

NORTON PARISH COUNCIL

Date: Tuesday 15 May 2018

Time: 19.30

Venue: Norton Village Hall

Clerk: Richard Oliver

Minute	Minutes	Action
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr K Russell <i>Chairman</i> Cllr M Goodman <i>Vice-Chairman</i> Cllr S Mason Cllr J Paybody Cllr C Child (left at 8.35PM) Cllr C Thomas Invitees Cllr A Brown Public None</p>	
	ANNUAL MEETING	
18.05.076	<p>Election of Chairman & completion of Chairman’s Declaration of Acceptance of Office Cllr K Russell was elected as Chairman. Proposed Cllr Goodman 2nd Cllr Thomas All in favour</p>	
18.05.077	<p>Election of Vice-Chairman Cllr Goodman was elected as Vice-Chairman. Proposed Cllr Mason 2nd Cllr Paybody All in favour</p>	
18.05.078	<p>Review of Register of Members’ Interests No changes to Members’ interests were recorded</p>	
18.05.079	<p>Acceptance of Apologies Cllrs Davidson, Goulden, Howard and Amos</p>	
18.05.080	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
18.05.081	<p>Review of A) Standing Orders. Councillors reviewed and approved the Standing Orders. Proposed Cllr Thomas 2nd Cllr Paybody All in favour. B) Financial Regulations. Councillors reviewed and approved the Financial Regulations. Proposed Cllr Russell 2nd Cllr Goodman All in favour.</p>	
18.05.082	<p>Review of Parish Councillors’ Areas of Special Interest The following areas were stated at the meeting: 1) Newsletter – Cllr Russell 2) Planning – Cllr Goulden 3) I.T. – Cllr Mason 4) Neighbourhood Plan - Cllr Child 5) Highways – Cllr Goodman 6) Daventry SUE – Cllrs Russell & Goulden</p>	
	ORDINARY MEETING	
18.05.083	<p>Acceptance of Apologies Cllrs Davidson, Goulden, Howard and Amos</p>	
18.05.084	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
18.05.085	<p>Consideration for any requests for dispensation None</p>	
18.05.086	<p>Open Section For a duration of 15 minutes with the permission of the chairman members of the public may speak for 3 minutes: NCC Representative, DDC Representative, Members of the Public Cllr Brown advised a lot of work had been undertaken by District Authorities preparing for the proposed new Unitary Authorities in Northamptonshire. A public consultation will be carried out to meet the deadline of end August for proposals. The new joint venture waste bin collection contract, Daventry Norse, will come into effect on 4 June. Full details can be found at https://daventrynorse.co.uk/ . Retail developments at Sites 1 and 5 in Daventry are still planned. More details can be found at https://bit.ly/2IKJRNj Cllr Howard was unable to attend and Cllr Russell read out her report regarding the 2 new commissioners appointed by central government to work with the county council as transition to unitary authority status continues. Details can be found at https://bit.ly/2GluMMM</p>	

18.05.087	Approve Minutes of meetings held on 17 April 2018 Councillors approved the minutes. Proposed Cllr Goodman 2 nd Cllr Mason All in favour of those present.	
18.05.088	Actions from Previous Minutes (not covered on agenda and for report only) None	
	PLANNING	
18.05.089	DA/2018/0320 Work to tree subject to Tree preservation Order DA15 Clarendon House, Bakers Lane, Norton NN11 2EL Councillors had no objections to the planned work subject to it being in strict adherence to the Tree Preservation Order placed on the tree. Proposed Cllr Goodman 2 nd Cllr Russell All in favour.	Clerk
	HIGHWAYS	
18.05.090	Grass height at A5 Norton/Whilton Locks crossroads – Update from contact with Highways England. The grass at the junction has now been cut. Councillors urged that cuts be done more regularly so that the council does not have to repeatedly chase Highways England every year for sufficient cuts to be done. The Clerk advised that Highways England would send a copy of the cutting schedule used by their sub-contractor.	
18.05.091	Ownership of streetlight in Gouldens View. Councillors to discuss and agree action. Councillors agreed to take ownership of the light. The Clerk to check the process for the handover.	Clerk
	NORTON NEIGHBOURHOOD AREA PLAN	
18.05.092	NNAP Steering Group – Update Cllr Child advised the plan is ready for consultation and a strategic and environmental assessment is currently underway. A referendum of date of Saturday 21 July has been set and event will be held that day in the village.	
	JACKS PATCH	
18.05.093	Inspection reports A) April B) May C) Site Notice. D) Playbark for Jacks Patch £159.00 + delivery Councillors to review and agree actions. Councillors noted the reports. They proposed the notice was accepted subject to typographical errors being corrected. Cllr Child noted that drinkers were using the area and this is not allowed as it is a childrens' play area. It was also agreed that NVCA could be reimbursed for the bark purchase before the next meeting. Cllr Paybody advised a new picnic bench at a cost of approx. £80 could be provided. All the above were agreed by councillors. Proposed Cllr Russell 2 nd Cllr Child All in favour	
	GOVERNANCE	
18.05.094	Website redesign & email – update Cllr Mason advised the new website address was www.nortonpc.org.uk It is up and running but more work is still needed to complete the transition from the old site. The Clerk advised new email address for council business will be issued to councillors shortly with instructions on setting up on their individual devices.	Clerk/ Cllr Mason
18.05.095	Implementation of General Data Protection Regulations Policies. Councillors to review and agree. Councillors reviewed, approved and agreed all polices. Proposed Cllr Russell 2 nd Cllr Goodman All in favour	
	FINANCE	
18.05.096	Bank Reconciliations at year end A) 31 March 2018 & B) 30 April 2018 Duly noted by Councillors	
18.05.097	The Pound-Councillors to discuss and review lease arrangements. It was agreed that Cllrs Paybody & Goodman will visit the site and report back to the Parish Council at their next meeting so a more informed discussion can take place.	Cllrs Goodman & Paybody
	Cllr Child left the meeting at 8.35PM	
18.05.098	Reserves & contingency. Councillors to review / reallocate funds if appropriate. Councillors approved the allocation as presented. Proposed Cllr Russell 2 nd Cllr Paybody All in favour.	
18.05.099	A) Significant variances for Y/E 31 March 2018 & B) payments £100+. Councillors noted and approved. Proposed Cllr Goodman 2 nd Cllr Russell All in favour.	

