# NORTON PARISH COUNCIL

Minutes of the Norton Parish Council meeting held on 8th July 2026 Norton Village Hall commencing at 7.30pm

**Present –** Cllrs R. Page (Chairman), A. Delaney (Vice Chair), H. Costin, A Mason,

**Attendees –**D Hinde (Clerk),

**Agenda**

| | |
|---|---|
| **08.07.26.1** | **To receive and consider apologies for absence and confirm the meeting is quorate** |
| | There were no apologies for absence and the meeting was confirmed as quorate |
| **08.07.26.2** | **To receive declarations of interest on the agenda below (Localism Act 2011)** |
| | None |
| **08.07.26.3** | **Presentation of the Norton Award** |
| | Council confirmed the award was to be presented to Jeremy Phelps. Jeremy Phelps was not in attendance. |
| **08.07.26.4** | **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 )** |
| | None |
| **08.07.26.5** | **To confirm and sign Minutes of the Meeting held on 20 May 2026 and the extraordinary meeting held on 11 June 2026** |
| | **COUNCIL APPROVED** the minutes of the meetings held on 20 May 2026 and 11 June 2026 |
| **08.07.26.6** | **Reports** |
| **08.07.26.6a** | **County Councillor** |
| | None |
| **08.07.26.6b** | **Borough Councillor** |
| | None |
| **08.07.26.6c** | **Chairmans Report** |
| | The Chairmans Report was received as per **APPENDIX I** |
| **08.07.26.6d** | **Members** |
| | Cllr Delaney confirmed that the buyers had pulled out of the airport sale as they had lost their funding. The manager of the airport does not currently know what is happening but will provide more information once known. |
| **08.07.26.6e** | **Norton PCC** |
| | None |
| **08.07.26.6f** | **Norton CofE Primary School** |
| | None |
| **08.07.26.6g** | **Neighbourhood Watch** |
| | The Neighbourhood Watch report was received as per **APPENDIX II** |

# NORTON PARISH COUNCIL

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|---|---|
| **08.07.26.7** | **To receive a report on Norton Village Hall** |
| | Councillor Page confirmed that the roof repair was essential as all of the ridge tiles on the village hall are now loose. The repair will involve removing the old ridge tiles and replacing them with new during the school holidays to ensure the roof is safe. Cllr Mason requested that the village hall committee are encouraged to ensure the work is carried out in a timely manner. Councillor Page advised that the contractor was already booked as well as for the heating and toilet renovations. Cllr Mason queried the carpet in the meeting room and Cllr Page advised that that this was to be replaced but the village hall need to find the money first. As it is not an urgent job it can be done whenever funds are available and it will be replaced with Karndean flooring. Cllr Page advised the closure dates contained in his Chairman's Report will be posted on WhatsApp, Norton News and the noticeboard outside of the village hall. |
| **08.07.26.8** | **Finance, all documents circulated prior to the meeting** |
| **08.07.26.8a** | **To approve July 2026 Payment List/those paid since last meeting, to note receipts and agree actions** |
| | **COUNCIL APPROVED** payment list as per **APPENDIX III** |
| **08.07.26.8b** | **To receive and approve the Bank Reconciliation up to 30th June 2026** |
| | **COUNCIL APPROVED** bank reconciliation up to 30th June 2026 as per **APPENDIX IV** |
| **08.07.26.8c** | **To receive and approve Budget Monitoring Report up to 30th June 2026** |
| | **COUNCIL APPROVED** budget monitoring report up to 30th June 2026 as per **APPENDIX V** |
| **08.07.26.9** | **To receive the report for Norton Play Space - from Copeland Maintenance and review quotations for repairs** |
| | Council reviewed the report and quotations and agreed that Copeland Maintenance should carry out the necessary safety repairs. |
| **08.07.26.10** | **To discuss the Parish Council response to the planning enforcement plan** |
| | Councillor Page covered this in the Chairmans Report |
| **08.07.26.11** | **Planning** |
| **08.07.26.11a** | **Application Number - 25/00301/FUL**<br>**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.**<br>**Location - Yew Tree Farm The Green Bishops Norton Gloucester Gloucestershire GL2 9LP** |
| | Council agreed they have no comment on this application |
| **08.07.26.11b** | **Application Number - 25/00443/LBC**<br>**Proposal - 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.**<br>**Location - Yew Tree Farm The Green Bishops Norton Gloucester Gloucestershire GL2 9LP** |
| | Council agreed they have no comment on this application |
| **08.07.26.12** | **To receive items for the next agenda** |
| | None |
| **08.07.26.13** | **To agree date for the next Meeting – 16th September 2026** |

**Meeting Close – 20:07**

# NORTON PARISH COUNCIL

**APPENDIX I**

**Norton Parish Council**

**Parish Council meeting – Wednesday 8 July 2026**

**CHAIRMAN'S REPORT**

## (1) Planning Enforcement Plan

Tewkesbury Borough Council has published a draft Planning Enforcement Plan for public consultation detailing how the Borough Council will deal with building work that breaches planning rules.

