

NORTON PARISH COUNCIL

Date: Tuesday 19th May 2015

Time: 19.30

Venue: Norton Village Hall

Clerk: Angela Feltham

Minute	Agenda Item/Outcome	Action
	ANNUAL MEETING	
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr K Russell (Vice-Chairman) Cllr S Goulden Cllr E Macanndrias Cllr S Mason Cllr J Paybody Invitees Cllr A Hills Public One</p>	
15.05.142	<p>Election of Chairman and completion of Chairman’s Declaration of Acceptance of Office Cllr Russell nominated Cllr Goodman for position of Chairman. No other nominations. Proposal: to elect Cllr Goodman to the post of Chairman. Proposed by Cllr Paybody, seconded by Cllr Macanndrais. All in favour. Cllr Goodman signed the Declaration of Acceptance of Office, witnessed by the Clerk Cllr Goodman informed this would be his 7th year in Office and would not stand next year.</p>	
15.05.143	<p>Election of Vice-Chairman Cllr Goodman nominated Cllr Russell which was seconded by Cllr Goulden. All in favour.</p>	
15.05.144	<p>Completion of Declaration of Acceptance of Office for all Parish Councillors All Councillors present completed a Declaration of Acceptance of Office. Cllr Thomas to complete declaration on return from holiday. Each Councillor present completed a form to comply with the adopted Code of Conduct. Cllr Thomas to complete.</p>	Cllr Thomas /Clerk
15.05.145	<p>Review of Register of Members’ Interests Chairman reminded Councillors any changes should be reported on the forms provided as they arise during the year.</p>	ALL Cllrs
	ORDINARY MEETING	
15.05.146	<p>Acceptance of Apologies Apology received and accepted from Cllr C Thomas.</p>	
15.05.147	<p>Declaration of Interest on the Agenda None</p>	
15.05.148	<p>Consideration of any requests for dispensation None to declare</p>	
15.05.149	<p>Review of Parish Councillors’ Areas of Special Interest Cllrs agreed to review this later in meeting. It was not returned to. This item will be included on the agenda for the next ordinary meeting.</p>	CLERK
15.05.150	<p>Open Section Cllr Hills reported he had contacted the Office for Chris Heaton-Harris MP to obtain a reply to the invitation sent to him to attend the Annual Parish Meeting in Norton. Clerk had</p>	

	<p>received an email during the afternoon to offer an apology as Chris Heaton-Harris MP is unable to attend. There was an offer for him to meet with Norton Parish Council and parishioners to discuss Neighbourhood Planning when mutually convenient.</p> <p>Waste Recycling Units Cllr Hills provided an update after recent access issues to the Daventry site. There will be no changes to the current working times. Users are expected to phone before arriving during busy periods.</p> <p>Cllr Hills had been involved in obtaining a change in charges being applied by the Waste Recycling Unit at Sixfields to a charity who collected household items for either waste or recycling to those in need. As long as the charity notified the WRU the day before arrival they will accept the licence the Charity has for disposal of low risk waste and no charges will be imposed.</p> <p>Consultation has begun on The Minerals & Waste Local Plan. Everyone is encouraged to respond.</p> <p>Welfare Reform The new scheme has been implemented where lump sums are paid to the 18-24 year old age group. Out of 60 people in this category 40 are now in employment. This scheme is being considered a success.</p> <p>Cllr Hills reported being able to attend Annual Parish Meeting in Norton on Tuesday 26th May but his arrival may be after the start of the meeting. He asked permission of the Chairman to reschedule his time slot for speaking which was agreed.</p> <p>Cllr Hills had been asked to offer an apology from both Cllr Smith and Cllr Perry who, due to personal circumstances, had been unable to attend meetings of NPC. Cllr Perry is planning to attend the APM next week.</p>													
15.05.151	<p>Approve Minutes of meeting held 21st April 2015 Proposed Cllr Russell , 2nd Cllr Macanndrais , all Councillors present at the April meeting agreed these to be a correct record of that meeting. Minutes signed by Chairman.</p>													
15.05.152	<p>Actions from previous minutes 15.04.091 Asset Register & Risk Assessment. Cllr Goodman asked Clerk for an update on the following points. 1) obtaining a quotation for wood treatment of the two notice boards. Clerk had contacted Mr Eales who had yet to provide a quotation. Clerk had not followed up. This remains outstanding. 2) Cllr Thomas had removed the bench in Weedon Lane to clean it and provide a coat of varnish. The bench was now securely in place. Cllr Goodman reported on an excellent job and thanked Cllr Thomas. 3) Neither of the three Councillors who are proposed signatories had presented their details to the Daventry Branch of HSBC.</p>	<p>Cllrs Goulden Mason Paybody</p>												
	<p>PLANNING</p>													
15.05.153	<p>None to report. A planning application had arrived today. A proposed date for the meeting was suggested as Tuesday 26th May at 7pm. Sufficient Councillors agreed they would be available for Clerk to organise the extraordinary meeting.</p>	<p>CLERK</p>												
	<p>FINANCE</p>													
15.05.154	<p>Bank Reconciliation as at 30 April 2015 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 2015</td> <td style="text-align: right;">25734.34</td> </tr> <tr> <td>Less unpresented cheques as at 1 April 2015</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Add receipts during the current year</td> <td style="text-align: right;">5712.89</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-1005.91</td> </tr> <tr> <td>Cash in hand c/f 30 April 2014</td> <td style="text-align: right;">30441.32</td> </tr> </tbody> </table>		£	Cash in hand as at 1 April 2015	25734.34	Less unpresented cheques as at 1 April 2015	0.00	Add receipts during the current year	5712.89	Less payments during the current year	-1005.91	Cash in hand c/f 30 April 2014	30441.32	
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Represented by Bank Account balances as at 30 April 2015	
HSBC Current *	8433.28
HSBC Savings *	7310.96
HSBC Deposit Bond	15,124.97
Total	30869.21
Less unrepresented cheques	-427.89
Revised total	30441.32

