

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 28th June 2012 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 co-opt Mr James as a Parish Councillor following confirmation from Wychavon DC that the Parish Council may co-opt to fill the vacant position.
- 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).
 - d. See agenda item 8 below regarding the Localism Act and the new Code of Conduct
- 4. To consider areas of focus and agree allocation of areas of responsibility to new Councillors**
- 5. Minutes:** To consider adoption of minutes of the Annual Parish Council meeting held on 31st May 2012
- 6. Progress reports for information** **7.55pm**
 - a. District and County Councillor Report (Cllr. R.C. Adams)
 - b. Planning (Cllr. Richmond/Cllr. Turvey/Clerk)
 - i. Current Applications - details accompany the agenda.
 - ii. Morganite Crucible Business Park – update on Liaison Group progress
 - iii. Proposals for further development along Woodbury Lane
 - iv. Neighbourhood Plans
 - c. Allotments (Cllr. Mrs. McGovern)
Also see agenda item 20
 - d. Playing Fields/Play Area (Cllr. Richmond/Clerk)
Also See agenda item 17
 - e. Public Rights of Way (Cllr. Turvey)
 - f. Finance (Responsible Finance Officer)
 - i. Balances.
 - ii. Monthly accounts to 31st May 2012 attached.
 - g. West Mercia Police (PC Woods/CSO Allchurch)
 - i. Young Citizen Award – to consider any nominations
 - h. Parish Plan (Cllr. Turvey)
 - i. EnviroSort (Cllr. Lucas)
- 7. Year End Accounts and External Audit (Clerk)** **8.10pm**
To agree the Income and Expenditure Variation Report for 2011/12 compared to 2010/11 (to be circulated prior to the meeting).
- 8. New Code of Conduct** **8.15pm**
 - a. To consider adoption of the Worcestershire model Code of Conduct (to be circulated prior to the meeting) with effect from 1st July 2012 and to delegate to the Clerk the ability to amend the document as needed when a final version is made available
 - b. To delegate to the Clerk the ability to make any changes needed to standing orders to allow the council to comply with procedural changes resulting from adopting the new Code
 - c. To agree that council members will register interests with the District Council by 28th July 2012 (draft forms to be circulated prior to the meeting)
- 9. South Worcs Development Plan (Cllr. Turvey/Cllr. Mrs. McGovern/Cllr. Fincher/Mr. Dyer)** **8.25pm**
To consider the current position and to agree future activities.

- 10. Flooding Issues** (Mr. Reeves/ Cllr. Turvey /Clerk) **8.35pm**
- a. To consider any update on ditch re-instatement work proposed in the field managed by Natural England and associated Network Rail ditch work and to confirm costs.
 - b. To consider any update on proposals by Worcs CC for additional flood alleviation measures.
 - c. To consider any update on Severn Trent sewerage scheme proposals.
- 11. Norton Pre-School** (Cllr. Lucas/Clerk) **8.40pm**
To consider the current position, any outstanding items, possible assistance following Pre-school funding changes and agree actions.
- 12. Land adjacent to St. Peters Garden Centre** (Cllr. Turvey) **8.45pm**
To consider the current position regarding the development, outstanding issues and agree actions.
- 13. Grass Verges along Crookbarrow Road, Norton** (Clerk) **8.50pm**
To consider update following meeting with developers regarding adoption issues/future maintenance.
- 14. PAYE Registration of the Parish Council** (Cllr. Turvey/Clerk) **8.55pm**
- a. To consider any outstanding issues.
 - b. To consider review draft contracts of employment, staff related policies, recommendations and the need for a Staffing Committee.
- 15. Parish Clerk Contract** (Cllr. Turvey/Cllr. Mrs McGovern/Cllr. Lucas) **9.00pm**
To consider NALC comments on draft contract, working group recommendations & how to progress to sign off contract.
- 16. Long Term Finance** **9.05pm**
To consider reserve levels, future projects, funding requirements and re-investment of matured Treasury Stock funds.
- 17. Parish Hall Recreation Facilities** (Cllr. Richmond/Cllr. Turvey/Clerk) **9.15pm**
- a. To consider actions required following RoSPA play area inspection (summary previously circulated) and general maintenance of the area.
 - b. To consider update from the Play Area Working Group regarding further quotes and volunteer activities relating to the play area redevelopment, multi-play sports facility and skate/bmx facility.
 - c. To consider reviewing playing field hire charges
- 18. Parish Hall Security** (Cllr. Lucas) **9.25pm**
Update on installation of CCTV to the exterior of the Parish Hall and to consider any additional funding requirements.
- 19. Parish Hall** (Cllr. Turvey/Clerk) **9.35pm**
To consider:
- a. Including an agenda item for an update from the Hall Manager at future Parish Council meetings
 - b. Advice received regarding the existing Parish Hall lease and Charity document.
 - c. Recommendations and quotes for proposed maintenance work.
 - d. Parish Hall valuation for insurance purposes.
 - e. Future operational changes including the possibility of the Parish Hall taking over responsibility for the playing fields in respect of bookings and maintenance, including insurance implications.
 - f. Costs for use of the car park for overnight caravan stays linked to Hall bookings
- 20. Allotments** (Cllr. Mrs McGovern/Clerk) **9.45pm**
To consider quotes for fencing the rear of the allotments along the edge of the public right of way
- 21. Boundary of Coppice Cottage, Littleworth and the Parish Hall** (Cllr. Turvey/Clerk) **9.50pm**
To consider an update regarding the query relating to the boundary of Coppice Cottage following a land transfer from the Parish Council in 1974.
- 22. Community Games/Parish Fun Run/Jubilee Picnic on the Pitch** (Chairman/Clerk) **9.55pm**
To consider any update on activities and requests for Parish Council involvement in these events.
- 23. Brockhill Road Signs** (Chairman) **10.00pm**
To consider requesting that as street name signs on the existing Brockhill development are replaced, these include the Worcestershire Regiment Badge/Crest.
- 24. Parish Pack for New Residents** (Chairman) **10.05pm**
To consider development of a 'Parish Pack' for new residents.
- 25. Grit Bins** (Clerk) **10.10pm**
To consider the need for additional grit bins and possible locations (Parish Council to fund)
- 26. Finance** (Chairman) **10.15pm**
- a. To consider payments to be made/confirmed as on list attached.
 - b. To consider renewal of the CPRE annual membership at a cost of £29.
- 27. Correspondence for Information** (Chairman /Clerk) **10.20pm**
The attached appendix of items will be available for inspection at the meeting.

- 28. Clerk's report on Urgent Decisions since the last meeting (Clerk) 10.25pm**
- 29. Items for update to local M.P. (Chairman) 10.30pm**
To consider any items for communication.
- 30. Councillors' reports and items for future agenda (Chairman) 10.35pm**
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.
- 31. Dates of Next Meeting**
19th July 2012.

Signed

Jane Greenway
Clerk to Norton-juxta-Kempsey Parish Council
21st June 2012