The Plan's main proposals include:

(1) A change from four to three levels of enforcement priority:

- Category A - serious breaches that could cause significant or lasting damage, such as works on listed buildings or protected trees.
- Category B - breaches that may require the submission of a planning application to remedy the breach.
- Category C - small issues that are still technical breaches, but don't cause much harm.

(2) A new target of 30 days for the Borough Council to progress a complaint to the "next step".

(3) A revised timeline for reporting, including six monthly reviews to keep parish councils and residents informed.

(4) Simple, clearer guidance that explains what a planning breach is, how to report a breach, and what happens next.

(5) A commitment to use (where appropriate) modern tools like drone photos to help investigate cases.

The consultation closed on Monday 6 July and following consultation with councillors I replied to the Borough Council confirming the Parish Council's broad support for the Enforcement Plan's proposals.

## (2) Emergency planning for potential flooding event

The Parish Council has taken delivery of 50 orange sandbags (not hessian sacks) for use in a future flooding event in the parish. The sandbags will be stored in the Village Hall until needed.

A delivery of sand, which will be stored in the locked yellow container in the car park, is expected later in the month.

# NORTON PARISH COUNCIL

Tewkesbury Borough Council have just appointed a new Emergency Planning Officer for the Borough, Sonia Way, and Anne Marie Delaney and I will be meeting her next week to discuss emergency planning arrangements.

**(3) Village Hall renovations**

Following an extensive review to determine the Hall's requirements and a financial tendering process, the following works will be carried out over the course of the summer:

- Roof repairs, including the replacement of the ridge tiles.
- Installation of a new heating and hot water system.
- Refurbishment of the toilets, including new sanitary ware.

To enable this work to be carried out speedily and safely, the Hall will be closed from Monday 20 July to Friday 14 August. Hirers with bookings during this period are in the process of being informed.

Additionally, the floor of the main Hall is being renovated and repolished. The Hall will be closed for the week beginning Monday 24 August to allow this work to be done.

Discussions are taking place with the various contractors to see if the Committee Room can remain open whilst these works are carried out. An announcement will be made about this in due course.

Richard F N Page

5 July 2026

# NORTON PARISH COUNCIL

**APPENDIX II**

Norton Neighbourhood Watch Report to the Parish Council 08/07/2026

There are 152 members subscribed to the Norton Neighbourhood Watch WhatsApp group

Since the last Parish Council meeting held on 20/05/2026 there have been numerous postings to the WhatsApp group, including (not in any special order):

Fly tip off A38

Loud music coming from a private home

Mis-delivered parcels

Loose dogs

Dogs barking

Road closures

Various requests for help and advice

Lamb in distress/stuck in hedge

School 150th celebrations

Various local event advertisements

Bin collection changes

Parish council meetings

Parish councillor vacancy

Letting off fireworks

Norton Court farm open day

Downed branches on Wainlode Lane

Litter left in bus shelter

Possible sighting of a suspicious person in sports field (male 30's)

Suspicious person in play area (possibly the same person as above)

Regards

Andrew Mason

Neighbourhood Watch Assistant Coordinator

# NORTON PARISH COUNCIL

PP Christine Williams Neighbourhood Watch coordinator

## APPENDIX III

**Norton Parish Council**

**Finance report presented to Norton Parish Council on the 8th July 2026**

**A summary of financial activity for 2026/27**

| Income during the period | | | |
|---|---|---|---|
| | **Amount** | **Legal Note** | **Comments** |
| C/f from 2025/26 | £ 32,686.42 | | |
| Precept paid on 28/04/2026 | £ 15,000.00 | *Local Government Finance Act (LGFA)1992 sc. 41* | |
| HMRC VAT Refund | | | Requested VAT refund of £493.52 |
| CIL | 6134.34 | | |
| **Total** | **£ 42,508.96** | | |

