

NORTON PARISH COUNCIL**Date:** Tuesday 18<sup>th</sup> November 2014**Time:** 19.30**Venue:** Norton Village Hall**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
	<b>ORDINARY MEETING</b>	
	<p><b>Record Attendance, Apologies, Absence.</b></p> <p><b>Council Attendance:</b>            Cllr M Goodman (Chairman)            Cllr K Russell            Cllr C Thomas</p> <p><b>Invitees</b>            Cllr Alan Hills in attendance from 19.35</p> <p><b>Public</b>            None in attendance</p>	
14.11.312	<p><b>Acceptance of Apologies</b>            Apology received and accepted from Cllr Goulden, Cllr Woods and Cllr Davidson.            No apology received from Cllr Macandrais</p>	
14.11.313	<p><b>Declaration of Interest on the Agenda</b>            None to declare</p>	
14.11.314	<p><b>Consideration of any requests for dispensation</b>            None to declare</p>	
14.11.315	<p><b>Open Section</b>            Cllr Alan Hills gave the following report.</p> <p><b>Project Angel</b>, the relocation of County Council offices is making substantial progress and is ahead of schedule.</p> <p>The County Council are reviewing their '<b>Impaired</b>' <b>Service</b> which includes both visual and hearing impairments. A survey is looking at combining both to create a Sensory Impairment Team with the aim of improving efficiency.</p> <p>The Police Commission is in favour of the <b>Integration of Police and Fire Services</b> and may now start to look at integrating the Ambulance Service with these. It has been noted that the front desk of the Police had not always been manned. The integration improves this situation.</p> <p>The County Council are reviewing their services under the <b>Care Act</b>. The objective of the act is to provide clearer and fairer care and support. The aim is to cap the amount a person receives for their care in their lifetime. It is intended to improve the physical, mental and emotional well-being of the carer with the focus of the service being on preventative care. The individual would have control of their care with a budget to cover and choose their own treatment. It will place Well-Being on a statutory footing.</p> <p>Daventry District Council held their final meeting on the <b>WW1 Commemorative Event</b>. This event was considered a great success in the district as it brought the district together. The committee will reconvene in 2017 for planning an event in 2018. It was noted there could be more done to involve local schools in this area.</p> <p><b>Footplayers for the over 50's</b> has started in Daventry Leisure Centre. It is a 6 week programme of physical activity that is walking football that was started by the F.A. in 2013. The sessions in Daventry started last Thursday and will continue for a further 5 weeks from 2-3pm with a fee of £3.05 per person. (Cllr Russell will include in the November newsletter)</p>	
14.11.316	<p><b>Approve Minutes of meeting held 21<sup>st</sup> October 2014</b>            Proposed to accept as an accurate record of the meeting by Cllr Russell, 2<sup>nd</sup> Cllr Thomas. All in</p>	

	favour.																																					
14.11.317	<p><b>Actions from previous minutes</b>  <b>Minute 14.10.283</b> Cllr Goodman and Clerk are yet to set up a second user for HSBC internet banking.  <b>Minute 14.10.285</b> Clerk yet to contact BT with the aim of gaining quotations for either moving the telegraph pole situated on the village green or asking BT to remove completely with a re-routing of cables.  <b>Minute 14.10.298</b> A meeting has been arranged with Lance Wiggins, Planning Consultant for Tuesday 25<sup>th</sup> November 2.30pm.</p>	<p><b>Cllr Goodman/ Clerk</b>  <b>Clerk</b></p>																																				
	<b>PLANNING</b>																																					
14.11.318	<p><b>DA/2014/0898</b>  <b>Daventry Country Park, Northern Way, Daventry</b>                  Work to and removal of trees within a Conservation Area.                  A meeting to discuss could not be arranged before the deadline to reply (7<sup>th</sup> November). This work was considered outside of the parish and no comments were necessary.</p>																																					
	<b>FINANCE</b>																																					
