

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 24th November 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**
Update on co-opted Parish Councillor vacancy.
- 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 the Parish Council meeting held on 27th October 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
 - iii. Morganite Crucible Business Park – update on Liaison Group progress
 - c. Allotments (Cllr. Mrs. McGovern)
 - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
 - i. Play area checks
 - e. Public Rights of Way (Cllr. Turvey/Clerk)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st October 2011 attached.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - h. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - i. EnviroSort (Cllr. Lucas)
- 7. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)
To review/discuss the current position and to agree future activities.
- 8. Flooding Issues** (Mr. Reeves/Clerk)
 - a. To receive an update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work.
 - b. To receive an update on proposals by Worcs CC for additional flood alleviation measures
 - c. To receive an update on Severn Trent sewerage scheme proposals
- 9. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)
To consider the current position and any outstanding items e.g. youth shelter relocation
- 10. 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.
- 11. 2012/13 Budget and Precept** (Cllr. Turvey/Responsible Finance Officer)
 - a. To consider the draft budget and precept for 2012/13. (Information to follow prior to the meeting)
 - b. To consider quotes for: mowing of the playing field, churchyard mowing, mowing of the large grass verges at Norton and mowing of the small grass verges at Norton
- 12. 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.
- 13. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas)
To consider NALC comments on the draft Clerk's contract, working group recommendations and how to progress.

- 14. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey)
To consider any update from Wychavon DC regarding the multi-play sports facility.
- 15. Cambrai Drive Gate**
To consider the background to installation of the gate and any action required.
- 16. Playing Fields** (Clerk)
 - a. To consider quotes and wording for new ‘dogs on leads’ signs at the Parish Hall.
 - b. To consider a booking request for a marquee for approx 100/120 in March and agree a fee.
- 17. Parish Hall Security** (Chairman)
To consider installation of CCTV to the exterior of the Parish Hall as a security measure for the Hall and grounds.
- 18. Parish Hall** (Chairman)
To consider proposals from the Parish Hall Trustees regarding:
 - a. The existing lease
 - b. Hall operations
 - c. Hall maintenance/refurbishment.
- 19. Bus Service Review** (Cllr. Sparling/Clerk)
To consider response from Worcs CC following Parish Council feedback and any further action.
- 20. Traffic Calming Measures in Littleworth and Norton** (Chairman /Clerk)
To receive an update and consider any action regarding:
 - a. Moving of the 20 mph ‘school’ zone sign in Littleworth
 - b. Parish ‘access only’ restriction/20mph zone along Crookbarrow Road, Norton
 - c. Revised road markings along Wadborough Road, Littleworth
- 21. Churchyard Mowing** (Chairman/Clerk)
To consider response from the PCC regarding future mowing of the churchyard at St. James, Norton.
- 22. Youth Club**
To consider opportunities to provide youth club type facilities within the Parish e.g. Wychavon Youth Bus or a link to Pershore Youth Club.
- 23. Communications with Parishioners** (Cllr. Fincher)
To consider existing communication methods and suggestions for improvements.
- 24. Hedge Heights**
To receive an update on maximum hedge heights (information circulated separately).
- 25. Notice Boards**
To consider restricting use to the Parish Council and Parish Hall due to the volume of notices/adverts.
- 26. Parish Logo Competition**
To consider entries received and agree a winner and runner up (entry designs circulated separately)
- 27. Wychavon Bursary 2011/12** (Clerk)
To consider nomination of a person or group who has given best service to the community.
- 28. Finance** (Chairman)
 - a. To consider payments to be made/confirmed as on list attached.
 - b. To consider supporting the Parish Hall Pantomime with a donation.
 - c. To consider a donation to the Poppy Appeal in connection with the Remembrance Service Wreath.
 - d. To consider a donation to the Severn Area Rescue Association
- 29. Correspondence for Information** (Chairman /Clerk)
The attached appendix of items will be available for inspection at the meeting.
- 30. Clerk’s report on Urgent Decisions since the last meeting** (Clerk)
- 31. Items for update to local M.P.** (Chairman)
To consider any items for communication.
- 32. 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.
- 33. Dates of 2012 meetings**
Proposed meeting dates for 2012: 26th January, 23rd February, 30th March, 26th April, 24th May, 28th June, 19th July, 27th September, 25th October and 29th November.
2012 Annual Parish Meeting: Suggested date of 19th April (to avoid school Easter holidays)

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
17th November 2011