

**MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 27TH OCTOBER 2011 AT NORTON PARISH HALL, LITTLEWORTH**

See Appendix 2 for public question time discussions.

- 1. Apologies for Absence:** K. Fincher, Mrs. C. McGovern, M. Reeves. These apologies were accepted and approved.
Attending: H. Turvey (Chair), Mrs. D. Hewison, D. Lucas, P. Richmond, J. Sparling, Cllr. R. Adams (County and District Councillor), Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Signing of Outstanding Undertakings and Declarations of Office**
It was agreed for Mr. Dyer to sign his undertaking and declaration of acceptance of office at, or before, the next Parish Council meeting
- 3. Changes to Membership**
The Parish Councillor vacancy remains and was advertised in the last Parish Council newsletter. The Clerk will enquire whether Mr. Stefanovic wishes to continue as a co-opted member.
- 4. Declarations of Interest**
The Clerk expressed an interest in agenda items 12 and 13 (Parish Council PAYE Registration and Parish Clerk Contract). Cllr. Lucas and Cllr. Sparling expressed a personal interest in agenda item 18 and 27b; it was agreed that they would remain for discussions but not vote on these items.
- 5. Minutes of the Parish Council Meeting Held on 28th September 2011**
It was proposed by Cllr. Sparling, seconded by Cllr. Mrs. Hewison **and all were in agreement** that the minutes of the 28th September be approved subject to Cllr. Lucas being recorded as not being in attendance.
- 6. 2011/227 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams advised that the Pershore library decision will be considered by Cabinet at the beginning of December. Whilst a good Pershore Forum Meeting was held, attendance was low. Consideration will be given to future venues, potentially using the Parish Hall. The next meeting will be in the Spring and Cllr. Adams will advise Cllr. Mrs McGovern of the date for the December Newsletter. The SWDP Consultation event at the garden centre was well attended with c. 500 attendees. To manage the budget cuts at Worcs CC, further efficiency savings are being sought and additional projects are being reviewed.
 - b) Planning**
 - (i)** It was noted that Cllr. Sparling no longer wishes to review planning applications. The Clerk will contact Wychavon DC regarding a rearranged planning training session.
 - (ii)** Cllr. Richmond and Cllr. Turvey summarised the current applications:
Approvals
Norton Hall Nursing Home,
Woodbury Park. Ref: W/11/00441
Extension to nursing home (amendment to planning approval W/07/00182). AMENDMENT: Amended description of development to read as: Extension to Nursing Home (amendment to Planning Approval W/07/00182/PN) to include replacement of all windows and installation of a new kitchen flue and erection of access gates and fencing onto new Woodbury Park entrance. Amended plans; Alterations to roof and footprint of side extension (adj to Harewood House), alterations to fenestration and new access gates and landscaping details to new entrance to site. Parish supports subject to conditions.

Land off Crookbarrow Road, Norton. Ref: W/11/01290 Reserved matters application to outline approval W/10/02978 (erection of up to 74 dwellings (class C3), public open space, pumping station, balancing pond and associated earthworks to facilitate surface water drainage, landscaping, car parking and other ancillary works) for the internal access, layout, scale, appearance and landscaping. Parish supports subject to conditions.

Morganite Crucible Business Park, Woodbury Lane. Ref: W/11/01436 Proposed 7no. portal framed industrial/warehouse units. Parish supports subject to conditions.

Land to the rear of The Firs, Pershore Road. Ref: W/11/01753 Permanent siting of stable, metal barn and chicken pen. Parish does not support.

Joystans, Wadborough Rd Littleworth. Ref: W/11/01113 Certificate of lawful use. Parish Council provided information which supports the application.

Refusals

2 Black & White Cottages, Church Lane. Ref: W/11/01212 Single storey extension. Parish Council supports subject to Listed Building regulations.

Awaiting Decision

2 Black & White Cottages, Church Lane. Ref: W/11/02004 Single storey extension. Parish Council supports subject to Listed Building regulations.

