NORTON PARISH COUNCIL

https://nortonparish.gov.uk/

Public Notice is given of The Annual Meeting Of Norton Parish Council
To be immediately after the Annual Parish Meeting at 7.30pm on Wednesday 14 May 2025
At Norton Village Hall, Old Tewkesbury Road, Norton, GL2 9LJ
For the transaction of business on the following agenda

Members of the public and press are invited and encouraged to attend the meeting

To all members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Norton Parish Council to be held immediately after the Annual Parish Meeting **Wednesday 14 May 2025** at **Norton Village Hall** for the transaction of business on the following agenda.

Signed

Daniel Hinde

Daniel Hinde
Parish Clerk and Responsible Finance Officer
Norton Parish Council
Email: clerk@nortonparish.gov.uk
8th May 2025

ANNUAL MEETING OF NORTON PARISH COUNCIL AGENDA

14.05.25.1	To receive and consider apologies for absence and confirm the meeting is quorate
14.05.25.2	To elect Chairman Acceptance of Office form to be signed To elect Vice Chairman Acceptance of Office form to be signed
14.05.25.3	To receive declarations of interest on the agenda below (Localism Act 2011)
14.05.25.4	To appoint the roles of: a) The Internal Auditor b) Parish Council representative on the Village Hall Management Committee c) Parish Council representative on the Gloucestershire Airport Consultative Committee
14.05.25.5	To receive questions from the public and comments on agenda items below– no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda) The time designated for public participation at a meeting in accordance with the Council's Standing Orders (3(e)) shall not exceed 15 minutes and will be under the direction of the chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

14.05.25.6 To confirm the Minutes of the Parish Council meeting held on 12th March 2025 and record related actions not covered in this agenda

14.05.25.7 To receive reports from the following

a) Borough Councillor
b) County Councillor
c) Chairmans report
d) Members
e) Norton PCC
f) Neighbourhood Watch

14.05.25.8 **Finance, all documents circulated prior to the meeting**

a) To approve payment May 2025 Payment List/those paid since last meeting, to note receipts and agree actions
b) To approve bank reconciliation up to 30th April 2024
c) To approve budget monitoring report up to 30th April 2024
d) To review bank signatories
e) To review direct debits
f) To consider insurance renewal quotations in respect of all insured risks and agree actions

14.05.25.9 **To Review AGAR 2024/25 and Associated Documents**

a) To approve the annual accounts and bank reconciliation for year end 31 March 2025
b) To receive the internal auditors report
c) To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR
d) To approve the Annual Governance Statement 2024-25 (AGAR Section 1) for external auditors PKF Littlejohn
e) To approve the Accounting Statement 2024-25 (AGAR Section 2) for external auditors PKG Littlejohn
f) To agree dates for the exercise of public rights to inspect accounts

14.05.25.10 **To review the following documents and agree actions**

a) To consider the adoption of the updated Financial Regulations
b) Standing Orders
c) Code of Conduct
d) Complaints Procedure
e) Data Protection Policy
f) Asset Register

14.05.25.11 To receive an update from the following:

a) Norton Primary School
b) Rugby Club update
c) Norton Village Hall - update from Parish Councillor on Norton Village Hall Management Committee
d) Gloucestershire Airport Consultative Committee - update from Parish Councillor on the Consultative Committee"

14.05.25.12 To receive an update from Norton Nurturing Nature - from the Norton Nurturing Nature council lead

14.05.25.13 To receive the report for Norton Play Space - from Gordon Inspections Limited on their playground equipment inspection

14.05.25.14 To consider the request from Longford Youth Football Club to use the playing field for football training on Friday evenings

14.05.25.15 **Planning**

To discuss or confirm councils response to the following planning applications made since the last meeting and agree actions

a) **Planning Application No:** 25/00301/FUL
Description: Removal of existing agricultural buildings and erection of two detached dwellings and garages. Conversion of existing agricultural buildings to three residential dwellings, one short term holiday let and ancillary space to the existing farmhouse. Wider works to the site to provide highway access, landscaping and parking spaces.
Location: Yew Tree Farm , The Green, Bishops Norton

b) **Planning Application No:** 25/00340/FUL
Description: Demolish existing rear kitchen extension and build new single storey rear kitchen/diner
Location: Buttercup Farm , Tewkesbury Road, Norton

c) **Planning Application No:** 25/00328/FUL
Description: The erection of a 2m timber boundary fence, with proposed new planting along the front boundary (part retrospective)
Location: Locks Paddock , Tewkesbury Road, Norton

d) **Planning Application No:** 25/00218/FUL
Description: Construction of a first floor side extension
Location: Old Lane Cottage , Tewkesbury Road, Norton

e) To note Tewkesbury Borough Councils decision on planning application 25/00099/FUL for the erection of a single storey extension at Greenfields House, Church Lane, Norton,

14.05.25.16 To receive items for the next agenda

Date of next meeting – 2nd July 2025