

NORTON PARISH COUNCIL

Date: Tuesday 17 April 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 Invitees None Public 3</p> | |
| 18.04.055 | Acceptance of Apologies Cllrs Child, Davidson Absent: Cllrs Goulden, Thomas | |
| 18.04.056 | Declaration and Nature of Interests in matters on the Agenda None | |
| 18.04.057 | Consideration for any requests for dispensation None | |
| 18.04.058 | 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 A parishioner asked for an update on broadband for Norton. Cllr Russell advised that Gigaclear had the contract and were promising installation in 4 th quarter 2018. | |
| 18.04.059 | Approve Minutes of meetings held on 17 March 2018 Proposed Cllr Goodman 2 nd Cllr Mason All in favour of those present. | |
| 18.04.060 | Actions from Previous Minutes (not covered on agenda and for report only) The Clerk advised that EON were planning the removal of the lighting column from Jacks Patch and installing it in Daventry Road on 18 April 2018. | |
| | PLANNING | |
| 18.04.061 | <p>A) DA/2018/0189 Conversion of 2 cottages into 4 terraced cottages. West & East Muscott Cottage, Muscott, Norton NN7 4JZ Councillors resolved there were no objections to this planning application. Proposed Cllr Paybody 2nd Cllr Goodman All in favour.</p> <p>B) DA/2018/0221 Listed building consent to rebuild ridge stack at north gable. 54 Daventry Road, Norton NN11 2ND Councillors resolved there were no objections to the rebuild of the gable subject to any concerns that may be raised by the Conservation Officer. Proposed Cllr Paybody 2nd Cllr Goodman All in favour.</p> | |
| | HIGHWAYS | |
| 18.04.062 | Bus services to Norton – update The Clerk advised that both Centerbus, who operate the No 63 service and Stagecoach, who operate the D4 service had both advised that because of the low numbers using the service that unless there was a subsidy coming from other sources now that the County Council service had been removed, the 63 service could not continue and the D4 could not be rerouted. Councillors understood the economic arguments for these decisions. Councillors would review the position when the Daventry SUE was nearer becoming a reality. | |
| 18.04.063 | Mowing services. Councillors to confirm contractor for 2018-19. Councillors agree Hartwell Mowing could continue with the contract at the same prices as last year. Proposed Cllr Goodman 2 nd Cllr Paybody All in favour. | |
| 18.04.064 | Parking in the village. Councillors understood the difficulties and constraints with parking in Norton and want to work collaboratively with residents. The council had taken advice from Neighbourhood Watch and the Police on a possible way forward. Cllr Russell agreed to put a note in the next Newsletter advising residents of the need to allow enough space on pavements for pedestrians to walk known as the “buggy test”. The position would be reviewed later in the year. | Cllr Russell |

