

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 28th April 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. Changes to Membership**
 - a. To welcome Paul Stefanovic as a co-opted member
 - b. To review membership following the uncontested election result
- 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 minutes of Parish Council meetings 31st March 2011.
- 5. Progress reports for information**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Clerk)
 - i. To consider councillors with responsibility for planning matters.
 - ii. Current Applications - details accompany the agenda.
 - iii. SMH operating hours
 - iv. Morganite Crucible Business Park – update on Liaison Group progress
 - v. Also see agenda items 7, 9 and 10.
 - c. Allotments (Cllr. Mrs. McGovern)
 - i. Also see agenda item 19.
 - d. Playing Fields (Cllr. Richmond/Clerk)
 - i. RoSPA annual play area inspection
 - ii. Also see agenda items 14 and 23.
 - e. Public Rights of Way (Cllr. Turvey/Clerk)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts are not available due to preparation of the year end accounts.
 - g. Parish Hall Management Committee (PHMC) (Cllr. Mrs. McGovern/Cllr. Sparling)
 - i. Treasurer's Receipts and Expenditure Report to end of February 2011 (to follow).
 - ii. Report following PHMC meeting 4th April (minutes to be circulated prior to the meeting)
 - iii. Also see agenda item 15.
 - h. West Mercia Police (PC Woods/CSO Allchurch)
 - i. Parish Plan (Cllr. Turvey/Cllr. Sparling)
 - j. EnviroSort (Cllr. Lucas)
 - i. Update on exit sign query
- 6. Standing Orders, Financial Regulations, Complaints Procedure and Scheme of Delegation** (Chairman/Clerk)

To agree membership of a working group to review the existing documents and to provide recommendations regarding any suggested changes to the Parish Council.
- 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** (Cllr. 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
- 9. Norton Pre-School Proposals** (Cllr. Lucas/Clerk)

To consider the current position and agree any outstanding items.

- 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. Worcs CC Waste Core Strategy: Publication Document Consultation** (Cllr. Fincher)
To consider draft response (due by 4th May 2011).
- 12. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Mrs McGovern/ Cllr. Reeves/Cllr. Lucas)
 - a. To review PAYE registration progress and to agree details for P46 employer section.
 - b. To consider revising the Clerk's honorarium to a monthly payment of 15 hours per week (based on 1/12th of the annual hours worked) to simplify payroll via Wychavon DC.
- 13. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern / Cllr. Reeves/Cllr. Lucas)
To consider a draft revised contract for the Clerk (draft to be provided prior to the meeting).
- 14. Parish Hall Recreation Facilities** (Cllr. Richmond/Clerk)
To consider additional lighting and redevelopment of the Parish hall outside area to increase use of Parish Hall facilities and to reduce the need for children to play in the streets in Littleworth.
- 15. Parish Hall** (Cllr. Mrs. McGovern/ Cllr. Sparling/Cllr. Lucas)
To receive an update from the working group and to consider/agree actions. (Information to be circulated prior to the meeting).
- 16. Old Barracks HQ** (Cllr. Fincher/Clerk)
To consider any update regarding the current position.
- 17. Worcs CC Subsidised Travel Services Review** (Cllr. Reeves/Cllr. Sparling)
To receive an update on activities following public meetings regarding the 382 bus service.
- 18. Traffic Calming Measures in Littleworth** (Chairman /Clerk)
To receive an update on the 20 mph 'school' zone, revised road markings and installation of 'horses being ridden' signs along Wadborough Road.
- 19. Allotments** (Cllr. Mrs McGovern/Clerk)
To consider and agree additional plot splitting and ground preparation costs.
- 20. Bus Shelter, Wadborough Road** (Cllr. Sparling)
To consider possible alternatives to replacement of polycarbonate windows and costs
- 21. Access Only Service Road at B4084, High Park**
To consider response from Highways regarding installation of residents' No Parking signs.
- 22. Parish Volunteer Group** (Chairman)
To review the possibility of setting up a volunteer group.
- 23. Community Games Event** (Clerk)
To consider the suggestion for a Community Games event linked to the 2012 Olympics and Paralympics and support to be provided by the Parish Council.
- 24. Land Ownership** (Clerk)
Update on progress.
- 25. Finance** (Chairman)
 - a. To consider payments to be made/confirmed as on list attached.
 - b. To consider renewal of the NALC Direct Information Service at a cost of £90 plus VAT.
 - c. To consider renewal of CALC membership at a cost of £568.81 plus VAT.
 - d. To consider donation request from Wychavon Citizen's Advice Bureau.
 - e. To consider future bank account signatories
- 26. Correspondence for Information** (Chairman /Clerk)
The attached appendix of items will be available for inspection at the meeting.
- 27. Clerk's report on Urgent Decisions since the 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 Meeting**
Annual Parish Council meeting Thursday 19th May

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
15th April 2011