NORTON PARISH COUNCIL

Minutes of the Norton Parish Council Annual Parish Meeting held on 14th May 2025 at Norton Village Hall 19:30

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

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

Agenda

1. **Introduction and Welcome by the Chairman**
   Cllr Page gave a brief introduction and welcomed all in attendance
2. **To approve minutes** from **the Annual Parish Meeting held 8th May 2024**
   COUNCIL APPROVED the minutes from the Annul Parish Meeting held 8th May 2024
3. **Chairmans Report**
   The Chairmans Report was received as per **APPENDIX I**
4. **To appoint the following representatives:**
   a) **Flood Warden**
      COUNCIL AGREED to appoint Jeremy Phelps as flood warden
   b) **Snow Warden**
      COUNCIL AGREED to appoint Jeremy Phelps as Snow Warden
5. **Invitation to Electors to raise any matters of interest**
   Resident 1 – Raised a question on a community litter pick.
   Resident 2 – Asked for a status report on the Neighbourhood Development Plan. Cllr Page responded that the plan was being updated, and further details could be found in the Chairmans report.

   Meeting Close: 19:51

NORTON PARISH COUNCIL

APPENDIX I

Norton Parish Council

Annual Parish Meeting – Wednesday 14 May 2025

CHAIRMAN'S ANNUAL REPORT FOR THE YEAR 2024/2025

The past year has been an extremely busy and productive time for Norton Parish Council and this report details the Council's principal activities since the Annual Parish Meeting last May. The Council has met seven times during that period, including a special meeting to discuss an important planning application.

Planning matters

One of the key statutory powers of a parish council is the right to be consulted and to comment on planning applications relating to land and buildings in the parish. This is a responsibility that we take very seriously.

During the reporting period the Council has commented, in detail, on 18 separate planning applications involving a wide range of planning issues in the parish, and in doing so has maintained its excellent working relationship with the Local Planning Authority to the mutual benefit of both councils.

Two applications commented on by the Council are particularly significant:

24/00331/FUL - an application for the erection of 46 dwellings (including 19 affordable homes) with associated parking, landscaping, and construction of a new vehicular access, on land south of Lime Close, Lime Close, Norton.

24/00691/FUL - an application for the construction of 45 dwellings with new access from Tewkesbury Road, internal roads and footpaths, areas of open space, sustainable drainage, landscaping and associated works on land at part Parcel 3330, Tewkesbury Road, Norton.

In both cases the Council has submitted robust objections to the proposals. These applications are still being considered by the Local Planning Authority and have yet to be submitted to Tewkesbury Borough Council's Planning Committee for a decision.

Two major decisions were made by the Borough Council on planning applications for residential development in the parish. 23/01003/OUT for up to 35 houses on land at Cold Elm was permitted and 24/00080/PIP for housing on land at Old Tewkesbury Road, north of the A38, was refused.

The Council is reliant on the provisions of the Down Hatherley, Norton and Twigworth Neighbourhood Development Plan to help protect the parish from unsustainable development. This Plan is now five years old and the Council is leading the three parishes' efforts to review and update the contents.

Governance

NORTON PARISH COUNCIL

The Council reviewed and adopted its key procedures, namely:

- Standing Orders;
- Code of Conduct;
- Publication Scheme for the Council's website;
- Financial Regulations; and
- Financial Risk Assessment.

The Council has also adopted the General Power of Competence under the Localism Act 2011. This enables the Council to do legally anything that a member of the public can do. Previously the Council could only exercise those powers specifically granted by statute.

To give its communications added security and ensure that they remain accurate and trustworthy, the Council now uses .gov.uk email addresses.

Financial

The rising cost of items like employment costs, insurance and playing field maintenance has meant that the Council needed to increase Council Tax for 2025/2026 by 3.45%. To put this into perspective, it represents an increase in monetary terms of £500. The Council's precept for the current financial year (its annual income) is £15,000.

