

## **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 30<sup>th</sup> June 2011 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. Signing of Outstanding Undertakings and Declarations of Office following uncontested election.**
- 3. Changes to Membership**
  - a. To amend the co-opted membership of Mr. Dyer to development/SWDP matters only.
  - b. Mr. Ives to stand down as a co-opted member for Parkway Station matters.
- 4. 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).
- 5. Minutes:** To consider adoption of minutes of Annual Parish Council meeting held on 19<sup>th</sup> May 2011.
- 6. Progress reports for information**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Cllr. Richmond/Clerk)
    - i. Current Applications - details accompany the agenda.
    - ii. SMH operating hours – to consider update from Wychavon DC
    - iii. Morganite Crucible Business Park – update on Liaison Group progress
    - iv. Also see agenda items 9, 10, 12, 14 and 15.
  - c. Allotments (Cllr. Mrs. McGovern)
  - d. Playing Fields (Cllr. Richmond/Clerk)
    - i. Also see agenda items 20 and 26.
  - e. Public Rights of Way (Cllr. Turvey/Clerk)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 31<sup>st</sup> May 2011 accompany the agenda.
  - g. West Mercia Police (PC Woods/CSO Allchurch)
  - h. Parish Plan (Cllr. Turvey/Cllr. Sparling)
  - i. EnviroSort (Cllr. Lucas)
    - i. Update on exit sign query
- 7. Year End Accounts and External Audit (Clerk)**

To agree the Income and Expenditure Variation Report for 2010/11 compared to 2009/10 (to be circulated prior to the meeting).
- 8. Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation**

Update from working group on progress/recommendations for consideration.
- 9. Amendment to Planning Policy and Guidance/Sustainable Communities Act**

To consider support for a proposal for amendments to planning policy and guidance linked to the Sustainable Communities Act (information to be circulated prior to the meeting)
- 10. Worcs CC Consultation on Landscape Character Assessment, Supplementary Guidance**

To consider the consultation document (to be circulated prior to the meeting) and agree comments.
- 11. The Worcestershire Agreement Consultation**

To consider the Draft Agreement (to be circulated prior to the meeting) and Parish Council and Worcestershire County Council commitments in the agreement. (Comments required by 29<sup>th</sup> July).
- 12. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)**

To review/discuss the current position and to agree future activities.
- 13. Flooding Issues (Mr. Reeves/Clerk)**
  - a. To receive an update on ditch re-instatement work proposed in the field managed by Natural England, to consider proceeding and to agree costs in excess of Wychavon DC Flooding Grant.

- b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
- 14. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
  - a. To consider the current position and agree any outstanding items.
  - b. To agree where the original signed lease should be held (Solicitor/Parish Councils files)
- 15. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey/ Cllr. Richmond/Cllr. Reeves)
 

To consider the current position regarding the development proposals and agree any further actions.
- 16. Old Barracks HQ** (Cllr. Fincher/Clerk)
 

To consider update received regarding the current position and agree any actions.
- 17. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas/Clerk)
  - a. To consider any outstanding issues.
  - b. To consider PAYE requirements for handymen, litter pickers etc.
- 18. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas)
 

To consider NALC comments on the draft Clerk's contract and how to progress.
- 19. Employment Law Workshop** (Clerk)
 

To consider attendance of an Employment Law Community First workshop (1<sup>st</sup> September, £45).
- 20. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk)
  - a. To consider any update from Wychavon DC regarding the multi-play sports facility.
  - b. To consider use of funds received from Norton Toddlers for the play area.
  - c. To consider installation of an astro-turf cricket strip on the playing field.
- 21. Bus Service Review** (Cllr. Sparling/Clerk)
  - a. To consider any update and actions required.
  - b. To consider the possibility of provision of a limited transport service by the Parish Council where services have been reduced/ceased.
  - c. To consider information from Defford and Besford Parish Council regarding provision of a similar service and any scope to develop a joint venture.
- 22. Parish Hall** (Clerk)
  - a. To consider underwriting losses experienced by the Parish Hall from the fireworks event.
  - b. To consider Parish camping event and Hall use implications.
- 23. Traffic Calming Measures in Littleworth** (Chairman /Clerk)
 

To receive an update on availability of the mobile shared speed activated sign, the 20 mph 'school' zone, revised road markings and installation of 'horses being ridden' signs along Wadborough Road.
- 24. Land Ownership** (Clerk)
 

Update on progress.
- 25. Accountancy Services for 2011/12** (Clerk)
 

To consider future costs.
- 26. Newsletter Production** (Cllr. Mrs. McGovern/Clerk)
 

To consider obtaining a quote for production from another printer for comparison purposes.
- 27. Playing Field Hire Costs** (Clerk)
 

To consider whether pitch hire costs remain appropriate.
- 28. Councillor Expenses** (Cllr. Fincher/Clerk)
 

To consider the nature of expenses that may be claimed.
- 29. Finance** (Chairman)
  - a. To consider payments to be made/confirmed as on list attached.
  - b. To consider renewal of CPRE annual membership at a cost of £29.
  - c. To consider renewal of NALC Local Council Review magazine subscription at a cost of £15.50.
- 30. Correspondence for Information** (Chairman /Clerk)
 

The attached appendix of items will be available for inspection at the meeting.
- 31. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
- 32. Items for update to local M.P.** (Chairman)
 

To consider any items for communication.
- 33. 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.
- 34. Date of Next Meeting:** Thursday 21<sup>st</sup> July.

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
23<sup>rd</sup> June 2011