Cllrs had no questions. * Chairman initialled 2 bank statements to confirm the correct reporting of bank balances on these accounts.

15.05.155

Approve insurance provider for 2015/16

Clerk presented revised insurance details to Councillors. When comparing the sums insured against the asset register it appears three assets had not previously been included on the asset register, namely,

- 1) The picket fence and gate that marks the boundary between Jacks Patch and Gouldens View.
- 2) The picnic bench located in Jacks Patch
- 3) The wooden bench located in Jacks Patch

All Councillors agreed these items should be noted with no insurance value.

Allianz, underwriters of the policy have been replaced by Maven a Managing General Agent which is part of Aon UK Ltd.

An itemized asset register has not been requested (as per previous year). Clerk provided a report to categorise assets to ascertain values under summarised headings to show sufficient sums insured had been reported to Aon when compared to the renewal documents. Aon use population figures for calculating sums insured and premiums. The renewal premium had been calculated on a population of 999. Clerk asked for this to be recalculated on 400. The revised renewal premium is £305.58 inc IPT.

Proposal by Cllr Russell to renew insurance with Aon at £305.58, 2nd by Cllr Goulden. All in favour.

15.05.156

Approve payments from ear-marked and non-earmarked reserves and sign cheques.

Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority
100366	42.60	7.10	35.50	CVS	Payroll services
100367	192.00	32.00	160.00	Stephen Hartwell	Grass cutting contractor
100368	86.16	14.36	71.80	E.ON Energy Solutions	Lighting maintenance
100369	404.25	0.00	404.25	Angela Feltham	Clerks Salary (May salary, April overtime)
100370	192.00	32.00	160.00	Stephen Hartwell	Grass cutting contractor
100371	6.60	1.10	5.50	CVS	Payroll services
100372	142.00	0.00	142.00	Design To Print Ltd	Norton News & parish map
100373	585.00	0.00	585.00	Design To Print Ltd	WW1 Commemorative Booklet
100374	31.50	0.00	31.50	Angela Feltham	Website content
100375	305.58	0.00	305.58	Aon UK Ltd	Insurance premium for 2015/16
100376*	330.00	0.00	330.00	NVCA	Room hire Sept 14 – May 15
TOTAL	2317.69				

Invoices presented for approval. *Cheque no 100376 was not raised. Invoice was disputed. Clerk was asked to contact NVCA to provide an invoice for the period 16 Sept 14

