

# Norton Parish Council

## Minutes of the Meeting Held on the 9th May 2018 at 19:30 in Norton Village Hall

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### **Annual Parish Meeting Present:**

Cllr Eirwyn Jenkins - in the Chair  
Cllr Steve Norgate  
Cllr Colin Edwards  
Cllr David Rolls

### **In Attendance:**

Clerk of the Parish Council  
Internal Auditor  
3 Parishioners

### **1. Chairman's Report**

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

The Chairman relinquished his seat and it was taken over by the clerk.

### **2. Election of Chairman**

Cllr. Eirwyn Jenkins was proposed by Cllr Steve Norgate and Seconded by Cllr Colin Edwards and Cllr David Rolls. There were no other nominations.

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

### **3. Election of Vice Chairman**

It was agreed with all Councillors present that due to the size of the Council a Vice Chairman was not required.

### **4. Appointment of the Internal Auditor**

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. Rolls. Cllr. Jenkins thanked Philip for his work over the past year, and his appointment as Internal Auditor was approved by the council.

### **5. To appoint representatives on other bodies**

- a. Village Hall Committee - Cllr Eirwyn Jenkins
- b. Flood Warden - Cllr Eirwyn Jenkins
- c. Snow Warden – Jeremy Phelps

## **Parish Council Meeting**

### **6. Apologies for absence**

Cllr Graham Garbutt  
Borough Councillor David Waters

### **7. Declaration of interest in items on the agenda**

Cllr Edwards noted an interest in 18/00337/FUL - Rosemullion Tewkesbury Road Norton Gloucester.

### **8. Approval of the Minutes of the Parish Council Meetings held on Wednesday 7<sup>th</sup> March 2018 and Thursday 29<sup>th</sup> March 2018**

Both sets of minutes were proposed by Cllr Edwards and seconded by Cllr. Norgate, and signed as a true record.

### **9. Matters not arising on the agenda**

Replacement bench near to the playing field, not to proceed at the present time. This is pending the development of a Play Area.

Cllr. Jenkins has reviewed the National Planning Policy Framework consultation document and stated that he had little to report to the council

The developments at 18/00246/FUL – Pumpstock, The Green Bishops, Norton and 17/00539/APP – Parcel 5922 Green Acres, Tewkesbury Rd, Norton, Gloucester have both been permitted.

Cllr. Rolls asked that it was noted that whilst the Play Area was discussed during the Finance section of the meeting of 7<sup>th</sup> March 2018 it was not detailed on the agenda for that meeting.

### **10. New Salary Scales**

The new salary scales from the National Association of Local Councils were noted by the Parish Council

### **11. Adoption of the NALC Revised Model Standing Orders**

This agenda item was deferred by Cllr Jenkins to the next Parish Council meeting.

### **12. New Dawn Inn – Asset of Community Value (ACV)**

The New Dawn Inn (previously The Kings Head) was registered as an Asset of Community Value (ACV) four years ago, and the renewal is due 4<sup>th</sup> August 2018. The question was raised as to whether the council should renew or allow the registration to lapse. The purpose originally was to allow the community to raise funds and purchase the Kings Head as was should it become available, with the intention to holt potential development. This is unlikely to become an

issue now as it is owned by a developer and the pub is currently successful. However, should the pub fail then this would then become relevant again. As if it was decided to develop and convert the property, the ACV would apply.

Cllr Norgate has already contacted the developer New Dawn Homes to advise that this item was on the agenda.

It was proposed by Cllr Norgate that the renewal of the ACV should be completed, and this was unanimously agreed by all Councillors. Cllr Norgate will draft the application and forward to the Clerk to submit.

### **13. To receive an update on GDPR**

The Clerk referred to the email of 26<sup>th</sup> April circulated to all Councillors. It was requested that where any personal data is held by the Councillors it is necessary that this is advised. This will then be included within the required procedures for GDPR.

The need for a document for all Councillors to complete to confirm that their contact details can be shared is also to be sent and completed by all. Cllr Rolls advised that he held a template which he would share with the Clerk for this purpose.

When contact is between Councillors and the Clerk it was agreed that there is no requirement for the Bcc option to be used.

The Clerk will also complete the registration for the Council with the ICO. It was also reiterated that there is a requirement for any Councillor who uses personal data outside of the Council. For anything other than personal use, that they must also register with the ICO as an individual.

