

NORTON PARISH COUNCIL**Date:** Tuesday 16th June 2015**Time:** 19.30**Venue:** Norton Village Hall**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence.</p> <p>Council Attendance: Cllr M Goodman (Chairman) Cllr K Russell (Vice-Chairman) Cllr E Macandrias Cllr S Mason Cllr J Paybody Cllr C Thomas</p> <p>Invitees Cllr A Hills</p> <p>Public One</p>	
15.06.187	<p>Acceptance of Apologies Apology received and accepted from Cllr S Goulden.</p>	
15.06.188	<p>Declaration of Interest on the Agenda None</p>	
15.06.189	<p>Consideration of any requests for dispensation None to declare</p>	
15.06.190	<p>Open Section Councillor Alan Hills attended the meeting in capacity of both District Councillor and County Councillor. Cllr Hills reported his involvement in the Health & Well-Being Board and as part of the Care Act 2014 it states that 'children should receive a good start in life'. Children aged 16-24 who have been in care often find a lack of support in moving from, for example, Foster Care into independent living. Although this is not a big problem in Daventry District it has been identified that more assistance is required for these young people. Other organisations such as Housing Associations also need to be involved in finding solutions.</p> <p>Work is due to start on the Northampton International Academy by transforming the disused Royal Mail Sorting Office. It is anticipated some 2200 pupils between the ages of 2 and 19 will go through this school. The EMLC Academy Trust will be sponsoring the project. They currently run Castle Primary School. The project opening date for the NIA is Sept 2017.</p> <p>Users of Daventry Waste Recycling Unit continue to experience difficulties accessing the site due to traffic queues in the immediate vicinity. At present Highways Dept are unable to offer any solutions to the mounting traffic in the surrounding roads, especially on days where football supporters are also accessing the local football ground. The situation is being monitored and will be reviewed in six months.</p> <p>Cllr Goodman asked if flying tipping has become more of an issue since the change in operating times at DWRC and who would pay for clearing this waste? Cllr Hills reported a slight increase but this could be for many reasons including weather conditions. Daventry District Council and Borough would both have to meet the extra costs.</p>	

	<p>Cllr Hills was pleased to see a good attendance at the Annual Parish Meeting in Norton where residents were showing support for the development of a Neighbourhood Plan for the parish.</p> <p>The local leisure centre has published a newsletter with a timetable of events being schedule for over the summer months for children to attend activities whilst not attending school. This newsletter will be displayed in Norton Village Hall.</p> <p>Mr Nick King, Volunteer Network attended the meeting to promote the activities of Volunteer Network and to explain he will be exhibiting in Norton Village Hall on 20th November 2015 between 3pm and 7pm. It will be an informal drop in where experts will be on hand to offer advice and guidance on debts and benefits, health and well-being, energy providers and much more.</p> <p>Volunteer Network also have their own mini bus which is offered for hire.</p> <p>Cllr Russell to contact Mr King regarding the dates for the village Coffee Mornings for Mr King to attend.</p>	Cllr Russell
15.06.191	<p>Approve Minutes of meeting held 19th May 2015 Proposed Cllr Russell , 2nd Cllr Paybody , all Councillors present at this May meeting agreed these to be a correct record of that meeting. Minutes signed by Chairman.</p>	
15.06.192	<p>Approve Minutes of meeting held 26th May 2015 Proposed Cllr Russell , 2nd Cllr Macanndrais , all Councillors present at this May meeting agreed these to be a correct record of that meeting. Minutes signed by Chairman.</p>	
	<p>Chairman brought forward minute 15.06.194 Please see minute number below for details.</p>	
