NORTON PARISH COUNCIL

Minutes of the Norton Parish Council meeting held on 14th January 2026 at Norton Village Hall commencing at 7.30pm

Present – Cllrs R. Page (Chairman), A. Delaney (Vice Chair), M. Griffiths, H. Costin, A Mason (for agenda item 3 onwards)

Attendees – D Hinde (Clerk), 9 members of the public

Minutes

14.01.26.1	**To receive and consider apologies for absence and confirm the meeting is quorate**
	There were no apologies for absence, and the meeting was declared quorate
14.01.26.2	**To review co-option applications**
	Council reviewed co-option applications and **AGREED** to co-opt Andrew Mason Proposed by Cllr. Page 2nd Cllr. Griffiths. Cllr Mason then joined the meeting
14.01.26.3	**To receive declarations of interest on the agenda below (Localism Act 2011)**
	Cllr. Page declared an interest in agenda item 18a. dispensation granted to allow Cllr. Page to remain present for the debate
14.01.26.4	**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 – requested guidance on how to object to a planning application (25/00967/FUL) as they feel they application causes safety concerns. Council advised the resident to outline the concerns they have and send them to Tewkesbury Borough Council. Resident 2 – also raised concerns with the planning application (25/00967/FUL) as they felt a driveway opposite the site was deliberately left off the plan as it causes a safety concern. Councillors were also concerned. Resident 3 – enquired about the balance of applications which are refused and are then overturned opening the floodgates. Council advised each case is assessed on a case by case basis. The resident also discussed application 25/00967/FUL and raised that the lack of lighting and high hedges were a safety concern to people accessing the A38 and the Old Tewkesbury Road. The resident felt that lack of services such as a only twice hourly bus service, no doctors surgery or shop etc… would not support any further development in the parish, The footpaths in the parish are not maintained rendering them inaccessible for pushchairs and wheelchairs.

	Resident 4 – raised flood lights at Locks Paddock and asked if planning permission was required for them. The council advised that planning permission was required for these floodlights and Cllr. Page had already reported the matter to planning enforcement at Tewkesbury Borough Council. The Council suggested that the resident should also contact planning enforcement to reinforce the damage to local drivers The resident was informed that this issue could also be reported to Highways as is it is a risk to traffic.
14.01.26.5	**To confirm and sign Minutes of the Meeting held on 12 November 2025**
	COUNCIL APPROVED minutes of the meeting held on 12 November 2025
14.01.26.6	**Reports**
14.01.26.6a	**County Councillor**
	None
14.01.26.6b	**Borough Councillor**
	None
14.01.26.6c	**Chairmans Report**
	Report given as per **APPENDIX I**
14.01.26.6d	**Members**
	None
14.01.26.6e	**Norton PCC**
	Cllr Mason confirmed that the Vicar had resigned and the church was currently looking for a replacement
14.01.26.6f	**Norton CofE Primary School**
	None
14.01.26.6g	**Neighbourhood Watch**
	Report given as per **APPENDIX II**
14.01.26.6h	**Norton Nurturing Nature**
	Norton Nurturing Nature raised the condition of the fencing around the pond. Jeremy Phelps had repaired the fence. Brambles have been cleared to allow volunteers access to clear the pond of excess weed.
14.01.26.7	**To receive a report on Norton Village Hall**
	It was confirmed that a sufficient number of volunteers had come forward to form a new Village Hall Management Committee. Councillor Page has agreed to hold a meeting for old and new members of the committee to complete a hand over of responsibilities. Once the meeting has taken place a list of names will be added to the Norton News to give residents an up to date contact list. It was also confirmed that a local man has expressed an interest in helping out with any maintenance jobs and would only charge for material and not time or labour costs. The school has been spoken to again about the condition the hall is left in after they have used it. The Ballroom dance group have complained about sand being left on the floor.