Internal Consultation

15 Mandalay Drive, Norton Ref: W/11/02187 Conservatory to rear.

Other

Three Bob Yard, Woodbury Lane Ref: W/11/01887 Erection of 2 woodwork and joinery workshop buildings & alteration of access (resubmission of W/11/00610). Parish does not support. Withdrawn by applicant.

- (iii) No response has been received from our solicitor regarding expertise to provide advice regarding the SMH planning matters. Further enquiries will be made to identify a planning lawyer.
- (iv) Cllr. Turvey will progress the Crucible Business Park Liaison Group. The recent planning application has been approved with reduced hours on Saturdays and with a no left turn condition.

c) Allotments

It was agreed for a 20' x 10' greenhouse to be erected at the allotments, provided this does not have a concrete base.

d) Playing Fields

The Clerk advised that a new football team is playing on Sundays which is running smoothly.

e) Public Rights of Way

Cllr. Turvey provided an update on work undertaken and outstanding items. It was agreed to contact the landowner regarding a locked gate and an unauthorised limitation on footpaths NJ516, 510 and 561 (Woodbury Lane near to the railway bridge) and for Cllr. Turvey to contact residents at Woodbury Park regarding signposting and access to path NJ518.

f) Finance

(i) The current account balance was £8,580.33 on 12th October with the deposit account balance at £58,570.05 on 3rd October, plus Treasury Stock of c. £15k.

The Clerk will arrange a quarterly internal financial review with Cllr. Mrs. Hewison.

(ii) The Clerk reported on the monthly accounts to the end of June and advised that figures to the end of September are currently being prepared and will be circulated once received. Figures to the end of October should be available for the November meeting.

(iii) The Clerk advised that Clement Keys Chartered Accountants (external auditor) has awarded an unqualified audit opinion and has closed the audit. There were no matters to bring to the attention of the Parish Council. The Clerk will advertise the closure of audit.

g) West Mercia Police

Crime figures received from CSO Allchurch have been circulated for information.

h) Parish Plan

Cllr. Turvey advised that the Plan is being finalised.

i) EnviroSort

Cllr. Turvey advised that the 'only EnviroSort HGVs' section of the new no left turn sign has been removed to comply with the no left turn for all vehicles planning condition. Enquiries have been made regarding an access only restriction to the village (from Morganite Crucible Business Park to the island by St. Peters Garden Centre). Whilst such restrictions are not supported by the Police as they are difficult to enforce, it was agreed to make enquiries via Highways in view of the rat run problem through the Parish. The Clerk will contact Highways.

Cllr. Lucas advised that he and Cllr. Mrs. McGovern have resigned from the EnviroSort Liaison Group and that Cllr. Bennett has joined this group. Cllr. Lucas will arrange for future Liaison group minutes to be sent to the Clerk. The 5-8pm twilight shift has been implemented and an early smoke detection system installed. Dropping of glass fragments on Woodbury Lane/B4084 is being attended to and is being monitored to ensure this is improved. Good relationships continue.

7. 2011/228 Standing Orders, Financial Regulations, Complaints Procedure & Scheme of Delegation

The Clerk advised that the working group has met and will be producing revised draft documents incorporating recommended changes for review by the Parish Council.

8. 2011/229 South Worcestershire Development Plan (SWDP)

Cllr. Turvey confirmed that the consultation event was well attended which showed a good level of interest in the Parish. The SWDP document, summary and response forms are available in hard copy or online for review and comment. It was noted that until a plan is in place, the area is at risk of speculative planning applications. As previously agreed, letters have been sent to Cllr. Middlebrough and Peter Luff MP. Concern was expressed that some District/City Councillors appear not to recognise Norton as a village, particularly in terms of the Brockhill area. It was agreed for Cllr. Turvey to draft a Parish Council response to the SWDP for circulation to Parish Councillors for comment and approval prior to submission. Councillors are able to submit personal responses if they wish and residents are being encouraged to do so. The major issues highlighted at the consultation event appeared to be the strategic gap and transport infrastructure.

