

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 29th January 2009 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. Chairman Position, Changes to Membership and Allocation of Responsibilities**
 - a. To consider future Chairman.
 - b. To consider future allocation of responsibilities, to include the writing of the quarterly newsletter report from the Parish Council.
 - c. Update on the process to replace Mike Reeves.
 - d. Agree voluntary observation of the Code of Conduct by co-opted members and co-opted members areas of responsibility.
- 3. Co-option of Parish Councillor (to replace Kate Lovegrove)**
 - a. To consider applications received and to select candidate for co-option.
 - b. Co-opted Councillor to sign Undertaking and Declaration of Office and complete Register of Interests Forms.
- 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 the minutes of the meeting of the Parish Council of 27th November 2008
- 6. Progress reports for information**
 - a. **District and County Councillor Report** (Cllr. R.C. Adams)
 - b. **Planning** (Clerk) –
 - i. Current Applications - details accompany the agenda
 - ii. To appoint a new Head of Planning to replace Cllr. Mrs. Lovegrove
 - iii. To appoint another Councillor with responsibility for planning matters
 - c. **Allotments** (Cllr. Mrs. McGovern)
See also agenda items 14, 19 & 20
 - d. **Playing Fields** (Clerk)
See also agenda items 21, 22 & 23
 - e. **Footpaths** (Cllr. Turvey)
 - f. **Finance** (Responsible Finance Officer)
 - i. **Balances**
 - ii. **Monthly Accounts** – December monthly accounts accompany the agenda
 - g. **Parish Hall Management Committee**
Treasurer's Reports to 31st October 2008 and 5th January 2009 attached
 - h. **West Mercia Police** (WPC Dene Storr/CSO Fogwill)
 - i. **Brockhill Recreation Area** (Mr. Reeves)
 - j. **Parish Plan** (Cllr. Turvey)
- 7. EnviroSort** (Mr. Lucas/Cllr. Turvey)
To receive an update on activities following the EnviroSort Liaison Group meetings.
- 8. West Midlands RSS/South Worcestershire Joint Core Strategy** (Cllr. Turvey/Cllr. Mrs. McGovern/Mr. Lucas/Mr. Dyer)
To discuss the current position, future briefing sessions and the possibility of raising a petition regarding the proposals.

- 9. Flooding Issues (Mr. Reeves)**
To receive an update on issues, plans, activities, funding opportunities and correspondence.
- 10. Worcs CC Budget Information Evening (Mr. Lucas)**
To receive a summary report.
- 11. Consultation Paper: Communities in Control – Real People, Real Power: Code of recommended practice in local authority publicity**
To consider making a response to the consultation and to agree a volunteer(s) to review the papers and draft a response for submission by the 12th March deadline.
- 12. Norton Pre-School**
To consider proposal to move Pre-School from current premises into own purpose built premises on land at Norton Parish Hall (proposals attached)
- 13. Use of Playing Fields by Additional Football Team**
To consider enquiry from Worcester Youth to use part of the pitch nearest the tennis courts on Saturday mornings for Under 10s and the full size pitch nearest the road on Sunday afternoons.
- 14. Allotments**
 - a. To consider attached feedback received regarding the possible use of land between Coppice Cottage and Courtnellan, Wadborough Road as allotments.
 - b. To consider attached feedback received with annual rent slips
- 15. Adoption Issues – The Hidage**
To discuss possible lack of adoption of part of The Hidage and agree action.
- 16. Parking outside Broomhall Cottages**
To consider complaint received regarding parking levels and agree appropriate action/response.
- 17. Bus Service from Hatfield**
To consider request for a bus service to include Hatfield.
- 18. Quotes to Repair and Paint Parish Hall Car Park Gates**
To consider quotes received, discuss funding and agree work.
- 19. Quotes to Modify Allotment Fence**
To consider quotes received, discuss funding and agree work.
- 20. Quotes for Maintenance of Allotment Hedge opposite Parish Hall**
To consider quotes received, discuss funding and agree work.
- 21. Quotes for mowing of Parish Hall Playing Fields**
To consider quotes received and agree work.
- 22. Quotes for Goal Mouth Maintenance**
To consider quotes received, discuss funding and agree work.
- 23. Quotes for Tennis Court Maintenance**
 - a. Re-fixing of Set of Tennis Court Net Posts - To consider quotes received, discuss funding and agree work.
 - b. Over-marking of court lines - To consider quotes received, discuss funding and agree work.
- 24. Quotes for Bus Shelter Maintenance**
To consider quotes received, discuss funding and agree work.
- 25. Annual Insurance Renewal**
To review cover and agree renewal of policy.
- 26. Appointment of Internal Auditor**
To consider and agree Internal Auditor appointment for year ending 31st March 2009.
- 27. Parish Council Website**
To consider information to be added to website, including information regarding Parish Councillors.
- 28. Parish Council bank Accounts**
 - a. To agree upon a new signatory to replace Mike Reeves
 - b. To discuss use of telephone banking service and setting up the Clerk as a user.
- 29. Finance**
 - a. To consider payments to be made as on list attached
 - b. To consider request for a grant towards the £2,000 cost of a trip to celebrate the Girl Guiding Centenary in Mexico in 2010
- 30. Correspondence for Information**
The attached appendix of items will be available for inspection at the meeting.
 - a. Update on Your Views Form re horse manure on pavements

31. Clerk's report on Urgent Decisions since the last meeting

32. Items for update to local M.P.

To consider any items for communication.

33. Councillors' reports and items for future agenda

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.

Newsletter items are required by 18th February.

34. Date of 2009 meetings

To consider the dates of the 28th May and 29th October meetings in view of school holidays.

To confirm the date of the next meeting which is scheduled for 26th February.

Signed

Jane Greenway

Clerk to Norton-juxta-Kempsey Parish Council

22nd January 2009