

Norton Parish Council

Minutes of the Meeting Held on the 8th May 2019 at 19:30 in Norton Village Hall

Annual Parish Meeting Present:

Cllr Eirwyn Jenkins - in the Chair
Cllr Simon Holden
Cllr Richard Page
Cllr Sarah Clifford
Cllr Fran Bussey

In Attendance:

Clerk of the Parish Council
Internal Auditor
Cllr P Awford
3 Parishioners

1. Chairman's Report

The Chairman gave his report a copy of which is attached.

2. Completion of the declaration of acceptance of office forms

Each of the five Councillors completed and signed a declaration of acceptance of office form. The Clerk witnessed each signature and countersigned all forms and will hold them for future reference.

3. Election of Chairman

Cllr Eirwyn Jenkins was proposed by Cllr Richard Page and Seconded by Cllr Sarah Clifford. There were no other nominations.

Cllr Eirwyn Jenkins was duly elected as chairman and accepted the chairmanship thanking the Council.

Cllr Jenkins added that his intention is to stay in the position of Chair whilst the newly elected Council members establish their knowledge, and would look to relinquish the seat in January 2020 or sooner if the Council wish.

4. Election of Vice Chairman

It was agreed by all Councillors that the election of Vice Chairman will be deferred to the next Parish Council meeting on the 10th July 2019.

5. Appointment of the Internal Auditor

Cllr Jenkins thanked Philip Drew the Internal Auditor for all of the work he has done for the Parish Council over the past year.

Philip Drew was asked if he would continue as the Internal Auditor, which he accepted. This appointment was proposed by Cllr Jenkins and seconded by Cllr Fran Bussey, his appointment as Internal Auditor was approved by the council.

6. To appoint representatives on other bodies

Cllr Jenkins explained the roles to the new Councillors who then volunteered for the following roles:

- a. Village Hall Committee - Cllr Richard Page
- b. Flood Warden – Cllr Sarah Clifford
- c. Snow Warden – Cllr Fran Bussey

This concluded the Annual Parish Meeting – 19:48.

Parish Council Meeting – 19.48

1. Apologies for absence

There were none.

2. To adopt Norton Parish Council's Code of Conduct and completion of the register of interests

All Councillors confirmed receipt of Norton Parish Council's Code of Conduct and the register of interest form prior to the meeting. Cllr Page proposed the adoption of the Code of Conduct, seconded by Cllr Holden. The Code of Conduct was adopted by the Parish Council.

Register of interests have been handed to the Clerk by Cllr's Jenkins, Page and Clifford. Cllr's Holden and Bussey are to email theirs following the meeting. These will all then be forwarded to the Monitoring Officer of Tewkesbury Council by the Clerk.

3. Declaration of interest in items on the agenda

There were none.

4. To receive the Minutes of the Parish Council Meetings held on 6th March 2019 and 17th April 2019

The minutes were reviewed by the Council and signed as a true record by the Chairman.

5. Matters not arising on the agenda

Cllr Jenkins referred to item "12. The Parishioner's questions" of 6th March 2019 regarding the entrance to the land behind the development site for the 22 houses, it was claimed was not being used in accordance with the Planning Application. Cllr Jenkins has contacted the owner who has confirmed that this will be corrected upon completion of the development.

6. To receive reports:

a. County Councillor Report – Cllr Phil Awford

Cllr Awford advised that due to the recent Elections there was not an extensive amount for him to report. There are ongoing concerns regarding the road closures due to the work taking place on behalf of Gigaclear and Severn Trent.

The resurfacing of the B4213 in Apperley is also a concern. Craig Freeman, from Highways, is speaking with the contractors and trying to arrange for the overlay to be done when the school at Apperley is closed to keep the disruption to a minimum. If the traffic flow can be sustained in the form of a convoy then this would be a help also.

The new Tewkesbury Borough Council are being inducted as of today, this is a mixed Council with one party having 23 members elected, which is reflective of the Country as a whole.

Cllr Jenkins added that the Village of Norton has had a second day of challenges from Gigaclear, and asked who was funding the work. Cllr Awford advised that the County Council have put £1.4m into the project. He added that if there are issues with the completed work not being to an acceptable standard, he had a contact who would be able to assist. Cllr Awford provided these details to Cllr Jenkins and also advised that this contact would inspect the reinstatement of verges and the access which had been affected to properties by the installations.

Cllr Page added that on the Old Tewkesbury Road the cable has been put down one side of the Road, and asked if they would have wayleave to dig across the Road to install on the opposite side. Cllr Awford confirmed that they do have this permission. He asked that if the work continued to not be of an acceptable standard that it is brought to the attention of his contact.