14.11.319	<p><b>Bank Reconciliation as at 30 October 2014</b>                  Clerk/RFO presented the following reconciliation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">£</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 unrepresented 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;">9476.58</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-7025.92</td> </tr> <tr> <td><b>Cash in hand carried forward 30 October 2014</b></td> <td style="text-align: right;"><b>27947.63</b></td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 Oct 2014</td> </tr> <tr> <td>HSBC Current Account *</td> <td style="text-align: right;">3740.71</td> </tr> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">1935.05</td> </tr> <tr> <td>HSBC Savings *</td> <td style="text-align: right;">7308.51</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">15,097.86</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>28082.13</b></td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">-134.50</td> </tr> <tr> <td><b>Revised total</b></td> <td style="text-align: right;"><b>27947.63</b></td> </tr> </tbody> </table> <p>Cllrs had no questions. * Chairman initialled to confirm bank account balances as correct reporting of these accounts.</p>		£	Cash in hand as at 1 April 2014	25496.97	Less unrepresented cheques as at 1 April 2014	0.00	Add receipts during the current year	9476.58	Less payments during the current year	-7025.92	<b>Cash in hand carried forward 30 October 2014</b>	<b>27947.63</b>	Represented by Bank Account balances as at 30 Oct 2014		HSBC Current Account *	3740.71	HSBC Playing Field Account	1935.05	HSBC Savings *	7308.51	HSBC Deposit Bond	15,097.86	<b>Total</b>	<b>28082.13</b>	Less unrepresented cheques	-134.50	<b>Revised total</b>	<b>27947.63</b>									
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14.11.320	<p><b>Approve payments from ear-marked reserves and sign cheques</b>                  Clerk/RFO presented the following invoices for approval and cheques for signature.</p> <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>100338</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">25.00</td> <td>Northants CALC</td> <td>Training</td> </tr> <tr> <td>100339</td> <td style="text-align: right;">475.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">475.00</td> <td>Angela Feltham</td> <td>Clerks Salary</td> </tr> <tr> <td>100340</td> <td style="text-align: right;">6.36</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">6.36</td> <td>Angela Feltham</td> <td>Postage stamps</td> </tr> <tr> <td>100341</td> <td style="text-align: right;">300.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">300.00</td> <td>Roger Hepton</td> <td>Trough maintenance</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>806.36</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed by Cllr Russell, Seconded Cllr Thomas. 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	100338	25.00	0.00	25.00	Northants CALC	Training	100339	475.00	0.00	475.00	Angela Feltham	Clerks Salary	100340	6.36	0.00	6.36	Angela Feltham	Postage stamps	100341	300.00	0.00	300.00	Roger Hepton	Trough maintenance	<b>TOTAL</b>	<b>806.36</b>					
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<p>14.11.321</p>	<p><b>Approve appointing Stephen Hartwell for tree pruning around War Memorial</b>                  A figure of £110 plus VAT was supplied by Mr Hartwell for the works on the trees behind the village War Memorial.                  Proposed by Cllr Goodman, seconded by Cllr Russell. All in favour.                  Clerk to instruct Mr Hartwell.</p>	<p><b>CLERK</b></p>
<p>14.11.322</p>	<p><b>Consider appointing a payroll service provider</b>                  Clerk had identified a risk in incurring penalties, currently £100 per missed monthly return, from HMRC for lack of returns if Clerk was unable to work or the Council were without a Clerk. A quotation had been gained from a local company to set up and run the payroll service. Over a 12 month period, including set-up fees, the fee would be £127 + VAT. Councillors considered this to be an area they wished to pursue. Clerk was asked to gain more quotations for the next ordinary meeting with a view to appointing a provider for the next financial year (2015/16).                  Proposed by Cllr Goodman, Seconded Cllr Russell. All in favour.</p>	<p><b>CLERK</b></p>
<p>14.11.323</p>	<p><b>Approve purchase of Christmas Tree and Solar Lights to position alongside the War Memorial</b>                  Clerk had contacted a local garden centre and was quoted £200 for a 12'-14' Christmas Tree, although it was noted these sizes are in short supply and orders are usually required in September to secure a tree. Research into the lighting suggests that Solar Lights would not be appropriate and battery operated ones would be best. The quantity required to cover a tree of this size would be around 12 sets to cover approx 60 meters. The cost would be around £16 per set which equates to £192. Sponsorship by local village business was considered to contribute toward the costs. An answer on the issue of stabilizing the tree could not be found and the amount of time to organise this project was considered to be insufficient. It was therefore proposed to abandon this project for consideration in 2015.                  Proposed Cllr Goodman, seconded Cllr Thomas. All in favour.</p>	
