

Norton Parish Council

Minutes of the virtual Annual Parish Council meeting held on 19 May 2020 at 7:30pm using Zoom video conferencing (in terms of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020).

Present:

Councillors K. Russell (Chairman), S Goulden (Vice-chairman), d Birtles, C Childs, S Mason, J Paybody and J Richardson

In attendance: Erica Fothergill (Clerk/RFO) and District Councillor Amos

Minutes

20.05.076	The Chairman welcomed everyone to this first virtual meeting since the outbreak of Coronavirus and consequent lockdown on 23 March 2020 and thanked them for attending.
20.05.077	As there were no other nominations, both the current Chairman and Vice-chairman agreed to remain in post until May 2021. As declaration of Acceptance of Office forms have to be signed in the presence of the Council's Proper Officer, they will be signed at the first meeting after lockdown has ended.
20.05.078	There were no requests for dispensation from members of the Council.
20.05.079	Public Open Forum – District Councillor Amos briefed council on planning application DA/2018/0602 in respect of Heart of The Shires Shopping Village. Cllr Amos also provided an update on the Local Authority reorganisation saying that North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) now legally exist and have members appointed to them. However, due to the Coronavirus, they will prioritise work to ensure all services are set up safely and legally for day one of the two new authorities (1 April 2021), whilst still working hard to bring together and improve as many existing services as possible.
20.05.080	RESOLVED to approve apology from Cllr Thomas (IT problems).
20.05.081	There were no Declarations of Interest for items on the agenda.
20.05.082	RESOLVED to approve the minutes of the extraordinary meeting of the Parish Council held on Tuesday 24 March 2020.
20.05.083	Finance RESOLVED to approve the following documents and payments: 1. Bank reconciliations for March and April 2020; 2. Receipts & Payments for April 2020;

	<p>3. Payments, listed in Addendum A.</p> <p>4. To continue using online payments, in terms of paragraph 6.9 of the Council's Financial Regulations;</p> <p>5. To continue using Northants CALC as the Council's Data Protection Officer and their internal audit service.</p>
20.05.084	<p>2019/20 Audit:</p> <p>RESOLVED to approve the following documents in respect of the 2020/21 financial year-end and audit:</p> <ol style="list-style-type: none"> 1. Certificate of Exemption (by virtue of the council's income being below £25,000), Section 9 of the Local Audit (Smaller Authorities) 2015; 2. Section 1, Annual Governance Statement; 3. Section 2, Accounting Statement; 4. List of payments that exceeded £100; 5. Continuing Contract and Statutory Duty Payments; 6. Continuation of subscriptions; 7. Explanation of variances.
20.05.085	RESOLVED to approve the Asset Register and Came & Company's 2020/21 insurance renewal quotation.
20.05.086	<p>RESOLVED to support Planning Application DA/2018/0602 in respect of Heart of The Shires Shopping Village and to appoint Cllr Paybody to represent Norton Parish Council at Daventry District Council's Planning meeting on Thursday 21 May 2020 if it goes ahead.</p> <p>Council's support for the application is based on the fact that the shopping village is not in competition with Daventry town centre, but that it attracts visitors to the area and provides employment opportunities to people in neighbouring villages.</p> <p>Note: Since the meeting, the applicant has deferred the application to get a verification assessment done.</p>
20.05.087	It was agreed to instruct Berrys Estate Agents to finalise the valuation of The Pound.
20.05.088	The Chair updated council on Covid-19 arrangements in the village, saying that local volunteers are assisting vulnerable residents in getting their food and medicine and it is working well. There has, regretfully, been two Coronavirus casualties in the village to date.
20.05.089	The meeting closed at 8:15pm and the next meeting of the Parish Council will be held at 7:30pm on Tuesday 16 June 2020 in line with prevailing meeting guidelines at that time.

Signed:

Chairman: Cllr Kim Russell

Date:

Addendum A

RESOLVED to approve the following payments:

March Payments - circulated and approved by email 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 approved at this meeting. Cllrs Birtles and Richardson were appointed to authorise these payments

Amount	Payee	Details	Paid	Power
£38.39	Clerk	Refund of Expenses	BACS	LGA1972 s111
£198.00	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
£18.40	HMRC	PAYE		LGA1972 s112
£385.10	Clerk	Salary		LGA1972 s112
£9.60	CVS	Payroll charges		LGA1972 s112