

NORTON PARISH COUNCIL**Date:** Tuesday 27th January 2015**Time:** 19.30**Venue:** Norton Village Hall**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
	EXTRAORDINARY MEETING Power failure in the village prevented the ordinary meeting scheduled for Tuesday 20th January 2015 going ahead.	
	Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr K Russell Cllr L Davidson Cllr C Thomas Cllr K Woods Cllr E Macanndrais Invitees None Public Three in attendance	
15.01.001	Acceptance of Apologies Apology received and accepted from Cllr Goulden	
15.01.002	Declaration of Interest on the Agenda None to declare	
15.01.003	Consideration of any requests for dispensation None to declare	
15.01.004	Open Section Nothing to report	
15.01.005	Approve Minutes of meeting held 18th November 2014 Proposed to accept as an accurate record of the meeting by Cllr Russell, 2 nd Cllr Thomas. Only Councillors present on 18 th November voted. All in favour.	
15.01.006	Approve Minutes of meeting held on 25th November 2014 Proposed to accept as an accurate record of the meeting by Cllr Thomas, 2 nd Cllr Macanndrais. Only Councillors present on 25 th November voted. All in favour	
15.01.007	Approve Minutes of meeting held on 9th December 2014 Proposed to accept as an accurate record of the meeting by Cllr Thomas, 2 nd Cllr Macanndrais. Only Councillors present on 9 th December voted. All in favour	
15.01.008	Actions from previous minutes None to report	
15.01.009	Co-option to fill casual vacancy Mr Steve Mason, a resident in Norton since 2013, had shown an interest in being co-opted. He has experience of holding the post of Councillor in Yorkshire. His work experience includes being a Planning Officer for H&SE and more currently in Education, training apprentices. Cllr Russell asked if Mr Mason were co-opted would he be prepared to attend local training courses relating to being a Councillor and Council business and be a contact for a specialist area of the Council, e.g. Highways. Mr Mason had no objection to any of the above. Proposed to co-opt Mr Mason to Norton Parish Council by Cllr Davidson, 2 nd Cllr Russell. All in favour.	

	Mr Mason to complete the necessary documents after the meeting.																													
	Minute 15.01.033 Acceptance of Councillor resignation. Cllr Davidson offered his resignation which was accepted by Chairman who thanked Cllr Davidson for his years of service on Norton Parish Council. Cllr Davidson left the meeting.																													
	PLANNING																													
15.01.010	DA/2014/0981 55 Daventry Road, Norton, Daventry Report on Decision Notice. The application had been granted subject to conditions.																													
	FINANCE																													
15.01.011	Receive Quarter 3 report on payments, receipts and summary Clerk reported on finances to date. No questions from Councillors.																													
15.01.012	Receive report for review of payments against precept for Quarter 3 Clerk reported precept had been exceeded in the following areas. Professional fees exceeded by £43.50 The services of a Planning Consultant, Landmark Planning had been brought forward from 2015/16 precept. S137 exceeded by £34.50. £40 was paid for the plaque in memory a past Councillor, Mr Tim Luck Misc Expenses £64.00 Membership to CPRE and Northants ACRE In all other areas there had been an underspend. Overall the payments to date were within the total precept for the year.																													
15.01.013	<p>Bank Reconciliation as at 30 December 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 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;">9672.45</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-8909.87</td> </tr> <tr> <td>Cash in hand carried forward 30 December 2014</td> <td style="text-align: right;">26259.55</td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 Dec 2014</td> </tr> <tr> <td>HSBC Current Account *</td> <td style="text-align: right;">1917.09</td> </tr> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">1935.28</td> </tr> <tr> <td>HSBC Savings *</td> <td style="text-align: right;">7309.32</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">15,097.86</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">26259.55</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;">26259.55</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	9672.45	Less payments during the current year	-8909.87	Cash in hand carried forward 30 December 2014	26259.55	Represented by Bank Account balances as at 30 Dec 2014		HSBC Current Account *	1917.09	HSBC Playing Field Account	1935.28	HSBC Savings *	7309.32	HSBC Deposit Bond	15,097.86	Total	26259.55	Less unrepresented cheques	0.00	Revised total	26259.55	
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15.01.014	<p>Approve payments from ear-marked & non-earmarked reserves and sign cheques 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 style="width: 10%;">Cheque No.</th> <th style="width: 15%;">Amount Total</th> <th style="width: 10%;">VAT</th> <th style="width: 10%;">Amount w/o VAT</th> <th style="width: 40%;">Payee</th> <th style="width: 15%;">Authority</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority																							
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	100348	86.16	14.36	71.80	E.ON Energy Solutions	Lighting maintenance
	100349	0.00	0.00	0.00	Cancelled	Lighting electricity
	100350	Spoilt				
	100351	427.50			Angela Feltham	Clerks salary
	100352	30.00	0.00	30.00	Angela Feltham	Expenses
	100353	54.41			E.ON UK plc	Lighting electricty
	TOTAL	598.07				
Proposed by Cllr Russell, Seconded Cllr Woods. All in favour. Cllr Thomas and Cllr Russell signed all cheques and initialled cheque stubs.						
15.01.015	<p>Appointing a payroll service provider Clerk presented three quotations for this service; Secure Facilities Management Ltd, Apograph, CVS. All three provided the same level of service with SFM quoting the highest figure. Apograph and CVS have different pricing structures with Apograph being the cheaper. However when taking into consideration the providers location, in case of incurring travel cost to attend meetings, CVS, being located in Northampton were favoured as Apograph are in Lubenham, Market Harborough. Proposal to accept CVS as payroll service provider at £126 +VAT for first year including set up costs. Appointment to commence from 1 April 2015. Proposed by Cllr Thomas, 2nd Cllr Russell. All in favour</p>					CLERK
15.01.016	<p>Appoint Internal Controls Councillor The requirement to appoint an ICC was explained. This exercise had not been executed this year. Cllr Macanndrais proposed a system where Councillors rotated this duty. Proposal for Cllr Russell to take current quarter with Cllr Macanndrais the first quarter of financial year 2015/16. Proposed by Cllr Goodman, 2nd Cllr Russell. All in favour.</p>					Cllr Russell
15.01.017	<p>Adopt Financial Regulations 2015 V2 15.01 Proposal to adopt the above regulations with the inclusion of clause 6.7 reference minute 14.10.281. Proposed by Cllr Goodman, 2nd Cllr Thomas, Cllr Macanndrais abstained. All remaining Councillors in favour.</p>					CLERK
	HIGHWAYS					
15.01.018	<p>Highways update by Cllr Macanndrais Cllr Macanndrais reported on his attendance to the Town & Parish meeting where Highways had been a focus. Police shortages meant 8 Constables were acting as Sergeants. There had been an increase in the theft of tack in the local area. Speeding remains an issue Hedge trimming along highways can be reported through Street Doctor DDC has informed parish councils that Planning Officers are not to be 'lobbied' by parish councils. Officers are there to exercise adherence to NPPF As from 1 April DDC will adopt CIL payments (negotiations will move from criteria under S106 to CIL) Davenport NE SUE (Churchfields) – it was reported there are considerations for 3 schools, (1 High School, 2 Primary) and a Special Needs School along with a Hotel and Police Station. The Environment Study is now 2 years old, therefore out of date and a new one is required. Maria Taylor is the best contact for discussing S106 agreements. The Rural Settlement plan had been extended by 2 years. Planners can still challenge the 5 year plan. Croudace are the developers for Churchfields. 2000 homes were mentioned when questioned this could be 2600, 2000 homes were reaffirmed.</p>					