Responses to Government consultations

The Council has responded to several important consultations during the year, namely:

- Ministry of Housing, Communities and Local Government on Local Audit Reform.
- Ministry of Housing, Communities and Local Government on strengthening the standards and conduct framework for local authorities.
- Ministry of Housing, Communities and Local Government on remote meetings and proxy voting.
- Ministry of Housing, Communities and Local Government on Local Government Re-organisation and Devolution in England.
- Gloucestershire County Council on their Local Development Guide.

Local Flooding Issues

The Council has held several discussions about flooding issues in the village with officials from Severn Trent. The Council has also introduced a Stormwater and Flooding Reporting process to enable residents to record flooding problems on the council's

website. This data is providing useful evidence both for discussions with Severn Trent, and in responses to planning applications for residential development.

Housing Needs Survey

The Council sponsored a Housing Needs Survey in the parish, conducted by the Gloucestershire Rural Community Council. The survey identified that there was a 0% need for affordable housing in Norton.

Norton Nurturing Nature

The arrangement between the Council and the residents of The Green for the maintenance of the Village Green and Pond continues to be a great success. The Council thanks the local residents for maintaining the Green to such a high standard.

The Council is also grateful to Councillor Martin Griffiths for co-ordinating this arrangement and for acting as the Norton Nurturing Nature lead.

Maintenance of the Play Space

A maintenance inspection plan has been put in place for the Play Space, and the contract with UBICO for the maintenance of both the Play Space and the playing field re-negotiated.

Speed limits on the A38

In February 2023, the Council requested Gloucestershire County Council (in its capacity as Highway Authority) to reduce the speed limit on the section of the A38 running through the village from 50mph to 40mph.

The Council were ultimately joined in this campaign by Down Hatherley and Twigworth Parish Councils.

After much discussion, the County Council has now agreed to make a Traffic Regulation Order (TRO) to lower the speed limit on the A38 between Down Hatherley Lane and a point just before the junction with Church Lane. A public consultation on the proposals has just been completed and the TRO should come into effect by the autumn.

Thank You!

An Annual Report is the perfect opportunity to thank all those people who work tirelessly behind the scenes to make parish affairs run smoothly. I want to thank the following people in particular:

The volunteers on the Village Hall Management Committee who run the Village Hall for the benefit of the parish. It would be hard to think of a more public-spirited group of people who rarely get the thanks they deserve, so I want to put that right now.

The Flood Warden, Sarah Clifford, and the Snow Warden, Jeremy Phelps, for diligently carrying out their responsibilities.

Brad Smith for editing and publishing the excellent Norton News.

NORTON PARISH COUNCIL

Councillor Anne Marie Delaney for representing the parish on the Gloucestershire Airport Consultative Committee and ensuring that residents' complaints about aircraft noise are addressed.

Our Borough Councillor, Mark Williams and our former County Councillor, Paul McLain for their unfailing support of the parish.

The Council was sorry to lose Selina Bostock, who left at the end of March. Selina was a truly outstanding Parish Clerk who kept the affairs of the Council and the parish running smoothly. I want to thank her both for her dedication to the parish and for the support she provided to me as Chairman.

However, I also want to welcome her successor, Daniel Hinde, who is clerking his first meeting. Dan joined us in mid-March to ensure there was a smooth handover of responsibilities and is already proving a fine asset.

My colleagues on the Parish Council. It's often forgotten that parish councillors are all unpaid volunteers, and there's much more to the role than just attending meetings so I want to thank them, especially the Vice-Chairman Anne Marie Delaney, for all their hard work.

And finally I want to thank you, the parishioners, for attending Council meetings like this, volunteering whenever volunteers are needed, and for generally taking an interest in parish affairs.

Richard F N Page Chairman of the Council

14 May 2025

NORTON PARISH COUNCIL

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

NORTON PARISH COUNCIL

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

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.

NORTON PARISH COUNCIL

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

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**

NORTON PARISH COUNCIL

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															