The Clerk will resend the request to Councillors to understand fully the personal data that each hold. It was explained that any personal data held by the Clerk is either in a digital format (email or computer file) which is locked with passwords and the laptop used is also locked away when not in use. All paper copies of personal data (if held) are stored within a locked filing cabinet.

It was explained that the situation with regards to the appointment of a Data Protection Officer (DPO) is still uncertain. The Clerk will contact GAPTC to check for an update on this. As there could be a cost to the Council as it is expected that the Clerk will not be able to be the DPO.

The Clerk will produce and circulate the GDPR related documents for the Council's approval from the templates provided by the NALC.

All Councillors in attendance were provided with a copy of the disclosure forms, these are to be returned at the next meeting.

### **14. Noticeboard**

The Clerk presented the Council with three quotations for the cost of a noticeboard to replace the current one on facing the road on the Village Hall. Due to the cost it was agreed that it would be worthwhile looking at other options.

There were a number of residents who were suggested as being able to construct one for the council so this is to be explored.

One parishioner in attendance was going to find out the cost of the one which had recently been installed at the Church.

#### **15. Update on the Play Area for Norton playing fields**

Cllr Jenkins explained that the Play area is to be provided for the children of the parish with a space for parents also. The proposed location is the top end of the MUGA (closest to the Rugby pitch). He has passed to a Committee of local parents of the parish, to research and come up with a proposal to put before the Council. The aim is for this to be a meeting area for the local and school families.

He is also in the process of updating the land ownership for the field. It was believed that there was not a deed of variation for the MUGA, but there is actually a license for the land instead. The Council will be kept updated with this information.

Cllr Rolls suggested that the Committee should contact the Gloucestershire Playing Field Association for guidance. This was noted and confirmed that the Clerk was in the process of doing this.

Access was then discussed from Wainlode Lane for pedestrians, which Cllr Jenkins said maybe possible upon the completion of the building of the pre-school on the S106 land.

#### **16. Planning Matters updates:**

##### ***a. 18/00337/FUL - Rosemullion Tewkesbury Road Norton Gloucester***

Agreed to support by Councillors on email with no comments, as this was in the NDP settlement boundary.

##### ***b. Woodland on Norton Hill***

Cllr. Norgate advised that as a concern was raised at the meeting on 29<sup>th</sup> March with regards to the building in the woodland on Norton Hill, Emily Pugh at Tewkesbury Borough Council was contacted. She advised that she had already been to the site and had reviewed the structure and no planning was required.

It was also advised that the landowner has ordered a less conspicuous tarpaulin to cover the structure, as the original white one was ordered believing that it was clear. This is going to be monitored by Emily Pugh, but the understanding from all attending was that the landowner is keen to conserve the area.

The Chair thanked Cllr Norgate for his clarifying the situation.

**c. Other planning matters**

There were none.

**17.Finance**

**a. To receive the finance report**

Adopted by Cllr Edwards and seconded by Cllr Jenkins

**b. To approve payments in accordance with the finance report**

GDPR Course – Inv 5840 GAPTC	£40.00
Clerk – Monthly Salary	£162.79
Clerk Expenses	£48.15
<b>Total</b>	<b><u>£250.94</u></b>

The payments were approved by Cllr. Rolls and seconded by Cllr. Norgate.

**c. To adopt the accounts for the Year Ended 31<sup>st</sup> March 2018**

The accounts were proposed by Cllr Norgate and seconded by Cllr Jenkins.

Philip Drew the Internal Auditor suggested that maybe a valuation of the Village Hall is required to re-establish the value. It was also suggested that the lease of the field from the land owners for the peppercorn rate would have a material value to the Parish Council.

It was agreed that the previous year's figure for the Parish Council assets will be carried forward to the start of 2017 / 2018, with the addition of the dog bin being added. Then during the year of 2018 / 2019 the Parish Council will look to clarify all elements and update the asset values. This will be completed once ownership has been established for all assets. This is to remain a rolling item on the meeting agendas for the year.

The income for 2016 / 2017 was restated due to the additional support grant from Tewkesbury Borough Council being included with the precept in as a single sum. The Clerk is to check that this was not the case for 2017 / 2018.

The other item which was picked up in the audit was that cheque 00701 to the Village Hall Committee for £37.00 remains outstanding. The Clerk has checked with the Village Hall Secretary and there is no outstanding amount. It was agreed that the Clerk should formally cancel the cheque so that this can be removed from the accounts at the close of 2018 / 2019.

