NORTON PARISH COUNCIL

Minutes of the Norton Parish Council meeting held on 17th September 2025 at Norton Village Hall commencing at 7.30pm

Present – Cllrs R. Page (Chairman), A. Delaney (Vice Chair), M. Griffiths,

Attendees – D Hinde (Clerk),2 members of the public

Minutes

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

Apologies received from Cllrs Costin and Richardson. The meeting was declared quorate.

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

None

17.09.25.3 **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)**

Resident 1 said that Norton Court Farm was considering setting aside some land for a community orchard and allotments. They are currently waiting on a security report for this to move forward.

They also confirmed that the church tower could be used for a phone mast if needed.

The resident also raised concerns with the various road signs down Marlpit Lane. Council recommended that the resident should use Fix My Street to report this and also advised that Tewkesbury Borough Council have a new initiative to remove unwanted signs.

Resident 2 handed out maps showing the various housing developments in the village and suggested a single access road as opposed to the several discussed.

They also requested information on who to speak to regarding litter picking. Council advised the resident to approach Tewkesbury Borough Council.

17.09.25.4 **To confirm and sign Minutes of the Meeting held on 9 July 2025**

COUNCIL APPROVED the minutes of the meeting held on 9 July 2025

17.09.25.5 **Reports**

17.09.25.5a **County Councillor**

None

17.09.25.5b **Borough Councillor**

None

17.09.25.5c **Chairman's Report**

The Chairman's Report was received as per **APPENDIX I**

COUNCIL AGREED to enter into formal discussions with the Atlas Tower Group about the provision of mobile phone mast in the parish.

COUNCIL AGREED that Cllr Page be authorised to contact St John Ambulance and make arrangements to hold a Community Lifesaver Course in the Village Hall. The Council agreed to pay the costs of running such a course.

17.09.25.5d **Members**

Cllr Delaney confirmed she had attended a meeting ~~with~~ of the Gloucestershire Airport Consultative Committee and reported that the preferred buyer is doing their due diligence on the sale and it should be completed October/November. Minutes of this meeting are in **APPENDIX II**

Cllr Griffiths spoke on the Village Green mowing and undergrowth clearance and confirmed there is some fencing missing. He advised he will be contacting Tewkesbury Borough Council to see if they are repairing potential issues with the water supply to the pond as he feels it may need digging out with a machine.

17.09.25.5e **Norton PCC**

None

17.09.25.5f **Norton CofE Primary School**

None

17.09.25.5g **Neighbourhood Watch**

The Neighbourhood Watch Report was received as per **APPENDIX III**

17.09.25.6 **To receive a report on Norton Village Hall**

Cllr Page advised that the toilets, the changing room showers and the heating are being renovated but there is some delay as the quotations received are too high and therefore work has gone out to tender again. There is hope some of the work will be carried out over Christmas.

Cllr Page confirmed that Cllr Costin had resigned from the Village Hall Committee, but would be remaining as a Parish Councillor until the end of her term. There are several vacancies on the Village Hall Committee which will be advertised in the Norton News, and the school newsletter. The Village Hall charity also requires more trustees as they are at the ~~bear~~ bare minimum needed to maintain charitable status.

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

17.09.25.7a **To approve September 2025 Payment List/those paid since last meeting, to note receipts and agree actions**

COUNCIL APPROVED the payment list totalling £391.52

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**		

17.09.25.7b **To receive and approve the Bank Reconciliation up to 31st August 2025**

COUNCIL APPROVED Bank Reconciliation as per **APPENDIX IV**

17.09.25.7c **To receive and approve Budget Monitoring Report up to 31st August 2025**

COUNCIL APPROVED Budget Monitoring Report as per **APPENDIX V**

NORTON PARISH COUNCIL

17.09.25.8 **To receive an update on the actions from the Play area Inspection Report and to consider authorising repair of items highlighted which are medium risk**
Council received the play area inspection report
COUNCIL AGREED to authorise the repair of those items categorised as “medium risk”.

17.09.25.9 **Policies – To consider the adoption of the following policies**

17.09.25.9a **Action Plan**
COUNCIL AGREED to adopt the Action Plan

17.09.25.9b **Internal Control Policy**
COUNCIL AGREED to adopt the Internal Control Policy

17.09.25.9c **Risk Management Policy**
COUNCIL AGREED to adopt the Risk Management Policy

17.09.25.9d **Reserves Policy**
COUNCIL AGREED to adopt the Reserves Policy

17.09.25.10 **Planning – To discuss or confirm council’s response to the following planning applications made since the last meeting and agree actions**

17.09.25.10a **Planning Application No:** 25/00675/FUL
Description: Side Extension and Replacement Dormers, Inc Internal Layout Alterations
Location: Galoway , Tewkesbury Road, Norton
COUNCIL AGREED to respond with no comment.

