

NORTON PARISH COUNCIL

Minutes of the meeting held at 19:30 on Tuesday 10 March 2020 in Norton's Village Hall

Minute	Minutes	Action
	<p><u>Present:</u> Cllr K Russell (Chairman) (KR) Cllr D Birtles (DB) Cllr S Goulden Cllr S Mason Cllr J Richardson Cllr C Thomas</p> <p><u>Public:</u> District Councillor Amos and 3 members of the public, attended the meeting.</p>	
20.03.044	Apologies approved: Cllrs Paybody (business engagement), Cllr C Childs (personal)	
20.03.045	Declaration and Nature of Interests in matters on the Agenda None	
20.03.046	Requests for dispensation - None	
20.03.047	<p>Open Section: Nothing to report.</p> <ol style="list-style-type: none"> 1. A resident discussed Ownership of Bakers Lane and Home Farm Court which may impact on the non-connection of fibre optic cable to the properties by Gigaclear. 2. Cllr Amos advised that the Structural Changes Order was passed so the formation of the new unitary authorities will be going ahead. DDC premises may be used to house unitary authority departments. The Leisure Centre, will be absorbed by the Unitary Council. The situation with regard to provision of services will be reassessed after one year and adjustments made, if required. <p>He also shared some ideas on arrangements to get provisions to residents who need to self-isolate due to the Corona virus.</p>	
20.03.048	Resolved to approve the minutes of the meeting held on 18 February 2020.	
20.03.049	Actions from Previous Minutes (not covered on agenda and for report only) None	

	Planning	
20.03.050	It was resolved to support planning application DA/2020/0100, subject to the recommendations and objections contained in the accompanying letter.	
	Governance – the following documents were reviewed and approved:	
20.03.051	Councillors’ nominations were checked and witnessed, where required. It was agreed that the clerk would hand them in to the Elections Dept.	EF
20.03.052	The Chair confirmed that the plans for the Gouldens View development had been submitted to Daventry District Council’s (DDC) Planning Department. The planning application had been returned with a boundary query but had since been resubmitted to DDC. It is hoped that building will commence by end 2020.	
20.03.053	It was resolved to accept the quotation of £300 plus VAT received from Berrys for an updated desktop valuation of The Pound, based on their full evaluation of the property in October 2018. It was resolved only to obtain a valuation of the village hall at this stage. A valuation had been received from Berrys for £800 plus VAT. The Clerk was requested to obtain further valuations for comparison and to accept the lowest quotation on behalf of the council.	EF EF
20.03.054	It was decided to defer a decision on a date for the traffic count to the July meeting.	EF
	Village Hall Working Party (VHWG) Councillors KR/DB/JP	
20.03.055	The Chair advised that they have not met since the last meeting and that will only meet once a valuation for the village hall has been received. The requirement for the appointment of a project manager, should the council decide to purchase and upgrade the village hall, was discussed and will be explored further once a decision had been taken.	
20.03.056	Only one quotation for £800 plus VAT had been received for a valuation. Further quotations will be sourced for comparison and the clerk was instructed to accept the lowest quotation. It was also agreed to defer the structural survey until a decision had been taken to proceed with the purchase of the village hall.	EF
	Finance	
20.03.057	Resolved to approve the February 2020 Bank Reconciliation. Balances as at 29 February 2020 were as follows: Reserve Account - £25,687.19 Current Account - £3,226.24	

20.03.058	Resolved to approve the Clerk's March 2020 expenses of £201.74, inclusive of printer cartridges, Office 365 annual subscription and data wipe on the old laptop.	
20.03.059	Resolved for Cllrs Thomas and Richardson to approve the February 2020 payments in Addendum A below.	
20.03.060	It was resolved to approve the Lloyds / Unity Bank Corporate MultiPay card application on the basis that transactions are capped at £500 each and that no cash withdrawals will be allowed.	
	Jack's Patch	
20.03.061	The NVCA inspection report was reviewed without the need for any corrective actions.	
20.03.062	Wicksteed's annual inspection report was reviewed again and it was agreed to request Stephen Hartwell Grass Mowing Services to replace the 5 rotten fence posts at a cost of £300 plus VAT.	EF
	Neighbourhood Plan	
20.03.063	The NNAP Steering Group met with DDC last week to submit the Plan and we are awaiting their response.	
20.03.064	The following internal audit documents were reviewed and approved: <ul style="list-style-type: none"> • Review Effectiveness of Internal Audit • Review Effectiveness of Financial and Internal Control • Internal Audit Service Terms of Reference 	
20.03.065	The following Policies & Procedures were reviewed and approved: <ul style="list-style-type: none"> • Equal Opportunities Policy • Complaints Procedure for complaints against the Council • Press and Media Policy • Procedure for handling Freedom of Information Requests (FOI) • FOI Complaints Policy • Employee Disciplinary Procedure • Employee Grievance Procedure • Communications & Social Media Policy 	
20.03.066	It was resolved to have the Annual Parish Meeting on Tuesday, 28 April 2020.	
20.03.067	Matters for report only <ul style="list-style-type: none"> • Before completion of works arrange a walk-around with Gigaclear to agree snagging issues; 	

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Initialled.....

	<ul style="list-style-type: none">• Norton sign on way to Daventry is lying in a hedge• Weedon lane – washing machine tipped• A lot of Guinea fowl in the road on the bend en route to A5	
20.03.068	Correspondence – noted.	

Signed.....
Chairman: Cllr Kim Russell

Date.....

Addendum A

Resolved to approve the following payments. Councillors and were appointed to approve bank payments.

Amount	Paid to	Description	How paid	Power to pay
71.86	4UH LTD	Website hosting and support	Bank transfer	LGA 1972 s142
6.00	Design to Print	Printing nomination forms	Bank transfer	LGA1972 s111
£201.74	Erica Fothergill	Jan-Mar expenses	Bank transfer	LGA1972 s111
£36.00	CVS	Year-end charges	Bank transfer	LGA1972 s111
£445	CVS (covers the 3 payments below)	CVS (March 2020)	Standing order	LGA1972 s112
£80.60	HMRC	PAYE	Internet	LGA1972 s112
9.60	CVS invoice 344	Payroll administration	Internet	LGA1972 s112
322.90	E Fothergill	Salary	Internet	LGA1972 s112