Cllr Jenkins confirmed that he will do this and also record throughout Norton Parish where there are any issues and make contact. Cllr Awford confirmed that if any reinstatement is required after this then this will be done. Cllr Jenkins stated it was clear that to map out the required locations of demarcation points they have used Google Maps, as some points have been installed to sheds and storage units while deficient in connection points in other locations. He will also ask Parishioners for their comments as well.

b. Borough Councillor - Not present.

c. Members – No reports.

7. Neighbourhood Development Plan and Village Plan

Cllr Jenkins reported that 90.6% of votes cast in the referendum of the three parishes in the Neighbourhood plan area were in support of the NDP. It has taken 6 years for the Parishes to get to this stage, and 2.5 years of

hard work for Cllr Jenkins and he's grateful for the support received. The next and final stage is the adoption of the NDP by the Council of the Borough.

A parishioner added that the NDP had progressed and was supported, thanks to Cllr Jenkins, all Councillors concurred and passed their thanks on to Cllr Jenkins.

Now that the NDP is concluded with regards of the input required from the Parish Council, Cllr Jenkins would like to develop the village for the benefit of the parishioners. He asked that the Parish Council think about how they would like to see the parish develop in a way that would be beneficial for all who live in Norton, this will be for discussion at the next meeting.

Cllr Page added that it would be good for the spirit of Norton to include the whole Parish and not just its component parts.

Cllr Bussey added that she would like the school to work together with the Parish and for it to have a community involvement too.

All Councillors agreed that they will bring ideas to the next meeting.

8. Update on the Village Green and Pond

Cllr Jenkins explained that there has been a delay as the relevant deed has been lost. It is believed that a statutory declaration has been signed by the current owner.

Cllr Jenkins is looking to plant wild flowers in the area to add to it. Cllr Page added that once the pond and green are under the Parish Council's ownership that it would be beneficial to look at the current fence. Cllr Jenkins added that a price has been requested for a replacement and advice will be taken on the requirements.

9. Update on the Play Area for Norton playing fields

The Clerk advised that there have been further applications for funding for the Play Space which we are awaiting decisions on, these are as follows –

NFU Mutual Charitable Trust	£5,000.00
National Lottery Community Fund	£45,000.00
Angus Irvine Playing Fields Fund	£3,500.00
Tesco Bags of Help	£1 - 4,000.00

There are also the following applications which are currently being worked on –

Barnwood Trust
Summerfields Trust

Cllr Jenkins suggested that at the next meeting the Parish Council could look to ring fence further funding for the Play Space.

The Clerk explained that for the pathway to the Play Space, the group have had to advise the prospective funders that there could be a delay to the

connecting path from the new Pre-School across the field to the access gate. It was asked if the Parish Council would still be in agreement with progressing the path pending the Pre-School path being laid. All Councillors agreed that this would be acceptable. The Clerk added that the plan for the path, which Gloucestershire County Council would be managing, will be requested so that there wouldn't be a delay to laying the connecting path to the Play Space. Cllr Jenkins added that if needed the Parish Council could pay for a path to be added to ensure that the Play Space was accessible.

Cllr Jenkins also conveyed his thanks to the working group and Jo Robson in particular for her continued and invaluable support.

10. Planning Matters updates:

a. 19/00367/FUL – Walnut Farm, Tewkesbury Rd, Norton

Cllr Jenkins expressed his frustration with the suggestion in the application that it is in line with and accepted within the NDP, which it is not. He explained that the response that the Parish Council submits will go to the Planning Officer and may then go to the Planning Committee. He has previously emailed the Councillors' with his first draft response and asked for their thoughts.

Cllr Bussey said that the application has been very selective on what has been taken from the NDP.

Cllr Page added that there is a very strong argument against the application given Cllr Jenkins points. It's important to withhold sentiment from the response and make it a concise response.

Cllr Holden added that a summary is required, the NDP has been voted in by the Parishioners so needs to be sited in the response.

It was advised that this is also being discussed at the Down Hatherley Parish Council meeting, and they will also be responding to the application.

Cllr Jenkins advised that if the application was to go before a Planning Committee, then it would be beneficial for the Parish Council to have a presence at the meeting, to present their argument. This is important as the developer will read the Parish Council's submitted response and then respond. This could then be countered at the planning meeting.

All Councillors were in agreement to object to the application with the response to be circulated and agreed by all before submission. Proposed by Cllr Jenkins and seconded by Cllr Page.

b. & c. 19/00407/FUL – Yew Tree Farm, The Green, Bishops Norton

Cllr Jenkins explained the history to the application, the original planning was made in 2006 which was to convert redundant buildings this was permitted and renewed in 2010 and 2013. In 2018 one building was

refused as slightly larger on the last application and there was a conflict of curtilage on the farm.

