

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 18TH JUNE 2019 AT NORTON PARISH HALL, LITTLEWORTH**

There were no public question time discussions.

- 1. Apologies for Absence:** P. Richmond, H. Turvey. These apologies, and the reasons for them, were accepted and approved.
Attending: K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, J. Waizeneker, M. Reeves.
- 2. Signing of Undertakings and Declarations of Office following Uncontested Election**
Cllr. Arrow signed his undertaking and declaration of acceptance of office as a Parish Councillor. It was agreed for Cllr. Kelly and Cllr. Richmond to sign their undertakings and declarations of acceptance of office as Parish Councillors and Vice-Chair (Cllr Richmond) at the next Parish Council meeting that they attend. **Action: Clerk**
- 3. Changes to Membership**
None.
- 4. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) None.
- 5. 2019/189 Independent Internal Audit Report**
The independent internal auditor's 2018/19 report was received and considered, with no matters to be brought to the attention of the Council.
- 6. 2019/190 Annual Governance Statement**
The Clerk/Responsible Finance Officer (RFO) referred to the Annual Governance and Accountability Return. Section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2018/19, was considered, approved and signed by the Chairman and the Clerk/RFO. There were no 'no' responses. Proposed Cllr. Dawson, seconded by Cllr. Pollard and agreed by all.
- 7. 2019/191 Accounting Statements for 2018/19 and Accounts for the Year Ended 31 March 2019**
The Clerk/RFO referred to the Annual Governance and Accountability Return and draft accounts for the year ended 31 March 2019.

The draft accounts for the year ended 31 March 2019 were considered, approved and signed by the Chairman and the Clerk/RFO. Proposed Cllr. Lucas, seconded by Cllr. Arrow and agreed by all.

Section 2 of the Annual Governance and Accountability Return – Accounting Statements for 2018/19, was considered, approved and signed by the Chairman. Proposed Cllr. Pollard, seconded by Cllr. Dawson and agreed by all.

Supporting information to be submitted with the 2018/19 Annual Governance and Accountability Return of year end bank reconciliation, explanations for significant year on year variances, explanations for any differences between Section 2 boxes 7 – 8, reserve levels, dates for exercise of public rights and updated contacts form, was considered and approved for submission. Proposed Cllr. Dawson, seconded by Cllr. Arrow and agreed by all
- 8. 2019/192 Exercise of Public Rights**
The Clerk advised that the audit will be advertised to comply with requirements, including the period of the first ten working days in July. Proposed Cllr. Waizeneker, seconded Cllr Arrow and agreed by all.
- 9. 2019/193 Completion of the Remainder of the 2018/19 Annual Governance and Accountability Return (AGAR) and Submission to the External Auditor**
Supporting information to be submitted with the AGAR was considered and approved under agenda

item 7 above. Completion of the remainder of the AGAR was considered and approved. Proposed Cllr. Dawson, seconded by Cllr. Arrow and agreed by all. The Annual Governance and Accountability Return and supporting papers will be submitted to the external auditor by 1st July. **Action: Clerk**

10. 2019/194 Worcester Parkway Station/Norton Active Travel Corridor

The current Worcs CC proposals for the Norton Active Travel Corridor were reviewed and considered. Comments were noted regarding the nature of the central road 'verge' at the reconfigured entrance to Woodbury Lane, visibility to turn right from Wadborough Road into Woodbury Lane at the reconfigured junction, transporter/HGV access to SMH being maintained, lighting for sections from the A4440 bridge to Church Lane and across the field to the Parkway Station, and the timescale for installation. It was agreed to seek the current plans in electronic format and a timescale for completion of the project, and to consider the proposals further at the Parish Council meeting on 27 June to agree feedback to Worcs CC and to make arrangements for a public briefing event (suggested during w/c 15 July).

11. 2019/195 Clerk's Report on Urgent Decisions and Expenditure Delegations since the Last Meeting

None.

12. 2019/196 Councillors' Reports and Items for Future Agenda

Item for next Parish Council meeting agenda:

- Consideration of the Neighbourhood Plan Steering Group Governing Document.
- Consideration of Parish Council social media communications.

13. 2019/197 Date of Next Meeting

27 June 2019

The meeting closed at 8.35pm