

NORTON PARISH COUNCIL

Date: Tuesday 15th September 2015

Time: 19.30

Venue: Norton Village Hall

Clerk: Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr K Russell (Vice-Chairman) Cllr S Goulden Cllr E Macandrias Cllr S Mason Cllr C Thomas Invitees Cllr A Hills (NCC), Cllr K Perry (DDC) Public None</p>	
15.09.255	<p>Acceptance of Apologies Apology received and accepted from Cllr Cllr M Goodman and Cllr J Paybody</p>	
15.09.256	<p>Declaration of Interest on the Agenda None to declare</p>	
15.09.257	<p>Consideration of any requests for dispensation None to declare</p>	
15.09.258	<p>Open Section Councillor Kevin Perry reported on new regulations that come into force at the end of September relating to private rented accommodation. Landlords will have a duty to install both carbon monoxide detectors as well as smoke detectors. Landlords who email the Fire Service may be eligible for free devices.</p> <p>Councillor Alan Hills attended the meeting in his capacity as County Councillor. Cllr Hills reported the Community Interest Company (CIC) formed by Northants County Council, Northamptonshire NHS Partnership Trust and University of Northampton will be one of five companies currently in the embryo stage.</p> <p>The new building in Angel Street is going ahead.</p> <p>The Health & Well-Being Board are more involved and working more with General Practitioners in Daventry.</p> <p>Nene Clinical Community Group, based in Wellingborough, is the new referral management centre for special services for children and young people in Northamptonshire. It became operational from 14 September 2015.</p> <p>Cllr Macandrais stated he was aware of individuals waiting 3-4 months for these services. Cllr Macandrais asked Cllr Hills if this would improve and if those requiring the service would have to travel to Wellingborough. Cllr Hills considered that not every case would have to travel to Wellingborough.</p> <p>The MIND centre in Daventry now occupies a new building. This service is considered a valuable addition. Cllr Russell asked if there are age restrictions on this service. Cllr Hills confirmed it is available to all age groups.</p>	

	Cllr Hills asked to be excused before the close of the meeting.																											
15.09.259	Approve Minutes of meeting held 21st July 2015 Proposed Cllr Macannndrais, 2 nd Cllr Mason, all Councillors present at this July meeting agreed these to be a correct record of that meeting. Minutes signed by Vice-Chairman.																											
15.09.260	Approve Minutes of meeting held 18th August 2015 Proposed Cllr Goulden, 2 nd Cllr Macannndrais, all Councillors present at this August meeting agreed these to be a correct record of that meeting. Minutes signed by Vice-Chairman.																											
15.09.261	Actions from previous minutes 15.07.232 – purchase of mobile telephone. Clerk had noticed Samsung would soon be releasing a smartphone model at around £25. 15.07.243 – Cllr Russell had received a response from the web manager of the village website who has confirmed the requested amendment to the site has been completed. Cllr Russell asked Clerk to check. 15.07.247 – Lara Inglott, KierWSP, has confirmed the owner of the Ash tree site in a field along Daventry Road has been contacted regarding possible die back. 15.07.247 - Salt Bin, The Broadway Cllr Thomas was asked if he had any equipment that would break up the contents of this bin as they had solidified and become unusable. Cllr Thomas agreed to take a look. 15.08.253 – the vote that took place was illegal. The item had not appeared on the agenda. This item is included on the agenda for tonight’s meeting ref 15.09.273	CLERK Cllr Thomas																										
	PLANNING																											
15.09.262	DA/2015/0520 Greystones, Daventry Road, Norton Daventry NN11 2ND Applicant withdrawn application.																											
	FINANCE																											
15.09.263	Bank Reconciliation as at 30 August 2015 Clerk/RFO presented the following reconciliation																											
<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 unrepresented 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;">6197.09</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-6747.21</td> </tr> <tr> <td>Cash in hand carried forward 30 August 2015</td> <td style="text-align: right;">25184.22</td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 August 2015</td> </tr> <tr> <td>HSBC Current *</td> <td style="text-align: right;">2776.59</td> </tr> <tr> <td>HSBC Savings *</td> <td style="text-align: right;">7312.66</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;">25214.22</td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">-30.00</td> </tr> <tr> <td>Revised total</td> <td style="text-align: right;">25184.22</td> </tr> </tbody> </table>			£	Cash in hand as at 1 April 2015	25734.34	Less unrepresented cheques as at 1 April 2015	0.00	Add receipts during the current year	6197.09	Less payments during the current year	-6747.21	Cash in hand carried forward 30 August 2015	25184.22	Represented by Bank Account balances as at 30 August 2015		HSBC Current *	2776.59	HSBC Savings *	7312.66	HSBC Deposit Bond	15,124.97	Total	25214.22	Less unrepresented cheques	-30.00	Revised total	25184.22	
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Cllrs had no questions. * Vice-Chairman initialled 2 bank statements to confirm the correct reporting of bank balances on these accounts.																												
15.09.264	Update on approval of Bank Mandate signatories with HSBC After the July meeting HSBC announced that all signatories, either new or existing, had to present verification details to Daventry branch. Cllr Goulden and Cllr Russell found that their details were not accepted after which all																											

