

NORTON PARISH COUNCIL

Date: Tuesday 21 May 2019

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 S Mason Cllr S Goulden Cllr C Thomas Cllr J Richardson Cllr C Child Cllr J Paybody Cllr D Birtles Invitees Cllr J Amos (DDC) Public 0</p>	
	ANNUAL MEETING	
19.05.068	<p>Election of Chairman & completion of Chairman’s Declaration of Acceptance of Office Cllr Russell was the only nomination. Proposed Cllr Child 2nd Cllr Goulden All in favour. Cllr Russell was duly elected as Chairman</p>	
19.05.069	<p>Election of Vice-Chairman Cllr Goulden was the only nomination. Proposed Cllr Child 2nd Cllr Russell All in favour. Cllr Goulden was duly elected as Vice-Chairman</p>	
19.05.070	<p>Review of Register of Members’ Interests Cllr Thomas was given a new form as he had moved within the last 12 months No other changes</p>	
19.05.071	<p>Acceptance of Apologies None</p>	
19.05.072	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
19.05.073	<p>Review of A) Standing Orders Councillors reviewed and agreed to approve this document. Proposed Cllr Thomas 2nd Cllr Paybody All in favour B) Financial Regulations Councillors reviewed and agreed to approve this document. Proposed Cllr Birtles 2nd Cllr Mason All in favour</p>	
19.05.074	<p>Review of Parish Councillors’ Areas of Special Interest Cllr Birtles advised he would oversee Contractual & Contract Law issues</p>	
	ORDINARY MEETING	
19.05.075	<p>Acceptance of Apologies Cllr Brown</p>	
19.05.076	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
19.05.077	<p>Consideration for any requests for dispensation None</p>	
19.05.078	<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 Amos advised the process for the new Unitary Authority was now actioned by government and a shadow authority should be in place in 2020 with the official start of the Unitary status in 2021. The number of district councillors would reduce in number and Parish Councils would be asked later this year if they wished to take on more responsibilities when the new authority started.</p>	
	<p>Cllr Amos left the meeting at 7.50PM</p>	
19.05.079	<p>Approve Minutes of meetings held on 16 April 2019 Approved. Proposed Cllr Mason 2nd Cllr Richardson All in favour of those present</p>	

19.05.080	Actions from Previous Minutes (not covered on agenda and for report only) None	
	PLANNING	
19.05.081	A) DA/2019/0300 Reserved matters Phase 5 Monksmoor Farm, Welton Lane NN11 2JD Landscaping Councillors had no comments on this application Proposed Cllr Russell 2 nd Cllr Thomas All in favour B) DA/2019/0342 Construction of new access land adjacent Dial House, Watling Street, Weedon Councillors had no comment on this application other than asking Planning to confirm they had requested the views of Highways. Proposed Cllr Paybody 2 nd Cllr Russell All in favour	Clerk Clerk
	HIGHWAYS	
19.05.082	1. Bus proposals from A) Great Brington Councillors decided not to involve Norton in this pilot. Proposed Cllr Goulden 2 nd Cllr Child All in favour. B) & C) UnoBus. Councillors to consider & respond Cllrs decided they needed more information but also they did not wish to commit any funds. The Clerk to complete the feedback form for NCALC accordingly. 2. DDC Waste Collection Survey https://www.surveymonkey.com/r/ZW8VB3D Councillors to consider comments to be submitted from the Parish Council. The councillors had no issues with the new service and asked the Clerk to complete the on-line survey form accordingly.	Clerk Clerk Clerk
	NORTON NEIGHBOURHOOD AREA PLAN	
19.05.083	A) NNAP Steering Group – Cllr Child advised there was no further progress to report at this time B) Norton Housing Needs Survey – Gouldens View extension. Review and update. Councillors agreed that a new HNS was needed as soon as possible. Proposed Cllr Goulden 2 nd Cllr Russell All in favour.	Clerk
	JACKS PATCH	
19.05.084	Inspection report(s). Councillors to review and agree any actions. The report was reviewed and no actions are required by the Parish Council at this time.	
	GOVERNANCE	
19.05.085	General Data Protection Regulations Policies. Councillors reviewed and agreed the documents. Proposed Cllr Russell 2 nd Cllr Child All in favour.	
	FINANCE	
19.05.086	Bank Reconciliations at year end A) 31 March 2019 & B) 30 April 2019 Councillors noted both documents. The Clerk advised that the April reconciliation included the first precept payment of £8437.50	
19.05.087	Financial & Management Risk Assessment. Councillors noted and approved. Proposed Cllr Russell 2 nd Cllr Paybody All in favour.	
19.05.088	Reserves & contingency. Councillors to review / reallocate funds if appropriate. Councillors agreed to reallocate any remaining earmarked funds from the lighting improvement project to the recreational land purchase earmarked fund once the EON invoice had been paid. Proposed Cllr Goulden 2 nd Cllr Paybody All in favour.	Clerk
19.05.089	A) Significant variances for Y/E 31 March 2019 Councillors noted and agreed these variances. Proposed Cllr Russell 2 nd Cllr Goulden All in favour. B) Payments £100+. Councillors noted and approved these payments. Proposed Cllr Russell 2 nd Cllr Richardson All in favour.	
19.05.090	Parish Asset Register. Councillors noted and approved. Proposed Cllr Mason 2 nd Cllr Thomas All in favour	
19.05.091	Insurance. Councillors to consider and agree for 2019-20 Councillors agreed to increase the insurance cover of The Pound to £35,000 to reflect increased rebuild costs in the event of damage. This would increase the premium by £29.37. They also agreed to continue with cover for the lighting columns and brackets. It was also agreed to have a 3-year agreement with Came & Co to benefit from the 5% discount on premiums. Proposed Cllr Goulden 2 nd Cllr Birtles All in favour.	Clerk
19.05.092	Annual Governance Statement 2018/19-Section 1 Councillors agreed and approved the statement which was then signed by the Chairman and the Clerk. Proposed Cllr Thomas 2 nd Cllr Paybody All in	

