

**NORTON PARISH COUNCIL**

**Date:** Tuesday 17<sup>th</sup> March 2015

**Time:** 19.30

**Venue:** Norton Village Hall

**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p><b>Record Attendance, Apologies, Absence.</b>  <b>Council Attendance:</b>                      Cllr M Goodman (Chairman)                      Cllr K Russell                      Cllr C Thomas                      Cllr E Macanndrais                      Cllr S Goulden                      Cllr S Mason  <b>Invitees</b>                      Cllr A Hills (NCC), Cllr D Smith (DDC)  <b>Public</b>                      One in attendance</p>	
15.03.073	<p><b>Acceptance of Apologies</b>                      None</p>	
15.03.074	<p><b>Declaration of Interest on the Agenda</b>                      None to declare</p>	
15.03.075	<p><b>Consideration of any requests for dispensation</b>                      None to declare</p>	
15.03.076	<p><b>Open Section</b>  <b>Cllr Hills</b> reported NCC has set the budget for the Next Generation – the biggest transformation of services over the past 125 years has been adopted by the council. Four new and separate organisations will deliver the services for NCC. This will go through a consultation process.   <b>Cllr Smith</b> asked if he could take questions to the Police Briefing taking place this week. Cllr Goodman raised the constant complaint from residents over parked vehicles blocking access along pavements in the village. Cllr Smith agreed to raise the issue.                       Cllr Hills and Cllr Smith both left the meeting.</p>	
15.03.077	<p><b>Approve Minutes of meeting held 17<sup>th</sup> February 2015</b>                      Proposed to accept as an accurate record of the meeting by Cllr Russell, 2<sup>nd</sup> Cllr Thomas. All Councillors who attended this meeting voted in favour.</p>	
15.03.078	<p><b>Approve Minutes of meeting held on 3<sup>rd</sup> March 2015</b>                      Proposed to accept as an accurate record of the meeting by Cllr Thomas, 2<sup>nd</sup> Cllr Russell. All Councillors who attended this meeting voted in favour.</p>	
	<p><b>Minute 15.03.092 was discussed at this point to enable Cllr Macanndrais to leave the meeting before its close.</b></p>	
15.03.079	<p><b>Actions from previous minutes</b>  <b>15.02.053</b> Cllr Goodman asked if all Councillors had now Completed the Electronic Service of Summons Consent Form. Clerk confirmed they had.  <b>15.02.058</b> The Housing Needs Survey forms had been sent to residents of Norton in early March. NPC could expect to receive a draft report from DDC w/c 27<sup>th</sup> April.  <b>15.02.061</b> The Diocese of Peterborough had placed another objection at the Village Hall being placed on the register for a Community Right to Bid. DDC had advised NPC to contact DDC the first week of April for an update.</p>	
	<p><b>PLANNING</b></p>	