9. 2011/230 Flooding Issues

a) Cllr. Turvey advised that Wychavon DC has issued enforcement notices to Network Rail to undertake the required work. Once the Network Rail work has been completed, the previously discussed work will be undertaken in the SSSI field. A quote of £2,500 for this work was agreed.

b) Cllr. Turvey advised that there has been no news from Worcs CC regarding their proposed flood alleviation work in the vicinity of Wadborough Road and the Parish Hall, or from Severn Trent relating to the proposed mains sewerage work in the same vicinity.

10. 2011/231 Norton Pre-school Proposals

Cllr. Lucas will progress with relocation of the youth shelter and confirmed that the electricity billing is being arranged via the Parish Hall. The Clerk will confirm whether the Pre-school water meter has been installed so that water billing can also be progressed.

11. 2011/232 Land adjacent to St. Peters Garden Centre

Cllr. Turvey advised that a letter to neighbouring residents is being finalised outlining the relevant planning conditions e.g. times of working, traffic direction and wheel washing, asking residents to advise if breaches are noted so that these can be reported to the developers. Following a complaint regarding hedge removal, the resident has been advised that the planning conditions include that hedges will be reinstated/improved.

Correspondence from Wychavon DC regarding road names was discussed along with possible suggestions. The Clerk will clarify how many road names are required and the deadline for these. Cllr. Lucas will establish if there are any more recent possible names via the Regiment. It was agreed to circulate suggestions by email for comment and agreement. The suggestion for the recreation area to be known as the Fred Dancox Park was positively received.

Cllr. Turvey advised that Wychavon DC has provided a document to estimate the amount of the New Homes Bonus. Once this has been calculated and timings confirmed, suggestions for use of the funds will be sought for consideration.

12. 2011/233 PAYE Registration of the Parish Council

a) The Clerk advised that the system with Wychavon DC continues to work well. For the quarter ended 5th October, Employers NI of £4.52 was due and has been paid. Statutory Sick Pay paid to the Clerk is being reclaimed from HMRC.

b) In terms of the positions of handyman and litter picker, the Clerk will complete the Employment Status Indicator Test on the HMRC website for a definitive answer regarding employment status.

13. 2011/234 Parish Clerk Contract

Cllr. Turvey advised that he will follow up the comments received by NALC and will arrange a meeting with the working group and the Clerk to discuss this prior to providing recommendations to the Parish Council.

14. 2011/235 Parish Hall Recreation Facilities

Cllr. Turvey reported that Wychavon DC has advised that the Parish Council needs to submit a proposal for the s.106 funded multi-play area for review. It was agreed for Cllr. Turvey and Cllr. Richmond to meet with the Wychavon DC Community Development Manager to discuss ideas and then to progress meetings with suppliers.

15. 2011/236 Whittington Roundabout Enhancement Scheme

After discussion it was agreed not to comment upon this Worcs CC scheme.

16. 2011/237 Allotments

After discussion it was agreed to allow the tenant of plot 36B to install a post and rail fence, not more than 3' high, with a wire netting bottom section, to the footpath side of the plot boundary to assist in stopping dumping of rubbish and dogs entering the plot. The fence should match as far as possible the existing fence and will be installed and maintained by the tenant. The Clerk will liaise with Cllr. Mrs. McGovern to arrange with the tenant.

17. 2011/238 Playing Fields

The problem of dogs being allowed off leads at the Parish Hall was noted. It was agreed that new, differently/more strongly worded signs in more prominent locations may assist. The Clerk will investigate costs and types of signs. One sign is suggested by the dog waste bin by the field and

another by the pedestrian gate at the corner of the car park.

18. 2011/239 Parish Hall Car Park Gate Locking

Cllr. Lucas and Cllr. Sparling declared a personal interest, joining discussions but not the vote. The points raised within the Public Question Time were considered. After discussion, it was agreed by all eligible to vote that the Parish Council will cease to lock the Parish Hall car park gates. The Clerk will contact the security company to establish if notice needs to be given.