	<p>– 3 March 15 at £30 per meeting because the invoiced rate of £33 per meeting had not previously been discussed or agreed. Cllr Goodman initialled the 10 approved invoices. Proposal to sign cheque numbers 100366-100375 inclusive Proposed by Cllr Russell, Seconded Cllr Paybody, All in favour. Cllr Goodman and Cllr Russell signed all cheques and initialled cheque stubs.</p>	
15.05.157	<p>Income received The following income for April was noted. First half precept - £5250 First quarter rental payment form tenants of The Pound - £462.50 Interest £0.39 received on deposit in savings account</p>	
15.05.158	<p>Update on internal and external audits for 2015/16 The internal audit was conducted on 22 April 2015. John Marshall’s report did not identify any items for action. The statutory notice had been displayed on the Parish Notice Board and the Annual Return completed and sent to BDO with accompanying reports to show bank reconciliation as at 31 March 2015 and a report showing the significant variances. BDO has been in contact to ask for more details on the amount in reserve. Clerk has responded and the report was circulated to Councillors during the meeting.</p>	
15.05.159	<p>Resolve to not complete the application to HSBC for Telephone Banking Service Clerk had consulted with the John Marshall regarding telephone banking as per last month’s meeting. John Marshall agreed that this service would not comply with Financial Regulations. Proposal by Cllr Goodman not to apply for this service, seconded by Cllr Goulden. All in favour.</p>	
15.05.160	<p>Consider response to EON’s letter regarding price increase The letter from EON notified of a price increase from 8.24p per kWh to 12.40p per kWh as from 1 May 2015. Correspondence from NCALC shows all parish councils who purchase their electricity supply from EON received the same letter. Clerk had asked for quotations from other energy providers with only two suppliers responding and neither offered a competitive rate. NCALC are in the process of gaining rates from three possible sources; an electricity supplier, an energy broker and a public sector buying organisation. Further information should be available on 2 June 2015. In the meantime NPC will continue to be billed by EON on their Deemed Contract Rates (as above) because a Fixed Term Contract rate would not be financially beneficial. Proposal to continue on the Deemed Contract Rates by Councillor Goodman, seconded by Councillor Goulden. All in favour.</p>	
15.05.161	<p>Approve additional hours worked by Clerk up to 19th May 2015 Clerk reported an additional 22.5 hours worked during the month between council meetings. This was due to an additional workload to attend a meeting with Internal Auditor, Tom James at DDC, the preparation for compliance to The Transparency Code, preparation and dispatch of the newsletter and corresponding and chasing EON regarding the ‘missing’ street light on Daventry Road. Councillor Russell proposed to accept and pay the additional hours worked by Clerk, seconded by Councillor Goulden. All in favour.</p>	
15.05.162	<p>Review contracted working hours by Clerk Clerk had written to Councillors to address the need to review the contracted working hours which includes concerns over adhering to precept and having sufficient hours available to incorporate the additional work. This was acknowledged by Councillors, however there is an unknown factor that Councillors would like to take into consideration when reviewing the hours. After the Annual Parish Meeting it should be clear if the residents of the parish would like to develop a Neighbourhood Plan. If they do, discussion</p>	