18.05.100	Parish Asset Register. Councillors noted and approved. Proposed Cllr Russell 2 nd Cllr Thomas All in favour.																																																																									
18.05.101	Annual Return Y/E 31 March 2018 Councillors agreed and approved Section 1 Proposed Cllr Paybody 2 nd Cllr Thomas All in favour. The Chairman & Clerk signed Section 1																																																																									
18.05.102	Annual Return Y/E 31 March 2018 Councillors agreed and approved Section 2 Proposed Cllr Goodman 2 nd Cllr Paybody All in favour. The Chairman & Clerk signed Section 2																																																																									
18.05.103	Approve Certificate of Exemption Page 3. Councillors agreed and approved. Proposed Cllr Goodman 2 nd Cllr Thomas All in favour. The Chairman and Clerk signed the Exemption Certificate for councils with an income or expenditure less the £25k																																																																									
18.05.104	NCALC Internal Auditors Report Year end 31 March 2018. Councillors noted the report.																																																																									
18.05.105	Clerk's overtime. Councillors approved the additional 7 hours. Proposed Cllr Russell 2 nd Cllr Paybody All in favour																																																																									
18.05.106	<p>Approve payments below. Cheques to be signed at the end of the meeting or payment by internet banking within 24 hours of meeting. Councillors to agree authorisers. All payments were approved. Proposed Cllr Goodman 2nd Cllr Thomas All in favour. Cllrs Russell & Thomas agreed to do the bank authorisations and inform the Clerk when completed.</p> <table border="1"> <thead> <tr> <th>Payment method</th> <th>Amount Total</th> <th>VAT</th> <th>Amount w/o VAT</th> <th>Payee</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Internet</td> <td>225.00</td> <td>0.00</td> <td>225.00</td> <td>Andy Forrest</td> <td>Repairs to Jacks Patch</td> </tr> <tr> <td>Internet</td> <td>1996.00</td> <td>332.80</td> <td>1664.00</td> <td>EON</td> <td>Column re-siting</td> </tr> <tr> <td>Internet</td> <td>192.00</td> <td>32.00</td> <td>160.00</td> <td>Hartwell Mowing- Inv 683</td> <td>Mowing services</td> </tr> <tr> <td>Internet</td> <td>100.00</td> <td>0.00</td> <td>100.00</td> <td>SLCC</td> <td>Membership</td> </tr> <tr> <td>Internet</td> <td>86.40</td> <td>0.00</td> <td>86.40</td> <td>HMRC</td> <td>PAYE</td> </tr> <tr> <td>Internet</td> <td>346.08</td> <td>0.00</td> <td>346.08</td> <td>R Oliver</td> <td>Salary</td> </tr> <tr> <td>Internet</td> <td>7.20</td> <td>1.20</td> <td>6.00</td> <td>CVS</td> <td>Payroll service Inv 22</td> </tr> <tr> <td>Internet</td> <td>357.51</td> <td>38.30</td> <td>319.21</td> <td>Came & Co</td> <td>Insurance</td> </tr> <tr> <td>Internet</td> <td>89.00</td> <td>0.00</td> <td>89.00</td> <td>Design to Print</td> <td>Newsletter</td> </tr> <tr> <td>D/Debit</td> <td>35.00</td> <td>0.00</td> <td>35.00</td> <td>ICO</td> <td>Registration fee</td> </tr> <tr> <td>Total</td> <td>3434.11</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payment method	Amount Total	VAT	Amount w/o VAT	Payee	Description	Internet	225.00	0.00	225.00	Andy Forrest	Repairs to Jacks Patch	Internet	1996.00	332.80	1664.00	EON	Column re-siting	Internet	192.00	32.00	160.00	Hartwell Mowing- Inv 683	Mowing services	Internet	100.00	0.00	100.00	SLCC	Membership	Internet	86.40	0.00	86.40	HMRC	PAYE	Internet	346.08	0.00	346.08	R Oliver	Salary	Internet	7.20	1.20	6.00	CVS	Payroll service Inv 22	Internet	357.51	38.30	319.21	Came & Co	Insurance	Internet	89.00	0.00	89.00	Design to Print	Newsletter	D/Debit	35.00	0.00	35.00	ICO	Registration fee	Total	3434.11					
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18.05.107	<p>Raise matters for report only Cllr Russell she would be contacting councillors to complete the Norton Emergency Plan. The Clerk advised that a VAT refund of £733.68 had been received. The Clerk was asked to write to Mr Trevor Eales thanking him for reinstating the damaged village sign. A date of 22 May was fixed, subject to hall availability, for an extraordinary meeting to discuss planning application DA/2018/0357</p>	<p>Clerk</p> <p>Clerk</p>																																																																								
	Next scheduled meeting will be 19 June 2018																																																																									
	CLOSE of MEETING 9.00PM																																																																									

Signed.....

Date.....

Chairman: Cllr Kim Russell