19. 2011/240 Bus Services Review

Problems highlighted since the new timetable was introduced include: the 12.40pm bus from Worcester no longer runs and the last bus from Worcester during the week is 5.40pm which is too early for many workers. This is resulting in a reduction in the use of buses to Worcester as a return bus is not available at the required time. It was agreed that the Clerk will write to Worcs CC to raise these points, highlighting that some bus passes purchased can't now be used as buses no longer run at the times required and also that a Monday late night service would be welcomed for students resident in the Parish.

20. 2011/241 Traffic Calming Measures in Littleworth and Norton

a) Cllr. Adams confirmed that the Parish remains on the list for the mobile speed activated sign. It is hoped that the new 20mph zone signs on Wadborough Road will also assist.

b) Cllr. Adams advised that the 20mph zone sign north of the School is being relocated. He has requested that Highways inspect the location of the sign south of the School following a resident's complaint. Cllr. Adams offered to meet with the resident to discuss and will liaise with Cllr. Sparling to arrange.

c) A 20mph zone on Crookbarrow Road will be considered following the outcome of the 'access only' enquiry to Highways. The Clerk will also contact Highways regarding repainting of the 30mph road markings around the Parish.

d) The road markings along Wadborough Road have been revised to extend the school zigzag markings further towards the Methodist Church. This falls short of the request for restrictions to the St. James Close junction, but is an improvement. The Clerk will contact Highways to progress a traffic survey, using cables across Wadborough Road, which would capture volume and speed data.

21. 2011/242 Churchyard Mowing

After discussion it was agreed to write to the Rev. Sloggett/the PCC to advise that the Parish Council is unable to fully fund mowing of the churchyard in future and to request that costs are split 50/50 for 2012. The Parish Council could continue to arrange the maintenance if required with a reimbursement scheme put in place regarding costs.

22. 2011/243 Regiment Close

The Clerk advised that a resident has sought clarification regarding road maintenance in Regiment Close. It is understood that this is the responsibility of Rooftop Housing and the Clerk will seek confirmation of this and also that the contact point for residents should be the same as that for the street lighting that Rooftop also has responsibility for.

23. 2011/244 Parking on Grass Verge at Gazala Drive

The Clerk advised that a complaint has been received regarding continued parking on the grass verge. It was agreed for the Clerk to write to the residents adjoining the verge to request that there is no parking on the grass.

24. 2011/245 Worcs CC Waste Core Strategy Development Plan Document

The Clerk will ask Cllr. Fincher if he would be interested in reviewing this document as he has previously reviewed Waste Core Strategy Plans.

25. 2011/246 Parish Council Files

It was agreed for the Clerk to obtain prices for an additional filing cabinet to match that already in the Committee Room at the Parish Hall.

26. 2011/247 Land Ownership

The Clerk advised that due to other work commitments/priorities and sick leave there is no progress to report at this stage.

27. 2011/248 Finance

a) It was proposed by Cllr. Mrs. Hewison, seconded by Cllr. Richmond **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation:

