

NORTON PARISH COUNCIL

Date: Tuesday 15th April 2014

Time: 19.30

Venue: Norton Village Hall

Clerk: Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr L Davidson Cllr K Russell Cllr M Robins Cllr K Woods Invitees Cllr Alan Hills Public 1 member of the public</p>	
14.04.088	<p>Apologies Apology received and accepted from Cllr C Thomas. No apology received from Cllr S Goulden.</p>	
14.04.089	<p>Declaration of Interest on the Agenda None</p>	
14.04.090	<p>Consideration of any requests for dispensation None to declare</p>	
14.04.091	<p>Open Section Cllr Alan Hills updated the Council on the situation regarding the disused BUS STATION in Northampton. Demolition is underway and will be completed by the end of 2014. A new development will take its place. Daventry District Council has identified a need for a SPECIAL NEEDS SCHOOL in Daventry for 150 pupils for ages ranging from 4 – 16 years. Both the County Council and District Council are supporting the project. DDC are looking for possible sites in the centre of Daventry. A consultation will be held at the Icon Centre on 23 April 2014 starting at 6.30. Attendance would be welcome. WEEDON/FLORE BYPASS – Changes have been made to the original ideas. The ongoing consultation process for this bypass has recommenced. Meetings are arranged for 24 April at Weedon Village Hall and 29 April at Flore Village Hall from 2pm – 8pm. Northants County Council has identified problems in the area of SAFEGUARDING CHILDREN. A new Chairman, Keith Maikin has been appointed who is highly regarded in Scottish Government for his influence in this area. With £10k funding from the Developers of the Homebase site (section 106 money for artwork) and £5K funding from the Arts Council, Daventry District Council have commissioned a SCULPTURE that has been erected on a roundabout in Daventry where Southway and Abbey Street meet. The Sculpture depicts the history of Daventry, in particular the introduction in 1935 of radar to Borough Hill and the BBC Station during WW2, Daventry Calling which was broadcast worldwide and received by Resistance Services. The five poles of the sculpture depict the masts on Borough Hill with the concentric rings containing the words ‘Daventry Calling’. WOMENS CYCLE TOUR is being held 7th & 8th May. The route will encompass Brixworth and Althorp. The very best riders will be taking part and the team in the States will be returning for it. More information is held on the website www.thewomenscycletour.</p>	
14.04.092	<p>Approve Minutes of meeting held 18th March 2013</p>	

	Proposed Cllr Robins, 2 nd Cllr Davidson, all Councillors agreed these to be a correct record of that meeting																																																																			
14.04.093	Record Councillor resignation Councillor Dave Edge resigned from council on 20 th March 2014																																																																			
14.04.094	Actions from previous minutes None																																																																			
14.04.095	Jacks Patch report from Mr Tim Kirby Clerk had not received an inspection report for the current month. Cllr Goodman will contact Mr T Kirby.	Cllr Goodman/ NVCA																																																																		
	PLANNING																																																																			
14.04.096	DA/2014/0167 Land at Norton Fields Farm, Watling Street, Norton, (Norton & Whilton Parishes), Northamptonshire NN11 2NA Change of use to caravan storage and alterations to access DDC had advised the applicant has withdrawn this application.																																																																			
	FINANCE																																																																			
14.04.097	Bank Reconciliation as at 31 March 2014 Clerk/RFO presented the following reconciliation <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">£ 1596.97</td> </tr> <tr> <td>HSBC Current</td> <td style="text-align: right;">£ 1324.00</td> </tr> <tr> <td>HSBC Savings</td> <td style="text-align: right;">£ 7505.64</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">£ 15,070.36</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£25496.97</td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">£ 0.00</td> </tr> <tr> <td>Revised total</td> <td style="text-align: right;">£25496.97</td> </tr> </table> <p>Cllrs had no questions.</p>	HSBC Playing Field Account	£ 1596.97	HSBC Current	£ 1324.00	HSBC Savings	£ 7505.64	HSBC Deposit Bond	£ 15,070.36	Total	£25496.97	Less unrepresented cheques	£ 0.00	Revised total	£25496.97																																																					
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14.04.098	Clerk/RFO presented the following invoices for approval and cheques for signature. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Cheque No.</th> <th>Amount Total</th> <th>VAT</th> <th>Amount w/o VAT</th> <th>Payee</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>100282</td> <td style="text-align: right;">192.00</td> <td style="text-align: right;">32.00</td> <td style="text-align: right;">160.00</td> <td>Stephen Hartwell</td> <td>Grass & Verges</td> </tr> <tr> <td>100283</td> <td style="text-align: right;">35.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">35.00</td> <td>Northamptonshire ACRE</td> <td>Membership</td> </tr> <tr> <td>100284</td> <td style="text-align: right;">125.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">125.00</td> <td>NVCA – Grant</td> <td>Grant</td> </tr> <tr> <td>100285</td> <td style="text-align: right;">25.44</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">25.44</td> <td>Angela Feltham – expenses</td> <td>Postage stamps for newsletters</td> </tr> <tr> <td>100286</td> <td style="text-align: right;">237.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">237.50</td> <td>Angela Feltham</td> <td>Clerks salary</td> </tr> <tr> <td>100287</td> <td style="text-align: right;">70.60</td> <td style="text-align: right;">0.60</td> <td style="text-align: right;">70.00</td> <td>Design To Print</td> <td>Newsletter & inserts</td> </tr> <tr> <td>100288</td> <td style="text-align: right;">86.16</td> <td style="text-align: right;">14.36</td> <td style="text-align: right;">71.80</td> <td>Eon – lighting maintenance</td> <td>Street Lighting</td> </tr> <tr> <td>100289</td> <td style="text-align: right;">114.88</td> <td style="text-align: right;">5.47</td> <td style="text-align: right;">109.41</td> <td>Eon – electricity</td> <td>Street Lighting</td> </tr> <tr> <td>100290</td> <td style="text-align: right;">283.09</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">283.09</td> <td>NCALC</td> <td>Annual membership & Internal Audit fee</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">1169.67</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed by Cllr Russell, Seconded Cllr Davidson, All in favour. Cllr Russell and Cllr Davidson signed all cheques and initialled cheque stubs.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100282	192.00	32.00	160.00	Stephen Hartwell	Grass & Verges	100283	35.00	0.00	35.00	Northamptonshire ACRE	Membership	100284	125.00	0.00	125.00	NVCA – Grant	Grant	100285	25.44	0.00	25.44	Angela Feltham – expenses	Postage stamps for newsletters	100286	237.50	0.00	237.50	Angela Feltham	Clerks salary	100287	70.60	0.60	70.00	Design To Print	Newsletter & inserts	100288	86.16	14.36	71.80	Eon – lighting maintenance	Street Lighting	100289	114.88	5.47	109.41	Eon – electricity	Street Lighting	100290	283.09	0.00	283.09	NCALC	Annual membership & Internal Audit fee	TOTAL	1169.67					
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14.04.099	<p>Review Bank Signatories Clerk to email list of acceptable proof of identification that HSBC will accept for both Cllr Robins and Cllr Woods to present to HSBC for them to complete the process to become authorised signatories.</p>	CLERK									
14.04.100	<p>Reallocation earmarked and non-earmarked cash reserves As at 31 March 2014 the cash held was £25496.97 of which £10536.00 had been earmarked to add to the precept payment for the forthcoming year (2014/15). It was proposed the remaining £14960.97 be divided as follows;- £13000.00 earmarked reserves for allocation of land for recreational use. £1960.97 held as non-earmarked reserves. Proposed Cllr Davidson, 2nd Cllr Woods, All in favour.</p>										
14.04.101	<p>Final report on receipts and payments for year ending 31 March 2014 Clerk presented reports on the above.</p> <table border="1" data-bbox="280 647 1348 813"> <thead> <tr> <th></th> <th>Actual £</th> <th>Precept £</th> </tr> </thead> <tbody> <tr> <td>Receipts</td> <td>11880.48</td> <td>11311.00</td> </tr> <tr> <td>Payments</td> <td>9976.77 (£9543.38 2013/14 £433.39 2012/13)</td> <td>11690.00</td> </tr> </tbody> </table> <p>A report on the variances between budget and actual figures was presented in preparation for the internal and external audit. The Asset Register and Risk Assessment report for 2014 showing assets totalling £69846.48 was also presented to the meeting. Proposal to accept these reports as a true record – Proposed Cllr Davidson, 2nd Cllr Russell. All in favour.</p>		Actual £	Precept £	Receipts	11880.48	11311.00	Payments	9976.77 (£9543.38 2013/14 £433.39 2012/13)	11690.00	
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14.04.102	<p>Submission and signing of Annual Return Clerk presented the Annual Return. Section 1 completed with an alteration to Box 6 and a report supporting the amendment. (altered by £2 due to rounding figures) Section 3 completed with all boxes agreed 'Yes'. Proposed to accept Section 1 and Section 2 by Cllr Russell, 2nd Cllr Davidson, All in favour. Annual return signed by Clerk and Chairman</p>										
14.04.103	<p>Approve Insurance provider for 2014/15 A Long Term Agreement with the current provider expires in 2016. The renewal premium from the existing provider, Zurich through CC Ltd, is £774.88. A quotation had been obtained from Aon at a premium of £374.13. (underwriter Allianz) Clerk to compare differences between policies for Cllr Robins to review and then pass to each Cllr for them to make their comments and return to Clerk in preparation for Council meeting on 20th May 2014.</p>	CLERK/ ALL CLLRS									
14.04.104	<p>Approve quotation for works as identified in the Village Risk Assessment report A quotation had been obtained from Mr Eales, Builder for works that were identified in the above report. These are to shorten chains between posts around the village green as they had become a hazard. To level two troughs at the entrance gateways. To repair flag pole box sited on the village hall. The cost to complete these works. £150. Proposed to accept Cllr Russell, 2nd Cllr Robins, All in favour.</p>										
14.04.105	<p>Consider options for future payment methods With notification from NCALC that The Legislative Refund (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014, is now in place means that councils can consider payment by other methods than by cheque. This will require a new Financial Regulation policy once a procedure and levels of security can be established. All Councillors expressed a wish to consider this for the future if there were sufficient financial security measures in place and that the software available from HSBC could accommodate this. Clerk was asked to contact HSBC for details. Proposed Cllr Goodman, 2nd Cllr Russell. All in favour</p>										

	HIGHWAYS	
14.04.106	<p>Highways update by Cllr Davidson Nothing to report by Cllr Davidson Cllr Goodman reported Anglian Water had repaired the manhole cover located outside Tattlebank. Cllr Russell reported the road sweeper had been around the village during the past week and the cattle grid along the Cunigree had been cleaned. With the resignation of Cllr Edge there will be a need to appoint a Councillor to take on the duties of reporting road repairs etc. through Street Doctor. Clerk to include on next agenda</p>	CLERK
14.04.107	<p>Report on action taken with regard to condition of Street Lighting Clerk had received the previously requested survey report in preparation for the internal audit. Cllr Russell reported a faulty street light at the end of Bakers Lane. Clerk to report to E.ON</p>	CLERK
	OTHER BUSINES	
14.04.108	<p>Update on proposals for the creation of a Village Sign Through the April newsletter, residents were asked if they agreed with the erection of a sign on the village green. Clerk had received 10 replies with 9 in agreement. Many showed an interest in having a 'Roman' connection depicted. It was proposed that NPC contact Secondary schools and Colleges in the town to ask if the students would like to design the image on the sign. It would be rewarded with a monetary prize. The designs would then be presented on 10th August at the WW1 Centenary Commemorations Day to ask residents to 'vote' on their preference. All councillors in favour of this. Clerk and Cllr Russell to contact schools to gain their involvement.</p>	Cllr Russell /Clerk
14.04.109	<p>Response from residents regarding trees fouling overhead cables Clerk had contacted in writing two residents in the village where it had been identified that trees within their boundary were catching on overhead cables to ask them to prune the trees in question. One resident had phoned to say the work was in hand. All Councillors agreed to carry this to the May agenda.</p>	CLERK
14.04.110	<p>Discuss compliance with Data Protection Act With the increasing costs of sending newsletters to residents in the outlying areas of the parish, Clerk had asked those residents if they wish to receive a newsletter in electronic form. It was not certain if this would contravene the Data Protection Act. Clerk was asked to contact NCALE to ask for more information regarding compliance with the Data Protection Act. Cllr Goodman to contact Mike Jenkins, who arranges the domain name and email address, to ask the cost of providing a generic email for each councillor.</p>	CLERK CLLR GOODMAN
14.04.111	<p>Report from WWI Centenary Commemoration Sub-Committee Arrangements for 10th August are going well. NVCA are also preparing an Open Day for the same date. Through the newsletter residents were asked if they would like to display material relating to their family members during WW1. There had been no responses. Cllr Russell would like Clerk to contact the Clerks in Weedon, Whilton and Long Buckby for an entry in their newsletter regarding the Commemoration Day. The sowing of poppy and wildflower seeds had taken place on the land behind the War Memorial on the 12th April. Cllr Russell reported the difficulty in finding a teacher so the Church Bells could be rung on the anniversary of the death of each person named on the War Memorial.</p>	
14.04.112	<p>Agree date of next meeting The date of the next meeting is Tuesday 20th May 2014 The proposed date for the ANNUAL PARISH MEETING is 13th May 2014. Cllr Goodman invited Cllr Hills to speak at the meeting. Cllr Hills to advise Clerk if he is able to attend.</p>	

14.04.113	<p>CORRESPONDENCE RECEIVED The following items of correspondence had been received</p> <table border="1"> <thead> <tr> <th data-bbox="284 297 1038 342">Detail</th> <th data-bbox="1046 297 1350 342">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 344 1038 405">BDO – Audit pack</td> <td data-bbox="1046 344 1350 405">Annual Return completed See minute 14.04.102</td> </tr> <tr> <td data-bbox="284 407 1038 439">Trevor Eales – letter regarding maintenance on The Pound</td> <td data-bbox="1046 407 1350 439">Noted</td> </tr> <tr> <td data-bbox="284 441 1038 472">NCALC newsletter</td> <td data-bbox="1046 441 1350 472"></td> </tr> <tr> <td data-bbox="284 474 1038 535">10 Downing Street, letter re National Insurance</td> <td data-bbox="1046 474 1350 535">Parish Councils are not eligible</td> </tr> <tr> <td data-bbox="284 537 1038 589">Aon – quotation for insurance</td> <td data-bbox="1046 537 1350 589">Actioned – see minute 14.04.103</td> </tr> </tbody> </table>	Detail	Action	BDO – Audit pack	Annual Return completed See minute 14.04.102	Trevor Eales – letter regarding maintenance on The Pound	Noted	NCALC newsletter		10 Downing Street, letter re National Insurance	Parish Councils are not eligible	Aon – quotation for insurance	Actioned – see minute 14.04.103	
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FINAL CONCLUSION OF MEETING														
14.04.114	<p>Raise matters for report only Clerk reported the receipt of a letter from DDC to confirm the approval of a Wind Farm at Watford. Cllr Goodman had noted the War Memorial was looking 'grubby' and asked if it could be cleaned in preparation for the event on 10th August. Cllr Russell was aware of an email being received from an organisation funding the cleaning of war memorials. Clerk to check emails. Cllr Goodman brought to the attention of the meeting the grass frontage to houses in Home Farm Court. This frontage to Daventry Road is particularly noticeable once the grass cutting contractor has completed a cut. The residents along this section of Home Farm Court tend to cut their grass at different times leaving this section looking unattended. It was agreed Cllr Goodman would ask the contractor if they would quote for cutting these frontages with a view to asking these residents if they would be interested in paying for this service. Cllr Russell had become aware that due to NPC no longer being a member of CPRE there could be savings made if NPC renewed their membership as Councillors were interested in attending CPRE events. Clerk asked to include on the May agenda.</p>	<p>CLERK</p> <p>CLLR GOODMAN</p> <p>CLERK</p>												
14.04.115	<p>Meeting closed 21.03</p>													
Signed	<p>.....</p> <p>Cllr Mike Goodman Chairman</p> <p style="text-align: right;">Date</p>													