NORTON PARISH COUNCIL

Minutes of the Norton Parish Council meeting held on 14th May 2025 at Norton Village Hall commencing at 7.30pm

Present – Cllrs R Page (Chairman), A. Delaney (Vice Chair) J. Richardson

Attendees – D Hinde (Clerk) 5 members of the public

Agenda

14.05.25.1 **To receive and consider apologies for absence and confirm the meeting is quorate**

Apologies were received from Cllrs H. Costin, M. Griffiths, County Cllr. R Stanley and Borough Cllr. M. Williams. The meeting was declared 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

Cllr. Page was elected as Chairman which was proposed by Cllr. Richardson seconded by Cllr. Delaney

Cllr. Delaney was elected Vice Chairman which was proposed by Cllr. Page and seconded by Cllr. Richardson

14.05.25.3 **To receive declarations of interest on the agenda below (Localism Act 2011)**

None

14.05.25.4 **To appoint the roles of:**

a) **The Internal Auditor**

COUNCIL AGREED to appoint GAPTC as their internal auditor.

Proposed by Cllr. Page **Seconded** by Cllr. Delaney

b) **Parish Council representative on the Village Hall Management Committee**

COUNCIL AGREED that Cllr. Page would be their representative on the Village Hall Management Committee.

Proposed by Cllr. Delaney **Seconded** by Cllr. Richardson

c) **Parish Council representative on the Gloucestershire Airport Consultative Committee**

COUNCIL AGREED that Cllr. Delaney would be their representative on the Gloucestershire Airport Consultative Committee.

Proposed by Cllr. Page **Seconded** by Cllr. Richardson

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.**

Parishioner 1 - raised the issue of speeding and illegal parking on Wainlode Lane.

Cllr. Page advised that the police were aware but unwilling to lower the speed limit as it is unenforceable. Cllr. Page asked if it was possible to get video evidence of offences as this will strengthen the case when bringing it to the Police's attention again. It was

noted that there is an option of hiring a speed camera but when it was discussed previously there was no interest from Parishioners as it would entail the completion of a 2 day training course. Cllr. Page would include an article in about the issue in the Norton News newsletter to raise awareness.

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**
COUNCIL APPROVED the minutes from the meeting held on 12th March 2025 and they were signed.
It was noted that there is a new Norton village sign on Wainlode Lane that has been erected and paid for by the Council

14.05.25.7 **To receive reports from the following**

a) **Borough Councillor**
No report received

b) **County Councillor**
No report received

c) **Chairman's report**
Chairman's report was received as per **APPENDIX 1**

d) **Members**
Members raised that they missed the community aspect of the Rugby matches.

e) **Norton PCC**
No report received

f) **Neighbourhood Watch**
Neighbourhood watch report was received as per **APPENDIX 2**

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**
COUNCIL APPROVED payment list totalling £391.52 as per **APPENDIX 3**

b) **To approve bank reconciliation up to 30th April 2025**
COUNCIL APPROVED bank reconciliation up to 30th April 2025 as per **APPENDIX 4**

c) **To approve budget monitoring report up to 30th April 2025**
COUNCIL APPROVED budget monitoring report up to 30th April 2025 as per **APPENDIX 5**

d) **To review bank signatories**
COUNCIL AGREED that all councillors would become bank signatories

e) **To review direct debits**
COUNCIL APPROVED the direct debit to the Information Commissioners Office. There are no other direct debits on the account.

f) **To consider insurance renewal quotations in respect of all insured risks and agree actions**
The clerk advised he had requested multiple insurance quotations but has received no response. **COUNCIL AGREED** to proceed with the renewal quotation from Community First for £570.29

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**
COUNCIL APPROVED the annual accounts and bank reconciliation for year end 31 March 2025

b) **To receive the internal auditors report**
Council received the Internal auditors report.

c) **To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR**
COUNCIL AGREED to register as exempt from External Audit and the Certificate of Exemption was signed.