	Councillors challenged the need to continue to bank with HSBC who confirmed existing signatories would be accepted for signing cheques.																																																																																					
15.09.265	<p>Resolve to appoint Unity Trust Bank plc as financial bankers for Norton Parish Council Proposed by Cllr Macandrais, 2nd Cllr Thomas. All in favour. Signatories to be Cllr Russell, Cllr Thomas, Cllr Mason, Cllr Goulden. Clerk to contact Cllr Goodman and Cllr Paybody and complete an application form before presenting to Councillors for specimen signatures.</p>	CLERK																																																																																				
15.09.266	<p>Approve payments from ear-marked and non-earmarked reserves. Cheques to be signed at the end of the meeting.</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>100394</td> <td>66.50*</td> <td>11.08</td> <td>55.42</td> <td>Roger Saunders reimbursement. DDC – removal of wasp nest</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100395</td> <td>635.25*</td> <td>0.00</td> <td>635.25</td> <td>Angela Feltham Clerks salary (August)</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100396</td> <td>6.60</td> <td>2.20</td> <td>11.00</td> <td>CVS – Aug payroll</td> <td></td> </tr> <tr> <td>100397</td> <td>67.00</td> <td>0.00</td> <td>67.00</td> <td>Design To Print Ltd September newsletter</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100398</td> <td>28.16</td> <td>4.69</td> <td>23.47</td> <td>E.ON Energy Solutions Ltd Repair of lamp 9</td> <td></td> </tr> <tr> <td>100399</td> <td>81.85</td> <td>13.64</td> <td>68.21</td> <td>E.ON Energy Solutions Ltd Lighting Maintenance for Q2</td> <td></td> </tr> <tr> <td>100400</td> <td>129.16</td> <td>6.15</td> <td>123.01</td> <td>EON UK plc Electricity supply Q2</td> <td></td> </tr> <tr> <td>100401</td> <td>Void</td> <td></td> <td></td> <td>Void</td> <td></td> </tr> <tr> <td>100402</td> <td>25.92</td> <td>0.00</td> <td>25.92</td> <td>Angela Feltham Postage</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100403</td> <td>630.00</td> <td>0.00</td> <td>630.00</td> <td>Angela Feltham Clerks salary</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100404</td> <td>456.00</td> <td>76.00</td> <td>380.00</td> <td>Stephen Hartwell 2 grass cuts, 1 weed spray</td> <td>Highways Act 1980</td> </tr> <tr> <td>100405</td> <td>20.00</td> <td>0.00</td> <td>20.00</td> <td>RBL Poppy Appeal</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>2146.44</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>* Cheques required ratification Chq 100405 raised as required to place the order before 7th October 2015. Proposal to approve invoices and sign cheque numbers 100396-100405 inclusive Proposed by Cllr Thomas, Seconded Cllr Macandrais, All in favour. Invoices presented for approval. Cllr Russell initialled invoices after the meeting. Cllr Thomas and Cllr Russell signed all cheques and initialled cheque stubs after the close of this meeting.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100394	66.50*	11.08	55.42	Roger Saunders reimbursement. DDC – removal of wasp nest	LGA 1972 s214	100395	635.25*	0.00	635.25	Angela Feltham Clerks salary (August)	LGA 1972 s214	100396	6.60	2.20	11.00	CVS – Aug payroll		100397	67.00	0.00	67.00	Design To Print Ltd September newsletter	LGA 1972 s214	100398	28.16	4.69	23.47	E.ON Energy Solutions Ltd Repair of lamp 9		100399	81.85	13.64	68.21	E.ON Energy Solutions Ltd Lighting Maintenance for Q2		100400	129.16	6.15	123.01	EON UK plc Electricity supply Q2		100401	Void			Void		100402	25.92	0.00	25.92	Angela Feltham Postage	LGA 1972 s214	100403	630.00	0.00	630.00	Angela Feltham Clerks salary	LGA 1972 s214	100404	456.00	76.00	380.00	Stephen Hartwell 2 grass cuts, 1 weed spray	Highways Act 1980	100405	20.00	0.00	20.00	RBL Poppy Appeal		TOTAL	2146.44					
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15.09.267	<p>Resolve to appoint Stephen Hartwell to clear the vegetation around BT phone box at a cost of £50. Proposed by Cllr Mason, 2nd Cllr Macandrais, All in favour. Clerk to order</p>	CLERK																																																																																				
15.09.268	<p>Review of rent for The Pound for the period commencing 1st October 2015 Proposed by Cllr Goulden to increase the annual rent to £1920 pa for a further period of 3 years. 2nd Cllr Macandrais. All in favour. Clerk to write to the tenant offering the above with all other terms remaining the same.</p>	CLERK																																																																																				