NORTON PARISH COUNCIL

	Cllr Page confirmed that the day rate charged to the school for their hire of the Hall would increase from Monday 2nd February
14.01.26.8	**Finance, all documents circulated prior to the meeting**
14.01.26.8a	**To approve November 2025 Payment List/those paid since last meeting, to note receipts and agree actions**
	COUNCIL APPROVED payment list as per **APPENDIX III**
14.01.26.8b	**To receive and approve the Bank Reconciliation up to 31st December 2025**
	COUNCIL APPROVED bank reconciliation as per **APPENDIX IV**
14.01.26.8c	**To receive and approve Budget Monitoring Report up to 31st December 2025**
	COUNCIL APPROVED budget monitoring as per **APPENDIX V**
14.01.26.8d	**To approve Budget 2026/27**
	COUNCIL APPROVED budget as per **APPENDIX VI**
14.01.26.8e	**To set Precept 2026/27**
	COUNCIL AGREED to set their Precept for the financial year 2026/27 at £15000. Proposed Cllr. Page Seconded Cllr. Costin. This was exactly the same as the precept set for the current financial year
14.01.26.9	**To review the new play space inspection report and agree if any new actions need to be taken**
	Council reviewed the play space inspection report and advised actions would be agreed in agenda point 11.
14.01.26.10	**To review quotes to extend the surface under the senior multi use equipment and to make right the ground around the crawl tunnel and slide**
	Council agreed not to proceed with this work as Copeland Maintenance advised the correct surface was already in place; it was just that the grass had grown through the matting surface as it should.
14.01.26.11	**To discuss playground inspections and maintenance and agree actions**
	Council **AGREED** to appoint Copeland Maintenance to carry out monthly inspections of their play areas at a cost of £99. Council also agreed that they would proceed with the quote from Copeland Maintenance to import soil for the tunnel mound to level out and remove all the large dips, supply 2x new grass mats under the multi-play unit and the removal of the exposed concrete. Council also agreed to take the advice of Copeland Maintenance and enquire if local farmers could help cut costs by supplying soil to carry out the work. The clerk advised that 3 quotes had been requested but struggled to receive a response.
14.01.26.12	**To discuss the possibility of installing a dog waste bin near the gateway and footpath up Wainlodes hill**
	Cllrs Delaney, Costin and Mason proposed locating the bin close to the Red Lion pub. A resident raised concerns that the bins are an eye sore and there are enough in the parish already. Council agreed that

	there are enough in the village however one is needed in the location proposed.
14.01.26.13	**To appoint 2 Councillors to complete the Internal Control Policy**
	COUNCIL AGREED that Cllrs Delaney and Costin will complete the internal control policy
14.01.26.14	**To approve meeting dates for 2026**
	COUNCIL APPROVED meeting dates as follows: 11th March 2026 20th May 2026 8th July 2026 16th September 2026 11th November 2026
14.01.26.15	**To receive an update on progress with Local Government Re-organisation**
	This item was covered in the Chairmans report as per **APPENDIX I**
14.01.26.16	**To discuss and approve a Norton Parish Emergency Plan**
	Cllr. Page presented a Parish Emergency Plan (as per APPENDIX VII) documenting how the parish would deal with either significant flooding in the village, or another emergency event. He recommended that the Council should set up a Community Response Group to manage the parish's response to an emergency, which would comprise parish councillors and volunteer residents. **COUNCIL AGREED** To adopt the Norton Parish Emergency Plan and set up a Community Response Group. It was further **AGREED** that the clerk be appointed as the Community Response Co-ordinator. Cllr. Page reported that he had approached the Emergency Planning Officer at Tewkesbury Borough Council about setting up a Sandbag Distribution Point in case of flooding at recommended that it be located in the Village Hall car park. Council **AGREED** the recommendation and that Cllr. Page should arrange a delivery of sand and sandbags and review the costs involved.
14.01.26.17	**To discuss local flooding issues**
	Cllr Delaney raised the possibility of notifying properties at risk and of the resources available to them, so they can source their own sandbags from Tewkesbury Borough Council.
14.01.26.18	**Planning**
14.01.26.18a	**APPLICATION NO:** 25/00967/FUL **DESCRIPTION:** Construction of 9 dwellings, access, landscaping and associated works **LOCATION:** Part Parcel 8628, Old Tewkesbury Road, Norton
	Council agreed to **OBJECT** to this application as they agreed with the concerns raised by residents. The council thought with the amount of traffic across the entrance to the site was of great concern as it is shared by residential, agricultural and bus traffic.

