

Norton Parish Council

Minutes of the Meeting Held on the 15th November 2017 at 7:30pm in Norton Village Hall

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

In Attendance :

Chairman of the village hall management committee, Philip Drew (internal auditor) and three parishioner.

1. Apologies for absence.

Cllr. Graham Garbutt

2. Declaration of interest in items on the agenda

There were none.

3. To record the appointment of Selina Bostock as Parish Clerk and Responsible Finance Officer and confirm the job description

Appointment confirmed and job description agreed as per emails prior to the meeting.

4. To confirm the Minutes of the Meeting held on 13th September 2017.

These were confirmed and signed as a true record

5. Matters Arising not on this agenda

i. Ultrafast fibre-to-the-home broadband service

There is a meeting being held on 28th November for the Parish Council which will provide further information. It is believed that there will be a public meeting held in January 2018.

6. To receive reports:

a. County Councillor Report.

No County Councillor was present

b. Borough Councillor.

No Borough Councillor was present

c. Members

Councillor David Rolls raised concern with regards to the current state of the dog waste bin due to non-collection. It was agreed that the Clerk will contact Tewkesbury Borough Council to query collections.

Councillor Eirwyn Jenkins attended a Multi-Agency meeting to monitor the recent badger cull to reduce the incidence of bovine TB in our cattle herds.

Councillor Eirwyn Jenkins also attended Tewkesbury Borough Council's planning seminar on the 1st November.

7. School - update on the extra classroom in the village hall carpark.

Councillor David Rolls reported on a meeting held after the last Parish Council meeting and will recommend allowing the school to put a classroom on the agreed part of the carpark for a peppercorn rent.

The Local Authority will meet the legal costs and also remark the car park. A discussion took place on constructing an overflow car park at the far end of the playing field at a cost of about £25,000 which the Parish Council are to be kept up to date on.

Local authority is negotiating with neighbours to buy land either by consent or by compulsory purchase. He will also check if the Parish Council can apply for a grant under Section 106, with regards to carpark overflow.

8. To consider the appointment of a school liaison councillor.

Deferred to the next Parish Council meeting as this was a suggestion by Councillor Graham Garbutt who was unable to attend.

9. NDP – Update and the consultation process.

Councillor Eirwyn Jenkins confirmed that the NDP is now in the 6 week consultation process. The first open afternoon took place on Saturday 11th November at Twigworth, where 19 parishioners attended.

Norton's open afternoon takes place on Saturday 18th of November. All in attendance are asked to encourage as many people to attend as possible. Also, the importance to encourage people to complete the response forms and to stay focused on the content of the plan, and not to revert to planning issues was discussed. Public support for the draft is very important, with the cut off for responses being 15th December. To be able to defend the NDP against developers a good response to the consultation is required.

For the purpose of the consultation Councillor Jenkins has e-mailed 33 consultation bodies, 5 businesses in the area, 5 developers who are active in the area, 8 Parish Councils and 5 others.

It is expected that adjustments to the NDP will be made as a result of the consultations.

It was reported that the cost of each hardcopy produced of the plan has a cost of £7.45 to print.

At the end of the consultation period Councillor Jenkins will produce two reports -

- 1) Basic Conditions Statement
- 2) Consultation Statement

There will then be a further 6 week consultation by the Borough Council, followed by an examination by an inspector. After a referendum the NDP will then be incorporated into the Borough's local plan.

A further £200.00 has been requested by the NDP Steering Committee, to help cover the consultation costs. It was agreed that this was a requirement by all Councillors present, and a cheque has been written to Down Hatherley Parish Council to cover this.

10. To appoint a Data Protection Officer.

With new laws coming in to place in May 2018 it is necessary to appoint a Data Protection Officer. Under EU Law if the Parish Council were found to not be complying with the requirements they could face a fine.

Councillor Colin Edwards is to be booked on to the Data Protection course being held on 30th November by the Clerk. This will be to establish the requirements of the role, and clarification of what will be expected.