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19.05.093	Accounting Statements 2018/19-Section 2 Councillors agreed and approved the statement which was then signed by the Chairman and the Clerk. Proposed Cllr Thomas 2 nd Cllr Russell All in favour.																																																																															
19.05.094	Certificate of Exemption AGAR 2018/19 Part 2. Councillors agreed and approved the exemption which was then signed by the Chairman and the Clerk. Proposed Cllr Thomas 2 nd Cllr Child All in favour																																																																															
19.05.095	Public Rights of Inspection Norton Parish Council 2019. Councillors noted this document.																																																																															
19.05.096	NCALC Internal Auditors Report Year end 31 March 2019. Councillors noted and approved the report. Proposed Cllr Russell 2 nd Cllr Birtles All in favour																																																																															
19.05.097	<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.</p> <p>Councillors approved the payments with the exception if the insurance figure which requires a new invoice to reflect the decisions made in agenda item 19.05.091. The Clerk to obtain an updated invoice from Came & Co. Proposed Cllr Paybody 2ns Cllr Goulden All in favour. Cllrs Thomas & Richardson to authorise the payments on the bank.</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>165.00</td> <td>0.00</td> <td>165.00</td> <td>Hartwell Mowing 757</td> <td>Mowing services</td> </tr> <tr> <td>Internet</td> <td>165.00</td> <td>0.00</td> <td>165.00</td> <td>Hartwell Mowing 773</td> <td>Mowing services</td> </tr> <tr> <td>Internet</td> <td>7516.80</td> <td>1252.80</td> <td>6264.00</td> <td>EON</td> <td>Lighting works</td> </tr> <tr> <td>Internet</td> <td>137.62</td> <td>22.94</td> <td>114.68</td> <td>Orchard Print Inv 001</td> <td>Plan printing</td> </tr> <tr> <td>Internet</td> <td>440.32</td> <td>0.00</td> <td>440.32</td> <td>NCALC Inv 7556</td> <td>Annual membership</td> </tr> <tr> <td>S/Order</td> <td>445.00</td> <td>0.00</td> <td>445.00</td> <td>CVS</td> <td>Covers 3 payments below</td> </tr> <tr> <td>Internet</td> <td></td> <td>0.00</td> <td>86.60</td> <td>HMRC</td> <td>PAYE</td> </tr> <tr> <td>Internet</td> <td></td> <td>0.00</td> <td>439.20</td> <td>R Oliver</td> <td>Salary (Inc April expenses paid last month to CVS)</td> </tr> <tr> <td>Internet</td> <td></td> <td>1.60</td> <td>8.00</td> <td>CVS</td> <td>Payroll service (Paid)</td> </tr> <tr> <td>Internet</td> <td>476.25</td> <td>0.00</td> <td>0.00</td> <td>Came & Co</td> <td>Insurance (For discussion)</td> </tr> <tr> <td>D/Debit</td> <td>35.00</td> <td>0.00</td> <td>35.00</td> <td>ICO</td> <td>Annual Registration fee</td> </tr> <tr> <td>Total</td> <td>9380.99</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payment method	Amount Total	VAT	Amount w/o VAT	Payee	Description	Internet	165.00	0.00	165.00	Hartwell Mowing 757	Mowing services	Internet	165.00	0.00	165.00	Hartwell Mowing 773	Mowing services	Internet	7516.80	1252.80	6264.00	EON	Lighting works	Internet	137.62	22.94	114.68	Orchard Print Inv 001	Plan printing	Internet	440.32	0.00	440.32	NCALC Inv 7556	Annual membership	S/Order	445.00	0.00	445.00	CVS	Covers 3 payments below	Internet		0.00	86.60	HMRC	PAYE	Internet		0.00	439.20	R Oliver	Salary (Inc April expenses paid last month to CVS)	Internet		1.60	8.00	CVS	Payroll service (Paid)	Internet	476.25	0.00	0.00	Came & Co	Insurance (For discussion)	D/Debit	35.00	0.00	35.00	ICO	Annual Registration fee	Total	9380.99					Clerk
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19.05.098	<p>Raise matters for report only</p> <p>Cllr Russell suggested an agenda item for a new traffic survey in the autumn. Cllr Birtles will forward to the Clerk an email from a resident complaining about vehicle parking that is blocking a footway in the village</p> <p>Next scheduled meeting will be 18 June 2018</p> <p>CLOSE of MEETING 9.00PM</p>																																																																															

Signed.....

Date.....

Chairman: Cllr Kim Russell