15.03.080	None																																					
	<b>FINANCE</b>																																					
15.03.081	<p><b>Bank Reconciliation as at 28 February 2015</b> Clerk/RFO presented the following reconciliation</p> <table border="1"> <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 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;">10874.78</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-9973.53</td> </tr> <tr> <td><b>Cash in hand carried forward 28 February 2015</b></td> <td style="text-align: right;"><b>26398.22</b></td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 28 February 2015</td> </tr> <tr> <td>HSBC Current Account *</td> <td style="text-align: right;">2054.69</td> </tr> <tr> <td>HSBC Playing Field Account</td> <td style="text-align: right;">1935.51</td> </tr> <tr> <td>HSBC Savings *</td> <td style="text-align: right;">7310.16</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>26398.22</b></td> </tr> <tr> <td>Less unpresented cheques</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Revised total</b></td> <td style="text-align: right;"><b>26398.22</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 unpresented cheques as at 1 April 2014	0.00	Add receipts during the current year	10874.78	Less payments during the current year	-9973.53	<b>Cash in hand carried forward 28 February 2015</b>	<b>26398.22</b>	Represented by Bank Account balances as at 28 February 2015		HSBC Current Account *	2054.69	HSBC Playing Field Account	1935.51	HSBC Savings *	7310.16	HSBC Deposit Bond	15,097.86	<b>Total</b>	<b>26398.22</b>	Less unpresented cheques	0.00	<b>Revised total</b>	<b>26398.22</b>									
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15.03.082	<p><b>Approve payments from ear-marked &amp; non-earmarked reserves and sign cheques</b> Clerk/RFO presented the following invoices for approval and cheques for signature.</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>100356</td> <td style="text-align: right;">10.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">10.00</td> <td>Design To Print Ltd</td> <td>Letters</td> </tr> <tr> <td>100357</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">125.00</td> <td>Landmark Planning Ltd</td> <td>Consultation fee</td> </tr> <tr> <td>100358</td> <td style="text-align: right;">63.74</td> <td style="text-align: right;">0.67</td> <td style="text-align: right;">63.07</td> <td>Angela Feltham</td> <td>Expenses</td> </tr> <tr> <td>100359</td> <td style="text-align: right;">467.75</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">467.75</td> <td>Angela Feltham</td> <td>Clerks salary</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>691.49</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed by Cllr Russell, Seconded Cllr Goodman. 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	100356	10.00	0.00	10.00	Design To Print Ltd	Letters	100357	150.00	25.00	125.00	Landmark Planning Ltd	Consultation fee	100358	63.74	0.67	63.07	Angela Feltham	Expenses	100359	467.75	0.00	467.75	Angela Feltham	Clerks salary	<b>TOTAL</b>	<b>691.49</b>					
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15.03.083	<p><b>Resolve to instruct HSBC to hold funds in High Interest Bond for a six month period</b> Cllr Goodman suggested instructing HSBC to place the sum of £15097.86 already held in the bond on deposit for a period of 12 months instead of 6 months. Proposed by Cllr Thomas, 2<sup>nd</sup> Cllr Russell, All in favour.</p>	<b>Cllr Goodman/ Clerk</b>																																				
15.03.084	<p><b>Approve membership to Northants ACRE for the 2015/16 year</b> The membership fee for this period is £35. Proposed by Cllr Goodman, 2<sup>nd</sup> Cllr Goulden. All in favour.</p>																																					
15.03.085	<p><b>Approve appointment of Stephen Hartwell for grass cutting contract in 2015/16</b> The quotation received for the current year is £160 + VAT per cut. Proposal to accept by Cllr Goodman, 2<sup>nd</sup> Cllr Russell. All in favour.</p>																																					