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14.01.26.18b	**APPLICATION NO:** 25/01001/FUL **DESCRIPTION:** Variation of condition 2 of planning application 23/00497/FUL to seek alterations of the design of workshop. **LOCATION:** 14 The Green, Bishops Norton, Gloucester
	Council agreed to note of no comment on this application
14.01.26.18c	**APPLICATION NO.** 25/00301/FUL **PROPOSAL:** 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 Gloucester
	Council agreed to a note of no comment on this application
14.01.26.19	**To receive items for the next agenda**
	Application to TBC to increase the number of councillors
14.01.26.20	**To agree date for the next meeting**

Meeting Close: 21:45

APPENDIX I

Norton Parish Council

Parish Council meeting – Wednesday 14 January 2026

CHAIRMAN'S REPORT

(1) Revised National Planning Policy Framework

The National Planning Policy Framework (NPPF) contains the government's planning policies for England and how these are expected to be applied.

The NPPF was updated in December 2024 to support the government's plans to boost house building. These 2024 changes focused on "*the restoration and raising of mandatory housing targets, greater support for social and affordable housing provision, a strengthened brownfield-first approach to development, and modernisation of the way the Green Belt works.*"

However the government is now proposing major changes to create "*a fuller and more definitive update of national planning policy.*" This is intended to achieve three principal objectives, namely to:

- Ensure national planning policy is accessible and understandable.
- Establish a comprehensive set of national policies on general planning matters which will apply across the country.

- Make the policy the NPPF contains more “rules-based” and certain.

The government launched a consultation on a “revamped NPPF” containing these changes at the end of December. The consultation closes in March.

The key policy changes are:

1. A permanent presumption in favour of suitably located development.
2. Building homes around stations.
3. Driving urban and suburban densification
4. Securing a diverse mix of homes.
5. Supporting small and medium sites.
6. Streamlining local standards.
7. Boosting local and regional economies.
8. Supporting critical and growth minerals.
9. Embedding a vision-led approach to transport.
10. Better addressing climate change.
11. Conserving and enhancing the natural environment.
12. Taking a more positive approach to the use of heritage assets.

The consultation is a weighty 123 page document, but an initial reading of the main sections has identified the following points which will be of particular interest to parishioners.

The government is firmly committed to streamlining the planning system by cutting costs, paperwork and speeding up decision-making in order to meet its target of building 1.5 million homes over the lifetime of the current Parliament. The key to hitting this target is to remove what the government and the housebuilding industry both perceive as “barriers to homebuilding”.

This would include:

- Allowing local planning authorities to increase fees for planning applications to enable them to recruit more staff,
- Reducing the number of statutory consultees (such as the National Playing Fields Association),
- Reducing the time given for local consultations. (Parish councils currently have 21 days in which to comment on a planning application in their parish.)

- Setting timeframes for decision-making, with sanctions for local planning authorities who miss their targets.
- Re-introducing mandatory housing targets by removing the word "advisory" from paragraph 61 of the NPPF. This removes local decision-making powers and flexibilities on how to objectively develop an area over time.
- Requiring local planning authorities to continue demonstrating a five-year housing land supply.
- Removing overlaps between planning rules and building regulations to avoid any duplication.

The rules on permitted development will also be relaxed to reduce the number of planning applications, and infill and "densification" will be encouraged. This means that there will be a presumption in favour of building on single or corner plots and in the gardens of existing houses (often called "tandem development").

