

## **To Members of the Norton-juxta-Kempsey Parish Council**

You are duly summoned to attend the Annual Meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Thursday 28<sup>th</sup> May 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. Election of Chairman**
- 3. Election of Vice-Chairman**
- 4. Signing of Undertakings and Declarations of Office**
- 5. 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).
- 6. To note Standing Orders** (previously circulated and agreed at the Parish Council meeting 26<sup>th</sup> March 2009)
- 7. To note the Code of Conduct** (previously circulated)
- 8. To note the Council's Scheme of Delegation** (previously circulated and agreed at the Parish Council meeting 26<sup>th</sup> March 2009)
- 9. To agree allocation of areas of responsibility to Councillors** (attached list details existing responsibilities allocated)
- 10. To note the Council's Financial Regulations, Risk Assessment and Insurance Requirements** (previously circulated and agreed at the Parish Council meetings 26<sup>th</sup> February and 26<sup>th</sup> March 2009)
- 11. Minutes:** To consider adoption of the minutes of the Parish Council meeting of 30<sup>th</sup> April 2009
- 12. Progress reports for information**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Clerk/Cllr. Richmond)  
Current Applications - details accompany the agenda
  - c. Allotments (Cllr. Mrs. McGovern)  
Also see agenda items 16,18 & 22
  - d. Playing Fields (Clerk)
    - i. RoSPA Play Area Inspection Report – summary of key findings attached
  - e. Footpaths (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances
    - ii. Monthly accounts to 30<sup>th</sup> April are not available due to preparation of the year end accounts
    - iii. Year End Accounts to 31<sup>st</sup> March 2009 (see attached and agenda item 13.)
  - g. Parish Hall Management Committee
    - i. Treasurer's Report to May 2009 attached
    - ii. Budget
  - h. West Mercia Police (WPC Dene Storr/CSO Fogwill)
  - i. Brockhill Recreation Area (Cllr. Reeves)
  - j. Parish Plan (Cllr. Turvey)
- 13. Year End Accounts and Annual Return**  
To approve the accounts for the year ended 31<sup>st</sup> March 2009 and sign off the Annual Return.
- 14. EnviroSort** (Cllr. Lucas)  
To receive an update on activities
- 15. West Midlands RSS/South Worcestershire Joint Core Strategy** (Cllr. Turvey/Cllr. Mrs. McGovern/Mr. Dyer/Mr. Fincher)
  - a. To review and discuss the current position and agree future actions
  - b. To consider the petition presented on behalf of the young people of the Parish
  - c. To consider a Housing Needs Survey

**16. Flooding Issues (Cllr. Reeves)**

To receive an update on issues, plans, activities and funding:

- a. Additional French drains at the allotments
- b. Ditch Re-instatement Work

**17. Norton Pre-School Proposals**

- a. To consider pegged out area
- b. To consider lease terms e.g. rent levels and period of tenancy
- c. To receive an update on activities of the working group

**18. Provision of New Allotments**

To receive estimates of costs to prepare the land and provide on-site parking

**19. Accountancy Fees for 2009/10**

To consider Richards Sandy Partnership quote for fees for 2009/10

**20. Planting of Roundabout at Brockhill and the Tubs at the Parish Hall.**

- a. To consider quote received for planting
- b. To consider maintenance and watering

**21. Parish Council Newsletter**

To consider any issues and the suggestion received from Duplikate to increase advertising costs

**22. Dogs Roaming onto the Allotments**

To consider the problem of dogs roaming from the public right of way onto allotment plots and a suggestion made for erection of a fence between the allotments along the public right of way.

**23. Bus Shelter Maintenance**

To receive an update on a possible insurance claim and to discuss completion of work

**24. Annual Insurance Renewal**

To review quote for cover for tennis court equipment

**25. Worcs CC Street Lighting Initiative**

To consider the Scheme and the estimate of cost and agree whether to proceed

**26. Archive of Local Historic Photographs**

Update from Cllr. Bennett.

**27. Parish Camping Weekend**

To consider update from organisers and to agree charges.

**28. Skateboard Park/Area**

To consider previous quotes received for development of a skateboard area at the Parish Hall.

**29. Damage to Gate Installation at the Entrance to the Churchyard from the New Car Park**

To consider the situation and agree action to correct the installation.

**30. Annual Firework Event**

To consider costs and potential funding for 2009 firework event.

**31. Filing Cabinets at Parish Hall**

To consider 're-keying' of the cylinder lock to the Chubb fire cabinet at a cost of £50.

**32. Parish Hall**

- a. To consider usage of the Hall and how this may be increased
- b. To consider reviewing the name of the Parish Hall

**33. Finance**

To consider payments to be made as on list attached

- a. To consider renewal of Community First membership at £38 and agree nominated delegate

**34. Correspondence for Information**

The attached appendix of items will be available for inspection at the meeting.

- a. Invitation to Civic Service at the Methodist Chapel on Sunday 21st June at 11am

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

**36. Items for update to local M.P.**

To consider any items for communication.

**37. 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.

**38. Date of Next Meeting**

To confirm dates of next meeting: 25th June

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.

22<sup>nd</sup> May 2009