

NORTON PARISH COUNCIL

Date: Tuesday 21st April 2015

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 K Russell Cllr C Thomas Cllr S Goulden Cllr E Macanndrais Cllr S Mason Invitees Cllr A Hills (NCC) Public Three in attendance</p>	
15.04.105	<p>Acceptance of Apologies None</p>	
15.04.106	<p>Declaration of Interest on the Agenda Cllr Goulden declared an interest in 15.04.113 which was noted in the Declaration of Interest book</p>	
15.04.107	<p>Consideration of any requests for dispensation None to declare</p>	
15.04.108	<p>Open Section Cllr Hills reported receiving complaints regarding the Waste & Recycling Depot in Daventry. The complaints relate to the change of hours and being closed on Wednesday and Thursday each week. As a result when the site is open traffic builds in the surrounding roads and waiting vehicles can overspill onto the roundabout. NCC took the decision to change the working practices of all the WRC sites in the County due to financial constraints. Cllr Hills has contacted Chris Heaton-Harris and the Cabinet Member. Both offered the same reply. Highways Department could offer no solution. Cllr Hills reported having discovered the WRC sites at Rushden and Ecton Brook were experiencing similar problems. Cllr Hills will continue to monitor the situation. His recommendations are to visit the Daventry site after the initial rush at opening and closing times i.e. after 10.00am and before 4pm. Councillor Hills considered the development of a Neighbourhood Plan for Norton to be 'vital'. He referred to a recent case in Winslow where their Neighbourhood Plan included a site for development and a builder had tried to build elsewhere to be refused. This was taken to appeal, the Judge dismissed the case and the developer withdrew their appeal. Cllr Russell asked Cllr Hills for clarification of which Ward Norton was in for County and District elections. Norton is in Daventry East Division for County and Weedon for District.</p>	
15.04.109	<p>Approve Minutes of meeting held 17th March 2015 Proposed to accept as an accurate record of the meeting by Cllr Thomas, 2nd Cllr Goulden. All Councillors who attended this meeting voted in favour.</p>	
15.04.110	<p>Actions from previous minutes 15.03.083 – High Interest Bond. Chairman and Clerk had been in contact with HSBC and arranged to re-invest the monies already held on deposit for a further 12 months. 15.03.091 – Assesst Register & Risk Assessment. Chairman asked Clerk for an update regarding the following:-</p>	

