NORTON PARISH COUNCIL

Clerk – Daniel Hinde
Email: clerk@nortonparish.gov.uk

Public Notice is given of Annual Meeting Of Norton Parish Council
To be held at 7.30pm on Wednesday 20th May 2026
At Norton Parish Hall, Old Tewkesbury Road, Gloucestershire, GL2 9LJ

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 **7.30pm on Wednesday 20th May 2026** at **Norton Village Hall** for the transaction of business on the following agenda.

Signed

Daniel Hinde

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Daniel Hinde
Parish Clerk and Responsible Finance Officer
Norton Parish Council
Email: clerk@nortonparish.gov.uk
13th May 2026

Agenda

20.05.26.1	To receive and consider apologies for absence and confirm the meeting is quorate
20.05.26.2	To elect Chairman Acceptance of Office form to be signed To elect Vice Chairman Acceptance of Office form to be signed
20.05.26.3	To receive declarations of interest on the agenda below (Localism Act 2011)
20.05.26.4	**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

20.05.26.5	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
20.05.26.6	To confirm the Minutes of the Parish Council meeting held on 11th March 2026 and record related actions not covered in this agenda
20.05.26.7	**To receive reports from the following** a) Borough Councillor b) County Councillor c) Chairman's report d) Members e) Norton PCC f) Neighbourhood Watch
20.05.26.8	**Finance, all documents circulated prior to the meeting** a) To approve payment May 2026 Payment List/those paid since last meeting, to note receipts and agree actions b) To approve bank reconciliation up to 30th April 2026 c) To approve budget monitoring report up to 30th April 2026 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
20.05.26.9	**To review the following documents and agree actions** a) Standing Orders b) Financial Regulations c) Code of Conduct d) Complaints Procedure e) Data Protection Policy f) Asset Register g) Communication Policy h) Internal Control Policy i) Action Plan j) Risk Management k) Publication Scheme l) Training and Development m) Grievance Policy
20.05.26.10	**To receive an update on the following**: a) 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
20.05.26.11	To receive an update from Norton Nurturing Nature - from the Norton Nurturing Nature council lead

20.05.26.12	To receive the report for Norton Play Space - from Copeland Maintenance
20.05.26.13	To agree a response to the Tewkesbury Borough Council Community Governance review
20.05.26.14 20.05.26.14a	**Planning** To discuss Lime Close planning application
20.05.26.15	To receive items for the next agenda Date of next meeting – 8th July 2026