

## 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 26<sup>th</sup> January 2012 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** **7.45pm**
- 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 24<sup>th</sup> November 2011.
- 6. Progress reports for information** **7.50pm**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Cllr. Richmond/Clerk)
    - i. Current Applications - details accompany the agenda.
    - ii. Wychavon District Council training 23<sup>rd</sup> January
    - iii. SMH operating hours – to consider update
    - iv. Morganite Crucible Business Park – update on Liaison Group progress
  - c. Allotments (Cllr. Mrs. McGovern)
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
    - i. Football team use of playing field
  - e. Public Rights of Way (Cllr. Turvey/Clerk)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 31<sup>st</sup> December 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) **8.00pm**  
To review/discuss the current position and to agree future activities.
- 8. Flooding Issues** (Mr. Reeves/Clerk) **8.10pm**
  - 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) **8.15pm**  
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) **8.20pm**  
To consider the current position regarding the development, outstanding issues and agree actions.
- 11. Grass Verges along Crookbarrow Road, Norton** **8.25pm**  
To receive an update from the developers regarding adoption and future maintenance.
- 12. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.30pm**
  - 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) **8.35pm**  
To consider NALC comments on the draft contract, working group recommendations and how to progress.

- 14. Appointment of Internal Auditor (Clerk)** 8.40pm  
To consider and agree Internal Auditor appointment for year ending 31<sup>st</sup> March 2012.
- 15. Annual Insurance Renewal (Clerk)** 8.45pm  
To review cover (see attached) and agree renewal of policy with options for 3 and 5 year renewals on a Long term Agreement.
- 16. Parish Hall Recreation Facilities (Cllr. Richmond/Cllr. Turvey)** 8.50pm  
a. To consider any update from Wychavon DC regarding the multi-play sports facility.  
b. To consider suggestions to discuss at the meeting with play area providers on 30<sup>th</sup> January.  
c. To consider installation of an artificial cricket pitch and how this would be booked/managed.
- 17. Parish Hall Security (Cllr. Lucas)** 9.00pm  
Update on installation of CCTV to the exterior of the Parish Hall.
- 18. Parish Hall (Chairman)** 9.05pm  
To consider recommendations from the working group and agree proposals regarding:  
a. The existing Parish Hall lease and Charity document  
b. Hall operations  
c. Hall maintenance/refurbishment.
- 19. Communications with Parishioners/Data Protection Requirements (Clerk)** 9.20pm  
a. To consider and agree notification as a data processor with the Information Commissioner's Office (ICO) at a cost of £35pa  
b. To consider the need for individual councillors to notify the ICO as data processors  
c. To consider the attached draft Data Protection Policy  
d. To consider email communication with parishioners
- 20. Playing Field** 9.30pm  
To consider use of the playing field for a Pre-school family fun day in June to include costs and conditions of use.
- 21. Bus Service Review (Cllr. Sparling/Clerk)** 9.35pm  
To consider response from Worcs CC following Parish Council feedback and any further action.
- 22. Traffic Calming Measures in Littleworth and Norton (Chairman /Clerk)** 9.40pm  
To receive an update and consider any action regarding:  
a. Moving of the 20 mph 'school' zone signs in Littleworth  
b. Speed survey Wadborough Road, Littleworth
- 23. Churchyard Mowing (Chairman/Clerk)** 9.45pm  
a. To consider response from the PCC regarding future mowing of the churchyard at St. James.  
b. To consider quotes received.
- 24. Cambrai Drive Gate** 9.50pm  
To consider the update from Wychavon Planning and agree any action required.
- 25. Parking Gazala Drive Grass Verge** 9.55pm  
To consider an update from the Police
- 26. Odour Issue affecting Littleworth** 10.00pm  
To consider the situation and agree any action required
- 27. Youth Club Update** 10.05pm  
To receive an update on a new parishioner led youth club.
- 28. Land Ownership (Clerk)** 10.10pm  
Update on progress and to agree further costs.
- 29. Land between Coppice Cottage and the Parish Hall** 10.15pm  
To consider the ownership of the strip of land between the boundary of Coppice Cottage and the path leading to the Parish Hall and any possible transfer of ownership.
- 30. Dog Fouling** 10.20pm  
To consider action regarding a worsening dog fouling problem at Brockhill/Norton Cricket Club
- 31. Grit Bins** 10.25pm  
To consider the need for additional grit bins, possible locations and purchase of additional grit bins to be maintained by the Parish Council.
- 32. Parish Council Newsletter** 10.30pm  
To consider and compare a quote received from a different printer.
- 33. Parish Council Files** 10.35pm  
To consider the cost of an additional matching filing cabinet in the Parish Hall Committee Room.
- 34. New Homes Bonus** 10.40pm  
To consider proposals for spending the 2011 New Homes Bonus of £1,228 to submit to Wychavon DC for approval.

- 35. Treasury Stock Investment** **10.45pm**  
To consider the Treasury Stock investment maturing in early March and future investment.
- 36. Finance** (Chairman) **10.50pm**
- a. To consider payments to be made/confirmed as on list attached
  - b. To consider renewal of Society of Local Council Clerks annual membership at a cost of £110
  - c. To consider renewal of the NALC Direct Information Service subscription at a cost of £90 + VAT
  - d. To consider a donation to NJK CE First School to assist with swimming transport costs
  - e. To consider a donation to Wychavon CAB
- 37. Annual Parish Meeting** (Chairman/Clerk) **10.55pm**  
To consider how to better promote the 2012 Annual Parish Meeting (19<sup>th</sup> April)
- 38. Correspondence for Information** (Chairman /Clerk) **11.00pm**  
The attached appendix of items will be available for inspection at the meeting.
- 39. Clerk's report on Urgent Decisions since the last meeting** (Clerk) **11.05pm**
- 40. Items for update to local M.P.** (Chairman)  
To consider any items for communication.
- 41. Councillors' reports and items for future agenda** (Chairman) **11.10pm**  
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.
- 42. Dates of Next Meeting**  
23<sup>rd</sup> February 2012. Also to note that the March meeting will be held on 29th March (not 30<sup>th</sup>).

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
19<sup>th</sup> January 2012