	<p>1) obtaining a quotation for applying a wood treatment to the two notice boards. Clerk had spoken with Mr Eales to arrange.</p> <p>2) obtaining a quotation for removing the lichen on the wooden bench situated in Weedon Lane. Clerk had also spoken with Mr Eales who was unable to offer assistance but suggested contacting a company with a mobile pressure washer. Cllr Thomas offered to look at removing it from site and using his own pressure washer to clean the bench.</p> <p>3) obtaining a quotation for the works to be carried out at Jacks Patch. Clerk reported having received a quotation from Stephen Hartwell via NVCA. Please see minute 15.04.135.</p>													
15.04.111	<p>Co-option to fill casual vacancy Mr Jeff Paybody, a resident in Norton Parish had previously come forward for co-option. Chairman asked Mr Paybody to say a little about himself. Mr Paybody lives in a converted stone barn on Borough Hill with his wife and two children. He is a Chartered Surveyor and a partner in Howkins & Harrison, Rugby. He specialises in rural matters, planning and development. Proposal to co-opt Mr Paybody by Cllr Russell, 2nd Cllr Thomas. All in favour. Mr Paybody was invited to join the Council for his contribution this evening but unable to use his vote on items during this meeting. He was also asked to complete the necessary documents by speaking with Clerk after the meeting.</p>	CLERK												
	PLANNING													
15.04.112	<p>DA/2015/0102 Norton Fields Farm, Watling Street, Norton NN11 2NA Decision Notice. It was noted this application had been granted.</p>													
15.04.113	<p>DA/2015/0259 Norton Fields Farm, Watling Street, Norton. NN11 2NA Single storey side extension (revised scheme) This application is a revised scheme for the application as noted above with what appears to be no alteration to the footprint of the building only an internal alteration which included external double doors in a bedroom. Condition 4 of the approval notice states the extension shall be occupied in conjunction with the main dwelling, and not utilised as a separate unit of residential development. Chairman noted this as being a issue for DDC to address. Cllr Macanndrais asked if any Councillor was aware of their being an agricultural tie on the property. This information had been included in NPC's reply to DDC on the original application. Cllr Hills could see no major changes from the original application and could see no good planning reason for refusal. Proposal to support the application by Cllr Thomas, 2nd Cllr Macanndrais, In favour:- Cllr Goodman, Cllr Russell, Cllr Mason. Cllr Goulden did not vote due to her declaration of interest.</p>	CLERK												
	FINANCE													
15.04.114	<p>Bank Reconciliation as at 31 March 2015 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;">10902.39</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-10665.02</td> </tr> <tr> <td>Cash in hand carried forward 31 March 2015</td> <td style="text-align: right;">25734.34</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	10902.39	Less payments during the current year	-10665.02	Cash in hand carried forward 31 March 2015	25734.34	
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	<p>Represented by Bank Account balances as at 31 March 2015</p> <table border="1"> <tr> <td>HSBC Current Account *</td> <td>3448.80</td> </tr> <tr> <td>HSBC Playing Field Account – account closed 25.03.15</td> <td>0.00</td> </tr> <tr> <td>HSBC Savings *</td> <td>7310.57</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td>15,124.97</td> </tr> <tr> <td>Total</td> <td>25884.34</td> </tr> <tr> <td>Less unrepresented cheques</td> <td>-150.00</td> </tr> <tr> <td>Revised total</td> <td>25734.34</td> </tr> </table> <p>Cllrs had no questions. * Chairman initialled to confirm bank account balances as correct reporting of these accounts.</p>						HSBC Current Account *	3448.80	HSBC Playing Field Account – account closed 25.03.15	0.00	HSBC Savings *	7310.57	HSBC Deposit Bond	15,124.97	Total	25884.34	Less unrepresented cheques	-150.00	Revised total	25734.34																																		
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15.04.115	<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"> <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>100360</td> <td>35.00</td> <td>0.00</td> <td>35.00</td> <td>Northants ACRE</td> <td>Membership</td> </tr> <tr> <td>100361</td> <td>192.00</td> <td>32.00</td> <td>160.00</td> <td>Stephen Hartwell</td> <td>Grass cutting cut 1</td> </tr> <tr> <td>100362</td> <td>392.89</td> <td>0.00</td> <td>392.89</td> <td>Northants CALC</td> <td>Membership & audit fees</td> </tr> <tr> <td>100363</td> <td>33.17</td> <td>0.00</td> <td>33.17</td> <td>Angela Feltham</td> <td>Expenses</td> </tr> <tr> <td>100364</td> <td>315.00</td> <td>0.00</td> <td>315.00</td> <td>Angela Feltham</td> <td>Clerks salary</td> </tr> <tr> <td>100365</td> <td>37.85</td> <td>1.80</td> <td>36.05</td> <td>EON</td> <td>Street lighting electricity supply</td> </tr> <tr> <td></td> <td>1005.91</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Proposed by Cllr Goulden, Seconded Cllr Macanndrais. 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	100360	35.00	0.00	35.00	Northants ACRE	Membership	100361	192.00	32.00	160.00	Stephen Hartwell	Grass cutting cut 1	100362	392.89	0.00	392.89	Northants CALC	Membership & audit fees	100363	33.17	0.00	33.17	Angela Feltham	Expenses	100364	315.00	0.00	315.00	Angela Feltham	Clerks salary	100365	37.85	1.80	36.05	EON	Street lighting electricity supply		1005.91				
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15.04.116	<p>Closure of Playing Field Bank Account It was noted this account held with HSBC had been closed as instructed by Council and on 25 March 2015 the funds were transferred into the current account.</p>																																																					
15.04.117	<p>Final report on receipts and payments for year ending 31 March 2015 Clerk presented the Q4 figures for receipts and payments. The receipts exceeded payments by £237.37 for the financial year ending 31 March 2015.</p>																																																					
15.04.118	<p>Receive statement on ear-marked and non-earmarked reserves and re-allocate if appropriate Clerk presented the Reserves Statement for the year ending 31 March 2015. The total of ear-marked reserves stands at £24634.60 with non-earmarked reserves of £1099.74.</p>																																																					
15.04.119	<p>Submission and signing of Annual Return identifying significant variations of differences Clerk presented the report on significant variances between box no's 3, 4 & 6 of the Annual Return. Section 1 of the Annual Return had been completed and presented to Councillors who accepted the figures. Chairman and Clerk signed Section 1. Section 2 of the Annual Return was read to Councillors who agreed to all statements, 1-9. Chairman and Clerk signed Section 2. Clerk announced the Internal Auditor would be auditing the Council tomorrow (22 April)</p>																																																					
15.04.120	<p>Complete bank mandate with new bank signatories Councillors who had not previously been signatories were asked if they wish to become one. The following Councillors offered – Councillor Mason, Councillor Goulden, Mr</p>																																																					

