

# NORTON PARISH COUNCIL

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## Notice for Council Members:

You are hereby summoned to attend the virtual Annual meeting of Norton Parish Council.

Date: Monday 19 May 2020.

Time: Time: At 7:30pm for the purpose of transacting the following business:

Members of the public and press are invited to attend on a virtual basis and may address the Council at its Open Forum.

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**THIS MEETING WILL BE HELD VIA “ZOOM”**, an online video/audio conferencing medium. You should be able to access the meeting from a computer, tablet or mobile phone. (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Join Zoom Meeting: Meeting ID 984 5718 4070: / Password: 411528

Video conference link:

<https://zoom.us/j/98457184070?pwd=T3dmWIEwM3hFZjlLakFNTjIudmZJQT09>

One tap mobile

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## Agenda

20.05.076	Welcome.
20.05.077	To consider the election of a Chairman and Vice-chairman.
20.05.078	To consider requests for dispensation from members of the Council.
20.05.079	<b>Public Open Forum</b> In terms of paragraphs 3d to 3k of our Standing Orders (available on the Council’s website), a member of the public is entitled to speak only once on agenda items, for no longer than 3 minutes. The total period of time for public participation, which is at the Chairman’s discretion, shall not exceed 10 minutes.

20.05.080	To approve apologies for absence.
20.05.081	To receive Members' Declarations of Interest for items on the agenda.
20.05.082	To approve the minutes of the Meeting of the Parish Council held on Monday 24 March 2020. There was no meeting in April due to the lockdown procedures in place as a result of the Coronavirus (Covid-19)
20.05.083	<b>Finance:</b> To review and approve the following documents: <ol style="list-style-type: none"> <li>1. March and April 2020 bank reconciliations;</li> <li>2. April 2020 Receipts &amp; Payments;</li> <li>3. To approve the 2019/20 Annual Accounts;</li> <li>4. Payments, listed in Addendum A;</li> <li>5. To reapprove the continued use of online payments, in terms of paragraph 6.9 of the Council's Financial Regulations;</li> <li>6. To reapprove use of Northants CALC as the Council's Data Protection Officer and internal audit service.</li> </ol>
20.05.084	<b>2019/20 Audit:</b> To review and approve the following documents: <ol style="list-style-type: none"> <li>1. Certificate of Exemption (by virtue of the council's income being below £25,000), Section 9 of the Local Audit (Smaller Authorities) 2015;</li> <li>2. Section 1, Annual Governance Statement;</li> <li>3. Section 2, Accounting Statement;</li> <li>4. Payments that exceeded £100;</li> <li>5. Continuing Contract and Statutory Duty Payments;</li> <li>6. Continuation of subscriptions;</li> <li>7. Explanation of variances.</li> <li>8. 2019/20 Explanation for high reserves</li> </ol>
20.05.085	To review and approve the following documents: <ol style="list-style-type: none"> <li>1. Asset Register;</li> <li>2. Insurance Quotation.</li> </ol>
20.05.086	<b>Planning Application DA/2018/0602</b> <u>Description:</u> Change of use of agricultural land to retail. Construction of three new retail buildings, relocation of existing cabins and containers and provision of 46 extra parking spaces including 4 disabled spaces. <u>Location:</u> Heart Of The Shires Shopping Village, Watling Street, Norton, Northamptonshire
20.05.087	To consider valuation in respect of The Pound.
20.05.088	To receive an update on COVID-19 arrangements.
20.05.089	Date of next virtual meeting – The next virtual meeting of the Parish Council will be held at 6:30pm on Monday 16 June 2020.

Erica Fothergill  
Erica Fothergill

## Addendum A

### March Payments - circulated and approved by email on and authorised by Cllrs Russel and Birtles

Amount	Payee	Details	Paid	Power
£55.00	Through the Keyhole	Spare notice board key	BACS	LGA1972 s111
£82.90	Clerk	Refund of Expenses	BACS	LGA1972 s111
£192.00	Steven Hartwell	Mowing 30.03.2020	BACS	HA1980 s96(4)
£450.27	NCALC	Membership and internal audit	BACS	LGA1972 s143
£58.50	Design to Print	COVID-19 Leaflets	BACS	LGA1972 s142
£445.00	CVS Payroll Admin	March 2020 (Covers 3 payments below)	S/O	LGA1972 s112
£80.60	HMRC	PAYE		LGA1972 s112
£322.90	Clerk	Salary		LGA1972 s112
£9.60	CVS	Payroll charges		LGA1972 s112

### April Payments - circulated and approved by email and authorised by Cllrs Russel and Birtles

Amount	Payee	Details	Paid	Power
£360.00	Underwoods LLP	50% inspection and report to date	BACS	LGA1972 s133
£23.39	Clerk	Refund of Expenses	BACS	LGA1972 s111
£198.00	Steven Hartwell	Mowing 12.04.2020	BACS	HA1980 s96(4)
£450.27	NCALC	Membership and internal audit	BACS	LGA1972 s143
£445.00	CVS	April – 2020 Salary / PAYE / Invoice 005	S/O	LGA1972 s112
£18.20	HMRC	PAYE		LGA1972 s112
£385.30	Clerk	Salary		LGA1972 s112
£9.60	CVS	Inv 005 Payroll charges		LGA1972 s112
£145.99	E.On	Electricity Q4 2019/20	DD	Parish Council's Act 1957 s3

### May Payments

Amount	Payee	Details	Paid	Power
£38.39	Clerk	Refund of Expenses	BACS	LGA1972 s111
£192.00	Steven Hartwell	Mowing 06.05.2020	BACS	HA1980 s96(4)
£45.99	K Russell	Web camera to host Zoom meetings		
£495.83	Came & Company	2020/21 insurance premium	BACS	LGA1972 s111
£445.00	CVS Payroll Admin	May 2020 (Covers 3 payments below)	S/O	LGA1972 s112
£18.20	HMRC	PAYE		LGA1972 s112
£385.10	Clerk	Salary		LGA1972 s112
£9.60	CVS	Payroll charges		LGA1972 s112