17.09.25.11 **To discuss the Parish Council’s response to the Gloucestershire County Council's Community 20s and Safer Roads initiative**
~~**COUNCIL AGREED**~~ Councillors considered that if a lower speed limit was to be implemented it would need to be on all roads to ensure consistency, but noted this could not be enforced. Councillors also felt that the planned reduction of the speed limit on the A38 to 40mph should be extended from Church Lane to the Parish Boundary.
COUNCIL AGREED to respond to Gloucestershire County Council expressing an interest in this initiative.

17.09.25.12 **To approve the Clerk’s contract in a Confidential Session**
COUNCIL APPROVED the clerk’s contract

17.09.25.13 **To receive items for the next agenda**
None

17.09.25.14 **To agree date for the next Meeting**
Wednesday 12th November 2025

Meeting Close – 21:00

NORTON PARISH COUNCIL

APPENDIX I

Norton Parish Council

Parish Council meeting – Wednesday 17 September 2025

CHAIRMAN'S REPORT

(1) Mobile phone coverage and reception in the parish

Norton is a well-known mobile blackspot and I've been investigating how mobile coverage in the parish might be improved.

After discussing the issue with the County Council's Digital Infrastructure Officer, I've been put in touch with the Atlas Tower Group, a "neutral host" who provide shareable phone masts for any of the four mobile network operators (EE, O2, Three and Vodaphone) to use.

Initial conversations with Atlas's Programme Manager have proved very promising, especially as Atlas recognise that mobile coverage in our area, particularly in Bishops Norton, needs improving. Community support is one of their main priorities and consequently Atlas is keen to work with the Parish Council on this project.

Atlas is currently conducting a survey to identify potential sites for a phone mast. They're looking particularly for a suitable site on the west side of the A38 on land between Norton parish and The Leigh.

Once a site has been identified and agreement reached with the landowner, a mast could be available within 6 to 8 months, as phone mast providers have the benefit of a truncated planning application procedure which would require Tewkesbury Borough Council to make a decision within 56 days. However, a mast will not be built until a suitable network operator has been identified and is onboard with the project.

Atlas also gave me the following background information:

"*We're currently progressing similar projects in Dorset, Shropshire, and Worcestershire, and have engaged with Gloucestershire County Council to gain their support for this initiative. The Local Plan, adopted by Gloucestershire County Council, highlights the importance of improving access to high-speed mobile coverage and reducing connectivity gaps—goals that align closely with our work.*

A few key points to consider:

- *We understand that new masts can be controversial, but a single, well-positioned structure offers community control and avoids future proliferation.*

- *Without a coordinated solution, operators may deploy independently, resulting in multiple structures or extensive streetworks.*
- *Our model is privately funded—no financial input is required from parish councils.*
- *Atlas already holds contracts with the mobile network operators.*
- *The first step would be to discuss potential locations and produce photomontages to help assess visual impact versus public benefit*."

My discussions with the Atlas have been on an informal, fact-finding basis, as obviously nothing can proceed unless the Parish Council agrees in principle to working with Atlas to provide a suitable phone mast to improve mobile reception and coverage in Norton.

I therefore recommend that the Parish Council agrees to enter into formal discussions with the Atlas Tower Group about the provision of a mobile phone mast in the parish.

To assist councillors in making this decision, I attach a schematic drawing of the type and scale of the phone mast that would be provided.

(2) Community 20s and Safer Roads Initiative

I attach a copy of a letter received from Gloucestershire County Council regarding their "Community 20s and Safer Roads Initiative". This is a three-year project to implement lower speed limits intended to enhance the safety and quality of life in the county's rural areas. The project is in two parts:

"Community 20s" seeks to understand a parish's appetite for 20mph limits to be the norm on roads in their area, particularly on roads which are used by vulnerable residents, such as children and older people.

The County Council's "Safer Roads Initiative" will focus on reducing speed limits on roads where there have been casualties in the past.

In most cases, particularly for 20mph speed limits, these will be signage-only schemes. Any traffic calming works (for example, speed bumps) will be the parish council's responsibility and will require the County Council's approval.