15.06.193	<p>Actions from previous minutes 15.05.162 – Review contracted working hours by Clerk From the attendance by residents at the May Annual Parish Meeting where Neighbourhood Planning was a focus, it was clear there is interest by residents in going ahead. This would involve the Clerk and hence require a review of the contracted working hours. Speaking with local clerks who are already involved in this process they anticipate their involvement being around 10 hours extra a month to their usual workload. Clerk reported regularly working in excess of 50 hours per month; an increase from the contracted 30 hours per month. It was noted to exceed 50 hours per month Clerk would have to finish with self-employment to focus on the Clerk role. Cllr Russell suggested a further 10 hours per month to include the duties involved with Neighbourhood Planning.</p> <p>This item to appear on the July agenda.</p> <p>15.05.175 Publishing the council only website Cllr Mason had completed this process and the site was now live however it did require a considerable amount of editorial and the uploading of additional statutory documents by Clerk. Cllr Mason indicated he would look at the editorial aspect of the site. Cllr Goodman would like to see access from the village website to the council owned website more noticeable and more readily available by having a link from the main 'Parish Council' tab through to the new website. Cllr Mason considered that was possible. Cllr Russell to contact Mr M Jenkins who manages the website to ask him to make this amendment. Clerk asked if Councillors would include Neighbourhood Planning on the new website or construct another site dedicated to this. Clerk asked to include this on the July agenda.</p>	<p>CLERK</p> <p>Cllr Mason</p> <p>CLERK</p>
15.06.194	<p>Co-option to fill casual vacancy</p>	

	<p>Cllr Goodman reported that two candidates, Carole Child and Nick Doby, had asked to be considered for co-option. Neither were present although one candidate had offered their apology. Both had attended previous meetings but were not well known to councillors. Since it is acceptable to co-opt a councillor in their absence, the Chairman asked for a proposer and seconder for each applicant. None were forthcoming for either application. Cllr Macandrais, supported by all other councillors, expressed the wish to have an opportunity to questions the candidates, particularly as little was known about either person. No co-option took place. If either candidates shows an interest in the future they will be considered for the vacancy.</p>																																					
	PLANNING																																					
15.06.195	<p>None to report. A planning application had arrived today. A proposed date for the meeting was suggested as Tuesday 30th June at 7pm. Sufficient Councillors agreed they would be available for Clerk to organise the extraordinary meeting. DDC had issued a Decision Notice on DA/2015/0259 – Norton Fields Farm. The application had been approved with a condition to ensure the extension would be occupied alongside the main dwelling and not utilised as a separate residential unit.</p>	CLERK																																				
	FINANCE																																					
15.06.196	<p>Bank Reconciliation as at 30 May 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 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;">5713.31</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-3029.60</td> </tr> <tr> <td>Cash in hand carried forward 30 May 2015</td> <td style="text-align: right;">28418.05</td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 May 2015</td> </tr> <tr> <td>HSBC Current *</td> <td style="text-align: right;">7264.06</td> </tr> <tr> <td>HSBC Savings *</td> <td style="text-align: right;">7311.38</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td style="text-align: right;">15,124.97</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">29700.41</td> </tr> <tr> <td>Less unpresented cheques</td> <td style="text-align: right;">-1282.36</td> </tr> <tr> <td>Revised total</td> <td style="text-align: right;">28418.05</td> </tr> </tbody> </table> <p>Cllrs had no questions. * Chairman initialled 2 bank statements to confirm the correct reporting of bank balances on these accounts.</p>		£	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	5713.31	Less payments during the current year	-3029.60	Cash in hand carried forward 30 May 2015	28418.05	Represented by Bank Account balances as at 30 May 2015		HSBC Current *	7264.06	HSBC Savings *	7311.38	HSBC Deposit Bond	15,124.97	Total	29700.41	Less unpresented cheques	-1282.36	Revised total	28418.05											
