

## 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 25<sup>th</sup> April 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 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.
- 4. Minutes:** To consider adoption of minutes of the Parish Council meeting held on 28<sup>th</sup> March 2013
- 5. Progress reports for information** **7.55pm**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk) - Also see agenda items 7 and 8
    - i. Current Applications - details accompany the agenda.
  - c. Allotments (Cllr. Mrs. McGovern)
  - d. Playing Fields/Play Area (Cllr. Richmond/Clerk) - Also see agenda items 13 and 14
    - i. RoSPA annual play area inspection
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances and s137 expenditure
    - ii. Monthly accounts/bank reconciliation not available due to preparation of year end accounts.
    - iii. Annual audit process
  - g. West Mercia Police (PC Woods/CSO Allchurch)
  - h. Parish Plan (Cllr. Turvey)
  - i. EnviroSort (Cllr. Bennett)
- 6. Annual Risk Assessment/Insurance Levels (Clerk)** **8.05pm**  
To consider personal accident cover insurance levels and quotes following annual risk assessment.
- 7. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)** **8.15pm**  
To consider the current position, Community Development Trust proposals, public meeting feedback, 'Community Asset' information and to agree future activities.
- 8. Land adjacent to St. Peters Garden Centre (Cllr. Turvey)** **8.30pm**  
To consider the current position, adoption matters (including the wider Brockhill area), play area completion, any outstanding issues and agree actions.
- 9. Flooding Issues (Cllr. Turvey /Clerk)** **8.45pm**
  - a. To consider Worcs CC flood alleviation proposals and agree how to progress.
  - b. To consider update on Severn Trent sewerage scheme proposals and agree how to progress.
- 10. Kempsey Neighbourhood Area Designation Consultation (Cllr. Turvey/Clerk)** **9.00pm**  
To consider and agree a response to Malvern Hills DC.
- 11. Employment Matters (Cllr. Turvey/Cllr. Fincher/Clerk)** **9.05pm**  
To consider any outstanding items.
- 12. Parish Clerk Contract (Cllr. Turvey)** **9.10pm**  
To agree payment of extra hours worked (April 2012 to March 2013) of 112.25 hours plus carry forward of 20 'banked' hours.

- 13. Parish Hall Recreation Facilities (Clerk) 9.15pm**  
To consider update from the Play Area Working Group regarding play area redevelopment, multi-play sports facility and skate/bmx facility and agree future activities/actions.
- 14. Parish Hall Car Park/Grounds/Outside Space (Clerk) 9.20pm**  
To consider maintenance required to patio benches and future planting of patio tubs.
- 15. Parish Hall (Cllr. Fincher/Cllr. Dawson/Clerk) 9.25pm**  
To consider:  
a. Update from Parish Councillor landlord representative.  
b. Proposal for connection to mains sewerage, costs and responsibility for payment of costs.
- 16. Maintenance Work (Clerk) 9.40pm**  
a. Bus Shelter Crookbarrow Road - To consider update regarding roof maintenance.  
b. Grass Verge outside The Retreat – To consider future maintenance/landscaping.  
c. General Parish maintenance – To consider future allocation of work to handyman.
- 17. Dog Waste Bins 9.45pm**  
To consider update regarding installation of bins along Regiment Close and Crookbarrow Road.
- 18. Grass Bank Salamanca Drive 9.50pm**  
To consider legal advice received, current situation and proposal for acquisition of this parcel of land.
- 19. Highways Matters (Clerk) 10.05pm**  
To consider update regarding requests for:  
a. Installation of white lines across the junction in Orchard Grove and removal of the green area.  
b. Installation of white lines along top section of Wadborough Road, Littleworth  
c. Installation of parking restrictions along Church Lane
- 20. Parish Council Newsletter (Clerk) 10.10pm**  
a. To consider alternative proposals for production and costs.  
b. To consider articles for inclusion in the newsletter.
- 21. Parish Council Logo 10.20pm**  
To consider update regarding development of logo.
- 22. Community Events 10.25pm**  
a. To consider request for funding of medals for the Norton Fun Run  
b. To consider any further requests for support for the Community Games event
- 23. Annual Parish Meeting – 22<sup>nd</sup> May 2013 10.30m**  
To consider update and information required for the Annual Parish Meeting.
- 24. Finance (Chairman) 10.35pm**  
a. To consider payments to be made/confirmed as on list attached.  
b. To consider renewal of CALC/NALC membership at a cost of £591.12 plus VAT  
c. To consider renewal of NALC Local Council Review subscription at a cost of £16  
d. To consider renewal of Community First Silver membership at a cost of £20
- 25. Correspondence for Information (Chairman /Clerk) 10.40pm**  
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) 10.45pm**
- 27. Items for update to local M.P. (Chairman)**  
To consider any items for communication.
- 28. Councillors' reports and items for future agenda (Chairman) 10.50pm**  
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. Date of next Parish Council meeting: 30<sup>th</sup> May 2013**  
**Annual Parish Meeting: 22<sup>nd</sup> May 2013**

Signed

Mrs Jane Greenway  
Clerk to Norton-juxta-Kempsey Parish Council  
18<sup>th</sup> April 2013