The County Council's letter asks for: "*an expression of interest at this stage on two issues:*

1. Whether you would like to be considered for Community 20s on roads within your area. (yes or no). and

2. Whether there are other (higher speed) roads that you feel would benefit from a reduction in the speed limit where you currently have safety concerns. (yes or no)."

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The Parish Council is requested to agree a response to these issues so that the Clerk can reply to the County Council by their deadline of 19 September.

(3) Review of Neighbourhood Development Plan

As councillors will be aware, I have been actively discussing the review of our Neighbourhood Development Plan with councillors from Down Hatherley and Twigworth parish councils. I have suggested a methodology for the review to the other two councils and await their response.

(4) Community Lifesaver Course

At the last Parish Council meeting in July, I asked for the provision of a first aid course, to be provided by St John Ambulance, to be put on the agenda for this meeting. This Community Lifesaver Course would include matters like how to give effective CPR and use the defibrillator kept at the Village Hall.

In order to gauge the level of public interest, I wrote an article for the Norton News inviting interested parishioners to put their names forward. I received 19 responses. This is an exceptional response and clearly demonstrates the demand for this course.

I therefore recommend that I be authorised to contact St John Ambulance and make arrangements to hold a Community Lifesaver Course in the Village Hall. The costs of putting on this course would be relatively modest. St John Ambulance charge a £30 fee for conducting the course, and there will be the cost of hiring the Hall.

(5) ACRE and NALC Flooding Survey

As previously reported to councillors, I have responded to this survey about flooding issues in the parish on the Council's behalf.

The final question in the survey was: "*Would your council be interested in joining a national community of practice on rural flood resilience*?" My answer was: "*Maybe - would like more information*." I'll circulate that information when it's received so that the Council can make a decision.

(6) Community resilience in a flooding event

I've been invited to attend a meeting with Connor Trueman, Tewkesbury Borough Council's Emergency Planning Project Officer, to discuss "Community resilience in a flooding event".

The meeting has been arranged for Tuesday 23 September and I will brief councillors on the outcome after the meeting.

Richard F N Page

NORTON PARISH COUNCIL

30 August 2025

APPENDIX II

Gloucestershire Airport Consultative Committee Meeting

Thursday 22nd August 2025

Member Present

Dave Haines (DH)	Chairman
Phil Mathews (PM)	Fixed Wing Schools
Peter Earp (PE)	Business Pilots
Tony Mackinnon (TM)	Jet Age Museum
Jennie Lyons (JL)	Local Interests
Richard Smith (RS)	Tewkesbury Borough Council
Philip Drew (PD)	Down Hatherley Parish Council
Simon Johns (SJ)	Staverton Parish Council
Mary Jordan (MJ)	Churchdown Parish Council
Gwynne Parry (GP)	Brockworth Parish Council
Anne Marie Delaney (AMD)	Norton Parish Council
Richard Tan (RT)	Rotary Flying Schools

Representing Gloucestershire Airport

Brian Rawlings (BR)	Head of Operations

Also in Attendance

Manpreet Shergill (MS)	Airport Safety Officer

1. Apologies

Neil Marshall	Badgeworth Parish Council
Harold Symonds	Business Community & Vice Chairman

2. Approval of the minutes of the previous meetings

Minutes approved of the previous meeting. Once the final minutes are circulated by MS, The Chairman will produce the precis.

3. Matters Arising – Not covered by the agenda

N/A

4. Consultative Committee Matters:

Previous action – Contact has been made with Gloucester City Council and Cheltenham Borough Council. However, no contact in regards potential representatives had been received.

5a. Airport Management/Staffing

Air Traffic Controllers are still under training. There have been interviews with two potential new controllers. Chris Brian, the Manager of Air Traffic Services (MATS), had worked extremely hard in putting a long-term staffing programme in place. The number of Air Traffic Service Assistants (ATSAs) have also increased within the tower.

DH queried if the Traffic Management spreadsheet would stay in place for the foreseeable. BR confirmed that the procedure remained under review and adjustments were made at the end of May. He advised that the purpose was to manage the extremely high levels of traffic during peak periods. This appeared to be working and that he felt that whilst it may be modified it would not be removed completely.

5b. Airport Developments

A decision regarding the existing 75-year-old radar will be made within the next few weeks. The Senior Air Traffic Engineer (SATE) has spent an immense amount of time attempting to identify and get it back to a serviceable state. BR advised he felt it increasingly unlikely this would happen. BR also advised that the FIDs project was still moving forward.