	<p>could take place with Clerk to ascertain her involvement in the secretarial aspect. Clerk asked Councillors to consider the aspect of National Insurance and the impact on additional costs if the working hours continue above contracted hours. The current rate for Employers' NI is 13.8%.</p> <p>Cllr Macanndrais proposed to postpone the review of working hours until the June meeting and continue to pay reasonable hours for overtime worked by Clerk, seconded Cllr Goodman. All in favour.</p>	
15.05.163	<p>Approve continuing with annual membership to CPRE from 23 May 2015 and approve payment of £36.00</p> <p>Proposal by Cllr Russell to continue with membership. Seconded by Cllr Goulden. All in favour.</p> <p>Cllr Macanndrais proposed the cheque for this payment is signed after the meeting and that future meetings could incorporate this practice. This was widely accepted. Cheque no. 100376 - £36 was drawn and signed by Cllr Russell and Cllr Goodman after the meeting. (Please note this cheque had not been drawn for NVCA as shown in minute 15.05.156).</p>	CLERK
	HIGHWAYS	
15.05.164	<p>Highways update by Cllr Macanndrais</p> <p>Cllr Macanndrais informed the meeting that the potholes reported last month had been repaired to a high standard (this is important) but the old section of the A5 on Whilton Locks side of the current A5 has not been addressed. It is used extensively as a diversion if the A5 is closed. Cllr Macanndrais would like to see this stretch of road considered for resurfacing.</p> <p>Cllr Macanndrais will continue to liaise with Kier/MWGSP on any new faults. He noted that the roads in general do not appear to be in as good a condition as they were this time last year.</p>	
15.05.165	<p>Consider action required to reinstate street light bracket and the consequent need for the fixings on the remaining bracket held street lights to be assessed.</p> <p>Following on from last month's report, Clerk had not been able to obtain a date from EON for a meeting in the village to discuss possible solutions to re-securing a street lamp to Key Cottage.</p> <p>Clerk had contacted Steve Matthews at Northamptonshire County Council for information. He offered that because NPC are the Parish Lighting Authority street lights, their installation and energy and maintenance fall with NPC. If a new light is fitted to Key Cottage the owner must be asked to sign a Wayleave which EON will know to do.</p> <p>Clerk had also asked about and investigated the possibility of installing solar powered street lighting. SM suggested NPC might like to look into LED lighting too. If NPC required any further assistance Balfour Beatty could be contacted under private works.</p> <p>Cllrs agreed that a review of street lighting is needed and should take into consideration the number of lights and their positions and the possibility of removing street lighting in the village due to light pollution and energy costs.</p> <p>In his experience in a similar situation in Northampton, Cllr Hills suggested that some lights may no longer be necessary.</p> <p>Cllr Russell to provide a map of the village marking the site of the existing street lights. Clerk asked by Cllr Russell to supply four dates to EON for the meeting with Cllr Russell, Cllr Goodman and Clerk being present at the meeting.</p> <p>Cllr Goodman proposed not to proceed with replacing the lamp but press for EON to return the original lamp as this was not faulty, failing which, NPC expect a replacement at no cost. Seconded by Cllr Russell. All in favour.</p>	Cllr Russell CLERK
	<p>Cllr Hills asked Chairman to be excused from the remainder of the meeting.</p> <p>21.05</p>	

<p>15.05.166</p>	<p>Update on the reporting of lack of grass cutting on the verge of the A5 at Whilton crossroads Due to the lack of visibility at this junction on 5th May Clerk contacted, by both telephone and email, A1+, the contractors for grass cutting along the A5. The reply on 13th May stated the request had been forward to their soft estates team for their information and for any further works to be carried out. Since then the work has not been attended to and the situation will be worsening due to the speed at which the vegetation grows during this time of year. Cllr Goodman suggested that Cllr Macanndrais might like to follow up this enquiry who agreed. Clerk to send contact details to Cllr Macanndrais.</p>	<p>Cllr Macanndrais CLERK</p>
	<p>OTHER BUSINES</p>	
<p>15.05.167</p>	<p>Approve report on Housing Needs Survey conducted by Daventry District Council DDC had reported a high response rate which they consider could be the result of sending paper copies to each household and the letter sent by the Parish Council to encourage residents to respond. DDC have asked for a copy of this letter so that may consider offering it to other parishes who undertake a Housing Needs Survey. Clerk contacted DDC when the Housing Needs Report arrived because it included figures for flats and apartments which are not known to be in Norton parish. DDC agreed to write a disclaimer that the flats are in the parish of Whilton however the statistics used to calculate the figures cannot be changed. NPC would have to contact the 2011 Census to enquire about making amendments to the figures reported under this Census. The HN report presented to the Councillors was the revised report which included the disclaimer. Councillors commented the disclaimer is insufficient in explanation and prominence for readers to be aware of the lack of this type of property in Norton. Clerk had checked the 2011 Census website for the exact figures used and downloaded the data. Cllr Goodman proposed the report is not adopted because it contains distorted figures and this throws doubt on its accuracy although in terms of Housing Needs for Norton there is still some useful information. Seconded by Cllr Goulden. All in favour.</p>	
<p>15.05.168</p>	<p>Update on response from Land Registry re letter send 28th March 2015 regarding unregistered parcels of land in Norton Clerk contacted Land Registry for an update on 12th May and was informed that the other party involved had requested an extension to the date for their reply. This extension had passed without a response. Land Registry would be contacting this party. NPC could expect an update.</p>	
<p>15.05.169</p>	<p>Update on complaint received from residents regarding advertising banners The large vinyl banners that were the subject of complaint to DDC's have now all been removed and DDC have closed their file.</p>	
<p>15.05.170</p>	<p>Update on meeting with Tom James regarding designated area for Norton Neighbourhood Planning Cllr Goodman, Cllr Russell, Cllr Macanndrais and Clerk attended a meeting on 18th May with Tom James at DDC offices to discuss the designated area for Norton's Neighbourhood Plan in preparation for a presentation at the Annual Parish Meeting on 26th May. The proposed area created a corridor which would divide the parish between the proposed Daventry NE SUE (Churchfields) and the A5. Residents to the north of the parish around the canalside and retail business would all have been excluded from any possible NP. NPC were asked to submit this new proposal by email as soon as possible so that it may be given consideration by DDC for a reply before the APM. Clerk had emailed the request on 19th May.</p>	