d) **To approve the Annual Governance Statement 2024-25 (AGAR Section 1) for external auditors PKF Littlejohn**
COUNCIL APPROVED 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 PKF Littlejohn**
COUNCIL APPROVED the Accounting Statement 2024-25 (AGAR Section 2) for external auditors PKF Littlejohn

f) **To agree dates for the exercise of public rights to inspect accounts**
COUNCIL AGREED the dates for the exercise of public rights to inspect accounts as Tuesday 3rd June 2025 - Monday 14th July 2025

14.05.25.10 To review the following documents and agree actions

a) **To consider the adoption of the updated Financial Regulations**
COUNCIL AGREED to adopt the updated Financial Regulations
Proposed Cllr Page **Seconded** Cllr Delaney

b) **Standing Orders**
COUNCIL AGREED no changes were required to their Standing Orders
Proposed Cllr Page **Seconded** Cllr Delaney

c) **Code of Conduct**
COUNCIL AGREED no changes were required to their Code of Conduct
Proposed Cllr Page **Seconded** Cllr Delaney

d) **Complaints Procedure**
COUNCIL AGREED no changes were required to their Complaints Procedure
Proposed Cllr Page **Seconded** Cllr Delaney

e) **Data Protection Policy**
COUNCIL AGREED no changes were required to their Data Protection Policy
Proposed Cllr Page **Seconded** Cllr Delaney

f) **Asset Register**
COUNCIL AGREED no changes were required to their Asset Register
Proposed Cllr Page **Seconded** Cllr Delaney

14.05.25.11 To receive an update from the following:

a) **Norton Primary School**
No report received

b) **Rugby Club update**

No report received

c) **Norton Village Hall - update from Parish Councillor on Norton Village Hall Management Committee**

Cllr Page reported that the floor in the main hall is being renewed and levelled to remove the slight slope. All the toilets are being renovated with the disabled toilets being enlarged to improve access. The changing rooms are being renovated, a skip has been ordered to clear the outside rubbish and the unwanted items being stored behind the stage.

d) **Gloucestershire Airport Consultative Committee - update from Parish Councillor on the Consultative Committee**

Cllr Delaney advised that the Airport meeting was being held the next day and she would circulate a report at a later date.

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

No report received.

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

The Council received a report from Gordon Inspections Limited on their inspection of the Play Space's playground equipment. It was noted that the extent of impact area for the senior multiplay equipment had been given a risk rating of "moderate" in the report.

COUNCIL AGREED to employ a specialist contractor to extend the impact area, as recommended in the inspection report.

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

The **Council AGREED** to let Longford YFC use the playing field for training on Friday nights as long as the Club agrees to abide by the Council's requests on parking and the need to liaise with the Village Hall on changing room bookings and training dates to avoid clashes with other users.

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
The council had **NO OBJECTION** to the development in principle, but would draw the Local Planning Authority's attention to the need for appropriate highway access.

b) **Planning Application No:** 25/00340/FUL
Description: Demolish existing rear kitchen extension and build new single storey rear kitchen/diner

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Location: Buttercup Farm , Tewkesbury Road, Norton
COUNCIL AGREED it had no comments on this application

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
COUNCIL AGREED the following response
The Parish Council notes that section 5.4 of the applicant's Planning Statement says (in part): "The application also proposes new planting, including new trees and shrubs along the front boundary of the fence, which will soften the appearance of the fence from the roadside."
However, we are disappointed that this new planting isn't specified in any detail. Therefore if the Borough Council is minded to approve this application, the Parish Council requests that any such consent should include a condition requiring the applicant to plant a selection of native trees, shrubs and hedging materials in front of the fence in the first planting season following the granting of consent, in order to preserve the character and amenity of the surrounding area.

d) **Planning Application No:** 25/00218/FUL
Description: Construction of a first floor side extension
Location: Old Lane Cottage , Tewkesbury Road, Norton
COUNCIL AGREED they had no comments on this application

e) To note Tewkesbury Borough Council's decision on planning application 25/00099/FUL for the erection of a single storey extension at Greenfields House, Church Lane, Norton,
Council noted Tewkesbury Borough Council's decision to **PERMIT** the above application

14.05.25.16 To receive items for the next agenda
Date of next meeting – 9th July 2025

Meeting Close: 20:54

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APPENDIX 1

Norton Parish Council

Parish Council meeting – Wednesday 14 May 2025

CHAIRMAN'S REPORT

(1) Cost of installing vehicle-activated speed awareness signs

In response to a question raised by a member of the public at the last Council meeting, I promised to investigate the cost of installing vehicle-activated speed awareness signs in the village.