The current estimate for the ILS returns to service was around mid-October. Lead time on materials being the major issue.

5c. Noise complaints and Environmental Issues

Noise abatement has been modified slightly for safety reasons. There was an issue with the 30 degrees right turn so this has been taken out and the wording changed.

PM – Single engine pilots are being instructed by ATC that they do not need to turn right, this could be extremely dangerous for single engine pilots. – **Action BR**

5d. Airport Security

N/A

5e. Local Airspace Issues

N/A

6.Any Other Business

In regards the Airport sale the preferred bidder had been named, The Horizon Aero Group (HAG). This company has been formed and is backed by Vensa & Vayu Aviation. Vayu Aviation is a British registered company and Vensa is an Indian registered company.

Currently, HAG are undertaking the due diligence phase.

PM queried when the due diligence will be completed. BR advised that his rough estimate was likely November/ to the end of the year (2025).

MJ Enquired if CGX is included within the sale, BR confirmed this would be included.

It was questioned if the councils have done their due diligence on the preferred bidders. BR advised that the sales process had been managed by Savills on behalf of both Cheltenham and Gloucester Councils and had no knowledge of what processes were done / completed.

DH queried if there has been evidence regarding operational experience in running an airport. BR advised he had no knowledge of the exact background to any individuals or companies.

NORTON PARISH COUNCIL

APPENDIX III

Norton Neighbourhood Watch Report -

Norton Parish Council meeting 17th September 2025.

There are 133 members of the Norton Neighbourhood Watch WhatsApp Group.

July 2025

Parcel delivered to wrong address.

Resident concerned about a dog being walked in the very hot day time temperature.

Resident advises that dog mess left in poo bags in several places are not being picked up.

Reports of smoke in field behind Wainlode in direction of Cook Lane. Fire engines sent to get it under control especially due to high winds and dry conditions. Wainlode Lane was temporarily closed.

Loose dog reported.

Recommendation for cat/house sitters.

Parcel delivered to wrong address

Resident reports cables down between village and Red Lion. Passable with caution. Reported to Highways.

Lib-Dem and Leader of TBC being in attendance in New Dawn to meet with parishioners.

Norton Newsletter email given if parishioners wished to be added to the circulation list.

August 2025

Resident advises of lane closure signs to repair the cables that came down last week.

Cat missing.

Reminder of Morning Coffee and Cake sale in Norton Village Hall in aid of Cancer charity.

Residents advise of power cut in the village.

Poster giving details of the Norton Horticultural Show in the Village Hall.

Recommendation for a local Handyman.

Suspicious activity in Marlpit Lane. CCTV captured images and reported to Police.

Report of 2 men seen stealing lead from Apperley Court and later caught by Police.

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Loose dog in Wainlode Lane and eventually returned to owner in Norton.

Resident asks if anyone knows the farmer of the sheep who have escaped onto the A38 near Twigworth Church. Farmer contacted.

Request for volunteer to join the Norton Village Hall committee as there is a vacancy.

Summer bin collections information given.

Information regarding Cllr Richard Stanley's surgery.

Reminder concerning closure of Down Hatherley Lane with Tewkesbury Road junction due to drainage work for new development.

Reminder how to contact the editor of Norton Newsletter to be put on the circulation list.

September 2025

Parcel delivered to wrong address.

Recommendation for local plumber.

Wainlode Lane closed and barriers put across.

Concerns regarding bikers visiting the Red Lion on the Bike Nite when lane should be closed. Reports of speeding bikes down the lane and reported to Highways. Concerns also raised by several residents of people speeding at other times too.

Reminder that the Parish Council are investigating 2 speed signs for Norton and this will be discussed at the next Parish meeting in September.

Parishioner advises of car accident by Gloucester Old Spot.

Wainlode Lane still closed 3rd to 5th Sept., and barriers then taken down.

Bad accident at Twigworth involving motor bikes. A38 closed and causing congestion.

Police Alert: Burglary alert.

Resident asks about Wainlode Lane/Cook Lane flood issue and if anything has been done. Advised that highways have cleared the gullies.

Down Hatherley Lane now open.

Missing parcel.

Resident asks who to contact on Parish Council regarding flooding issues. Advised that contact information is given on the website.

Next Parish Council meeting to be held on 17th September and residents welcome to attend.

NORTON PARISH COUNCIL

Christine Williams

Norton Neighbourhood Watch Coordinator

15th September 2025

NORTON PARISH COUNCIL

APPENDIX IV

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 V

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															

NORTON PARISH COUNCIL