The Parishioner whose property this application relates to was in attendance and was invited to contribute, he explained that this has now been resubmitted to match the planner's requirements, the aim is to maintain the red brick building.

Cllr Jenkins advised that his belief is that this is a good use of redundant farm buildings and in line with the NDP. Cllr Page added that the aim should be to develop on existing sites and not to create new sites, and therefore does not see an issue with the application.

Cllr Holden added that he had no objection to the application and supports Cllr Page's comment to preserve the best of the past and work with the future.

Cllr Holden proposed to support the application seconded by Cllr Bussey all Councillors were in agreement that this is good use of redundant buildings.

d. 19/00433/FUL – Walnut Farm, Tewkesbury Road, Norton

Cllr Jenkins has concerns that developments are being treated in isolation so that the cumulative effect on the brook is not considered and may lead to problems downstream. Cllr Page voiced concerns over the limit of the amount of water that can be discharged in to Cox's Brook.

There is a need for a Sustainable Urban Drainage System (SuDS). There is concern that the more small developments there are, the cumulative effect of several developments discharging surface water in to the brook will be significant.

The Parish Council need visibility of a sustainable SuDS design before they are able to support the application. Until this has been produced they are opposed to the application. Cllr Bussey proposed this response and Cllr Clifford seconded, all Councillors were in agreement.

e. 19/00170/FUL – Cold Elm Cottages, Tewkesbury Rd, Norton

Cllr Jenkins explained that this is allowed within the NDP and that there have been no comments made locally. Cllr Holden proposed no comment and seconded by Cllr Jenkins, all Councillors were in agreement.

f. 18/00576/FUL – Elmhurst, Tewkesbury Rd, Norton

Cllr Jenkins suggested that the Parish Council should reiterate their previous comments that this building is to remain ancillary to the main building. Cllr Holden added it is important to look at the wider implications on the Parish when considering applications

Cllr Jenkins proposed to maintain the previous comments, Cllr Page seconded and all Councillors were in agreement.

g. 17/00852/OUT – Yew Tree Farm Development, Twigworth S106 Money

Cllr Jenkins provided the Parish Council with the details of the S106 money relating to the Yew Tree Farm Development. He added that the Parish Council were not aware of the money or consulted on the options or how the money was to be allocated.

The money relating to Norton is as follows –

Contribution	Sum payable	Spending purpose	Trigger
Changing Facilities Contribution	£66,216	Towards improvements to and/or extension of existing facilities at Norton Village Hall	Prior to occupation of the 25th dwelling
Community Buildings Contribution	£33,648	Towards improvements and/or extension to existing facilities at Down Hatherley Village Hall and/or Norton Village Hall	Prior to occupation of the 25th dwelling
Indoor Bowls Contribution	£4,830	Towards indoor bowls equipment for use at Down Hatherley Village Hall and/or Norton Village Hall	Prior to occupation of the 50th dwelling
Playing Pitches Contribution	£22,972	Towards improvements to existing pitches and/or the creation of a new playing pitch at Norton Village Hall	Prior to occupation of the 25th dwelling
Sports Hall Contribution	£27,442	Towards improvements to and/or extension of existing facilities at Down Hatherley Village Hall and/or Norton Village Hall	Prior to occupation of the 25th dwelling

Based on the above the total contribution towards Norton Village Hall is £89,188, total Contributions to Norton Village Hall and/or Down Hatherley Village Hall = £65,920, which brings the combined potential contribution too £155,108.

h. Other Planning Matters

There were none.

11.Finance

a. To receive the finance report

The Clerk talked through the details of the Finance report, which was then proposed by Cllr Jenkins and seconded by Cllr Page. The finance report was adopted.

b. To approve payments in accordance with the finance report

Clerk – Monthly Salary	£175.19
Clerk Expenses	£62.96
Production of Norton News	£90.00
Total	<u>£328.15</u>

The payments were approved by Cllr Bussey and seconded by Cllr Clifford.

c. To adopt the accounts for the Year Ended 31st March 2019

The Clerk talked through the accounts which were provided to the Councillors prior to the meeting along with the AGAR documents and asked if there were any questions.

Cllr Page proposed adopting the year end accounts and Cllr Clifford seconded. The accounts were adopted by the full Parish Council.

d. Certificate of Exemption (AGAR 2 pg. 3 of 6)

The Clerk explained to the Parish Council the requirements which must be met to for the Council to be exempt from External Audit. It was agreed that the Parish remained exempt for the period 2018/2019.

Cllr Page proposed the signing of the Certificate of Exemption and Cllr Clifford seconded. All Councillors were in agreement that the Parish Council should be exempt from External Audit for 2018/2019.

