

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 31st January 2013 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**
To consider any changes to membership and any applications received for the Parish Councillor vacancy.
- 3. Declarations of Interest**
 - a.** Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b.** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c.** To declare any Other Disclosable Interests in items on the agenda and their nature
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
 - d.** Dispensation requests:
 - i.** To receive any outstanding dispensation request forms relating to the dispensation granted up to the next ordinary election (2015) to all parish councillors who live within the parish, to enable them to participate in any discussion or vote on any matter concerning the setting of the council's budget and annual precept.
 - ii.** To consider granting a dispensation to Mr. Reeves for participation in discussions relating to the Severn Trent Water Wadborough Road pumping station proposals.
 - iii.** To consider granting a dispensation to Parish Councillors who are also Parish Hall Charity Trustees to enable them to participate in discussions and votes concerning Parish Council matters relating to the Parish Hall.
 - iv.** To consider granting a dispensation to Parish Councillors who are involved with the Parish Pantomime to enable them to participate in discussions concerning Parish Council matters relating to the Parish pantomime.
- 4. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 29th November 2012
- 5. 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.** Also see agenda items 9, 10 and 11
 - c.** Allotments (Cllr. Mrs. McGovern)
Also see agenda item 20
 - d.** Playing Fields/Play Area (Cllr. Richmond/Clerk)
Also see agenda item 16
 - e.** Public Rights of Way (Cllr. Turvey)
 - f.** Finance (Responsible Finance Officer)
 - i.** Balances
 - ii.** Monthly accounts to 31st December 2012 (circulated separately)
 - g.** West Mercia Police (PC Woods/CSO Allchurch)
 - h.** Parish Plan (Cllr. Turvey)
 - i.** EnviroSort – next liaison group meeting 20th February (Cllr. Bennett)
- 6. 2013/14 Budget and Precept** (Cllr. Turvey/Responsible Finance Officer) **8.05pm**
 - a.** Update on 2013/14 precept and budget (figures circulated separately)
 - b.** Consideration of revised quotes for mowing of the small grass verges at Norton