15.03.086	<p><b>Approve any additional Councillors to become bank signatories</b>                  The recent resignation of Cllr Davidson meant there are only three signatories for the bank accounts which could potentially create a problem during the holiday period. Cllr Goulden &amp; Cllr Mason both agreed to become bank signatories. Clerk to prepare a new Bank Mandate.                  Proposed by Cllr Goodman, 2<sup>nd</sup> Cllr Russell. All in favour.</p>	<b>CLERK</b>																																																																
15.03.087	<p><b>Report on Internal Controls Audit for March 2015</b>                  Cllr Russell had conducted this audit on 4<sup>th</sup> March for the year to date and had no recommendations to report.</p>																																																																	
15.03.088	<p><b>Update on E.ON credit of £63.02</b>                  This credit had arisen due to the revised unmetered supply certificate after two street lights located along Gouldens View had been removed from the unmetered supply. They have been on a metered supply since their installation.                  Clerk had challenged the amount as it includes a quarters bill which meant the total credit exceeded £180 which seemed excessive. Eon has confirmed in writing their calculation is correct. Cheque 100353 - £54.41 raised in January to pay the account which was later withheld has now been recorded as cancelled.</p>																																																																	
15.03.089	<p><b>Receive statement on ear-marked and non-earmarked reserves</b>                  Clerk presented the following statement</p> <table border="1" data-bbox="279 884 1324 1496"> <tr> <td></td> <td>Cash in hand as at 31 March 2015 (Does not include interest on deposits)</td> <td></td> <td>£ 25706.73</td> </tr> <tr> <th>MINUTE NO.</th> <th>ITEM/PROJECT</th> <th>AMOUNT £</th> <th></th> </tr> <tr> <td>14.04.100</td> <td>Recreational Ground</td> <td>13000.00</td> <td></td> </tr> <tr> <td>14.10.285</td> <td>Recreational Ground</td> <td>5000.00</td> <td></td> </tr> <tr> <td>14.10.285</td> <td>Jacks Patch (bank account balance)</td> <td>1935.40</td> <td></td> </tr> <tr> <td>14.04.100</td> <td>Election Expenses</td> <td>1200.00</td> <td></td> </tr> <tr> <td>14.04.100</td> <td>Website development</td> <td>700.00</td> <td></td> </tr> <tr> <td>14.04.100</td> <td>Repairs to council owned property</td> <td>500.00</td> <td></td> </tr> <tr> <td>14.04.100</td> <td>Grants – to award</td> <td>1000.00</td> <td></td> </tr> <tr> <td></td> <td>WW1 Commemorative booklet</td> <td>380.00</td> <td></td> </tr> <tr> <td>14.12.356</td> <td>Contribution to 2015/16 precept</td> <td>1369.00</td> <td></td> </tr> <tr> <td></td> <td>Adjustment to precept – Clerks salary</td> <td>340.00</td> <td></td> </tr> <tr> <td></td> <td>Village Hall hire Oct 14 – March 15</td> <td>210.00</td> <td></td> </tr> <tr> <td></td> <td>Earmarked reserves</td> <td>25634.40</td> <td></td> </tr> <tr> <td></td> <td>Non-earmarked reserves</td> <td>72.33</td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td>25706.73</td> <td>25706.73</td> </tr> </table> <p>Clerk suggested it would be best practice to look at increasing the non-earmarked reserves by re-allocating amounts from the ear-marked reserves.</p> <p>The pre-audit report had commented on the amounts held in reserve for the recreational ground as being twice the value of the precept and it would be prudent to look at reallocating part of these funds to more pressing financial demands.</p> <p>Cllr Goodman reported few possible sites were available in or around the village suitable for a recreation ground and he had spoken with a landowner who may be interested in leasing a piece of land. At this stage finances had not been discussed. All Councillors agreed that until more information was available it would be acceptable to retain £17000 in reserves to cover the cost of the land and the initial set-up with fencing etc. The remaining £1000 to be transferred to non-earmarked reserves.                  Proposed by Cllr Russell, 2<sup>nd</sup> Cllr Goodman. All in favour.</p>		Cash in hand as at 31 March 2015 (Does not include interest on deposits)		£ 25706.73	MINUTE NO.	ITEM/PROJECT	AMOUNT £		14.04.100	Recreational Ground	13000.00		14.10.285	Recreational Ground	5000.00		14.10.285	Jacks Patch (bank account balance)	1935.40		14.04.100	Election Expenses	1200.00		14.04.100	Website development	700.00		14.04.100	Repairs to council owned property	500.00		14.04.100	Grants – to award	1000.00			WW1 Commemorative booklet	380.00		14.12.356	Contribution to 2015/16 precept	1369.00			Adjustment to precept – Clerks salary	340.00			Village Hall hire Oct 14 – March 15	210.00			Earmarked reserves	25634.40			Non-earmarked reserves	72.33			Total	25706.73	25706.73	<b>CLERK</b>
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15.03.090	<b>Highways update by Cllr Macandrais</b> Cllr Macandrais not present. No report given.	
	<b>OTHER BUSINESS</b>	
15.03.091	<b>Approve Asset Register and Risk Assessment 2015</b> Cllr Goodman and Cllr Russell had inspected the village assets on 24 <sup>th</sup> February 2015. Clerk presented the report. The following required attention. 1) The two wooden notice boards required a wood treatment. ACTION – Clerk to obtain a quotation from Mr Eales 2) Wooden bench located along Weedon Lane is coated with lichen ACTION – Clerk to obtain a quotation from a mobile pressure washer company 3) Jacks Patch – the bark covering requires a top-up. Two hawthorn trees require removal and another requires pruning. ACTION – Clerk to contact NVCA Proposal for the above action to be taken, Cllr Goodman, 2 <sup>nd</sup> Cllr Russell. All in favour.	<b>CLERK</b>
15.03.092	<b>Consider response after receiving consultation report from Lance Wiggins regarding designated area for Neighbourhood Plan and inclusion of Daventry NE SUE</b> (item discussed at the beginning of the meeting) Councillors concluded that having paid for advice from L Wiggins it would be wasted if NPC did not approach DDC to continue to address the issue of including the Daventry NE SUE in any proposed NP. Proposal to write to DDC to say NPC have taken advice from a Planning Consultant regarding the question of including the area known as Daventry NE SUE within their Neighbourhood Plan if it should go ahead and invite DDC to comment on the response from NPC's Planning Consultant. Proposed by Cllr Macandrais, 2 <sup>nd</sup> Cllr Thomas. All in favour.	
15.03.093	<b>Acknowledge the benefits and potentials of joining with residents to develop a Neighbourhood Plan</b> Councillors considered until there is clarity with DDC regarding the inclusion of the area known as Daventry NE SUE in the NP, this matter could not be discussed fully as Councillors are not in possession of all the facts. Clerk was asked to carry this item to the next ordinary meeting.	
15.03.094	<b>Identify the designated area for a Neighbourhood Plan</b> For the same reason as quoted in 15.03.093, Clerk was asked to carry this item to the next ordinary meeting.	
15.03.095	<b>Develop the publicity to engage with parishioners regarding the creation of a Neighbourhood Plan</b> Councillors suggested the following: 1) Clerk to contact the Clerk to parish councils that had completed a NP inviting them to speak for 5-10 minutes at Norton's Annual Parish Meeting about their experience in developing a NP 2) Publicise the NP in the next Norton News (newsletter) 3) Develop a Powerpoint presentation on NP and Churchfields (Cllr Goodman & Cllr Russell to action) 4) Display information on display boards in the village hall at the Annual Parish Meeting. 5) Enlarge and print the parish map with the designated areas of Churchfields clearly shown to display at the Annual Parish Meeting. Clerk to contact printers (Design to Print)	<b>CLERK</b>  <b>Cllr Russell</b> <b>Cllr Russell/</b> <b>Cllr</b> <b>Goodman</b>  <b>CLERK</b>
15.03.096	<b>Update on correspondence with Portchester Planning Consultancy &amp; Croudace</b> Clerk has been in contact with Croudace via email and asked them for dates for a meeting as well as inviting them to attend and speak at the Annual Parish Meeting. No	

