15pm**  
To consider report.
- 26. Worcester Norton Sports Club/Worcester Norton Community Interest Company** **10.20pm**  
To consider update from Parish Council WNCIC representative (Cllr Fincher).
- 27. Martyn's Law** (Chairman/Clerk) **10.25pm**  
To consider guidance re activities on/in Parish Council owned land/property (as this evolves).
- 28. Sentry Statue Landscaping** (Cllr Job) **10.30pm**  
To consider update.
- 29. Live Streaming of Parish Council Meetings** (Cllr Fincher) **10.35pm**  
To consider future live streaming of Parish Council meetings.
- 30. Finance** (Chairman/Responsible Finance Officer) **10.35pm**  
To consider payments to be made/confirmed.
- 31. Correspondence for Information** (Chairman) **10.40pm**  
Items of correspondence will be available for inspection at the meeting.
- 32. Clerk's report - Urgent Decisions & Expenditure Delegation since last meeting** (Clerk)
- 33. Items for update to local M.P.** (Chairman)  
To consider any items for communication.
- 34. 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.
- 35. Date of next meeting**  
Parish Council Meeting 18 July 2024

Signed

*Jane Greenway*

Mrs Jane Greenway, Clerk to Norton-Juxta-Kempsey Parish Council  
13 June 2024

**PLANNING APPLICATIONS – June 2024**

	<b><u>Application</u></b>	<b><u>Description of Proposal</u></b>
<b><u>Approvals:</u></b>	None	
<b><u>Refusals:</u></b>	Land At (Os 9017 5117), Mucknell Farm Lane, Stoulton W/22/01955/FUL	Development of a 1MW solar farm and associated infrastructure. Parish Council objects.
<b><u>Awaiting Decision:</u></b>	Hazeldene, 22 St James Close, Littleworth W/24/00497/HP	Erection of single-storey rear extension; two storey front/side extension; extension of stable; relocation of garage and widening of access. Parish supports subject to views of residents being fully considered.
	Properties 1 and 2, Church Cottages, Church Lane, Norton, W/23/02496/FUL	Creation of 2no. Detached Bungalows. Comments submitted without support or objection.
<b><u>Internal Consultation:</u></b>	None	
<b><u>Other:</u></b>	None	