

Minutes of Norbury and Roston Parish Council Meeting held on Monday 14th September 2026 at 7pm in The Mary Clowes Hall

Present: Cllr. Karl Davis (Chair), Cllr Steve Davis (Vice Chair) Cllr Karena Freeman, Cllr. Anne Lewis, Cllr Angela Jones and Katy Granter (Clerk).

1. **Apologies** – Cllr Steve Bull (DCC) and Cllr Sue Bull (DDDC)
2. **Public Participation** – 2 members of the public present. Thank you to those that attended.
The Parish Council expressed a wish to encourage greater public attendance at future meetings.
3. **Matters Arising**
 - a. **Phone box / Post Box / BT substation** –
 - **Phone Box:** following the vehicle accident, causing damage to the structure the contents of the phone box have been disposed of due to damage and broken glass, all agreed that when the replacement is in position new contents shall be sourced. Mr A. Sillito kindly recovered the phone box remains and has stored them for safekeeping. Both insurance companies have been notified of the incident, and a case reference has been supplied from the third party. All agreed that a like for like replacement is to be sourced, with glazing and power, instalment / foundations to be funded from the third-party insurance claim. **Action: Clerk to update the Parish Councillors when further information becomes available.**
 - **Royal Mail Post box:** Clerk has notified Royal Mail of the destroyed post box. **Action: Clerk to update Parish Councillors when further information becomes available.**
 - **BT Substation:** all agreed that the temporary battery supply for the village is not suffice. **Action: Clerk will post on the village Facebook page encouraging the residents that are affected by the outage to contact their provider with complaints. It was agreed that the Parish Council would write to the BT complaints department in addition, Action: Cllr Karena Freeman to draft the message.**
 - **Damaged Road Sign (Bag Lane):** currently propped up behind the village notice board. **Action: Clerk to report to highways for a replacement.**
 - b. **Fly Tipping** – Reports of garden waste being dumped along Side Mill Lane and Church Lane / Bowling Alley Lane. Registration plate of vehicle has been received. All agreed to be reported to PCSO Bradley, also to notify Cllr Sue Bull to request any advice and guidance from them on how to prevent fly tipping in the village. **Action: Clerk to update the Parish Councillors when further information becomes available.**
 - c. **Speeding / Safety Road Markings (School)** – Cllr Steve Davis (Vice Chair) has spoken to Sally Wright (Headteacher) all agreed to compile a petition for parents to sign. **Action: Clerk and Cllr Steve Davis (Vice Chair) to create a template and to utilise the school portal for parent to sign.**
 - d. **National Salary updated pay scales for Clerks 2024 / 2025 / 2026** – Clerk notified the Parish Councillors that 2 annual pay increases have been implemented since her employment started which have not been applied. A back payment will be due and the monthly standing order to be updated. **Action: Clerk to provide the breakdown of figures to the Parish Councillors for all to be agreed and actioned by Cllr Karena Freeman and Cllr Karl Davis (Chair) through the online banking portal.**
 - e. **Missing signpost** – Lid Lane / Bowling Alley Lane, FS-Case-765074634. Clerk has chased with Highways for an update. **Action: Clerk to update the Parish Councillors when further information becomes available.**

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- f. **Main Street, damaged footpath** – Clerk has reported this to the highways (case reference: FS-Case-865632423) all agreed to include Cllr Steve Bull (DCC) and to check on the Land Registry who owns the land (one off payment authorised) **Action: Clerk to update Parish Councillors when further information becomes available.**
4. **Correspondence:**
- a. Resident Cliff Lewer – email received regarding the phone box / post box / BT substation, members of the meeting discussed as per point 3a of the minutes.
 - b. Resident Danny Wadham – email received regarding BT Openreach, members of the meeting discussed as per point 3a of the minutes.
 - c. Resident Jane Pearson – communication sent to Cllr Steve Davis (Vice Chair) from Jane regarding the Diocese / Church AGM meeting requesting if the Parish Council could attend. **Action: Clerk to contact Richard Prince to request the date of said meeting and update the Parish Councillors when further information becomes available.**
 - d. Former Parish Councillor Michele Robinson – email received regarding access to online banking. Cllr Karl Davis (Chair) confirmed he responded. Confirmation from Lloyds to Cllr Karena Freeman that the access has now ceased. **Action: Clerk to contact Michele Robinson to ensure that she no longer has access.**
5. **Minutes of the last meetings 27th July 2026** – approved as a true and accurate record and signed off by Cllr Karl Davis (Chair) **Action: Clerk to file.**
6. **Planning Applications** - 26/00855/AGR / for information only. No action required.
7. **Norbury and Roston Flyer** – Cllr Karl Davis (Chair) to provide wording. **Action: Clerk to submit to Toni for the next edition.**
8. **Bank Accounts** - Treasurers Account - £5,483.78 (14/09/2026)
9. **Finance**
- a. **Lloyds / Natwest / Bankline** – update from Cllr Karena Freeman as per point 4d. of the minutes, also it was agreed that Cllr Karl Davis (Chair) will be the second authorised signatory on the online banking. **Action: Cllr Karena Freeman to set up.**
 - b. **Invoice:** Dove Computers domain renewal £26.40 **Action: payment actioned by Clerk awaiting approval by Cllr Karena Freeman)**
 - c. **Invoice:** ICO Data protection £52.00 **Action: payment actioned by Clerk awaiting approval by Cllr Karena Freeman)**
 - d. **Cheque Book** – all agreed that any future payments to me made should be actioned using online banking. **Action: Clerk to request payment details from payees when required.**

Date of next meeting: Monday 16th November 2026, 7pm, Mary Clowes Hall.

Meeting closed: 8:35pm