

**Minutes of Norbury and Roston Parish Council Meeting held on Monday 19th May 2025
at 7.20pm in The Mary Clowes Hall**

Present: Cllr. Steve Davis (Chair), Cllr. Anne Lewis, Cllr. Karl Davis, Cllr. Karena Freeman, Cllr Steve Bull (DCC), and Miss Katy Granter (Clerk).

There were no members of the public present.

1. Apologies – Cllr. Michele Robinson (Vice Chair), Cllr Mrs Sue Bull (DDDC)

2. Election of Chair

Cllr S Davis put himself forward for the position of Chair this was seconded by Cllr. Karena Freeman, Cllr Karl Davis and Cllr. Anne Lewis. Cllr. Karl Davis showed an interest in being chair for the next election in 2026.. A vote was taken, and Cllr. Steve Davis was elected as Chair.

3. Election of Vice Chair

Cllr. Karl Davis put himself forward for the position of Vice Chair this was seconded by Cllr. Karena Freeman, Cllr Steve Davis (Chair) and Cllr. Anne Lewis. A vote was taken, and Cllr Karl Davis was elected as Vice Chair.

As Chair, Cllr. Steve Davis thanked everyone for a great year.

4. Register of interests

- a. No register of interests.

5. Public Participation

- a. No Public Participation

6. Minutes of the meeting held on the 24th March 2025.

- a. The minutes of the last meeting agreed by all Councillors as a true record of the meeting. Signed and dated by Cllr Steve Davis.

7. Matters Arising

a. **Correspondence**

- i. Letter from the School confirming takeover of the village Well care and maintenance.
- ii. Letter of thanks from the School for the VE funding arrangements from DDDC.

b. **Asset of Community Value (ACV)**

- i. update from Clerk: the application has been submitted along with additional, requested supporting documentation. Cllr Steve Bull (DDC) advised for Katy (Clerk) to send the application to Cllr. Sue Bull (DDDC) to endorse the application. **Action: Clerk to proceed.**

c. **Community bank account switch**

- i. update from Clerk. Application to Natwest Business banking has been completed online and communications sent out to authorised signatories. **Action: Cllr Karena Freeman, Cllr. Michele Robinson and Cllr. Anne Lewis** to complete authorisation when requested from Natwest.

d. **Signpost repairs**

- i. update from Cllr. Karena Freeman. The funding application administrator has suggested that it could be a highways matter, however, upon discussion with Cllr Steve Bull (DDC) it was confirmed that they would replace with modern, basic signage. **Action: Cllr Karena Freeman and Cllr Karl Davis (Vice Chair)** to forward photos and application for funding to Cllr Steve Bull (DDC) and communicate with local resident Simon Spencer to investigate options to keep the original signposts and to repair. Included in this topic of discussion was the ongoing community speed watch request. Cllr Steve Davis (Chair) confirmed that Steve Alcock has again deflected the issues. Cllr Steve Bull (DDC) instructed to invite Steve Alcock (DDC) again, to also communicate with Alan Grieve (DDC) as well as including Cllr Steve Bull (DDC) in the communications. **Action: Cllr Steve Davis (Chair) to proceed.**

e. **Clerk contract**

- i. Update from Clerk, confirmed a simplified version has been produced, confirmation of the rate of pay and frequency confirmed by Cllr Michele Robinson prior to meeting, this was read by all and Cllr. Karena Freeman raised query regarding point 6 / pension scheme. **Action: Clerk** to investigate eligibility and confirm to all councillors.

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- f. **Village Well maintenance**
 - i. Update from Clerk, confirmed that Norbury CofE School Garden Rangers are happy to take over the village Well care and maintenance from Joy Chadfield, the letter was shared with councillors on email prior to the meeting. **Action: Cllr Anne Lewis** to communicate with Joy Chadfield regarding the wood treatment used and kindly donate to the school
- g. **Parish footpaths / Ramblers Association**
 - i. Discussed and concluded that it is the landowners responsibility to maintain public footpaths and this is a communication to come from the County Council. **Action Clerk** to communicate this with the Ramblers Association administrator.
- 8. Village Planters** – the new planters have been purchased and Joy Chadfield is in possession. **Action: Clerk** to publish message of thanks to Joy Chadfield, written by Cllr Anne Lewis, to the Norbury and Roston Flyer, Parish website and the notice boards.
- 9. Insurance Renewal** – **Action: Clerk** to confirm the renewal quote to Councillors for approval.
- 10. Planning** – Planning Application 25/00457/FUL received. **Action: Clerk** to publish to notice boards and respond to DDDC.
- 11. Sign off Annual Governance Statement 2024/25** completed and signed by Cllr Steve Davis and Clerk. **Action: Clerk to submit to Auditors.**
- 12. Sign off Annual Accounting Statement 2024/25** completed and signed by Cllr Steve Davis and Clerk. **Action: Clerk to submit to Auditors.**
- 13. Sign off Exemption Certificate 2024/25** completed and signed by Cllr Steve Davis and Clerk. **Action: Clerk to submit to Auditors.**
 - Within this exercise, it was all noted the appreciation to the previous Clerk, Julie Sadler for all her time and dedication to Katy (Clerk) with the handover and the invaluable training for the finance and audit process. **Action: Cllr Steve Davis** to send Julie a letter of thanks / email on behalf of the Parish Council,
- 14. Bank Accounts**
Treasurers Account - £6125.87 (09/05/2025)
- 15. Finance**
 - a. Norbury CofE Primary School: £250.00 to be paid (from DDDC for VE Day celebrations) **Action: Cllr Michele Robinson and Cllr. Karena Freeman** to authorise and action payment.
 - b. Clerk Expenses: £10.56 to be paid. **Action: Cllr Michele Robinson and Cllr. Karena Freeman** to authorise and action payment.
- 16. Date of Next Meeting: 21st July 2025, 7pm.**

Meeting closed at 8.18pm.