There is a wide variety of these speed awareness signs on the market so it would be important to choose a reliable and effective model. While Gloucestershire Police don't endorse or recommend a particular type or company, they do provide local councils with guidance on what to look for when considering the purchase of a vehicle-activated speed awareness sign.

Using that guidance, I identified a sign manufactured by Manutan UK Limited to use as an example. (If the Parish Council were to consider installing speed awareness signs, it would be important to look at all available options.)

Manutan's standard LED sign showing the vehicle's speed followed by the words "Slow Down" would cost £5,038.80, plus approximately £1,000 for installation and set-up costs. The sign would be solar-powered with a back-up battery for cloudy days, be UKCA/CE certified, and come with a five-year warranty. We would also need to set up a maintenance contract.

Additionally, we would need to obtain planning permission from Tewkesbury Borough Council and consent from Gloucestershire County Council as a speed awareness sign would need to be sited on highway land.

The cost of a single speed awareness sign would either require a significant increase in the parish's annual budget (currently £15,000 for 2025/26) or the Council obtaining grant funding. However it would be worth bearing in mind for the future.

I should be grateful for councillors' comments on this matter.

(2) Gloucestershire County Council's Local Development Guide – second round stakeholder engagement

As agreed at the last Council meeting, I submitted a response on behalf of the parish council to Gloucestershire County Council's consultation on their Local Development Guide.

I will keep councillors updated on progress with this matter.

(3) Motion re Terrorism (Protection of Premises) Act 2025

This Act (also known as “Martyn’s Law”) is now on the statute book having received the Royal Assent on 3 April.

At the last Council meeting in March, I said that while the legislation didn’t directly affect the parish council (as Norton’s village hall has a capacity below the Act’s 200 person threshold) the National Association of Local Councils had recommended that unaffected parish councils should still apply the “spirit” of the legislation to their village halls.

However, the Home Office has announced that it could take up to 24 months to implement the Act’s requirements and consequently it will be some time before any official guidance is issued to village halls. With that in mind, I recommend that the Council postpone considering a motion to apply the “spirit” of the legislation until that Home Office guidance is published.

(4) Local Government Reorganisation and Devolution Survey

Copies of GAPTC’s consultation survey have been circulated to councillors, who are requested to send their responses to the Parish Clerk for collation so that he can submit a combined response on behalf of the parish council before GAPTC’s deadline of 30 May 2025.

(5) Gloucestershire Association of Town and Parish Councils (GAPTC)

Further to my report to the last Council meeting, I attended GAPTC’s Extraordinary General Meeting on 18 March 2025 as the parish council’s representative.

The meeting passed motions to:

(a) turn the organisation into a company limited by guarantee, and

(b) change the name of the organisation to the “Gloucestershire Association of Local Councils”.

Richard F N Page

5 May 2025

NORTON PARISH COUNCIL

APPENDIX 2

Norton Neighbourhood Watch Report - Norton Parish Council meeting 14th May 2025.

There are **130 members** of the Norton Neighbourhood Watch WhatsApp Group.

March 2025

Recommendation for a local plumber.

Reminder for potential bell ringers of the next session.

Police Alert: Suspicious activity in Tewkesbury Borough

Information given by resident regarding Norton News special edition regarding Lime Close 46 new homes proposals. Advice on how to make a comment on the TBC website.

Rugby Six Nations showing at Village Hall with timings given.

Residents advise of car and occupants taking an unusual interest in their houses especially after break ins around Staunton and Ashleworth.

Notice of next Norton and The Leigh Historical Society meeting.

Residents advise of work to begin on A38/A4019 and the impact it will have on traffic.

Missing parcel.

Poster advertising the Norton Community Summer Bonanza

Reminder of Notice of Election on 1st May.

Dog found and returned to owner.

