

## **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 28<sup>th</sup> January 2010 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.

**Presentation:** Prior to the start of the Parish Council meeting a presentation will be given by Norton Pre-School concerning revised proposals for a separate Pre-School building at Norton Parish Hall.

### Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence**
- 2. Update on Changes to Membership** (Clerk)
- 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).
- 4. Minutes:** To consider adoption of the minutes of the Parish Council meeting of 26<sup>th</sup> November 2009
- 5. Progress reports for information**
  - a. District and County Councillor Report (Cllr. R.C. Adams)
  - b. Planning (Clerk/Cllr. Richmond)
    - i. Current Applications - details accompany the agenda.
  - c. Allotments (Cllr. Mrs. McGovern)
  - d. Playing Fields (Cllr. Richmond/Clerk)
    - i. Updates on line marking equipment and dog fouling problem.
    - ii. Pitch hire costs
  - e. Public Rights of Way (Cllr. Turvey)
  - f. Finance (Responsible Finance Officer)
    - i. Balances.
    - ii. Monthly accounts to 31<sup>st</sup> December 2009 accompany the agenda.
  - g. Parish Hall Management Committee (Cllr. Mrs. McGovern/Cllr. Lucas)
    - i. Treasurer's Report to November 2009 attached
    - ii. Rolling maintenance programme – also see agenda item 22.
  - h. West Mercia Police (PC Sean Woods/CSO Fogwill)
  - i. Brockhill Recreation Area (Cllr. Reeves/Clerk)
  - j. Parish Plan (Cllr. Turvey)
    - i. Income/Expenditure to date and funding requirements.
  - k. Parkway Station (Cllr. Bennett/Cllr. Turvey)
- 6. EnviroSort** (Cllr. Lucas)  
To receive an update on activities.
- 7. West Midlands RSS/South Worcestershire Joint Core Strategy** (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)  
SWJCS - To review and discuss the current position and to agree future activities.
- 8. Flooding Issues** (Cllr. Reeves/Clerk)  
To receive an update on:
  - a. French drains at the allotments.
  - b. Ditch Re-instatement Work.
- 9. Norton Pre-School Proposals** (Cllr. Lucas)  
Update on the grant application and to consider the current position/revised proposals.
- 10. Use of Parish Hall by the Parish Council** (Cllr. Lucas)  
To consider the suggestion from the Hall Management Committee for the Parish Council to pay for use of rooms at the Hall for meetings (Committee Room cost £5/£6 per hour).
- 11. BBQ Area at Parish Hall** (Clerk)  
To consider quote received to install a concrete base as a BBQ area and how to fund.

- 12. High Park Notice Board** (Clerk)  
To review and consider repair/replacement of notice board.
- 13. Worcs CC Adult Learning Service** (Clerk)  
To consider whether there is a need for classes within our Parish and if so how to proceed.
- 14. 20mph Zones Outside Schools** (Cllr. Turvey/Clerk)  
To consider whether to request a 20mph zone outside NJK C.E. First School.
- 15. Annual Insurance Renewal** (Clerk)  
To review cover (see attached) and agree renewal of policy.
- 16. Appointment of Internal Auditor** (Clerk)  
To consider and agree Internal Auditor appointment for year ending 31<sup>st</sup> March 2010.
- 17. Parish Volunteer Group** (Cllr. Turvey/Clerk)  
To receive an update and consider the structure of a Volunteer Group and activities to be undertaken.
- 18. Parish Council Website** (Cllr. Turvey/Clerk)  
To consider how to proceed with developing sections of the Parish Council website.
- 19. Parish Council Newsletter** (Cllr. Mrs. McGovern/Clerk)  
To consider:
  - a. Feedback received.
  - b. Printing costs/digital printing.
  - c. The newsletter production process (including advertising and revenue collection) and other printing services received.
  - d. Inclusion of a 'spotlight' on one Parish Councillor in each edition and to agree a Councillor for the Spring newsletter.
- 20. Archive of Local Historic Photographs** (Cllr. Bennett)  
Update from Cllr. Bennett.
- 21. Parish Emblem/Logo** (Cllr. Turvey)  
To review and consider parish emblem/logo.
- 22. Parish Hall** (Cllr. Lucas)
  - a. To consider suggested development/maintenance work at the Parish Hall: suspended ceiling and new floor
  - b. To review the suggestions made at the June 2009 Parish Council meeting to consider changing the name of the Parish Hall and to extend its uses.
- 23. Direct Information Service from NALC (National Association of Local Councils)** (Clerk)  
To consider subscribing to this 'one stop' fortnightly news service at a cost of £90+VAT for a one year subscription.
- 24. Date of Annual Parish Council Meeting in May** (Clerk)  
To consider request to change the May meeting date from 27<sup>th</sup> May to Wednesday 26<sup>th</sup> May.
- 25. Finance** (Cllr. Turvey/Clerk)
  - a. To consider payments to be made as on list attached.
  - b. To consider a donation to the Wychavon Citizens Advice Bureau.
  - c. To consider renewal of Society of Local Council Clerks annual membership at a cost of £95.
  - d. To consider cost of brass plaques for the 2 new benches c. £40.
- 26. Correspondence for Information** (Cllr. Turvey/Clerk)  
The attached appendix of items will be available for inspection at the meeting.
- 27. Clerk's report on Urgent Decisions since the last meeting** (Clerk)  
Update on:
  - a. Bus shelter repair and insurance claim.
  - b. Sewerage problem St. James Close
- 28. Items for update to local M.P.** (Cllr. Turvey)  
To consider any items for communication.
- 29. Councillors' reports and items for future agenda** (Cllr. Turvey)  
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.
- 30. Date of next meeting**  
To confirm date of next meeting: 25<sup>th</sup> February

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.  
21<sup>st</sup> January 2010