<p>14.11.324</p>	<p><b>Consider approving a contribution toward a brass plaque in memory of Mr Tim Luck</b>                  NVCA had approached NPC for a contribution toward the brass plaque now sited on the bench where Mr Luck enjoyed views of the village. Mr Luck had served around 40 years as a Councillor to Norton Parish Council. In recognition of this service it was proposed to contribute £40 toward the plaque.                  Proposed Cllr Russell, Seconded Cllr Thomas, All in favour.                  Cheque no. 100342 for £40 was drawn by Clerk and signed by Cllr Russell and Cllr Thomas.                  Clerk was asked to include a policy within the Financial Regulations to cover this eventuality.</p>	<p><b>CLERK</b></p>
<p>14.11.325</p>	<p><b>Approve precept figures for financial year 2015/16</b>                  Clerk presented draft figures which were discussed in detail. Please see appendix 1 with notes.                  Additional considerations were taken into account.</p> <ol style="list-style-type: none"> <li>1) The survey report from Eon regarding the supply of parts to the <b>street lighting</b>. Each light would currently cost £300 +VAT to replace. To replace all 'heads' would cost £6000. It was considered prudent to start to build a reserve of £1000 per year as a programme of replacement. This expense could not be covered by grant funding.</li> <li>2) Information provided from NCALC with regard to securing a loan and repayments against the possible ownership of the <b>Village Hall</b>. It was considered prudent to start building a reserve for expenses incurred in acquiring the property and repayment of loans. £1000 per annum was considered acceptable. This project may attract grants and possibly match funding. Building a reserve would assist in this process.</li> </ol>	

	<p>3) The possible requirement, if so approved by NPC, to start a <b>Neighbourhood Plan</b>. £500 per annum was considered adequate especially as it is possible to apply for grants toward this work.</p> <p>Clerk offered figures to the Councillors that provided historical information concerning payments, receipts and precept for the periods 2009 – 2014 where the precept had been reduced from £10,000 to £8000 in 2009 through to 2014.</p> <p>Clerk also presented figures for ear-marked and non-earmarked reserves as at 30 October 2014 with a forecast for payments for the remainder of 2014/15. The sum ear-marked to finance the precept in this current year was insufficient by £813 which would now be financed through non-earmarked reserves. This would reduce the non-earmarked reserves to £1663.</p> <p>An increase of £2500 to the precept would add an additional 28.6p per week per household to the Council Tax for 2015/16.</p> <p>Proposal to apply for precept of £10,500 for the financial year 2015/16</p> <p>Proposed by Cllr Russell, seconded by Cllr Thomas, All in favour.</p>	<b>CLERK</b>
14.11.326	<p><b>Review of earmarked reserves and re-allocate where appropriate</b></p> <p>Clerk to amend the figures to include the adjustments previously proposed at this meeting in minute 14.11.325.</p>	<b>CLERK</b>
	<b>Councillor Hills asked Chair to be excused from the meeting.</b>	
14.11.327	<p><b>Consider closing HSBC Playing Field Account</b></p> <p>Historically this account has held a reserve that NPC contributed to by £500 per annum to cover annual maintenance and to build a reserve for replacement items. A bank account was not necessary as this could now be an administrative process.</p> <p>Proposal to close the HSBC Playing Field Account and transfer funds into Current Account held by NPC.</p> <p>Proposed Cllr Goodman, seconded Cllr Russell, All in favour.</p>	<b>CLERK</b>
	<b>HIGHWAYS</b>	
14.11.328	<p><b>Highways update by Cllr Macandrais</b></p> <p>Cllr Macandrais was absent from the meeting.</p> <p>Cllr Goodman reported he was not aware of any problems with the roads in the village.</p>	
14.11.329	<p><b>Update on Street Lighting survey by E.ON</b></p> <p>Clerk reported receiving a survey from Eon and speaking with Dave Mooney. Although there are no problems with the current light heads the parts for SOX lights are no longer manufactured but bulbs are still available. The cost to replace a head is £300 + VAT. With 20 street lights in the village it would require £6000 + VAT to replace all the heads. It was considered prudent to start building a reserve to cover this cost. Please see minute 14.11.325 for details.</p> <p>Proposed by Cllr Goodman, seconded Cllr Russell, All in favour.</p>	<b>CLERK</b>