CLERK

	Paybody. Clerk asked these Councillors to complete the relevant entry on the bank mandate after the meeting.	CLERK
15.04.121	<p>Complete application to HSBC for Telephone Banking Service</p> <p>Clerk had been unable to make telephone contact with either the bank or HSBC call centre. After making enquiries Clerk had been contacted by Mr Mistry, Account Manager, HSBC who explained NPC needed to have signed up to the telephone banking service to be able to telephone HSBC or order cheque books. After receiving the relevant paperwork it was apparent there would be a lack of financial controls if NPC were to comply. This was explained to Councillors who agreed to seek the view of the Internal Auditor in order to meet best practice.</p>	CLERK
15.04.122	<p>Review and Adopt Financial Management and Risk Assessment March 15 V1 15.03</p> <p>Proposal to adopt the revised edition by Cllr Russell, 2nd Cllr Thomas. All in favour.</p>	
15.04.123	<p>Consider response to EON's letter regarding price increase</p> <p>Upon receipt of the letter Clerk contacted EON to discuss the possibility of receiving Fixed Term Contract prices to find there would be no financial benefit mainly due to low electricity consumption by NPC. NCALC have been making enquiries with EON because many parish councils have been affected by this price increase which will move the Deemed Contract Rates from 8.24p per kWh to 12.40p per kWh. NALC have also investigated to find that the rates on offer are competitive. Although this is a 50% increase this is the first price increase in nine years. NCALC are looking into a brokerage scheme and asking for those parish councils that are interested to register with NCALC. Clerk has responded. Councillors agreed to wait for the outcome of NCALC's enquiries.</p>	
15.04.124	<p>Approve additional hours worked by Clerk up to 21 April 2015</p> <p>Clerk reported working 38.5 hours for the current month ending 21 April which is 8.5 hours over the contracted hours. Cllr Goodman recognised the extra hours were required due to increased workload this time of the year. Proposal to pay the additional 8.5 hours in the May payslip. Proposed by Cllr Goodman, 2nd Cllr Goulden. All in favour.</p>	
	HIGHWAYS	
15.04.125	<p>Highways update by Cllr Macanndrais</p> <p>Cllr Macanndrais reported he had noticed a drastic deterioration in the road surfaces throughout the parish of Norton with many more pot holes appearing and the surfaces of carriageways breaking up. Many pot holes had now been marked with white paint on the road surface. The Long Buckby road was particularly affected due to the works being carried out but as yet incomplete. Cllr Macanndrais had been in contact with the residents along the Long Buckby road who were also unaware of when the work would be finished and they showed their concern over the condition of the road. Other roads particularly affected are the gated road to Whilton and the road to Buckby Wharf leading from the A5. Cllr Macanndrais asked for Councillors to report any 'new' or previously unreported pot holes to him so that he could compile the information and report them as 'one'. Cllr Hills suggested contacting Mr Ian Boyes, Traffic Co-ordinator at Kier (MWGSP) which Cllr Macanndrais noted.</p>	Cllr Macanndrais
15.04.126	<p>Consider action required in relation to broken street light bracket and the consequent need for remaining brackets to be assessed</p> <p>On 1 April Clerk had reported to EON the bracket held street light (No 10) positioned on Key Cottage, Daventry Road was swinging from the wires. Yesterday (20th) Clerk contacted EON to discover the lamp had been removed and the wiring made safe. EON reported the sandstone of the resident's home had become soft and along with a</p>	