| 18.04.065 | Emergency Planning – Details at https://bit.ly/2GQSG80 Councillors to discuss. Cllr Russell agreed to work with residents to complete the plan. | Cllr Russell | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | NORTON NEIGHBOURHOOD AREA PLAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.066 | NNAP Steering Group – Update Councillors understood the Neighbourhood Plan team were awaiting drone images to include in the documentation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.067 | Welton Neighbourhood Plan – Details at https://bit.ly/2qjNX4K Councillors were impressed by the plan which is now out for consultation and agreed the Clerk should convey this to the consultation team at Daventry District Council. | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | JACKS PATCH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.068 | Inspection report update No report was available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.069 | New Picnic bench. Options at https://bit.ly/2HdRLOI Councillors thought the options were too expensive. Cllr Paybody would approach Linnell Bros to see if they would donate a table. | Cllr Paybody | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | GOVERNANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.070 | Website redesign & councillors new email addresses – update The Clerk advised that Cllr Mason was designing a new website which would be ready by 25 May. The Clerk was arranging for new domain specific email addresses for all councillors to use. Both these changes were to help with compliance with the new GDPR which come into force on 25 May. | Cllr Mason Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.071 | 1) Implementation of General Data Protection Regulations and 2) Information Commissioners Office registration. The Clerk advise that the council need to have by law a Data Protection Officer (DPO) in place by 25 May. NCALC had sent a SLA offering to undertake the role without charge for the first year. Councillors agreed to accept this offer and use NCALC as the DPO with a review at the end of the first year. Proposed Cllr Russell 2 nd Cllr Goodman All in favour. The Clerk advised that as the council is a Data Controller it should register with the Information Commissioner’s Office. This was agreed by councillors. Proposed Cllr Russell 2 nd Cllr Paybody All in favour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | FINANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.072 | Changes to year end audit and external audit exemption for councils under £25k. Councillors to note. The Clerk advised that changes to the year end audit meant that the NCALC Internal Auditor needed audit the figures before they came to council. He also advised that if a council has an income and expenditure under £25k no external audit, at a cost of £200, by PKF Littlejohn LLP is needed unless the councillors wanted to have one. Councillors agreed they did want an external audit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.073 | Review of Clerk’s salary. Councillors to discuss and agree actions. An increase of 3% was agreed to the Clerk’s salary. Proposed Cllr Russell 2 nd Cllr Goodman All in favour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18.04.074 | 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 agreed. Proposed Cllr Goodman 2 nd Cllr Paybody All in favour. Cllrs Russell and Goodman agreed to do the bank authorisations. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <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>419.50</td> <td>0.00</td> <td>419.50</td> <td>NCALC</td> <td>Subscription/audit fees</td> </tr> <tr> <td>Internet</td> <td>49.00</td> <td>0.00</td> <td>49.00</td> <td>NCALC</td> <td>GDRP training (6757)</td> </tr> <tr> <td>Internet</td> <td>79.99</td> <td>0.00</td> <td>79.99</td> <td>R Oliver</td> <td>Expenses</td> </tr> <tr> <td>Internet</td> <td>81.60</td> <td>0.00</td> <td>81.60</td> <td>HMRC</td> <td>PAYE</td> </tr> <tr> <td>Internet</td> <td>326.40</td> <td>0.00</td> <td>326.40</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 01</td> </tr> <tr> <td>Internet</td> <td>600.00</td> <td>100.00</td> <td>500.00</td> <td>Landmark Planning</td> <td>NNAP support (18060)</td> </tr> <tr> <td>Internet</td> <td>36.00</td> <td>0.00</td> <td>36.00</td> <td>CPRE</td> <td>Annual membership</td> </tr> <tr> <td>D/Debit</td> <td>102.90</td> <td>4.90</td> <td>98.00</td> <td>EON</td> <td>Electricity charges</td> </tr> <tr> <td>Internet</td> <td>192.00</td> <td>32.00</td> <td>160.00</td> <td>Hartwell Mowing 674</td> <td>Mowing services</td> </tr> <tr> <td>Total</td> <td>1894.59</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Payment method | Amount Total | VAT | Amount w/o VAT | Payee | Description | Internet | 419.50 | 0.00 | 419.50 | NCALC | Subscription/audit fees | Internet | 49.00 | 0.00 | 49.00 | NCALC | GDRP training (6757) | Internet | 79.99 | 0.00 | 79.99 | R Oliver | Expenses | Internet | 81.60 | 0.00 | 81.60 | HMRC | PAYE | Internet | 326.40 | 0.00 | 326.40 | R Oliver | Salary | Internet | 7.20 | 1.20 | 6.00 | CVS | Payroll service Inv 01 | Internet | 600.00 | 100.00 | 500.00 | Landmark Planning | NNAP support (18060) | Internet | 36.00 | 0.00 | 36.00 | CPRE | Annual membership | D/Debit | 102.90 | 4.90 | 98.00 | EON | Electricity charges | Internet | 192.00 | 32.00 | 160.00 | Hartwell Mowing 674 | Mowing services | Total | 1894.59 | | | | | |
| Payment method | Amount Total | VAT | Amount w/o VAT | Payee | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet | 419.50 | 0.00 | 419.50 | NCALC | Subscription/audit fees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Internet | 81.60 | 0.00 | 81.60 | HMRC | PAYE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet | 326.40 | 0.00 | 326.40 | R Oliver | Salary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Internet | 600.00 | 100.00 | 500.00 | Landmark Planning | NNAP support (18060) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet | 36.00 | 0.00 | 36.00 | CPRE | Annual membership | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D/Debit | 102.90 | 4.90 | 98.00 | EON | Electricity charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internet | 192.00 | 32.00 | 160.00 | Hartwell Mowing 674 | Mowing services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 1894.59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

April 2018

Initialed.....

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| 18.04.075 | Raise matters for report only Cllr Russell advised that the Annual Parish Meeting was on 8 May 2018. | |
| | Next scheduled meeting will be 15 May 2018 | |
| | CLOSE of MEETING 8.26PM | |

Signed.....

Date.....

Chairman: Cllr Kim Russell