	<p>A5 Junction at Long Buckby Crossroads. There had been promise of major upgrades to this section of the road due to accidents. The report states there are no major upgrades planned, only 'tweeks'.</p> <p>Cllr Macandrais recommends lodging an objection with regard to the A5 plans. There is a proposal to provide a cycle way between Daventry and Norton.</p> <p>Cllr Macandrais reported on the high quality of workmanship regarding the trench work that has been laying fibre optic cables along the Daventry to Long Buckby road. No potholes in the village to report.</p>	CLERK
15.01.019	<p>Update on Street Lighting survey by E.ON</p> <p>Eon had provided a survey on 18th November 2014, by email. The date on the survey shows '31/03/00'. Despite emails and attempted phone conversations with Dave Mooney regarding clarification, none had arrived. Council proposed Clerk should send an email accepting the survey as the date of the email (18 November 2014) unless Eon reply with a different date.</p>	CLERK
15.01.020	<p>Report on revised Unmetered Supply Certificate from Western Power Distribution</p> <p>Clerk reported receipt of the revised Certificate along with paperwork from Eon providing a refund for the prior 14 months of electricity for the two street lights along Gouldens View.</p>	
15.01.021	<p>Approve outsourcing Grass Mowing Contract and approving agreement with NCC re S136</p> <p>Clerk presented the contract from Northamptonshire Highways (NH) regarding the above.</p> <p>Proposal to outsource grass mowing for Norton village for the 2015/16 year and complete the contract from NH to claim £194.83 toward the cost of this service. Proposed by Cllr Russell, 2nd Cllr Woods. All in favour.</p> <p>Chairman signed the contract. Clerk to ask S Hartwell, Contractor for insurance certificate</p>	CLERK
	OTHER BUSINESS	
15.01.022	<p>Consider response from Daventry NE SUE agent (Portchester Planning Consultancy) and the timescale for developing a Neighbourhood Plan</p> <p>Clerk reported a reply from the email asking questions of Portchester/Croudace. The email invited NPC to discuss and meet with the developers, Croudace. Commencement of the work on site is probably 18-24 months away.</p> <p>Cllr Macandrais suggested contacting Portchester for a comment on the A5 upgrade as this entry/exit on to this section of the A5 will be within this development.</p> <p>Cllr Russell expressed a preference to meet with Portchester/Croudace before outline planning is submitted. (meeting to take place in Norton, possibly around August/Sept 2015)</p> <p>NEIGHBOURHOOD PLAN</p> <p>Given the information in hand from Portchester, the time would be available to go ahead with a Neighbourhood Plan for Norton Parish.</p> <p>Clerk presented the response by email from Tom James with regard to the legal reasons for the Daventry NE SUE not being part of Norton's Neighbourhood Plan. Clerk suggested contacting Lance Wiggins for his comments on this.</p> <p>Cllr Goodman suggested that if the NP should go ahead it would be a sub-committee of NPC with members of the parish working alongside agreed Members of NPC.</p> <p>Cllr Russell reported the National Funding for NP's will open on 1 April 2015 with a finite amount of money on a first come first served basis.</p> <p>Other research includes</p> <ul style="list-style-type: none"> • Establishing the outside agencies involved in developing a NP • Initial sums involved for consulting with residents of Norton Parish 	CLERK