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15.06.197	<p>Approve payments from ear-marked and non-earmarked reserves. Cheques to be signed at the end of the meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Cheque No.</th> <th style="width: 12.5%;">Amount Total</th> <th style="width: 12.5%;">VAT</th> <th style="width: 12.5%;">Amount w/o VAT</th> <th style="width: 25%;">Payee</th> <th style="width: 25%;">Authority</th> </tr> </thead> <tbody> <tr> <td>100377</td> <td style="text-align: right;">6.60</td> <td style="text-align: right;">1.10</td> <td style="text-align: right;">5.50</td> <td>CVS</td> <td>Payroll services</td> </tr> <tr> <td>100378</td> <td style="text-align: right;">192.00</td> <td style="text-align: right;">32.00</td> <td style="text-align: right;">160.00</td> <td>Stephen Hartwell</td> <td>Grass cutting contractor</td> </tr> <tr> <td>100379</td> <td style="text-align: right;">551.25</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">551.25</td> <td>Angela Feltham</td> <td>Clerks salary (June salary, May overtime)</td> </tr> <tr> <td>100380</td> <td style="text-align: right;">14.34</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">14.34</td> <td>Angela Feltham</td> <td>Printer Cartridges</td> </tr> <tr> <td>100381</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">150.00</td> <td>N.V.C.A.</td> <td>Room Hire</td> </tr> </tbody> </table>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100377	6.60	1.10	5.50	CVS	Payroll services	100378	192.00	32.00	160.00	Stephen Hartwell	Grass cutting contractor	100379	551.25	0.00	551.25	Angela Feltham	Clerks salary (June salary, May overtime)	100380	14.34	0.00	14.34	Angela Feltham	Printer Cartridges	100381	150.00	0.00	150.00	N.V.C.A.	Room Hire	
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15.06.198	<p>Receive statement on ear-marked and non-earmarked reserves and re-allocate if appropriate Clerk reported as at 30 May 2015 earmarked reserves stand at £21935.60 with working capital of £6482.46. This item to be included on the July agenda for Council to re-allocate ear-marked reserves after establishing a revised budget requirement to meet Clerk’s salary once contracted hours are reviewed.</p>													
15.06.199	<p>Approve additional hours worked by Clerk up to 16th June 2015 Clerk reported working an additional 24.25 hours in the month leading up to this evening’s meeting. Cllr Russell proposed payment of 54.25 hours for the July payment. Seconded by Cllr Macanndrais. All in favour.</p>													
15.06.200	<p>Agree address for correspondence for reporting for The Pensions Regulator The Staging Date is 1 May 2017. The Pensions Regulator has requested they are advised by 30 June 2015 of a nominated contact point for future correspondence. Clerk suggested nominating the payroll service provider, CVS for continuity. Proposed by Cllr Goodman. Seconded Cllr Macanndrais. All in favour. (Please note since the meeting the Clerk’s details have been registered as the primary contact and CVS the secondary contact)</p>													
	<p>HIGHWAYS</p>													
15.06.201	<p>Highways update by Cllr Macanndrais Cllr Macanndrais informed the meeting that roads around the parish have taken a pounding in the past few weeks due to the A45 between Weedon and Daventry being closed daily between 10am-3pm. Drivers often take the roads through Norton as a diversion. In addition an accident along A5 closed the section around Whilton crossroads and Police were diverting HGV’s through Norton due to the low bridge at Whilton Locks. The road continuing from Weedon Lane travelling toward A5 takes alot of traffic in these circumstances. The road was not built for this and the edges are now breaking away. Cllr Thomas will report to Cllr Macanndrais on this as Cllr Thomas uses this section of road on a daily basis. Cllr Macanndrais is not aware of any issues regarding fly tipping although he had noticed a wooden sculpture along Lovers Lane which appears to be deterring offenders. Cllrs Thomas and Paybody had noticed a van collecting rubbish around the outlying roads this morning.</p>	<p>Cllr Thomas</p>												
15.06.202	<p>Consider options regarding the existing street lighting in the village Cllr Russell presented to the Councillors a map of the village which identified the location of each of the street lights. Cllr Russell had no success in gaining a response from Eon regarding attending a meeting or discussing the current situation regarding Lamp 10 and its removal by Eon. Cllr Russell intends to contact Eon’s dedicated Street Lighting Dept. During the course of investigating Street Lighting, Cllr Russell has become aware of a company in Milton Keynes that are reported as having replaced street lights in Grendon. Cllr Russell will make contact and ask this company to meet with Councillors to discuss</p>													