- 7. Appointment of Internal Auditor (Clerk) 8.10pm**
To consider and agree Internal Auditor appointment for year ending 31st March 2013.
- 8. Annual Insurance Renewal (Clerk) 8.15pm**
To review cover (details circulated separately) and agree renewal of policy with options for 1, 3 and 5 year renewals on a Long term Agreement.
- 9. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer) 8.20pm**
To consider the current position, Community Development Trust proposals (details circulated), response to Draft Submission Document Consultation (Test of Soundness and Legal Compliance) and to agree future activities.
- 10. Land adjacent to St. Peters Garden Centre (Cllr. Turvey) 8.40pm**
To consider the current position regarding the development, allocation of affordable housing in view of the local connection criteria, contribution provided for a new Crookbarrow Road notice board, developers reimbursement of 2012 verge mowing costs and the position for 2013, adoptions within the new development (and wider Brockhill area), any outstanding issues and agree actions.
- 11. Woodbury Lane Development Proposals (Cllr. Turvey) 8.50pm**
To consider residents' feedback, information from the planning consultant, response from Wychavon DC and to agree Parish Council response and future actions.
- 12. Flooding Issues (Cllr. Turvey /Clerk) 8.55pm**
- a. To consider any update on proposals by Worcs CC for additional flood alleviation measures.
 - b. To consider update on Severn Trent sewerage scheme proposals and agree how to progress.
 - c. To receive an update following reports to the Worcs Hub of highway flooding during periods of heavy rain.
- 13. Norton Pre-School (Clerk) 9.05pm**
Update on billing of water supply by Norton Parish Hall.
- 14. Employment Matters (Cllr. Turvey/Cllr. Fincher/Clerk) 9.10pm**
Update regarding litter picker appointment and volunteer activities.
- 15. Parish Clerk Contract (Cllr. Turvey/Cllr. Mrs McGovern) 9.15pm**
To consider NALC comments on draft contract, working group recommendations & how to progress to sign off contract.
- 16. Parish Hall Recreation Facilities (Clerk) 9.20pm**
- a. To consider update from the Play Area Working Group regarding play area redevelopment, multi-play sports facility and skate/bmx facility.
 - b. To consider feedback following play area inspections.
- 17. Parish Hall Car Park/Grounds/Outside Space (Clerk) 9.25pm**
- a. To consider update on Dog Warden patrols, other suitable areas for exercising of dogs and provision of a dog bin along Brockhill Lane (due to worsening dog fouling problem)
 - b. Update on improved car park lighting
 - c. To consider further quote received for tarmacking of the Parish Hall car park and funding /progression of this scheme
- 18. Parish Hall (Cllr. Fincher/Clerk) 9.35pm**
To consider:
- a. General update from Parish Councillor landlord representative.
 - b. Update on Parish Councillor Charity Trustees, the Hall Management Committee terms of reference including membership/constitution and the link with the Charity constitution and Charity membership.
 - c. New Homes Bonus 2010/11 allocation towards the cost of replacement hall flooring.
 - d. Update on breakdown of insurance costs and consideration of a Parish Council contribution towards the building insurance cost
 - e. Update re CCTV proposals
- 19. New Homes Bonus (NHB) 2011/12 (Cllr. Turvey/Clerk) 9.45pm**
To consider suggestions for allocation of 2011/12 NHB and application for release of funds
- 20. Allotments (Cllr. Mrs McGovern/Clerk) 9.50pm**
To consider feedback received (as part of annual billing process) including that relating to the proposal to fence along the back of the allotments, to separate from the public right of way.
- 21. Grass Bank Salamanca Drive 9.55pm**
To consider update regarding valuation progress and agree actions required.
- 22. Church Lane Parking (Cllr. Fincher/Cllr. Mrs McGovern/Clerk) 10.00pm**
To consider update from Police and residents' feedback.
- 23. Faster Broadband (Clerk) 10.05pm**
To consider resident feedback regarding a parish broadband project and agree response.

- 24. Parish Council Logo** **10.10pm**
To consider update regarding development of logo.
- 25. Parish Council Newsletter** **10.15pm**
 a. To consider quote received from an alternative printer and agree future printing provision.
 b. To consider a 'wanted items' page within the newsletter and charges to advertise
- 26. Vehicle Dealership Advertising** (Cllr. Fincher) **10.25pm**
To consider the situation of dealerships parking cars in field gateways as a form of advertising and agree any action.
- 27. Insurance Claim – Car Park Gate Incident** (Clerk) **10.30pm**
To receive an update from Zurich insurance.
- 28. Bus Shelter Crookbarrow Road** (Clerk) **10.35pm**
Following feedback from bus users, to consider maintenance to repair the roof and improve the shelter by adding a 'side panel' to provide protection from wind and rain.
- 29. Worcs CC Consultations** **10.40pm**
To consider a response to the initial consultation: (District of Wychavon – Non-urban Areas) (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Consolidation Order 2001 (Variation No. 1) Order 2013. Information circulated separately (responses by 19th February).
- 30. Finance** (Chairman) **10.45pm**
 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 £127.
- 31. Correspondence for Information** (Chairman /Clerk) **10.50pm**
The attached appendix of items will be available for inspection at the meeting.
- 32. Clerk's report on Urgent Decisions since the last meeting** (Clerk)
Items for update to local M.P. (Chairman) **10.55pm**
To consider any items for communication.
- 33. 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.
- 34. Annual Parish Meeting** (Clerk) **11.00pm**
To consider rearranging from Thursday 9th May to Friday 10th May due to Hall availability.
- 35. Date of next Parish Council meeting:** 28th February. Also to note that the May meeting will be held on 30th May (not 31st).

Signed

Mrs Jane Greenway
Clerk to Norton-juxta-Kempsey Parish Council
24th January 2013