Creditor	Detail	Amount £
NALC	Local Council Review annual subscription	15.50
CPRE	Annual membership	29.00
R. Pullen	Parish mowing and strimming plus play area maintenance (20.5 hrs June) plus £7.50 petrol	129.07
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 cuts in June) plus FP20 maintenance (2 nd of 3 cuts)	255.05
Shear Perfection Ltd	Mowing Churchyard and large Norton verges	350.00
J. Greenway	July honorarium incl. Statutory Sick Pay	376.62
Wychavon DC	Admin fee for uncontested election result	25.00
M. Reeves	Councillor expenses (mileage, ink and paper)	65.74
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 cuts in July) plus 'Coppice Cottage' field cutting	239.45
Shear Perfection Ltd	Mowing Churchyard	177.00
Clement Keys	External audit fee	342.00
R. Pullen	Mowing, strimming and play area maintenance	113.28
Fleet (Line Markers) Ltd	Line marker	17.14
Security Patrol Services	Parish Hall car park gate locking (23/5 to 3/7/2011)	180.60
M. Dexter	Photo archive work	147.00
P. Skeys	Lengthsman work (June & July)	315.00
S. Skeys	Footpath maintenance work	350.00
J. Greenway	August honorarium - Statutory Sick Pay	326.40
Shear Perfection Ltd	Mowing Churchyard and large Norton verges	350.00
R. Pullen	Strimming and tidying around Parish Hall grounds	54.00
Security Patrol Services	Parish Hall car park gate locking (4/7 to 14/8/2011)	176.40
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (2 cuts in August) plus burning lines in football pitches	365.45
H. Turvey	Councillor expenses (mileage and stamps)	29.32
Norton Parish Hall	Reimbursement of changing room fees collected	30.00
Floral Roundabout	'Get well' flowers for the Clerk	35.99
R. Pullen	Mowing and strimming	111.28
M. McGovern	Cleaning and varnishing benches	94.08
C. McGovern	Stamps	9.84
Shear Perfection Ltd	Mowing Churchyard and large Norton verges	420.00
P. Skeys	Lengthsman work (August)	157.50
Duplikate	Autumn newsletter (£381.83) plus signs and fliers (£182)	563.83
H. Turvey	Councillor expenses (ink and paper)	31.47

J. Greenway	September honorarium - Statutory Sick Pay	244.80
Richards Sandy Partnership Ltd	50% of annual accountancy fee	444.00
Security Patrol Services	Parish Hall car park gate locking (15/8 to 11/9/2011)	121.80
Stoulton Groundcare Ltd	Hedge cutting	264.00
Shear Perfection Ltd	Mowing Churchyard and large Norton verges	420.00
HMRC	Employer's quarterly NI Contribution due	4.52
	TOTAL	7,382.13

Accounts for Payment:

Creditor	Detail	Amount £
Mrs J. Greenway	Honorarium October 2011 (pay slip from Wychavon DC)	601.45
Mrs J. Greenway	Expenses (July to October)	140.57
H. Dodson	Winner of the Summer Newsletter number puzzle	10.00
M. Ellison	Runner up of the Summer Newsletter number puzzle	5.00
P. Skeys	Lengthsman work (August)	157.50
New Farm Grounds Maintenance	Mowing of Parish Hall playing field (3 cuts in September) plus final FP20 cut	320.77
Duplikate	SWDP fliers and signs	302.80
Fleet (Line Markers) Ltd	Line marker	17.86
	TOTAL	1,555.95
	GRAND TOTAL	8,938.08

b) Cllr. Lucas and Cllr. Sparling declared a personal interest, joining discussions but not the vote. Cllr. Lucas explained the request to consider a donation to the pantomime on the basis that this is a community event like the Norton Community Games which was supported by the Parish Council. Any surplus made by the pantomime is paid to the Charity i.e. the Parish Hall which would assist in covering loss of Hall earnings for the 3 week pantomime period. Cllr. Mrs Hewison also declared a personal interest and declined to vote. This resulted in insufficient Parish Councillors for a quorate vote. The item will be placed on the agenda for the next Parish Council meeting for consideration.

c) Potential changes to future audit requirements were noted and it was agreed that the Parish Council may be interested in the existing internal auditor undertaking a full audit in future. The Clerk will advise the internal auditor but without any commitment.

28. 2011/249 Annual Parish Meeting

It was agreed that recent signs advertising events have been successful and that items such as the Parish Plan and a history of the Parish using archived photographs may be of interest to residents. The Clerk will confirm which agenda items are statutory requirements to allow the format/content of the meeting to be developed.

29. 2011/250 Correspondence for Information

See Appendix 1 for a list of correspondence received.