Preferential treatment will also be given to farmers for new developments that directly support rural areas and food production.

I will submit a further report on this subject to the Council's next meeting in March.

(2) Local Government Re-organisation

Gloucestershire's proposals for the future of local government in the county were submitted to central government at the end of November. The government's decision on whether Gloucestershire should have a single unitary authority, or two unitary authorities (one for the east and one for the west of the county) is expected in the summer.

The second reading of the English Devolution and Community Empowerment Bill has taken place in the House of Lords. Peers emphasised the importance of parish councils to community life and neighbourhood governance and were assured by the government that they had no plans to abolish or weaken the role of parish councils. The Bill is expected to become law later this year.

(Note: The purpose of the Bill is to transfer powers from central government to local leaders and communities by establishing "strategic authorities", standardising devolution, and giving elected mayors broader responsibilities for planning, transport and education.)

(3) Traffic Regulation Order to reduce A38 speed limit

I'm pleased to report some progress with the implementation of the reduced speed limit on the A38 through Norton.

NORTON PARISH COUNCIL

The A38 between Down Hatherley Lane in Twigworth and Blacksmith Lane at The Leigh will be closed from Monday 16 to Friday 20 February between 8.00pm and 6.00am for the erection of new signs and road lining works ahead of the introduction of the new 40mph speed limit. Gloucestershire Highways has confirmed that residential, emergency and pedestrian access will be maintained at all times during this period.

(4) Erection of a mobile phone mast in Norton

As Atlas Tower Group was anxious to gauge residents' reactions to the proposed erection of a mobile phone mast in the parish, I included a questionnaire in last month's edition of the Norton News. 31 residents replied as follows:

- 90% (that's 28 of the 31 replies) supported the erection of a new phone mast in Norton.

- Over 80% of the residents who responded rated their existing mobile phone coverage as either "poor" or "no coverage at all".

I have given Atlas the Parish Council's letter of support and their Programme Manager is currently talking to several local landowners about a potential site for the mast.

(5) Parish Council meetings for 2026

The following dates are proposed for Parish Council meetings for the remainder of the year.

- Wednesday 11 March
- Wednesday 20 May (including the Annual Meetings)
- Wednesday 8 July
- Wednesday 16 September
- Wednesday 11 November.

The Council's approval is sought for these dates.

(6) Community Lifesaver Course

There is a significant waiting list for the holding of these first aid courses, which are run by volunteers from St John Ambulance. Interested residents will be contacted as soon as a date is fixed.

Richard F N Page

9 January 2026

NORTON PARISH COUNCIL

APPENDIX II

Norton Neighbourhood Watch Report - Norton Parish Council meeting 14th January 2026

There are **144 members** of the Norton Neighbourhood Watch WhatsApp Group.

November 2025

Report of fire at Black Bear, Tewkesbury with road closure and traffic delays.

Reports of internet being down.

Advice and reports regarding flooding along Wainlode Lane.

Police Alert: Beware of winter fuel payment scams

Residents warn of suspicious activity. Lady approaches door bell then walks away. Van being seen in various places in the village. Reported to Police.

Poster reminding villagers of Norton's Big Christmas Weekend.

Wainlode Lane reported as still being closed.

Dog loose near Norton carpets.

Report of a sheep stuck in a hay feeder.

History meeting on 24th November.

Residents asking if Wainlode Lane open yet but remains closed.

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Resident explains the reason why a lot of tractors around the area. Due to a national show of unity among farmers.

Warnings about temporary traffic lights on various parts of A38 causing delays.

Missing parcel.

December 2025

The Tree Festival, Christmas Fayre and evening concert at the church over the weekend was very successful. Thanks given to all who took part.

Recommendation for an electrician.

Post regarding local NHS looking for feedback to shape future local planning. Link given for survey.

Parcels delivered to wrong houses.

Police Alert: Gloucestershire Constabulary launches winter anti-drink and drug driving campaign.

Coffee morning advertised.