Resident advises of M5 road closure at J9 due to multi-vehicle collision.

Items posted for sale. A separate WhatsApp group has been set up as items listed by residents for sale and buy are not appropriate for this Neighbourhood Watch group.

Loose dog in Norton.

Norton School cake sale poster.

Advice given by resident of roadworks at Twigworth causing congestion.

Resident advises about Over causeway/Westgate Bridge shut due to a broken water pipe. This caused grid lock in the area.

April 2025

Traffic lights stuck on red both ways on A38 with traffic backed up.

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Missing dog and owner located.

Owner reports his dog is missing but since found.

Police Alert: Investment Fraud alert.

Poster adverting Easter fun for children.

Recommendation for a plasterer.

Coffee morning advertised at St. Mary's Church.

Warning that Severn Trent will be switching off water during the night in Norton.

Warning regarding company called Oakland Tree Care going door to door and a resident has been scammed by them of a large amount of money.

Inquiry regarding outside area available at Norton Village Hall.

Dog missing from Sandhurst for several days.

Resident spots a male and female taking items out of the skip at the school without permission.

Proposal for 40 mph on the A38 near Norton.

Report of road closure on A38 near the school due to car accident.

Request regarding people parking next to the park making it difficult for farm vehicles to get past whilst the NVH car park being used for campers.

Signage requested from road reminding people about no dogs in the park/field/Muga.

Report of dog poo left on the school vegetable patch in the park.

Recommendation for a local piano tuner.

Missing parcel.

Dog loose in Elmside.

Notice of next meeting of Norton and The Leigh Historical Society.

Reminder of Norton Community Summer Bonanza

Reminder of next bell ringing training session at St Mary's Church

May 2025

Plant Sale in Norton Village Hall.

Missing dog found and owner located.

World Earth Day poster with Norton Primary School selling vegetable and flower plants.

NORTON PARISH COUNCIL

Poster advising Refuse collection dates.

Resident advises of M5 road closure due to accident at J9

Update on Red Lion Inn now taken over by the people running the New Dawn Inn and will be reopened shortly.

Residents asked if they can help promote the Summer Bonanza by distributing leaflets around Norton.

Police Alert: Vehicle crime

Coffee Morning to be held at St Mary's church.

Missing parcel delivered to wrong address.

Norton and The Leigh Historical Society meeting on 19th May.

Next meeting of Norton Parish Council to be held on 14th May.

Christine Williams,

Norton Neighbourhood Watch Coordinator

14th May 2025

NORTON PARISH COUNCIL

APPENDIX 3

Recipient	Amount	Details	Legal Note
Clerk – Monthly Salary	£289.26	*April 2025 – D Hinde*	*LGA 1972 s.112(2)*
Clerk Expenses	£6.26	*Stationary File and Dividers*	
Gordon Playground Inspection	£96.00	*Invoice 1027*	
Total	**£391.52**		

NORTON PARISH COUNCIL

APPENDIX 4

13 May 2025 (2025-2026)

Norton Parish Council

RECONCILIATION - Parish Council of Norton - Treasurers A/c 30-04-2025

From Accounts	£39,687.18
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£39,687.18**

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APPENDIX 5

Norton Parish Council

13 May 2025 (2025-2026)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Admin costs															
Scribe Accounts															
Bank charge		4.25												4.25	-4.25
VAT Refund															
Audits															
Audit Fees	362.88														362.88
Bus Shelter															
Bus Shelter Noticeboarc	150.00														150.00
Bus Shelter	150.00														150.00
Chairman Expenses															
Chairman's Expenses															
Churchyard Maintenar															
Churchyard Maintenanc	400.00														400.00
Clerk Costs															
Clerk Salary	4,878.99	289.46												289.46	4,589.53
HMRC Payments															
PATA Payroll	162.80														162.80
Clerk Mileage															
Clerk Expenses		69.99												69.99	-69.99
Communications															
Communications	200.00														200.00
Community Infrastruct															
Community Infrastructur															
Contingency															
Stationary															
Defibrillator															
Defibrillator	75.00														75.00
Dues & Subscriptions															