

**Minutes of the Annual Meeting of Norbury Parish Council  
Held on 28<sup>th</sup> May 2025 8.00pm at Norbury Village Hall**

**Present:** Cllr A Evans (in the Chair), Cllr K Stubbs, Cllr P Rushton, Cllr S Ellis, Cllr P Turnock, Cllr A Palmer and Jayne Cooper along with Stafford Borough Cllr Scott Spencer

**Public Open Forum** - none present

**1 To elect a Chair**

Cllr Evans was elected Chair.

**2 To elect a Vice Chair**

Cllr Ellis elected Vice Chair. Outgoing Vice Chair, Cllr Turnock was thanked for his time spent as Vice Chair.

**3 To receive any apologies for absence.**

Received from William Marginson.

**4 To record any Declarations of Interest.**

There were no declarations of interest.

**5 To receive the minutes last meeting of council, held on 23<sup>rd</sup> April 2025**

The minutes of the meeting were approved as a true and accurate record.

**6 To consider any Matters Arising not covered elsewhere on the agenda**

**Planning Application 24/39904/FUL** - there had been no requests from Councillors to send any further information to the Case Officer regarding this application. It was however, reported that not all reports/information is posted on Stafford Borough Council's Planning website.

**Village BBQ** - should this event go ahead, further help is required to make the arrangements. Village Hall Committee members would be asked for assistance at the next meeting of the committee.

**Noticeboard** - The Junction Pub had agreed that the board could be located at the front of the pub but would need to be hung from posts rather than fixed to the side of the building. Specific location to be decided.

It was agreed to accept the kind offer from a local man to paint the bench and noticeboard.

**Speeding** - BIFOR had been contacted and it had been confirmed that drivers do know the appropriate speed limit therefore it may just seem as though large vehicles are exceeding the limit when they are not. Deliveries however, are sometimes prior to 8am.

## **7 To receive the Clerk's/Chairman's Report and any correspondence.**

The Clerk informed Council that as a result of the elected County Councillor resigning after two weeks in post, for which he had sent an email explaining why along with an apology, there would be a bye election in July.

The Clerk also reported that a local cyclist had made contact asking if the Parish Council was aware of any cycling accidents in Weston Jones/Shay Lane as he had recently skidded on loose gravel and sustained injuries. The Clerk had responded that there was no knowledge of previous accidents and that he should contact Staffordshire County Council to report the dangerous state of the road. This had been acknowledged.

The Clerk had been approached by the Clerk at Forton Parish Council asking if Norbury PC would be interested in merging with Forton. Cllr Spencer also raised this matter on behalf of Forton PC. This was briefly discussed and agreed that this would not be beneficial to Norbury. Cllr Spencer noted the decision.

The Chair informed Council that arrangements had been made by the Village Hall Committee to carry out tree work on 30<sup>th</sup> and 31<sup>st</sup> May. The Parish Council had agreed to award a donation to the village hall to help fund this work.

## **8 To deal with any planning matters**

There were no planning applications to consider.

## **9 To deal with finances**

- i. To approve that the council is exempt from submitting the Annual Governance Statements and Accountability Return for the year ending 31<sup>st</sup> March 2025

It was agreed that the Council is exempt from submitting the Annual Governance Statements and Accounting Statements. The Clerk would, therefore, submit the Certificate of Exemption to Mazars, External Auditors before the deadline of 30<sup>th</sup> June

- ii. To approve the Annual Governance Statement ending 31<sup>st</sup> March 2025

The internal Auditors report as well as the Annual Governance Statement were approved

- iii. To approve the annual Accounting Statements ending 31<sup>st</sup> March 2025

The Annual Accounting Statements were approved.

iv. To approve any outstanding invoices

The following invoices were approved:

- JWH Ground Maintenance £240
- Zurich Insurance £241
- Internal Audit Costs £24

**10. Matters requiring attention in the Parish**

It was noted that Severn Trent Water would be assessing if there is an issue with drainage in the village by carrying out a mapping exercise.

**11. To confirm the date of the next meeting**

30<sup>th</sup> July 2025 at 7.30pmm