Advice as to who is selling Christmas trees in pots. Norton PTA selling mini trees in pots.

Wainlode Lane closed due to flooding.

Recommendation for a local primary school tutor.

White dog loose near village hall.

Poster advertising Metz Band evening with proceeds going to charity.

Report of Wainlode Lane closure.

Reports of missing/wrong deliveries of parcels.

Photocopy of letter from Highways advising of road closures in February due to change of road signage.

Reports of dog mess on pathways with residents agreeing that this irresponsible behaviour by dog owners is getting worse.

Resident asks where to collect sandbags.

Boxing Day family walk advertised for all to join in

Wainlode Lane advised as still being flooded.

NORTON PARISH COUNCIL

Resident posts TBC link showing more houses are being planned for Norton. Concerns about short date of deadline for objections. Norton Parish Council have since asked and gained an extension for the submission of responses.

Photographs of Christmas decorated houses displayed around Norton.

Poster displaying details for Christmas Tree collection.

Resident advises of bin collection dates in our area.

Wainlode Lane now open.

January 2026

Norton School PTA asks if any households have spare crackers, rather than throw them away.

Resident kindly collects Christmas cards for the Cobalt Unit. Texts explaining when and where to leave the cards.

Black dog loose on A38 near Norton Carpets.

Problems with missing parcels delivered by courier.

Parish Council wishes to co-opt a resident to fill a parish councillor vacancy. Details given on how to apply.

Resident advises that TBC collects used real Christmas trees in January. Details given.

Issues continue with delivery of parcels by couriers.

Road closure of Wainlode Lane due to Severn Trent Water workings.

Issues reported with internet.

Residents post their appreciation of local villager who has collected several bags of Christmas cards for the Cobalt Unit. Villager responds by thanking residents for taking part.

Missing cat reported missing. Since found but owner concerned that he may have been chased by something as the cat was in a nervous state.

Poster advising a residents' meeting at Redmarley Village Hall concerning proposed new houses near junction 2 M50.

Coffee Morning in the Village Hall.

Post advertising a Quiz with proceeds to Medical Detection Dogs.

Police Alert: Attempted break in by 4 males to house near school. The occupants disturbed the break in. Reported to Police who attended later.

NORTON PARISH COUNCIL

Report of a fox attacking villager's dogs who since needed stitches for cuts. Suspect large fox was seen by other residents in wood and back of Lime Close. Another resident since posts that a fox came for her gun dog whilst she was training it in the field near the wood.

Next Parish Council meeting to be held on 13th January and residents welcome to attend.

Christine Williams - Norton Neighbourhood Watch Coordinator -12th January 2026

APPENDIX III

Norton Parish Council

Finance report presented to Norton Parish Council on the 14th January 2026

A summary of financial activity for 2025/26

Income during the period		
	Amount	**Legal Note**
C/f from 2024-25	£ 24,198.83	
Precept paid on 30/04/2025	£ 15,000.00	*Local Government Finance Act (LGFA)1992 sc. 41*
HMRC VAT Refund	£1,052.05	
CIL	2258.08	
Total	**£ 42,508.96**	

Expenditure during the period	Payments Approved at Meeting 14.01.26	Total spend 15/05/2025 to 31/12/2025	Payments made yet to clear 15/05/2025	Total Committed Payments to 14.01.26	2025 / 2026 Budget	Notes
Clerk's salary and associated costs	374.13	3910.79	£0	£4,284.92	£4,878.99	
Hiring of village hall	£0	£0	£0	£0	£250.00	
Maintenance of Parish graveyard	£0	£0	£0	£0	£400.00	
Defibrillator	£0	£0	£0	£0	£75.00	
Grounds maintenance	£0	£280	£0	£280	£2,000.00	
Maintenance of Assets	£0	£0	£0	£0	£200.00	
Insurance premiums	£0	£570.29	£0	£570.29	£700.00	
Audits & Accounts Fees	£0	£0	£0	£0	£362.88	
Subscriptions	£0	£392.60	£0	£392.60	£500.00	
Communications	£0	£0	£0	£0	£200.00	
Website	£0	£120	£0	£120	£365.00	
Training	£35	£0	£0	£35	£150.00	
NDP & Planning Costs	£0	£0	£0	£0	£2000.00	
Norton Nurturing Nature	£0	£0	£0	£0	£850.00	
Bus Shelter Noticeboard	£0	£0	£0	£0	£300.00	
Traffic Management	£0	£0	£0	£0	£1,000.00	
Play Space Maintenance	£0	£80	£0	£80	£500.00	
Contingency	£0	£0	£0	£0	£105.33	
Bank Charges	£0	£38.25	£0	£38.25		
Total Expenditure	**£409.13**	**£5,391.93**	**£0**	**£5801.06**	**£15,000.00**	

