

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 25th March 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.

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 25th February 2010
- 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.
 - ii. Newsletter notice providing residents with contact details for Wychavon DC Planning Team to seek advice if considering home improvements.
 - iii. Wychavon DC notification and consultation - Draft Residential Design Guide Supplementary Planning Document. Responses by 28th May.
 - c. Allotments (Cllr. Mrs. McGovern)
Also see agenda item 14.
 - d. Playing Fields (Cllr. Richmond/Clerk)
Also see agenda item 15.
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 28th February 2010 accompany the agenda.
 - g. Parish Hall Management Committee (Cllr. Mrs. McGovern/Cllr. Lucas)
 - i. Treasurer's Report to end of February 2010 attached
 - ii. Suggested changes to the content and format of the Treasurer's Report
 - h. West Mercia Police (PC Sean Woods/CSO Fogwill)
 - i. Brockhill Recreation Area (Cllr. Reeves/Clerk)
 - j. Parish Plan (Cllr. Turvey)
 - k. Parkway Station (Cllr. Reeves)
- 6. Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation (Clerk)**

To discuss and agree revised Standing Orders and re-adopt other existing and previously circulated documents.
- 7. Annual Risk Assessment and Review of Fixed Asset Register (Clerk)**

To review and approve attached Risk Assessment and Fixed Asset Register
- 8. EnviroSort (Cllr. Lucas)**

To receive an update on activities.
- 9. SWJCS (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)**

To review and discuss the current position and to agree future activities.
- 10. Flooding Issues (Cllr. Reeves/Clerk)**

To receive an update on French drains at the allotments and ditch re-instatement work.
- 11. Norton Pre-School Proposals (Cllr. Lucas)**

Update on the grant and planning applications and to consider the current position.

12. BBQ Area at Parish Hall (Clerk)

To consider:

- a. Insurance implications.
- b. Quote received to install a concrete base as a BBQ area and how to fund.

13. Maintenance of Public Rights of Way/Grass Verges (Clerk)

To consider quotes received.

14. Dogs Roaming on Allotments

To consider:

- a. Reports of use of the allotments path as a public right of way and dogs being allowed to roam off leads and foul on plots.
- b. Advice from Wychavon DC.
- c. Appropriate action.

15. Pest Control on Parish Hall Playing Fields (Clerk)

To consider advice and quotes received for mole control.

16. Use of Parish Hall Playing Fields by NJK CE First School PTA/Norton Pre-School

To review additional information, consider use of the field and agree any fee to be charged.

17. High Park Notice Board (Clerk)

To review situation regarding assistance from Pershore High School and consider repair/replacement of notice board.

18. Parish Council Newsletter (Cllr. Mrs. McGovern/Clerk)

To consider digital printing costs and the newsletter production process (including advertising and revenue collection) and other printing services received.

19. Parish Emblem/Logo (Cllr. Turvey)

To review and consider parish emblem/logo.

20. Finance (Cllr. Mrs. McGovern/Clerk)

- a. To consider payments to be made as on list attached.
- b. To consider and agree the annual CALC subscription

21. Correspondence for Information (Cllr. Turvey/Clerk)

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

- a. To consider responding to the NALC Development Strategy and Business Plan 2010-2015 consultation (comments by end April) and to seek a volunteer to review and draft comments.

22. Clerk's report on Urgent Decisions since the last meeting (Clerk)

23. Items for update to local M.P. (Cllr. Turvey)

To consider any items for communication.

24. 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.

25. Annual Parish Meeting – 22nd April

To consider format of meeting, provision of refreshments and to ensure all Heads of 'Committees' are available and prepared for their report i.e. Cllr. Turvey (Chairman's Report), Cllr. Mrs. McGovern (Allotments and Charities), Cllr. Richmond (Planning and Playing Fields)

26. Date of Next Meeting

To confirm dates of next meetings:

- Annual Parish Meeting on 22nd April
- Parish Council meeting 29th April

Signed

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

18th March 2010