

## **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 19<sup>th</sup> July 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. Changes to Membership**
- 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).
  - d. See agenda item 7 below regarding the Localism Act and the new Code of Conduct
- 4. To consider allocation of areas of responsibility to new Councillors**
- 5. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 28<sup>th</sup> June 2012
- 6. Progress reports for information** **7.55pm**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk)
    - i. Current Applications - details accompany the agenda.
    - ii. Morganite Crucible Business Park – update on Liaison Group progress
    - iii. Proposals for further development along Woodbury Lane – see agenda item 10
  - c. Allotments (Cllr. Mrs. McGovern)  
Also see agenda item 20
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)  
Also See agenda item 17
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 30<sup>th</sup> June 2012 to follow.
  - g. West Mercia Police (PC Woods/CSO Allchurch)
  - h. Parish Plan (Cllr. Turvey)
  - i. EnviroSort (Cllr. Lucas)
- 7. New Code of Conduct** **8.10pm**
  - a. To consider adoption of the Worcestershire model Code of Conduct (previously circulated) with immediate effect.
  - b. To delegate to the Clerk the ability to make any changes needed to standing orders to allow the council to comply with procedural changes resulting from adopting the new Code
  - c. To agree that council members will register interests with the District Council by 28<sup>th</sup> July 2012 (draft forms previously circulated)
- 8. South Worcs Development Plan** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer) **8.20pm**

To consider the current position, response from public meeting, any associated proposals and to agree future activities.
- 9. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.35pm**

To consider the current position regarding the development, outstanding issues and agree actions.
- 10. Woodbury Lane Development Proposals** **8.40pm**

To consider information gathered and a Parish Council response to the proposals.
- 11. Flooding Issues** (Mr. Reeves/ Cllr. Turvey /Clerk) **8.50pm**
  - a. To consider any update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work and to confirm costs.
  - b. To consider any update on proposals by Worcs CC for additional flood alleviation measures.
  - c. To consider update on Severn Trent sewerage scheme proposals and appointment of a land agent.

- 12. Norton Pre-School** (Cllr. Lucas/Clerk) **9.00pm**  
To consider the current position and any outstanding items.
- 13. Grass Verges along Crookbarrow Road, Norton** (Clerk) **9.05pm**  
To consider update regarding adoption issues/future maintenance.
- 14. Trees at Brockhill, Norton** **9.10pm**  
To consider feedback received that a tree covered by a Tree Protection Order has been damaged.
- 15. PAYE Registration of the Parish Council** (Cllr. Turvey/Cllr. Fincher/Clerk) **9.15pm**
- a. To consider any outstanding issues.
  - b. To consider draft handyman contract of employment, staff related policies, recommendations and the need for a Staffing Committee (draft papers to be circulated prior to the meeting)
  - c. Litter picker appointment
- 16. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **9.25pm**  
To consider NALC comments on draft contract, working group recommendations & how to progress to sign off contract.
- 17. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **9.30pm**  
To consider update from the Play Area Working Group regarding further quotes and volunteer activities relating to the play area redevelopment, multi-play sports facility and skate/bmx facility.
- 18. Parish Hall Security** (Cllr. Lucas) **9.35pm**  
Update on installation of CCTV to the exterior of the Parish Hall and to consider any additional funding requirements.
- 19. Parish Hall** (Cllr. Fincher/Clerk) **9.40pm**  
To consider:
- a. Update from parish Councillor landlord representative
  - b. Advice received regarding the existing Parish Hall lease and Charity document.
  - c. Tarmacking of Parish Hall car park
  - d. Maintenance work including funding of the main Hall floor maintenance costs
  - e. Future operational changes including consideration of playing field booking fees generated via a Hall booking (e.g. for a wedding marquee), being paid to the Parish Hall rather than retained by the Parish Council.
- 20. Allotments** (Cllr. Mrs McGovern/Clerk) **9.50pm**
- a. To consider termination of tenancy agreements where plots are not being worked.
  - b. To review refundable deposits
  - c. To consider quotes for fencing the rear of the allotments along the edge of the public right of way
- 21. Grass Bank Salamanca Drive** **10.00pm**  
To consider update regarding ownership and maintenance and any action required.
- 22. Dog Walking/Exercise Area** **10.05pm**  
To consider an area that may be appropriate for allocation as a dog walking /exercise area
- 23. Norton Community Games/Fun Run** **10.10pm**  
To review the events and any subsequent requirements
- 24. Finance** (Chairman) **10.15pm**  
To consider payments to be made/confirmed as on list attached.
- 25. Correspondence for Information** (Chairman /Clerk) **10.20pm**  
The attached appendix of items will be available for inspection at the meeting.
- 26. Clerk's report on Urgent Decisions since the last meeting** (Clerk) **10.25pm**  
Also to review delegations over the summer period until the next scheduled Parish Council meeting on 27<sup>th</sup> September.
- 27. Items for update to local M.P.** (Chairman) **10.30pm**  
To consider any items for communication.
- 28. Councillors' reports and items for future agenda** (Chairman) **10.35pm**  
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.
- 29. Dates of Next Meeting** **10.40pm**  
27th September 2012

Signed

Jane Greenway  
Clerk to Norton-juxta-Kempsey Parish Council  
12<sup>th</sup> July 2012