In view of the urgency it was agreed for the Clerk to contact Pre-school regarding tree planting in the Forest School area and to accept the offer for Guides to plant trees within the Parish, using the field by Coppice Cottage as a holding area if needed. The grass verge at the corner of Church Lane/Crookbarrow Road was also suggested as an area for planting a small number of trees away from the roads.

It was agreed to decline the booking enquiry to hold a Charity Agility Dog Show on the playing field due to the lack of availability of the Parish Hall.

The Clerk will contact residents where hedge maintenance requirements have been highlighted.

Following feedback received regarding horses being ridden 3 abreast in the dusk with no reflective gear in the Hatfield area, it was agreed for the Clerk to contact the local stables/livery yards to highlight this problem and the safety concerns.

a) It was agreed for Zurich Insurance to publish customer feedback comments from the Parish Council.

30. 2011/251 Clerk's Report on Urgent Decisions since the Last Meeting

The Clerk thanked Councillors for their best wishes and assistance whilst on sick leave and in particular Cllr. Turvey and Cllr. Mrs. McGovern for their work.

31. 2011/252 Items for Update to Local M.P.

Nothing at this time.

32. 2011/253 Councillors' Reports and Items for Future Agenda

Cllr. Sparling asked for the gate in Cambrai Drive to be placed on the next agenda for discussion. The Clerk will make enquiries via Highways and Planning regarding the background to the gate and current requirements.

33. 2011/254 Date of Next Meeting: Thursday 24th November 2011

The meeting closed at 10.10pm.

Correspondence Received for 27th October 2011 Parish Council Meeting	
Sender	Subject
1 st St Peters Guides	Offer of trees and for guides to plant
Anonymous	Incident report form from newsletter re parking at The Hidage (forward to Police for information)
Boughton Butler	Changes to the Planning Landscape Seminar and Workshop - Update
Boundary Commission for England	The 2013 Review of Parliamentary Constituencies in England and consultation period
CALC	Updates on various matters and training (now being forwarded to Parish Councillors for information). Energy from Waste information.
Clement Keys Chartered Accountants	Closure of audit – an unqualified audit opinion given.
Clerks & Councils Direct	September 2011 magazine
Community First	AGM 1 st November 4.30-6.30pm, Clifton-on-Theme Village Hall, E-bulleting incl. funding opportunities, Village SOS Roadshow
CPRE	Campaigns Updates, the guide 'How to Respond to Planning Applications (CPRE/NALC publication)
CSO Allchurch	Crime data October (forwarded to Parish Councillors for information)
Furniture at Work	Product brochure
Iain Selkirk	Future audit requirements and offer of support
John Thompson & Partners	South Worcester Forum invitation 6 th October
Mr & Mrs Arksey	Footpath walking feedback
Mr Murphy	Hedge maintenance/cutting
Mr. Baxter	Building work on land adjacent to St. Peters Garden Centre and planning conditions
Mr. Berisford	Permission to fence part of allotment due to dogs and dumping of rubbish
Mr. Maycroft	Allotment provision
Mr. Milne	Parking on grass verge at the entrance to Gazala Drive
Mrs Collins	Dogs being allowed off leads at the Parish Hall and fouling on the field
Mrs P Freeman	Playing field booking enquiry
NALC	Direct Information Service (forwarded to Parish Councillors for information)
Nottssport	Play area refurbishment flier
Rural Services Network	Rural News Digests (forwarded to Parish Councillors for information)
Society of Local Council	Utility bill savings
St. Richard's Hospice	Heartbeat Newsletter Autumn 2011. Annual Review 2011
The Queen's Diamond Jubilee	The Queen's Diamond Jubilee Beacons – a guide to taking part
Volunteer Centre, Pershore	Community Transport Scheme expansion
West Mercia Police	Crime alert – burglary in Wadborough. September crime figures.
Wicksteed Playscapes	Product flier
Worcs CC	Pershore Area Forum and Councillor Surgery – 26 th Oct 6.30pm Pershore Town Hall
Worcs CC	Waste Core Strategy Development Plan Document – consultation on the addendum to the submission document (3/10 to 14/11/2011)
Worcs CC	Whittington Roundabout Enhancement Scheme and event 3 rd November
Worcs CC	Winter Service for 2011/12
Worcs CC Highways	Missing drain/inspection covers
Worcs Telecare	Summer 2011 Newsletter
Wychavon DC	Erection of shed at the side of 25A Wadborough Rd (alleged breach of planning)
Wychavon DC	Helping Rural Communities Warm Up energy event 31 st October
Wychavon DC	Local Communities Energy Event
Wychavon DC	New Homes Bonus
Wychavon DC	Withdrawal for planning application W/11/01887 Three Bob Yard (2 woodwork & joinery workshop buildings & alteration to access (resubmission of W/11/00610)
Wychavon DC	Wychavon W Factor 2012, Standards Committee agenda 19 th October 2011
Zurich Insurance	Permission to publication of customer satisfaction survey comments

