

Norton Parish Council

Minutes of the remote Parish Council meeting

held on 14 July 2020 at 7:30pm

(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 Kim Russell (Chairman), David Birtles, Carole Child, Stephanie Goulden, Jeff Paybody and Julia Richardson

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

Minutes

20.07.110	The Chairman welcomed everyone to the virtual meeting and thanked them for attending.
20.07.111	There were no requests for dispensation from members of the Council.
20.07.112	Public Open Forum – Nothing to report. Cllr Amos provided the following updates: <ul style="list-style-type: none">• Progress pertaining to the transition to Unitary Authority is progressing well, with regular meeting taking place;• The Heart of the Shires have not yet resubmitted their application;• Newnham Turn Farm on the A45, has put in for a lawful development certificate near Stowe/Weedon.
20.07.113	The following apologies for absence were received and approved: Cllrs. Steve Mason and Cllr Chris Thomas (technical issues).
20.07.114	There were no Declarations of Interest for items on the agenda.
20.07.115	RESOLVED to approve the minutes of the virtual extraordinary meeting of the Parish Council held on Monday 2 July 2020.
20.07.116	Finance RESOLVED to approve the following documents and payments: <ol style="list-style-type: none">1. Bank reconciliation for June 2020;2. Receipts & Payments for June 2020;3. Clerk's July expenses4. Payments, listed in Addendum A. <p>Councillors queried the breakdown of the payroll payment to CVS. After discussion it was agreed to cancel CVS and for the Clerk to do the payroll directly through HMRC Basic Tools which she is familiar with and, in so doing, save the Council £126.00 per annum. Action: Clerk</p>

20.07.117	<p>Council appointed Ruth Woodward of Woodcock & Thompson Solicitors Foundry House, 53a High St, Daventry NN11 4BQ to act for the council in the sale of The Pound, terms being 28 days from approval of terms.</p> <p>The Clerk was appointed to act as Council's Agent in the sale of the property. It was agreed to establish whether the Council would be liable for capital gains tax on the proceeds from the sale of The Pound.</p> <p>Action: Clerk</p>
20.07.118	<p>After reviewing the valuation of the village hall, Councillors agreed a price they thought was reasonable. The working party to move things forward and report at the September meeting.</p> <p>Action: Chair, Cllrs Birtles & Paybody</p>
20.07.119	<p>The following Policies and Procedures had been reviewed approved, subject to the following amendment:</p> <ul style="list-style-type: none"> • Procedure for handling Freedom of Information Requests – it was agreed to add that the Churchyard is administered by Norton PCC. <p>Action: Clerk</p> <ul style="list-style-type: none"> • Freedom of Information Complaints Procedure.
20.07.120	<p>Cllr Goulden updated the Council on progress with Norton's Neighbourhood Plan (NP), saying that the Daventry District Council (DDC) Local Plan had been adopted in February 2020, prior to lockdown. Norton's Neighbourhood Plan had been updated in line with the Local Plan, based on feedback received from DDC.</p> <p>Subject to the addition of a few photos and maps, the NP will be submitted to DDC in week commencing 27 July 2020. Action: Chair</p> <p>The next step will be to put the process on the website, with everyone providing bullet point information. It was agreed to get the initial file from Nigel Allcott, past councillor and original secretary of the NHW Group</p> <p>Action: Cllr Childs.</p>
20.07.121	<p>The Chair advised that the new signs have been erected at Jack's Patch and that a risk assessment was done prior to re-opening the playground. The June and July Risk Assessments were reviewed and approved.</p> <p>A large wasp nest in the playground had been treated. It was agreed to source a contractor to repair the fence and cut the hedges.</p> <p>Action: Cllr Goulden and Cllr Birtles agreed to speak to contractors they know. If they are unable to assist, it was agreed that the Clerk would source a local contractor to do it.</p>
20.07.121	<p>The list of councillors' contact details was reviewed and will be issued once updated, for display on the website and noticeboard.</p>
20.06.101	<p>Date of next virtual meeting – The Meeting closed at 9:23pm and the next virtual meeting of the Parish Council will be held at 7:30pm on Tuesday 15 September 2020.</p>

Addendum A – Approval of payments (20.07.116 (4))

Councillors Birtles and Russel were appointed to authorise bank payments.

Amount	Payee	Details	Paid	Power
£40.39	Clerk	Refund Expenses, Zoom	BACS	LGA1972 s111
£41.00	Clerk	Printer cartridge	BACS	LGA1972 s111
£96.00	Lightning Signs & Embroidery Ltd	Covid-19 Signs for Jack's Patch	BACS	LGA1972 s111
£198.00	Steven Hartwell	Mowing – Inv 910	BACS	HA1980 s96(4)
£590.00	CVS Payroll Admin Standing order	Jun 2020 (Covers 3 payments below)	S/O	LGA1972 s112
£69.60	HMRC	PAYE		LGA1972 s112
£589.45	Clerk	Salary including 15 hours' overtime		LGA1972 s112
£9.60	CVS	Payroll charges		LGA1972 s112