

Norton Parish Council

Minutes of the Annual Meeting of the Parish Council held in the Village Hall on Tuesday 18 May 2021 at 7:00pm

Present:

Councillors: Kim Russell (Chairman), David Birtles, Steph Goulden, Steve Mason, Julia Richardson and Chris Thomas.

In attendance: Erica Fothergill (Clerk/RFO) and one member of the public.

Minutes

21.05.268	The Chairman welcomed councillors to the meeting and thanked them for attending.
21.05.269	The Chairman called for nominations for the position of Chairman. Cllr Russell was nominated and, there being no other nominations, was re-elected.
21.05.270	The Chairman called for nominations for the position of Vice-chairman. Cllr Goulden was nominated and there being no other nominations, was re-elected.
21.05.271	Completed Declarations of Acceptance of Office forms were signed in the presence of the Clerk.
21.05.272	Declarations of Interests were completed by Councillors.
21.05.273	Having RESOLVED to adopt the Code of Conduct, it was signed by all councillors.
21.05.274	Requests for dispensation from members of the Council - None.
21.05.275	Being eligible in terms of Chapter 1 of Part 1 of the 2011 Localism Act, namely having a qualified clerk and more than two thirds of elected councillors, it was RESOLVED to adopt the General Power of Competence.
21.05.276	Public Open Forum: A member of the public wanted clarification on village speed cameras.
21.05.277	Apologies for absence reviewed and approved - Cllr Goulden (personal)
21.05.278	Declarations of Interest - None.
21.05.279	RESOLVED to approve the minutes of the virtual meeting of the Parish Council held on Tuesday 27 April 2021.
21.05.280	RESOLVED to approve the following: <ol style="list-style-type: none">1. April 2021 Bank Reconciliation.2. April 2021 Receipts & Payments.3. 2020/21 Internal Audit Report and comments noted.4. 2021/22 Insurance recurring quotation of £515.08 received from Came & Company as per the insurance schedule meeting.5. The continued use of variable direct debits to pay quarterly E.On electricity invoices and the annual subscription to the Information Commissioner's Office.6. Payments, listed in Addendum A.

21.05.281	RESOLVED to approve the following documents: 1. Asset Register. 2. Standing Orders. 3. Financial Regulations. 4. Financial Control Risk Assessment.
21.05.282	RESOLVED to approve the following policies and procedures: 1. FOI Publication Scheme 2. Recording of Council Meetings 3. Press & Media Policy 4. Equality, Diversity and Inclusion Policy 5. Complaints Procedure for Complaints against Norton Parish Council
21.05.283	RESOLVED to approve the updated Scheme of Delegation in terms of LGA1972 Section 101, to permit decisions to be enacted without face-to face / official meetings taking place, should this be necessary.
21.05.284	Speed Indicator Device (SID) The Clerk reported that she had placed the order for the 2 nd SID and two additional brackets at a cost of £1,842,45 excluding VAT. Delivery is expected around mid-June 2021. Initial SID statistics taken during the first week of operation at the village hall showed a positive impact on speeding.
21.05.285	Jack's Patch Councillors reviewed the inspection report. Issues highlighted in the report are in hand and will be attended to be the contractor towards the end of May. The Chairman will approach the NVCA regarding replacement of bark. The hedges will be trimmed at the end of nesting season. Action: Chairman
21.05.286	The Clerk reported that our insurers have confirmed that they will cover the two litter picking volunteers within the boundaries of Norton, subject to them signing the Council's Risk Assessment. An order had been placed for two litter picking kits at £60.70 excluding VAT, which will be delivered on 20 May.
21.05.2	The meeting closed at 7:40pm. It was agreed not to meet in June, unless an urgent matter requires a council decision. In that case, the meeting will be held in the village hall on 22 June 2021 at 7pm and an agenda will be issued.

Addendum A

21.05.280(6) The following payments were approved:

Gross Payment	Payee	Details	Paid	Power
£55.98	Clerk	Refund Expenses	BACS	LGA1972 s111
£437.08	Payroll	May 2021	BACS	LGA1972 s112
£32.80	HMRC	May 2021 deductions	BACS	LGA1972 s112
£198.00	Steven Hartwell	Mowing Invoice 17	BACS	HA1980 s96(4)
£515.08	Came & Co.	2021/22 Insurance premium	BACS	LGA1972 s111
2272.74	ElanCity	Speed Indicator Device (1)	BACS	Local Govt & Rating Act 1997 s30