

# Norton Parish Council

## Minutes of the full Parish Council meeting (Annual and Ordinary) held on Tuesday 10<sup>th</sup> May 2022 at 7:00pm in the Village Hall

### Present:

Councillors: Kim Russell (Chairman), David Birtles, Carole Child, Steph Goulden (Vice-Chairman), Chris Thomas

In attendance: Emma Fontaine (Clerk/RFO) and one member of the public

10.05.422	The Chairman welcomed Councillors to the meeting and thanked them for attending.
10.05.423	Cllr Kim Russell was elected Chairman with a unanimous vote.
10.05.424	Cllr Steph Goulden was elected Vice Chairman with a unanimous vote.
10.05.425	The Declaration of Acceptance of Office was duly signed.
10.05.426	There were no requests for dispensation from members of the Council.
10.05.427	There were no declarations of interest from members of the Council.
10.05.428	<b>Public Open Forum</b> No issues were raised in the Public Open Forum.
10.05.429	Apologies of absence from Cllrs Mason, Paybody and Richardson were approved.
10.05.430	It was RESOLVED to approve the minutes of the meeting of the Parish Council held on Tuesday 12 <sup>th</sup> April 2022.
10.05.431	It was RESOLVED to approve the following: <ol style="list-style-type: none"><li>1. April 2022 year end bank reconciliation</li><li>2. April 2022 year end receipts and payments</li><li>3. Payments, listed in Addendum A</li></ol> It was confirmed that Cllr Thomas has completed the internal finance checks in line with the financial risk assessment.
10.05.432	<b>2021/22 Audit</b> As the Internal Auditor's report had not been received at the time of the meeting, it was RESOLVED to defer this item to the June agenda. <b>ACTION: Clerk.</b>
10.05.433	The following documents were reviewed and approved: <ol style="list-style-type: none"><li>1. Asset Register</li><li>2. Standing Orders</li></ol>
10.05.434	The following policies were reviewed and approved: <ol style="list-style-type: none"><li>1. Employee Disciplinary and Grievance Procedure</li><li>2. Equality, Diversity and Inclusion Policy</li></ol>
10.05.435	Cllr Child was confirmed as the Police Liaison Representative until the May 2023 meeting.
10.05.436	<b>Jack's Patch</b> The latest inspection report was reviewed and it was noted there are no urgent maintenance requirements.
10.05.437	It was RESOLVED for the Clerk to speak to Elan City regarding two alternative power options and enquire about the warranty. Additionally, the Clerk will query the efficiency of solar power in the winter months. <b>ACTION: Clerk.</b>

10.05.438	<b>Queen's Green Canopy</b> It was RESOLVED to purchase a tree for this initiative and arrange for a plaque to be placed with it. ACTION: <b>Cllr Russell and Clerk.</b>
10.05.439	There was no update relating to the Neighbourhood Plan.
10.05.440	<b>Goulden's View</b> A meeting with the Chairman and Developer to discuss the development progress has been arranged for w/c 16 <sup>th</sup> May. Cllr Russell will query the impact of the recent 'Right To Buy' announcement. A meeting will be held in the Village Hall on 30 <sup>th</sup> June for interested residents. ACTION: <b>Cllr Russell.</b>
10.05.441	<b>Village Hall</b> The Clerk spoke to the Solicitor (Shoosmiths) this week about the lack of progress made with the restrictive covenant issue. She will chase progress again urgently. ACTION: <b>Clerk.</b> It was RESOLVED that any additional hours of work undertaken by the Clerk will be funded by the Village Hall funds.
10.05.442	It was RESOLVED for the Clerk to set up a Norton Parish Council Facebook profile, allowing us to pass on essential messages to Residents.
10.05.443	The meeting closed at 8.00pm. The next meeting of the Parish Council will be held at <b>7.00pm on Tuesday 14<sup>th</sup> June 2022</b> in the Village Hall.

#### Addendum A

10.05.431 (3) payments for approval

#### **April**

<b>Gross Payment</b>	<b>Payee</b>	<b>Details</b>	<b>Paid</b>	<b>Power</b>
£38.00	Church (PCC)	Village Hall rent April 2022	SO	LGA1972 s133
£83.00	HMRC	PAYE	BACS	LGA1972 s112
£364.44	Payroll/Expenses	March 2022	BACS	LGA1972 s112
£113.50	Design To Print	Norton newsletter	BACS	LGA1972 s142