	dates have been arranged. Clerk to continue with contact	<b>CLERK</b>								
15.03.097	<b>Update on progress to contact the Land Registry</b> Clerk contacted NCALC to seek advice over this matter. This appears to be a difficult procedure. Cllr Goodman reminded the Councillors of the importance of registering 'The Pound'. Information was forthcoming from an attendee (Mr J Paybody) who has knowledge in this area and has offered to assist Clerk.									
15.03.098	<b>Update on condition/maintenance of Jacks Patch</b> Inspection reports are not up to date. The last report is dated February 2015. Clerk contact NVCA for March report prior to meeting.									
15.03.099	<b>Report on introduction of Transparency Code and its implications</b> NPC will be required to comply by 1 <sup>st</sup> July 2015. One of the requirements is for Council to display all publically available documents on a website. Councillors acknowledged the existing website does not fulfil these requirements.									
15.03.100	<b>Approve expenditure on development of Council only website</b> In the process of complying with the Transparency Code (as above) Clerk had commenced the process of developing a new council only website with only the framework in place. Cllr Mason has knowledge in this area and has offered to work with Clerk to assist in ensuring the basics are in place before data is loaded onto the site. Currently any work on a website is not included in the Clerk's employment contract. Proposal to pay Angela Feltham on a self-employed basis to meet additional hours required to input and upload the necessary documents on the website to comply with the Transparency Code. The final amount and hours are to be agreed. Proposed by Cllr Goodman, 2 <sup>nd</sup> Cllr Russell. All in favour.	<b>Cllr Mason/ CLERK</b>								
15.03.101	<b>Agree date of next meeting</b> <b>21<sup>st</sup> April 2015</b>									
15.03.102	<b>CORRESPONDENCE RECEIVED</b> <table border="1"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>DDC – Housing Needs Survey –posters</td> <td>Displayed on notice board</td> </tr> <tr> <td>TDS – RoSPA Inspection of Play Areas</td> <td></td> </tr> <tr> <td>NCALC – Local Council Award Scheme</td> <td></td> </tr> </tbody> </table>	Detail	Action	DDC – Housing Needs Survey –posters	Displayed on notice board	TDS – RoSPA Inspection of Play Areas		NCALC – Local Council Award Scheme		
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	<b>FINAL CONCLUSION OF MEETING</b>									
15.03.103	<b>Raise matters for report only</b> <ol style="list-style-type: none"> <li>1) The resignation of Councillor Woods on 4<sup>th</sup> March 2015</li> <li>2) Eon will be increasing the cost of a kWh of electricity from 8.24p to 12.40p from 1 May 2015. Clerk has spoken with them regarding a fixed term contract. Eon has advised this would not be financially beneficial. Clerk has contacted other suppliers to find they also respond similarly.</li> <li>3) HMRC have confirmed in writing there will be no Employers National Insurance due on amounts paid to Clerk in relation to homeworking.</li> <li>4) Invitation received from Police &amp; Crime Commissioner to attend a summit on 20<sup>th</sup> April relating to establishing Parish Special Constables.</li> </ol>									
15.03.104	<b>Meeting closed 21.08</b>									
Signed	<p>.....</p> <p><b>Cllr Mike Goodman</b> <b>Chairman</b></p> <p style="text-align: right;"><b>Date .....</b></p>									