14.11.330	<p><b>Report on street lighting in Gouldens View</b></p> <p>Clerk had written to Mark Boon of NRHA for agreement to the proposal made at the October meeting. Mark was yet to respond.</p> <p>Clerk had contacted Western Power requesting a revised Supply Certificate. This issue would instigate a refund of 14 months usage on the 2 street lights that are being serviced through a meter.</p>	<b>CLERK</b>
	<b>OTHER BUSINESS</b>	
14.11.331	<p><b>Consider content of questions in DDC's Housing Needs Survey for Norton Parish</b></p> <p>Councillors reviewed the questions and considered they would likely detract residents from replying. Councillors proposed to compile their own survey with bespoke questions and present them to Varinder Bassan, DDC for consideration.</p>	

	Cllr Russell had created a sample set of questions for Clerk to expand upon and present to DDC.	<b>CLERK</b>								
14.11.332	<b>Consider nominating land around War Memorial for Centenary Fields site</b> This is a project being offered by Fields in Trust. It will require the land being registered with Land Registry. Cllr Goodman suggested the village green might also be included in the registration. Proposal to investigate further and Clerk to report at next meeting.	<b>CLERK</b>								
14.11.333	<b>Appoint a Councillor to attend Daventry Villages Together meetings</b> With the imminent development of Churchfields (Daventry SUE) and the impact on Norton and the neighbouring villages, Cllr Goodman expressed his support for a Councillor to attend meeting of DVT to strengthen the connections with the villages affected. Due to the number of Councillors in attendance Clerk was asked to carry the item to the next ordinary meeting	<b>CLERK</b>								
14.11.334	<b>Review of Local Council Policy Documents</b> Clerk was asked to identify the policy documents that required attention and present proposals at the next ordinary meeting. All in favour.	<b>CLERK</b>								
14.11.335	<b>Update on condition/maintenance of Jacks Patch</b> Clerk had not received a report from NVCA since 20 October 2014 which identified an issue with litter and weeds. Cllr Goodman to contact Mr Kirby, NVCA for a current report.	<b>Cllr Goodman</b>								
14.11.336	<b>Update on progress on contact with Land Registry</b> Clerk had emailed asking about the procedure for registration of land to receive an email requesting contact is made with Land Registry. Clerk to continue to pursue.	<b>CLERK</b>								
14.11.337	<b>Progress on Tree Preservation Orders</b> DDC have yet to contact the landowners where the trees are sited. Clerk to continue contact with DDC for updates.	<b>CLERK</b>								
14.11.338	<b>Review Councillors point of contact for Internal Audit Controls</b> Clerk was asked to include the item at the next ordinary meeting. All in favour	<b>CLERK</b>								
14.11.339	<b>Update on registering the Village Hall as a Community Right to Bid Asset</b> Permission had not been granted to the solicitors acting for The Diocese of Peterborough (DOP) to release their name as owners although the solicitors confirmed they were holding deeds that could be for Norton Village Hall. (The process had confirmed the likely owners as being DOP.) Clerk explained this to DDC who agreed it was now possible to serve notice on DOP and Rev. Sue Kipling. The notice gives them until 22 November to respond. Clerk to remain in contact with DDC for updates. Councillors discussed arranging a survey on the Village Hall and asked Clerk to include on the agenda for the January meeting.	<b>CLERK</b> <b>CLERK</b>								
14.11.340	<b>Agree date of next meeting</b> <b>20<sup>th</sup> January 2015</b>									
14.11.341	<b>CORRESPONDENCE RECEIVED</b> <table border="1" data-bbox="279 1691 1324 1825"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Royal British Legion Poppy Appeal – receipt</td> <td>None</td> </tr> <tr> <td>SSAFA – receipt</td> <td>None</td> </tr> <tr> <td>CPRE – Countryside Voice</td> <td>See notes below</td> </tr> </tbody> </table> <p>An article within Countryside Voice reported on 'Green Wedges' and a legal case that involved Moulton, Northamptonshire. Cllr Russell researched this and Strategic Gaps. It was decided to ask Lance Wiggins for his interpretation on these criteria and the appropriate one for Norton.</p>	Detail	Action	Royal British Legion Poppy Appeal – receipt	None	SSAFA – receipt	None	CPRE – Countryside Voice	See notes below	
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	<b>FINAL CONCLUSION OF MEETING</b>	
14.11.342	<b>Raise matters for report only</b> None	
	<b>Meeting closed 21.25</b>	
Signed	..... <b>CLr Mike Goodman</b> <b>Chairman</b>	<b>Date .....</b>