Comments

14th January 2026 Meeting

NORTON PARISH COUNCIL

i. The online bank statement of the 31st December 2025 showed a balance of £36,991.91

ii. There are no payments from the previous report which are yet to clear.

iii. The current bank balance includes the following amounts agreed at previous Parish Council meetings which are being held in reserve –

Norton Pond restoration (increased by £280 at 15/07/2020 meeting)	£500.00
Norton Pond legal costs	£1,200.00 (Including VAT)
National Lottery – Grant for Jubilee event – (Adjusted for expenses incurred net of VAT, original amount £1,563.00)	£538.11
Community Infrastructure Levy	£2258.08
Cantilevered Bus Shelter	£4000.00
NDP	£6000.00
Planning Consultancy	£200.00
Playspace Maintenance	£10000.00
Reserve Total	***£24,696.19***
True Current Account Balance	***£12,295.12***

iv. Approval required for the items listed below

Invoices to be considered at the January 2026 meeting -

Recipient	Amount	Details	Legal Note
Clerk – Monthly Salary	£374.13	*January 2026*	*LGA 1972 s.112(2)*
Clerk Expenses	£15.66	*Invoice 120126 2 x journeys to gather playpark photos and information*	
GAPTC Training	£35.00	*Clerks Networking covering AGAR Assertion 10*	
Total	**£424.79**		

APPENDIX VI

NORTON PARISH COUNCIL

12 January 2026 (2025-2026)

Norton Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025			24,198.83
	ADD			
	Receipts 01/04/2025 - 31/12/2025			18,310.13
				42,508.96
	SUBTRACT			
	Payments 01/04/2025 - 31/12/2025			5,517.05
A	**Cash in Hand 31/12/2025** (per Cash Book)			**36,991.91**
	Cash in hand per Bank Statements			
	Petty Cash	07/03/2023	0.00	
	Parish Council of Norton - Treasure	31/12/2025	36,991.91	
				36,991.91
	Less unpresented payments			
				36,991.91
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**36,991.91**
	A = B Checks out OK			

APPENDIX V

NORTON PARISH COUNCIL

Norton Parish Council

12 January 2026 (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					345.60									345.60	-345.60
Bank charge		4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25				38.25	-38.25
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		289.26	578.92	289.26	723.26	448.95	374.13	374.13				3,367.37	1,511.62
HMRC Payments					216.80									216.80	-216.80
PATA Payroll	162.80				67.35		37.35			52.35				157.05	5.75
Clerk Mileage															
Clerk Expenses		69.99		6.26			77.66		15.66					169.57	-169.57
Communications															
Communications	200.00														200.00
Community Infrastructi															
Community Infrastructur															
Contingency															
Stationary															
Defibrillator															
Defibrillator	75.00														75.00
Dues & Subscriptions															