15.05.171	Identify the designated area for a Neighbourhood Plan The proposed area as defined by Norton Parish Council has been sent to DDC for their consideration. (see minute 15.05.170)									
15.05.172	Proposal to develop a Neighbourhood Plan subject to parishioner support Proposed by Cllr Russell, seconded by Cllr Goulden, all in favour.									
15.05.173	Update on progress to contact the Land Registry regarding The Pound Clerk has not been able to address this issue due to workload. Cllr Russell will start the process through the Land Registry website.	Cllr Russell								
15.05.174	Update on condition/maintenance of Jacks Patch Clerk reported receipt of the NVCA inspection report dated 10 th May 2015. Further to the meeting in April, (ref minute 15.04.135) Cllr Goodman had visited the site and asked Clerk to contact Stephen Hartwell regarding the price quoted for the 'wood chip under hedge' which was confirmed as being 'To supply and lay wood chip under hedge'. On this basis both Tim Kirby and Louise Hartwell were contacted to liase with one another for the works to go ahead at Jacks Patch as per quotation dated 5 th April totally £380 + VAT. The additional purchase of play bark quoted for by Dennetts was not approved because it has been established this is a quotation for landscape bark. Clerk had contact NVCA to explain and offer an alternative supplier. Clerk had not been contacted by NVCA. As these works need to be attended to prior to June when the RoSPA inspection report is undertaken, Cllr Russell offered to liase with NVCA and follow up on purchasing the bark from www.onlinebark.co.uk. at a possible cost of £125.00.	Cllr Russell								
15.05.175	Update on publishing the council only website Clerk reported that in the separate capacity of managing the website all the relevant documents required to comply with the Transparency Code had been uploaded to the site which is ready for publishing. Cllr Mason agreed to assist with the technicalities of gaining a code from Google for the site to be recognised by search engines. Clerk was asked to supply the website address to the Councillors once the site had been published. The site will require editorial content.									
15.05.176	Report on introducing the workings of the Transparency Code Clerk had created or amended existing reports to provide the information necessary to comply with the Transparency Code. These reports had been sent by email to all Councillors for comment. It was agreed that the report containing information on assets should include Jacks Patch. Clerk suggested the subject of applying for registration under the Data Protection Act should be considered. The member of public in attendance offered information which concluded NPC are not required to register.	CLERK								
15.05.177	Agree date of next meeting 16 th June 2015									
15.05.178	CORRESPONDENCE RECEIVED The following items of correspondence had been received									
	<table border="1"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Parish Special Constable Starter Pack</td> <td>None</td> </tr> <tr> <td>Aon insurance renewal documents</td> <td>See minute 15.05.155</td> </tr> <tr> <td>Clerks & Councils Direct newsletter</td> <td>None</td> </tr> </tbody> </table>	Detail	Action	Parish Special Constable Starter Pack	None	Aon insurance renewal documents	See minute 15.05.155	Clerks & Councils Direct newsletter	None	
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Aon insurance renewal documents	See minute 15.05.155									
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	FINAL CONCLUSION OF MEETING									
15.05.179	Raise matters for report only None									

15.05.180	Meeting closed 22.10	
Signed Cllr Mike Goodman Chairman	Date