11. Planning Matters.

a) Update on application 17/00539/APP - Parcel 5922 Green Acres, Tewkesbury Road, Norton

Agreed on email between councillors

b) To record the decision on the application 17/00825/FUL - Riverview Cottage 32 Wainlode Hill Norton - Permit

A permit to go ahead was refused (put a date for reference) due to the landscape, this is no longer valid due to the caravan park.

c) To discuss the application 17/00711/FUL - Erection of 5 no. detached dwellings Brookelands, Tewkesbury Road Norton – new plans submitted.

Rob Boote the landowner advised that the planning consultant wasn't happy with the 4 dwelling layout. A new architect has created the revised dwelling plans, which has improved the layout. The developers' intention is for the remaining land to be left as green with landscaping of for a business to be run from the top of the field. He advised that the Nursery which was previously there was not a viable business.

Councillor David Rolls mentioned that it would be a requirement for the roadside hedge to be retained, to which the developer agreed.

Councillor Steve Norgate added that the number of dwellings would not be something that the council were going to emphasise upon, as it was agreed that the farmstead approach was the preferred layout.

The application was supported by Councillor Eirwyn Jenkins and seconded by Councillor Steve Norgate. With an agreement that the ownership of the roadside hedges should be identified and should be the responsibility of and maintained by the subsequent residents.

d) New Dawn Homes - Final Property

Councillor David Rolls raised that the work being carried out is currently taking place outside of the site boundary and is also not being well kept.

Councillor Jenkins advised that he had previously emailed Angela of New Dawn Homes after receiving a complaint from a parishioner and that this was actioned immediately and resolved. At the same time Councillor Jenkins emailed Councillor David Waters reference cars obstructing the highway at the site.

Councillor Steve Norgate is to email both Angela of New Dawn Homes and copy in Owen Parry the Highways Contact.

12. Finance

a) To accept the external Auditors Report

Councillor Colin Edwards proposed to accept with Councillor Eirwyn Jenkins seconding,

b) To receive the finance report

It has been suggested by the external auditors that there may be a need to reassess the assets. This is to be postponed to 2018 / 2019 accounting year as agreed with the Internal Auditor. The Parish Council will come to an agreement on the asset value, adding the cost of the extension and the value of the Multi Use Games Area (MUGA).

Councillor Jenkins has emailed the Clerk of Sandhurst Parish reference the VAT repayment incorrectly paid into the Norton Parish Council bank account. They have subsequently called Councillor Jenkins to deny the error. It was agreed that reasonable steps have been taken by Norton Parish Council to return the monies to Sandhurst Parish, and that the money is to be held in abeyance for resolution.

With the appointment of a Parish Clerk and Responsible Finance Officer Councillor Colin Edwards is to cease as Finance Officer. The Parish Council thank him for completing this role. Councillor Edwards will set the budget for the next financial year, the Clerk will provide him with a copy of the cashbook to enable this.

It was discussed that the Council should look at the cost of a playground area for the Norton Field, or for the spare piece of land from the 22 house development.

c) To approve payments in accordance with the finance report

Invoices agreed for payment:

Wreath (already paid for by DEJ)	£17.00
Glos. Wildlife Trust	£90.00
Glos. Rural Community Council	£25.00
Hiring of village hall	£21.75
TBC dog bin	£325.39
6 months publication of Norton News	£90.00
PATA (maintain HMRC registration)	£22.50
Contribution towards NDP	£200.00
Total	£791.64

The finance report was adopted and the invoices were approved for payment, proposed by Councillor Norgate, seconded by Councillor Jenkins.

13. Parishioners questions

The location of the the Cold Elm Dog bin was questioned, and it was agreed that this could be looked into once the development is complete if required.

14. AOB

Councillor Steve Norgate, thanked Councillor Jenkins for taking on the Clerk's role for the period that the role was vacant. This was reiterated by all other members of the council.

Meeting closed at 20:30 hrs

Date of the Next Meeting: Wednesday January 10th 2018.

Signed:

Date: