

NORTON PARISH COUNCIL

Date: Tuesday 21st October 2014

Time: 19.30

Venue: Norton Village Hall

Clerk: Angela Feltham

Minute	Agenda Item/Outcome	Action
ORDINARY MEETING		
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr K Russell Cllr Woods Cllr C Thomas Cllr R Macanndrais Invitees Cllr Alan Hills Public None in attendance</p>	
14.10.269	<p>Acceptance of Apologies Apology received and accepted from Cllr Goulden and Cllr Davidson.</p>	
14.10.270	<p>Declaration of Interest on the Agenda None to declare</p>	
14.10.271	<p>Consideration of any requests for dispensation None to declare</p>	
14.10.272	<p>Proposal to elect a Vice Chairman Cllr Goodman proposed Cllr Russell as Vice Chairman, seconded by Cllr Woods, no further nominations. All in favour. Cllr Russell completed a Declaration of Office form.</p>	
14.10.273	<p>Open Section Cllr Alan Hills gave the following report. There will be an Integration of the Fire & Police Service and changes to operations in the County. A Fire Service Community Protection Plan has been introduced and explains more. A comprehensive questionnaire is available as part of the consultation process. Events will be taking place across the County. The nearest to Daventry is the Guildhall in Northampton with two dates available; 19th November and 1st December between 10am and 3pm. Concerns have been raised in the region regarding the offices in DDC with a new development and library. The County Council have renewed the lease for 3 years with a breaking clause before 3 years if the new library becomes available to enable the transfer. Work on pavements in Borough Hill will be taking place. Superfast Broadband is ahead of schedule with 18,500 new connections. It is visualised that 97% of broadband users will be using Superfast. The new Headquarters for County Council, Project Angel, will bring together employees in outlying areas into the one building which will bring an anticipated 2000 employees into Northampton. The old jail block, the Guildhall Road offices and 6 Angel Street will be surplus to requirements. Northampton Borough Council has purchased these sites. Contractors are expected to be appointment soon. Sponsorship of roundabouts is going ahead. This will improve maintenance of roundabouts</p>	

	<p>and save the County Council money.</p> <p>The District Council Sports Awards was held on 16th October and was well attended.</p> <p>The proposed refurbishment of New Street Recreational Ground has been lost.</p> <p>Cllr Goodman thanked Cllr Hills for attending and supporting Norton Parish Council in their attempt to attain refusal on the retrospective planning application at The White Horse.</p>																							
14.10.274	<p>Approve Minutes of meeting held 16th September 2014 Proposed to accept as an accurate record of the meeting by Cllr Russell, 2nd Cllr Macanndrais Cllr Woods not present at September meeting and abstained. All in favour.</p>																							
14.10.275	<p>Actions from previous minutes Minute 14.09.247 Cllr Goodman and Clerk are yet to have the Council owned laptop assessed for performance. Minute 14.09.249 Money held on a High Interest Bond with HSBC has been renewed for a 6 month term. Minute 14.09.251 The reported repairs to potholes on the roads in the village have been carried out. Minute 14.09.252 Cllr Goodman had purchased metal cable ties and fixed the Dog Fouling Sign to the lamppost Minute 14.09.253 The temporary speed signs have been moved from Daventry Road to Weedon Lane.</p>																							
	<p>PLANNING</p>																							
14.10.276	<p>DA/2014/0649 Manor Farm, Bakers Lane, Norton. NN11 2EL Planning permission for a single dwelling has been granted with various conditions</p>																							
14.10.277	<p>DA/2014/0671 The Old Vicarage, Daventry Road, Norton. NN11 2ND Planning permission for a single dwelling in the grounds of The Old Vicarage has been granted with various conditions.</p>																							
14.10.278	<p>DA/2014/0710 – 55 Daventry Road, Norton Conversion of dwelling The applicant has withdrawn the application. Cllr Goodman understands that the applicant will be submitting a revised application.</p>																							
	<p>FINANCE</p>																							
14.10.279	<p>Bank Reconciliation as at 30 September 2014 Clerk/RFO presented the following reconciliation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">£</th> </tr> </thead> <tbody> <tr> <td>Cash in hand as at 1 April 2014</td> <td style="text-align: right;">25496.97</td> </tr> <tr> <td>Less unpresented cheques as at 1 April 2014</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Add receipts during the current year</td> <td style="text-align: right;">8955.69</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-5973.22</td> </tr> <tr> <td>Cash in hand carried forward 30 September 2014</td> <td style="text-align: right;">28479.44</td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 Sept 2014</td> </tr> <tr> <td>HSBC Current Account *</td> <td style="text-align: right;">4349.44</td> </tr> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">1934.94</td> </tr> <tr> <td>HSBC Savings</td> <td style="text-align: right;">7308.20</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">15,097.86</td> </tr> </tbody> </table>		£	Cash in hand as at 1 April 2014	25496.97	Less unpresented cheques as at 1 April 2014	0.00	Add receipts during the current year	8955.69	Less payments during the current year	-5973.22	Cash in hand carried forward 30 September 2014	28479.44	Represented by Bank Account balances as at 30 Sept 2014		HSBC Current Account *	4349.44	HSBC Playing Field Account	1934.94	HSBC Savings	7308.20	HSBC Deposit Bond	15,097.86	
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	<p>Total 28690.44</p> <p>Less unrepresented cheques -211.00</p> <p>Revised total 28479.44</p> <p>Clrs had no questions. * Chairman initialled to confirm bank account balances as correct reporting of on these accounts.</p>																																																																			
14.10.280	<p>Review of Accounts for the Second Quarter 2014/15 Clerk reported payments this quarter totalled £5540.40 plus VAT (£5973.22). Total precept of £8000 had been received. Other income totals £955.69 Earmarked reserves to finance 2014/15 remains at £10536. Included within this figure are single items/projects as listed below</p> <table border="1"> <tr> <td>Election expenses £1200</td> <td>Website £750</td> </tr> <tr> <td>Creation and purchase of a Village Sign £5000</td> <td>Grants to village associations for capital expenditure £1000</td> </tr> <tr> <td>Repairs to Council owned property £600</td> <td>TOTAL £8550</td> </tr> </table> <p>Please note this is not the sum total of reserves. Please see agenda item 14.10.285</p>	Election expenses £1200	Website £750	Creation and purchase of a Village Sign £5000	Grants to village associations for capital expenditure £1000	Repairs to Council owned property £600	TOTAL £8550																																																													
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14.10.281	<p>Approve payments from ear-marked reserves and sign cheques Clerk/RFO presented the following invoices for approval and cheques for signature. * Cheque drawn on 30 September, included for ratification.</p> <table border="1"> <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>100329</td> <td>19.00</td> <td>0.00</td> <td>19.00</td> <td>RBL Poppy Appeal *</td> <td>Wreath</td> </tr> <tr> <td>100330</td> <td>2.50</td> <td>0.00</td> <td>2.50</td> <td>M Goodman</td> <td>Metal Cable ties</td> </tr> <tr> <td>100331</td> <td>25.50</td> <td>0.00</td> <td>25.50</td> <td>RBL Poppy Appeal</td> <td>Wooden crosses</td> </tr> <tr> <td>100332</td> <td>117.43</td> <td>5.59</td> <td>111.84</td> <td>E.ON UK plc</td> <td>Electricity supply</td> </tr> <tr> <td>100333</td> <td>86.16</td> <td>14.36</td> <td>71.80</td> <td>E.ON Energy Solutions</td> <td>Maintenance</td> </tr> <tr> <td>100334</td> <td>384.00</td> <td>64.00</td> <td>320.00</td> <td>Stephen Hartwell</td> <td>2 grass cuts</td> </tr> <tr> <td>100335</td> <td>45.00</td> <td>0.00</td> <td>45.00</td> <td>Norton Charity Trust</td> <td>Website costs</td> </tr> <tr> <td>100336</td> <td>347.11</td> <td>0.00</td> <td>347.11</td> <td>Angela Feltham</td> <td>Clerks salary & holiday pay</td> </tr> <tr> <td>100337</td> <td>45.00</td> <td>0.00</td> <td>45.00</td> <td>NCALC</td> <td>Training</td> </tr> <tr> <td>TOTAL</td> <td>1071.70</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Chq 100337 – NCALC - £45.00. This invoice relates to attendance on a course that the Councillor was unable to attend. Cancellation before 14 days was not possible. Councillors approved payment. Finance Regs did not include such an eventuality. Clerk asked to amend Finance Regs so if the same situation happened in the future the Councillor would be asked to reimburse NPC.</p> <p>Proposal to approve invoices and sign cheques as presented Proposed by Cllr Russell, Seconded Cllr Macandrais, All in favour. Cllr Thomas and Cllr Russell signed all cheques and initialled cheque stubs.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100329	19.00	0.00	19.00	RBL Poppy Appeal *	Wreath	100330	2.50	0.00	2.50	M Goodman	Metal Cable ties	100331	25.50	0.00	25.50	RBL Poppy Appeal	Wooden crosses	100332	117.43	5.59	111.84	E.ON UK plc	Electricity supply	100333	86.16	14.36	71.80	E.ON Energy Solutions	Maintenance	100334	384.00	64.00	320.00	Stephen Hartwell	2 grass cuts	100335	45.00	0.00	45.00	Norton Charity Trust	Website costs	100336	347.11	0.00	347.11	Angela Feltham	Clerks salary & holiday pay	100337	45.00	0.00	45.00	NCALC	Training	TOTAL	1071.70					CLERK
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14.10.282	<p>Review Bank Mandate and agree approved signatories Authorised signatories held by HSBC are Cllr Goodman, Cllr Russell, Cllr Thomas, Cllr Davidson. Several attempts have been made to complete a revised mandate with additional signatories. Movement in members and non-attendance at meetings has become a barrier to completing a revised mandate. Proposal to function with the existing four signatories. All Councillors in favour.</p>	CLERK																																																																		

14.10.283	<p>Proposal to register two users with HSBC for internet banking This will enable two users to visit the bank accounts online, make transfers between accounts if necessary but not make payments Proposed by Cllr Goodman, seconded by Cllr Russell. All in favour.</p>	CLERK
14.10.284	<p>Proposal to review a complaint regarding litter from two trees outside numbers 21-27 Weedon Lane Clerk had contacted NCALC regarding this situation and reported to Councillors. Proposal for Clerk to write to resident to explain the matter had been discussed by Councillors at their parish council meeting and it was considered no action is possible in this situation. Proposed by Cllr Goodman, Seconded Cllr Thomas, All in favour</p>	CLERK
14.10.285	<p>Consider continuation of the Village Sign project This project is under review for the following reasons.</p> <ol style="list-style-type: none"> 1) The position of the telegraph pole on the village green would interfere with the placement of a sign. 2) The sign would be of little benefit to village residents 3) The money would be of greater benefit to village residents if used to assist in securing the Village Hall as a Community Asset <p>Cllr Macandrais suggested contacting BT to ask for the telegraph pole to be removed and cables re-routed underground. After discussion Cllrs agreed this action be deferred until 2016/17 financial year.</p> <p>Proposal to reallocate the £5000 in ear-marked reserves to ear-marked reserves for the recreational ground. Proposed by Cllr Macandrais, seconded Cllr Russell. All in favour</p>	CLERK CLERK
14.10.286	<p>Preparation of precept figures for financial year 2015/16 Clerk presented draft figures which were discussed in detail. Please see appendix 1 with notes. Clerk to amend figures and present at the November meeting for the precept to be approved.</p>	CLERK
	Cllr Woods was unable to remain at the meeting and left the room at 21.00	
14.10.287	<p>Review of earmarked reserves and re-allocate where appropriate Clerk to amend the figures to include the adjustments previously proposed at this meeting and present revised figures at the November meeting.</p>	CLERK
14.10.288	<p>Approve the purchase of printed leaflets as an insert to the parish newsletter Norton News Clerk reviewed the content of the proposed leaflet to include an explanation on the purpose and duties of a parish council, the Councillor vacancy, the forthcoming Housing Needs Survey, instructions on how to register for Affordable Housing with NRHA, information on Daventry SUE and the Community Right to Bid on Norton Village Hall. Proposed by Cllr Russell, seconded Cllr Macandrais, all in favour.</p>	CLERK
14.10.289	<p>Review of contracted hours by Clerk and approve amendments where necessary Over the past few months Clerk has regularly been required to work in excess of the contracted hours. In most cases this had been twice the amount i.e. 50 instead of 25. This has been due to the extra projects presented by outside parties but also some items from within NPC. Proposal to pay Clerk overtime for up to 25 hours per month for the period 1 November 2014 to 31 March 2015 at the set rate. The situation to be reviewed at the March meeting.</p>	

	Clerk suggested this might impact NPC with the addition of National Insurance Contributions. Clerk was asked to investigate the NI threshold and report at next meeting. Proposed by Cllr Russell, seconded by Cllr Goodman. All in favour.	CLERK
	HIGHWAYS	
14.10.290	Highways update by Cllr Macanndrais Pot holes reported have been repaired. Cllr Goodman had reported a fault with the electric 30mph speed warning sign. Temporary 30mph signs had been moved from Daventry Road into Weedon Lane as an attempt to remind drivers of the speed restrictions.	
14.10.291	Update on Street Lighting survey by E.ON Clerk reported speaking with Dave Mooney, Eon who advised that the survey was underway but not yet complete. Clerk to report next month.	CLERK
14.10.292	Clarification of liability for street lighting in Gouldens View (see report reference Minute 14.10.292) Gouldens View is a private road. The two street lights along Gouldens View are included in the maintenance of street lighting and the electricity supply with NPC. As a consequence of reporting a faulty light along Gouldens View the following has been revealed. <ul style="list-style-type: none"> • NRHA (who operate the Affordable Housing) pay for repairs on the lights • NRHA pay for the electricity supply to the lights via a meter that includes an electricity supply to the sewer pump. • One of the two street lights is located in Jacks Patch, operated by NPC, and the other is on Gouldens View highway. Proposal – NPC continue to pay for the maintenance on both lights, contact Eon for a refund (a rolling 14 months) and ask NRHA to continue to pay the electric supply for both lamps. Proposed by Cllr Goodman, seconded Cllr Russell, All in favour.	CLERK
	OTHER BUSINESS	
14.10.293	Appoint a Councillor to attend Daventry Villages Together meeting Clerk was asked to include this item on the November agenda. All in favour	CLERK
14.10.294	Review of Local Council Policy Documents Clerk was asked to include this on the November agenda. All in favour	CLERK
14.10.295	Update on condition/maintenance of Jacks Patch Clerk had received a report from NVCA dated 20 October 2014 which identified an issue with litter and weeds.	
14.10.296	Update on progress on contact with Land Registry Cllr Goodman proposed this be addressed at the next ordinary meeting. All in favour	CLERK
14.10.297	Progress on Tree Preservation Orders Five trees in the village had been nominated for a Tree Preservation Order. These have been inspected by DDC who added another five trees which all meet the criteria for TPO's. DDC will be contacting the landowners. Clerk to continue contact with DDC for updates.	CLERK
14.10.298	Approve appointing a Planning Consultant for consultations relating to Daventry SUE	

	<p>Clerk contacted NCALC for legal assistance as per minute 14.09.242. NCALC suggested it would be more appropriate to consult with a Planning Consultant. Lance Wiggins of Landmark Planning has been approached and offered a quotation for his services of £200 plus VAT for the initial meeting with an additional 55p per mile. Proposal to ask Lance Wiggins for a meeting. Proposed Cllr Goodman, seconded Cllr Macandrais, All in favour</p>	CLERK														
14.10.299	<p>Review Councillors point of contact for Internal Audit Controls Clerk was asked to include the item at the next ordinary meeting. All in favour</p>	CLERK														
14.10.300	<p>Proposal to review requirement to register under the Data Protection Act upon compliance of an e-newsletter database. Proposal to apply for registration under the Data Protection Act if NPC should develop an e-newsletter or commence electronic communication other than email. Proposed by Cllr Goodman, seconded by Cllr Russell. All in favour</p>															
14.10.301	<p>Report from WWI Centenary Commemoration Sub-Committee Cllr Goodman asked Clerk to include this item on the agenda for the next ordinary meeting when more information would be available.</p>	CLERK														
14.10.302	<p>Update on registering the Village Hall as a Community Right to Bid Asset Clerk had submitted the nomination form to DDC who has asked for clarification of the owners. Clerk had contacted the Diocese of Peterborough who had directed her to their solicitors. They have now confirmed they have found deeds and are asking permission of the owners to release their details to NPC.</p>															
14.10.303	<p>Agree date of next meeting 18th November 2014</p>															
14.09.266	<p>CORRESPONDENCE RECEIVED</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>NCALC – Enews Update</td> <td>None</td> </tr> <tr> <td>HSBC - revised terms and conditions for all bank account with new telephone number</td> <td>None</td> </tr> <tr> <td>EON – Statement of account</td> <td>None</td> </tr> <tr> <td>NRHA – Annual report</td> <td>None</td> </tr> <tr> <td>NCC – letter and posters to apply for primary school places</td> <td>None</td> </tr> <tr> <td>Daventry Villages Together – letter and consultation</td> <td>None</td> </tr> </tbody> </table>	Detail	Action	NCALC – Enews Update	None	HSBC - revised terms and conditions for all bank account with new telephone number	None	EON – Statement of account	None	NRHA – Annual report	None	NCC – letter and posters to apply for primary school places	None	Daventry Villages Together – letter and consultation	None	
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	<p>FINAL CONCLUSION OF MEETING</p>															
	<p>Raise matters for report only</p>															
14.10.305	<p>Provide update condition and performance of laptop. Please see note under minute 14.10.275</p>															
14.10.306	<p>Requirement to register for Automatic Enrolment with HMRC Clerk explained that although no pension payments will be made by NPC there is a requirement to register and report if penalties are to be avoided.</p>															
14.10.307	<p>Update on action taken to address traffic speed along Weedon Lane Please see note under minute 14.10.275</p>															
14.10.308	<p>Consider projects for potential CIL payments Councillors will be in a better position to nominate potential projects after attending a meeting with a Planning Consultant. Clerk to organise</p>	CLERK														
14.10.309	<p>Update from NRHA relating to appointment of tenant to property along Gouldens View Clerk has received confirmation from NRHA will continue to consider tenants under the Section 106 agreement.</p>															

14.10.310	<p>Report on progress of possible Rural Exception Site in Norton A DDC representative has visited Norton to discuss a possible Rural Exception Site and has taken details to speak with Planning. More details should be available at the November meeting.</p>	CLERK
14.10.311	<p>Report on progress of Housing Needs Survey Chairman and Clerk will be attending a meeting with DDC on 2nd November to discuss preparing the survey</p>	
Meeting closed 22.02		
Signed	<p>..... CLlr Mike Goodman Chairman</p> <p style="text-align: right;">Date</p>	