| **Expenditure during the period** | **Payments To be Approved 15/07/2026** | **Total spend 01/04/2026 to 30/06/2026** | **Payments made yet to clear 20/05/2026** | **Total Committed Payments to 20/05/2026** | **2026 / 2027 Budget** | **Notes** |
|---|---|---|---|---|---|---|
| Clerk's salary and associated costs | £411.53 | £1138.05 | £0 | £0 | £5462 | |
| Hiring of village hall | £0 | £0 | £0 | £0 | £200.00 | |
| Maintenance of Parish graveyard | £0 | £0 | £0 | £0 | £400.00 | |
| Defibrillator | £0 | £0 | £0 | £0 | £120.00 | |
| Grounds maintenance | £0 | £0 | £0 | £0 | £2,000.00 | |
| Maintenance of Assets | £0 | £0 | £0 | £0 | £400.00 | |
| Insurance premiums | £0 | £571.35 | £0 | £0 | £595.00 | |
| Audits & Accounts Fees | £210 | £0 | £0 | £0 | £220.00 | |
| Subscriptions | £446.40 | £240.65 | £0 | £0 | £475.00 | |
| Website | £0 | £0 | £0 | £0 | £275.00 | |
| Training | £0 | £0 | £0 | £0 | £300.00 | |
| 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 | £150.00 | |
| Play Space Maintenance | £99 | £198.00 | £0 | £0 | £1000.00 | |
| Contingency | £0 | £0 | £0 | £0 | £502.00 | |
| Bank Charges | £0 | £12.75 | £0 | £0 | £51.00 | |
| **Total Expenditure** | **£1166.93** | **£2160.80** | **£0** | **£0** | **£15,000.00** | |

**Comments**

i. The online bank statement of the 30th June 2026 showed a balance of £ 45,525.62 .

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*** | ***£22,611.85*** |

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 | *July 2026* | *LGA 1972 s.112(2)* |
| Clerk Expenses | £37.40 | *Mileage for May and June Meetings* | |
| GALC | 210 | *Internal Audit Invoice 1742* | |
| Scribe | £446.40 | *Invoice 18677* | |
| Copeland Maintenance | £99.00 | *Invoice 0183* | |
| **Total** | **£1166.93** | | |

# NORTON PARISH COUNCIL

**APPENDIX IV**

2 July 2026 (2026-2027)

**Norton Parish Council (Tewkesbury Borough)**

Prepared by: _____ Date: _____

*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 30/06/2026** | | | |
| | Cash in Hand 01/04/2026 | | | 32,686.42 |
| | **ADD** | | | |
| | Receipts 01/04/2026 - 30/06/2026 | | | 15,000.00 |
| | | | | 47,686.42 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2026 - 30/06/2026 | | | 2,160.80 |
| **A** | **Cash in Hand 30/06/2026** (per Cash Book) | | | **45,525.62** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 07/03/2023 | 0.00 | |
| | Parish Council of Norton - Treasure | 30/04/2026 | 45,525.62 | |
| | | | | **45,525.62** |
| | Less unpresented payments | | | |
| | | | | 45,525.62 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **45,525.62** |
| | **A = B Checks out OK** | | | |

# NORTON PARISH COUNCIL

## APPENDIX V

**Norton Parish Council (Tewkesbury Borough)**

**Monthly breakdown of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

02 July 2026 (2026-2027)

| | Budget | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | Variance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PAYMENTS** | | | | | | | | | | | | | | | |
| **Admin costs** | | | | | | | | | | | | | | | |
| Scribe Accounts | 361.00 | | | | | | | | | | | | | | 361.00 |
| Bank charge | 51.00 | 4.25 | 4.25 | 4.25 | | | | | | | | | | 12.75 | 38.25 |
| VAT Refund | | | | | | | | | | | | | | | |
| **Audits** | | | | | | | | | | | | | | | |
| Audit Fees | 220.00 | | | | | | | | | | | | | | 220.00 |
| **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 | 4,670.00 | 374.13 | 374.13 | 374.13 | | | | | | | | | | 1,122.39 | 3,547.61 |
| HMRC Payments | | | | | | | | | | | | | | | |
| PATA Payroll | 178.00 | | | | | | | | | | | | | | 178.00 |
| Clerk Mileage | 47.00 | | 15.66 | | | | | | | | | | | 15.66 | 31.34 |
| Clerk Expenses | 206.00 | | | | | | | | | | | | | | 206.00 |
| **Communications** | | | | | | | | | | | | | | | |
| Communications | 200.00 | | | | | | | | | | | | | | 200.00 |
| **Community Infrastruct** | | | | | | | | | | | | | | | |
| Community Infrastructur | | | | | | | | | | | | | | | |
| **Contingency** | | | | | | | | | | | | | | | |
| Stationary | 502.00 | | | | | | | | | | | | | | 502.00 |
| **Defibrillator** | | | | | | | | | | | | | | | |
| Defibrillator | 120.00 | | | | | | | | | | | | | | 120.00 |
| **Dues & Subscriptions** | | | | | | | | | | | | | | | |