Correspondence Received for 28th September 2011 Parish Council Meeting	
Sender	Subject
CPRE	AGM 22 nd October 2011, Fieldwork magazine Summer 2011
Glasdon Direct	Product brochure
Mrs Jenkins	Feedback re public rights of way, hedge maintenance and badgers on Hatfield Bank
NALC	Local Council Review Autumn 2011
Norton Parish Hall	Resignation of Hall Manager
Peter Luff MP	SWDP. Copy correspondence sent to Wychavon DC re the Barracks HQ building at Norton and the 'armed forces' affordable housing proposal and correspondence received from the MoD
Royal Horticultural Society	In Bloom Campaign
SMP Playgrounds	Parish and Community News
Society of Local Council Clerks	The Clerk magazine September 2011, AGM 15 th October
Sutcliffe Play	Product flier
Unknown	Incident report form from the Parish Council newsletter – car window smashed in the car park for Farrington Place, Norton Barracks
Worcester City Council	Worcester Local Development Framework – Takeaway Food Outlets Supplementary Planning Document adoption
Worcs CC and Wychavon DC	Crucible Business Park planning conditions re vehicle routing when leaving the site
Worcs Heritage Garden Events Diary	Invitation to contribute
Wychavon DC	Building Design Awards 2011
Wychavon DC	Copy correspondence to Network Rail re watercourse maintenance
Wychavon DC	Planning Approval Notices: <ul style="list-style-type: none"> • W/11/01290 – Land off Crookbarrow Rd, Norton (Reserved matters for up to 74 dwellings) • W/11/00441 - Norton Hall Nursing Home (extension to nursing home)
Wychavon DC	SWDP – Evidence Gathering – Village Facilities Survey

Public Question Time Discussions

Cllr. Lucas spoke as a member of the public and as Chairman of the Parish Hall Trustees due to a personal interest relating to items relating to the Parish Hall, which may be considered as a conflict of interest, although Cllr. Lucas believes it to be a common interest i.e. success of the Parish Hall.

In respect of agenda item 18 (Parish Council to consider future locking of the Parish Hall car park gates and costs), Cllr. Lucas advised that following the Parish Council decision to lock the gates at night, the Parish Hall has incurred annual costs of c. £500 to unlock the gates each morning and it no longer wishes to incur these costs.

The reasoning behind the gate locking was to reduce vandalism to the Hall and also to stop people racing cars around the car park late at night. Both of these problems have reduced since the gates have been locked. It was noted that pedestrian access to the Hall grounds remains available and vandalism has still reduced.

To assist with security of the area in future if the gates are not locked, Cllr. Lucas suggested that perhaps CCTV was another option which may be less costly long term. He advised that a 4 camera, 24 hour monitoring and recording system would cost c. £1,800, around the same cost of gate locking/unlocking for one year. Cllr. Lucas advised that the Parish Hall is considering this option and would be prepared to contribute towards the cost. Pre-school may also consider contributing if it benefits from one of the cameras.

Cllr. Lucas commented that the CCTV cost is comparable to the annual Pre-school rent received by the Parish Council.