NORTON PARISH COUNCIL

APPENDIX VI

Norton Parish Council Budget 2026-27							
EXPENSES							
Cost Centre	Cost Code	Budget 25-26	Actual Expenditure 25-26	Forecast 25-26	Total Expenditure 25-26 Actual + Forecast	Variance to budget	Proposed Budget 2026-27
Admin costs	Scribe Accounts	0.00	345.60	0.00	345.60	-345.60	361.00
	Bank charge	0.00	38.25	12.75	51.00	-51.00	51.00
	Audit Fees	362.88	0.00	0.00	0.00	362.88	220.00
	Bus Shelter	150.00	0.00	0.00	0.00	150.00	150.00
Chairman Expenses	Chairman's Expenses	0	0.00	0.00	0.00	0.00	0.00
Churchyard Maintenance	Churchyard Maintenance	400.00	0.00	0.00	0.00	400.00	400.00
Clerk Costs	Clerk Salary	4,878.99	3367.37	1122.39	4489.76	389.23	4670.00
	HMRC Payments	0.00	216.80	0.00	216.80	-216.80	0.00
	PATA Payroll	162.80	157.05	40.35	197.40	-34.60	178.00
	Clerk Mileage	0.00	0.00	31.32	31.32	-31.32	47.00
	Clerk Expenses	0.00	169.57	28.24	197.81	-197.81	206.00
Contingency		105.33	0.00	0.00	0.00	105.33	502.00
Defibrillator	Defibrillator	75	0.00	0.00	0.00	75.00	120.00
Dues & Subscriptions	Dues & Subscriptions	500.00	47.00	195.86	242.86	257.14	475.00
Grounds maintenance	Grounds Maintenance	2,000.00	280.00	0.00	280.00	1720.00	2000.00
Insurance	Insurance	700.00	570.29	0.00	570.29	129.71	595.00
Maintenance of Assets	Maintenance of Assets	200.00	0.00	0.00	0.00	200.00	200.00
Meeting Costs	Hiring's	250.00	0.00	123.00	123.00	127.00	200.00
	Norton Nurturing Nature	850.00	0.00	0.00	0.00	850.00	850.00
Planning matters	Planning Costs	2,000.00	0.00	0.00	0.00	2000.00	2000.00
Play Space	Play Space - Maintenance	500.00	0.00	2000.00	2000.00	-1500.00	1000.00
	Play Space - Inspections	0.00	80.00	0.00	80.00	-80.00	200.00
Training	Clerk Training	150.00	0.00	11.22	11.22	138.78	150.00
	Councillor Training	0.00	0.00	0.00	0.00	0.00	150.00
Website	Website	365.00	120.00	0.00	120.00	245.00	275.00
	TOTAL	**13650.00**	**5391.93**	**3565.13**	**8957.06**	**4692.94**	**15000.00**

APPENDIX VII

NORTON PARISH COUNCIL

Agenda item 16 – "To discuss and approve a Norton Parish Emergency Plan."

At the last Council meeting in November, I said that I was preparing an emergency plan documenting how the parish council would deal with a significant flooding event in the parish, or other emergency, for consideration at this meeting. I therefore attach a draft Parish Emergency Plan for the Council's approval.

While the substance of the Plan is complete, it's missing some information.

The Council will need to set up a Community Response Group to manage the community's response to an emergency event.

Once appointed, the names and contact details of the Group members, other key volunteers and persons responsible for the places of safety in the parish will need to be added to the Plan document. (The Plan's appendices containing these names and contact details will be restricted to respect their privacy and comply with data protection requirements.

The list of areas in the parish prone to flooding (Appendix 2 on page 15 of the Plan) is incomplete. I need help from residents to compile a full list.

RECOMMENDATION: That the Parish Council:

(a) Approves and adopts the attached Parish Emergency Plan;

(b) Designates itself as the Community Response Group responsible for managing the community's response to an emergency event;

(c) Appoints Daniel Hinde, the Parish Clerk, as the Community Response Co-ordinator;

(d) Recruits volunteers from the parish (either residents or parish councillors) to fill the various roles set out in the Plan; and

(e) Seeks assistance from the community to complete the list of areas in Norton parish prone to flooding for inclusion in Appendix 2 of the Plan.

NORTON PARISH COUNCIL