The Internal Auditor advised that it would be prudent for the Parish Council to update the Fixed Asset Register, to ensure that the valuation is current and correct. The Parish Council agreed and a motion for this review was proposed by Cllr Bussey and seconded by Cllr Clifford.

e. Annual Governance Statement (AGAR 2 pg. 5 of 6)

The Parish Council reviewed the Annual Governance Statement and this was proposed by Cllr Clifford and seconded by Cllr Page and approved by the full Council.

f. Accounting Statement (AGAR 2 pg. 6 of 6)

The Clerk talked through the Accounting Statement which was provided to the Councillors prior to the meeting and asked if there were any questions. Cllr Holden proposed the approval of the Accounting Statement and Cllr Bussey seconded. The Accounting statement was approved by the full Council.

The Clerk also confirmed that the "NOTICE - Making provision for the exercise of public rights_2018-19 - exempt authorities" will be displayed from the 31st May 2019.

g. Finance Regulations

With the new Parish Council and the addition of online accounting it was agreed that the current Parish Council Finance Regulations need to be reviewed. It was agreed that the Clerk and Cllr Page will review, with the assistance of the Internal Auditor. At this time the Financial Risk Assessment will also be reviewed.

12. Matters Arising not on this agenda

Cllr Jenkins reminded all Councillors that they are to return their Election expense declarations by the 30th May, this is required whether there were any expenses or not.

A Parishioner who's kindly been responsible for the Parish "Spring Clean" advised that there have been issues with the delivery of equipment. It was asked if the Parish Council would support signing up to the official Tewkesbury Borough Council scheme. If this was approved then as well as equipment their insurance policy would cover all participants, and a group session on health and safety would be arranged. All Councillors are in support of this initiative.

Cllr Jenkins advised all in attendance that the "Village Horticultural Show" is taking place on the 10th August, and said it would be good to have Parish Councillor participation.

Cllr Jenkins is going to speak with the Parishioner who kindly arranged for the replacement of the "Dog Bin" near to the Church, and find out more information on the relocation of the other bin closer to the A38.

The Clerk is going to let the Parish Councillors know about upcoming Councillor Courses along with the costs.

All Councillors are going to review the pre-booked dates for Parish Council meetings, as they were based on the previous Council's requirements.

Cllr Holden questioned the registration of a domain name for the Parish Council and whether this would be a preferred option for the Parish Council to have allocated email addresses to the domain name – The Clerk will add this to the next agenda.

Cllr Holden also asked if it would be possible to have a speeding task force to influence a campaign against speeding through the Parish – an ongoing concern of many Parishioners. Cllr Page added that the Police have been out but only into the carpark and there is an issue with inconsiderate parking on the roads. Cllr Jenkins explained that there has been a meeting with Craig Freeman from Highways with regards to parking and the bus stop. Cllr Holden said that it would be worthwhile obtaining evidence of the issues with dates – The Clerk will add this to the next agenda.

Cllr Holden also added it would be good to have a communications plan to work with the Parishioners, asking what they would like for the Parish and to use polls and surveys to do this. The Clerk and Cllr Holden will develop a Facebook page for the Parish Council.

13. Parishioners' Questions

A parishioner advised regarding the relocation of the "Dog Bin" that there has been an application for the spare bin to be moved to the A38 and a response has not yet been received from TBC.

Actions following meeting –

Detail	Owner
NALC Salary Scales review - 10 th July agenda	Clerk
Councillors to advise Clerk of all Personal Data held for Council Business	All Councillors
Display Notice of Public Rights and Publication of unaudited annual Governance & Accountability return – 31 st May 2019	Clerk
Vice Chairman of the Parish Council – Requirement to be discussed on 10 th July agenda	All Councillors
To discuss further funding for Play Space from the Parish Council – 10 th July agenda	All Councillors
Clerk to send Councillors completed Register of Interest forms to Monitoring Officer at Tewkesbury Borough Council	Clerk
Return of Election Expenses returns	All Councillors
Submission of AGAR documents to External Auditor	Clerk
Upload of 2018/19 Accounts to Parish Council website	Clerk / Cllr Jenkins
Review of Financial Regulations and Financial Risk Assessment	Clerk / Cllr Page / Internal Auditor
Setup Norton Parish Council on Facebook	Clerk / Cllr Holden
Share Councillor Course dates with all Councillors	Clerk
Review pre-booked Parish Council meeting dates	All Councillors
Review of Parish Council Domain names and emails	Cllr Jenkins
Speeding reduction – contact local Police Force for Advice	Clerk

Date of the Next Meeting: Wednesday 10th July 2019.

Meeting closed at 21:35 hrs.

Signed –

Dated –

DRAFT