	<p>rusting of the bolts had resulted in the bracket releasing from the wall. Engineers were unable to re-fix and have made good the area. There are several concerns resulting from this.</p> <ol style="list-style-type: none"> 1) There is no street light to service this area of the village. 2) The cost implications of replacing the light (EON have announced the cable across three houses would also need to be replaced). 3) The Health & Safety implications for any of the remaining 9 bracket held street lights that are also situated on buildings constructed of sandstone. NPC had relied on the inspection report dated 18 November 2014 from EON as being confirmation that all lamps and fixings has been properly inspected and NPC's subsequent Risk Assessment was based upon this report. <p>Clerk agreed with EON to meet them on site to discuss options which included repositioning the street light on a column in the pavement on either side of the Daventry Road at the same location. This may not be possible due to the width of the pavement or obstructing access for parking outside No. 26.</p> <p>Clerk was asked to</p> <ol style="list-style-type: none"> 1) Contact the insurance broker, Aon, to ask if a claim could be made due to the damage arising after high winds. 2) Contact an alternative energy provider for a quotation to supply and fit a replacement light. 3) Contact EON to ask for a full written report on the remaining bracket held street lights. NPC wish to have a Councillor present during the site inspection by EON. 4) Ask EON to define areas on responsibility in writing. 5) Ask the Internal Auditor for his view on this. 	<p>CLERK</p>
	<p>OTHER BUSINESS</p>	
<p>15.04.127</p>	<p>Ratification of letter sent to Land Registry 28 March 2015 regarding unregistered parcels of land A copy of the letter had been circulated to Councillors for approval prior to its posting. The majority replied and all were in agreement. Proposal to ratify by Cllr Russell, 2nd Cllr Macandrais. All in favour.</p>	
<p>15.04.128</p>	<p>Consider complaint received from residents regarding advertising banners. Chairman had received three letters of complaint regarding advertising banners outside the White Horse Inn. Clerk had spoken with the Planning Investigator, DDC who had visited the business and spoken with the Landlady who was objecting to removing the large vinyl banners. The Planning Investigator has emailed NPC to confirm enforcement action will be considered if the request is not complied with. Clerk asked to report the information to all complainants and send the last letter of complaint to DDC.</p>	<p>CLERK</p>
<p>15.04.129</p>	<p>Update on response from DDC after receiving consultation report from Lance Wiggins regarding designated area for Neighbourhood Plan and inclusion of Daventry NE SUE All Councillors agreed the email from Tom James, Senior Policy Officer (Planning), DDC did not offer any clear information with which to make a decision. Clerk was asked to invite Tom James to either attend a NPC meeting or meet with 1 or 2 Councillors to discuss this issue and attend the Annual Parish Meeting to address parishioners regarding the benefits to the community of investing in a NP.</p>	
	<p>Cllr Hills asked to be excused from the remainder of the meeting. Cllr Macandrais asked Cllr Hills for his opinion of the importance of developing and having a NP in place. Cllr Hills explained in his view he saw having an adopted NP as a way of the community having an input and a way of safeguarding the community</p>	