All Councillors were provided with an audit pack and Cllr Jenkins confirmed that the accounts will be adopted at the next meeting and will be published on the website prior to the 1<sup>st</sup> July 2018. The pack also included the public notice which needs to be displayed from the 4<sup>th</sup> June 2018.

The Clerk explained that the exemption from External Audit due to the Council's income and expenditure of below £25,000 needs to be minuted. The

Councillors unanimously agreed that the Council would opt out of the External Audit process.

Cllr. Jenkins thanked Philip Drew for his work on the accounts and internal audit.

## **18. Matters Arising not on this agenda**

### **a. Dog Bin located by the Church**

Cllr Jenkins raised that the dog bin at the church has disintegrated, it is situated outside the church gate near to the hedge. It believed that it is 15-20 years old and due for replacement.

The location is to be discussed at the next Parochial Church Council meeting and then contact will be made either with Cllr Jenkins or the Clerk, to advise of the best location for the replacement to be made. If it is to remain in the same location only a replacement bin would be required, as the post remains in place. The decision to replace was unanimous within the Council.

### **b. Nextdoor app**

The Nextdoor app was discussed at the last Village Hall Committee meeting. It was agreed that as there was no cost and because it would not require the Council to hold any personal data (unlike WhatsApp) that it would be worth setting up for the Parish to share updates. Parishioners would be able to opt in to updates from the Council.

Cllr Edwards will invite the Clerk to join the Norton group, with the Clerk to provide details on how this is completed.

### **c. Roadworks**

Cllr Rolls expressed his disappointment over the roadworks and the lack of communication prior to the roadworks commencing.

All Councillors agreed that the works were not to an acceptable standard and that there was no notification received prior to the roads being closed. Compounded by the reinstatement not being to the standard that the area had been found.

Cllr Jenkins agreed and said that the Council will make contact with the companies involved, to reflect the feelings of the Parishioners.

## **19. Parishioner's questions**

### **a. Dumping of rubble**

It was raised by a Parishioner that there was a pile of rubble including bricks that had been dumped, at the end of the road opposite the New Dawn Homes development. Which is believed to have come from the above roadworks, and there was also mention that there had been concrete from the development which has been disposed of as well.

**b. Pond Restoration**

A Parishioner has asked if it is possible for the Pond to be restored. GWT have previously been to the site and believe that it may be of Roman origin and a Smithy on the green discharged into it. The expected cost to renovate the pond after this meeting was £30-50,000, for the restoration to be completed correctly.

Cllr Jenkins advised that he will discuss further with the relevant people. With prices to be obtained for the Parish Council to restore.

Cllr Rolls explained that the Parish Council will need to consider how to engage with the GWT Guidance provided previously.

**c. Insurance for litter pickers**

After the recent litter picking event, it was questioned as to whether the volunteers would be covered by the Parish Council if any of them were to become injured. It has been passed to the Clerk to check with the insurers. The Chair and the Clerk are to meet 10 days before the next meeting.

**Actions following meeting -**

<b>Detail</b>	<b>Owner</b>
Develop a Neighbourhood Watch for the Parish (Held from previous meeting)	All Councillors
NALC Revised Model Standing Orders to be reviewed	All Councillors
ACV Application for New Dawn Inn	Cllr Norgate & Clerk
GDPR Documents to be sent to all Councillors	Clerk
ICO Registration	Clerk
Councillor consent form to be sent by Clerk and completed and returned by all Councillors	All
Councillors to advise Clerk of all Personal Data held for Council Business	All Councillors
Complete disclosure form for next meeting	All Councillors
Data Protection Officer – gain update from GAPTC	Clerk
Cancel cheque 00701	Clerk
Revise Audit pack provided	All Councillors
Display Notice of Public Rights and Publication of unaudited annual Governance & Accountability return – by 4 <sup>th</sup> June 2018	Clerk & Cllr Jenkins
Setup Norton Parish Council on Nextdoor	Clerk & Cllr Edwards
Pond Restoration research	Cllr Jenkins
Complete final accounts for 2017 / 2018	Clerk
Check on Public Liability Insurance for Litter Pickers / Volunteers	Clerk

Date of the Next Meeting: Wednesday 4<sup>th</sup> July 2018.

Meeting closed at 21:00 hrs.

Signed –

Dated –