15.06.207	<p>Provide an update regarding any progress regarding an interested developer Earlier today when Clerk contacted the land agents they had no progress to report.</p>					
	<p>OTHER BUSINESS</p>					
15.06.208	<p>Update on progress to contact the Land Registry regarding The Pound and approve payment for application fees Cllr Russell had created a plan from trialled software (annual fee of £90 when 30 day trial expires) to present to Land Registry with the claim from Norton Parish Council to register title to the deeds of The Pound. Cllr Paybody explained the plan has to be in a recognised scale which there was doubt over. He would check after the meeting. The fee for this application is £30. Proposal to raise cheque from Cllr Paybody, seconded by Cllr Macandrais. All in favour. Cheque 100383 - £30 raised and signed after the meeting.</p>					
15.06.209	<p>Update on condition/maintenance of Jacks Patch Clerk reported receipt of the NVCA inspection report dated 13th June 2015. The report included an update on the current works approved by Norton Parish Council. These works may not all be completed before the annual RoSPA inspection during June (specific date unknown). There was no updated comment against the requirement for a representative of NVCA to inspect the shackle bolt on the swings. The last inspection was July 2014 and should be inspected annually. An inspection prior to RoSPA inspection was considered prudent. Clerk to contact NVCA to ask for an update on this.</p>	<p>CLERK</p>				
	<p>Agree date of next meeting 21st July 2015</p>					
15.06.211	<p>CORRESPONDENCE RECEIVED The following items of correspondence had been received</p> <table border="1" data-bbox="276 1149 1350 1234"> <thead> <tr> <th data-bbox="276 1149 1038 1193">Detail</th> <th data-bbox="1046 1149 1350 1193">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 1193 1038 1234">NCALC Update – newsletter</td> <td data-bbox="1046 1193 1350 1234">Circulated by email</td> </tr> </tbody> </table>	Detail	Action	NCALC Update – newsletter	Circulated by email	
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	<p>FINAL CONCLUSION OF MEETING</p>					
15.06.212	<p>Raise matters for report only Council only website – Councillors considered it appropriate not to display the architect plan of Jacks Patch within Gouldens View on the website because of showing the internal layout of the houses in Gouldens View. Bank Mandate – Due to Cllr Goulden experiencing difficulties with HSBC regarding the recently signed Bank Mandate, Clerk had been in contact with the Account Manager to find it had been found in ‘Pending’ and Councillors must refer to this when presenting themselves to Daventry Branch with their ID and address verification. Marquis of Bath Estate, Longleat – Cllr Russell had identified parcels of land in the village that had been maintained by NPC since the village sale in 1947. The land had been plotted on a map which Clerk had sent to the office at Longleat for their comments regarding ownership. Eon-Invoice for Maintenance had not been presented to this meeting for payment because it included a charge for maintenance on Lamp 10 which had been removed by EON on 1st April 2015. Clerk had contacted Eon for a revised invoice. Internal Controls Audit Cllr Macandrais had conducted an Internal Control Audit on 11th June 2015 and found all was in order. Community Enhancement Gang will be working on the path between Norton and Daventry from 8.30am on 24th June 2015. This is a continuation of their annual presence in the village. Code of Conduct for Members – The Chairman reported that in a telephone</p>					

	<p>conversation with Danny Moody, NCALC, he had expressed concerns over the confidentiality of parish council related emails. In particular where a councillor shares a computer terminal with another user, it is essential that access to all parish council emails, both incoming and outgoing, is password protected. Danny Moody felt it important to remind all councillors that any unauthorised access would be in contravention of the Code of Conduct by which members are bound.</p>	
<p>15.06.213</p>	<p>Meeting closed 21.50</p>	
<p>Signed</p>	<p>.....</p> <p>CLlr Mike Goodman Chairman</p> <p>Date</p>	