	against unwanted development.	
15.04.130	<p>Acknowledge the benefits and potentials of joining with residents to develop a Neighbourhood Plan</p> <p>Cllr Paybody was aware of Weedon NP Group having started their NP and it was available to view on their website and could be downloaded. Cllr Macandrais was aware of the NP's being adopted for Spratton and Brixworth.</p>	
15.04.131	<p>Identify the designated area for a Neighbourhood Plan</p> <p>This decision has been postponed until after the meeting with Tom James.</p>	
15.04.132	<p>Update of developing the publicity to engage with parishioners regarding the creation of a Neighbourhood Plan</p> <p>Clerk had contacted the Clerk of Weedon parish to invite members of their NP Group to speak at Norton's Annual Parish Meeting. It has now been arranged for Tom Higginson, Chairman, Flore NP Group and Dale Langley of Weedon NP Group to attend Norton's Annual Parish Meeting for them to speak on their experiences to date in developing a NP. Norton News will be written and distributed to residents with the main feature being the Daventry NE SUE and the benefits of developing a NP in this situation. The newsletter will also be an invitation to attend the Annual Parish Meeting where the main focus will also be the Daventry NE SUE and NP. Councillors agreed the newsletter could be a two page A5 pamphlet instead of the usual trifold A4.</p>	
15.04.133	<p>Update on correspondence with Portchester Planning Consultancy & Croudace</p> <p>Croudace are no longer interested in developing the land known as Daventry NE SUE. Savills, the land agents have reported interest from other parties and it may be a couple of months before there is any news on new developers. Will Benbow, Savills will contact us with any updates.</p>	
15.04.134	<p>Update on progress to contact the Land Registry regarding The Pound</p> <p>Cllr Paybody had previously offered information to Clerk regarding the process of achieving registration. The lease on The Pound is due to expire in October 2015. The existing tenant will be asked if he wishes to renew. Clerk reported having contacted NCALC and obtained the name of a solicitor who specialises in parish council affairs.</p>	
15.04.135	<p>Update on condition/maintenance of Jacks Patch</p> <p>Clerk has not received an inspection report for April. A quotation from Stephen Hartwell had been received through NVCA. The quotation included</p> <ol style="list-style-type: none"> 1) the removal of a Hawthorn, cut back bushes and hedge and dig out bark below play equipment. £80 + VAT 2) To repair bench and to treat bench and seat - £150 + VAT 3) To wood chip under hedge - £150 + VAT <p>During the village survey in February the Councillors had not seen a broken bench. Cllr Goodman would investigate and gain clarification where bark would be spread under the hedgerow. Proposal to accept the quotation upon satisfactory investigation with a maximum spend of £500 + VAT. Proposed by Cllr Russell, 2nd Cllr Thomas. In favour – Cllr Mason, Cllr Goulden. Against, Cllr Macandrais.</p>	<p>Cllr Goodman</p>
15.04.136	<p>Report on introduction of Transparency Code and its implications</p> <p>Clerk to investigate and report at the next meeting.</p>	

15.04.137	<p>Approve expenditure on development of Council only website Clerk had emailed Cllr Mason with the links to the website under development for him to check the framework of the site before any documents were uploaded. Cllr Mason confirmed it was ok to continue. As the implications and requirements of the Transparency Code relating to the publishing of documents has to be clarified it was not possible to establish the amount time likely to be involved to complete the task. Proposal for up to £200 to be made available to Angela Feltham for this initial work to be undertaken. The agreed hourly rate to be charged at £10.50 per hour. (This work is in addition and separate from the role of Clerk/RFO) Proposed by Cllr Russell, 2nd Cllr Macanndrais. All in favour.</p>													
15.04.138	<p>Agree date of next meeting Tuesday 19th May 2015</p>													
15.04.139	<p>CORRESPONDENCE RECEIVED</p>													
	<table border="1"> <thead> <tr> <th data-bbox="277 757 1110 792">Detail</th> <th data-bbox="1110 757 1321 792">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 792 1110 831">Countryside Voice – CPRE magazine</td> <td data-bbox="1110 792 1321 831">None</td> </tr> <tr> <td data-bbox="277 831 1110 869">NCALC newsletter</td> <td data-bbox="1110 831 1321 869">None</td> </tr> <tr> <td data-bbox="277 869 1110 907">BDO – Annual Audit pack</td> <td data-bbox="1110 869 1321 907">In hand</td> </tr> <tr> <td data-bbox="277 907 1110 945">HSBC – acknowledgement of Money Market Deposit</td> <td data-bbox="1110 907 1321 945">Completion</td> </tr> <tr> <td data-bbox="277 945 1110 972">Resident’s letters of complaint</td> <td data-bbox="1110 945 1321 972">Actioned</td> </tr> </tbody> </table>	Detail	Action	Countryside Voice – CPRE magazine	None	NCALC newsletter	None	BDO – Annual Audit pack	In hand	HSBC – acknowledgement of Money Market Deposit	Completion	Resident’s letters of complaint	Actioned	
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	<p>FINAL CONCLUSION OF MEETING</p>													
15.04.140	<p>Raise matters for report only None</p>													
15.04.141	<p>Close of Meeting 21.47</p>													
Signed	<p>..... Cllr Mike Goodman Chairman</p>	<p>Date</p>												