	<ul style="list-style-type: none"> Form a plan of action Offer a display/exhibition at the Annual Parish Meeting to invite residents to view and comment <p>Proposed by Cllr Russell, 2nd Cllr Thomas. All in favour</p>	
15.01.023	<p>Approve amendment to clause 2.1 of Local Code of Conduct for Members 2012 in compliance to DDC's recommendations</p> <p>Clerk presented the amendments to clause 2.1 as offered by DDC Proposed by Cllr Goodman, 2nd Cllr Thomas. All in favour</p>	CLERK
15.01.024	<p>Receive update on DDC's Housing Needs Survey for Norton Parish</p> <p>Reference previous minute 14.12.358. Clerk presented a reply to the email sent on 12th December. (reply received 9th Jan) The overall opinion of Councillors is this survey is still not fit for purpose. However given the opportunity for NPC to correspond with the residents as the survey is distributed the Councillors agreed this should now go ahead without amendments. Clerk to advise DDC to go ahead with the survey without modification and to ask for the timescale to enable NPC to prepare its letter.</p>	CLERK
15.01.025	<p>Consider nominating land around War Memorial for Centenary Fields site</p> <p>This is a project being offered by Fields in Trust. It will require the land to be registered with Land Registry. Cllr Russell had discovered a newspaper cutting dated 1919 which states the ownership of the land around the War Memorial as being the Royal British Legion.</p>	
15.01.026	<p>Update on progress on contact with Land Registry</p> <p>Clerk had taken no further action but will pursue.</p>	CLERK
15.01.027	<p>Appoint a Councillor to attend Daventry Villages Together meetings</p> <p>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. Cllr Goodman proposed Cllr Macandrais for this role. Cllr Macandrias accepted</p>	
15.01.028	<p>Review of Local Council Policy Documents</p> <p>Clerk presented a report, updated from a list NCALC had provided, which detailed the documents adopted by NPC and those that needed attention. Clerk to include the ones to be revised or discussed on the next agenda.</p>	CLERK
15.01.029	<p>Update on condition/maintenance of Jacks Patch</p> <p>Inspection reports had noted the growth of fungi in an area of bark beneath the tower. NVCA had removed the bark. There were no signs of regrowth in recent weeks, however, replacement bark would be required.</p>	
15.01.030	<p>Progress on Tree Preservation Orders</p> <p>DDC have granted a provisional order that runs for six months from 27th November 2014. This allows the landowners involved time to respond. Two of the trees involved are sited on the allotment boundary. The allotment organiser has been sent the information.</p>	CLERK
15.01.031	<p>Update on registering the Village Hall as a Community Right to Bid Asset</p> <p>DDC have confirmed the property is listed on the register, however the owners, The Peterborough Diocesan Board of Finance have until 3rd February to respond.</p>	
15.01.032	<p>Consider appointing a Chartered Surveyor to establish condition and value of the Village Hall</p> <p>Clerk presented two quotations from RCIS surveyors for condition and valuation surveys on the village hall. A third survey had been requested. Cllrs agreed to wait until the third survey had been received. Item to be discussed at</p>	

	the February meeting.	CLERK								
15.01.033	Acceptance of Councillor resignation Cllr Davidson offered his resignation earlier in the meeting. Please see note before minute 15.01.009.									
15.01.034	Agree date of next meeting 17th February 2015									
15.01.035	CORRESPONDENCE RECEIVED									
	<table border="1"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Northamptonshire County Council – Household Waste Recycling Centre – change of opening times</td> <td>Circulated by email via NhW Co-ordinator</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Detail	Action	Northamptonshire County Council – Household Waste Recycling Centre – change of opening times	Circulated by email via NhW Co-ordinator					
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	FINAL CONCLUSION OF MEETING									
15.01.036	Raise matters for report only None									
15.01.037	Meeting closed 21.25									
Signed	<p>.....</p> <p>Cllr Mike Goodman Chairman</p> <p style="text-align: right;">Date</p>									