<p>15.09.269</p>	<p>Appoint Internal Control Councillor Cllr Thomas offered to fulfil this role for the September inspection with Cllr Russell returning to this role for the December inspection.</p>	<p>Cllr Thomas</p>
<p>15.09.270</p>	<p>Proposal to apply for grant funding to implement the Transparency Code Central Government are offering £3.4m to assist local councils implement The Transparency Code. This is being administered through NALC and NCALC. Grant funding can include both items and labour to assist local councils meet additional costs. Proposal by Cllr Macanndrais to apply for funding, 2nd by Cllr Goulden. All in favour. Clerk to apply</p>	<p>CLERK</p>
<p>HIGHWAYS</p>		
<p>15.09.271</p>	<p>Highways update by Cllr Macanndrais Cllr Macanndrais reported no incidents of fly-tipping and the repairs to potholes had been dealt with. Cllr Goulden reported she regularly contacted DDC to remove fly tipping along 'Lovers Lane'. Clerk reported having seen rubbish scattered along Dodford Lane around the entrance to the gateway for the wind turbine and the field where model aircraft are flown. Cllr Russell reported a parishioner had voiced concerns over the surface of the tarmac between Daventry Road to the sewerage plant along the Cunagrie. This could be as a result of heavy vehicles travelling to the sewerage plant. Cllr Macanndrais will investigate.</p>	<p>Cllr Macanndrais</p>
<p>Item 15.09.273 was brought forward for the benefit of Cllr Hills who then left the meeting at 20.30</p>		
<p>15.09.272</p>	<p>Receive update on progress to acquire quotations for replacement street lighting in Norton village Further to minute 15.07.238, Clerk presented a report on the responses from street light providers. Quotations were presented to Councillors from Eon, Aylesbury Main, Advanced LED, K&M Lighting and Western Power along with information relating to Wayleaves, Regulations and confirmation NPC are the lighting authority. Cllr Goulden asked if there is an urgency to decide upon action to be taken. Cllr Russell explained the concern over the safety of bracket held lights given the experience with B10 – Key Cottage, Daventry Road and the significance of this light in relation to Traffic Regulations. Cllr Gouldens proposed consulting with residents through the Neighbourhood Planning process and waiting until discussions could commence with the developer of Church Fields to incorporate the cost of street lighting into any financial benefits secured from the developer. Seconded by Cllr Macanndrais. All in favour. Cllr Macanndrias proposed a quotation is acquired from Balfour Beatty to replace B10 with a column light with a LED head to be positioned West of the entrance to Daventry Scaffolding, Daventry Road with the project being paid for from NPC reserves. Seconded by Cllr Goulden. All in favour.</p>	<p>CLERK</p>
<p>15.09.273</p>	<p>Proposal to commission a report from a Highway Consultant in relation to the planning application at The Old Dairy Clerk had followed up on the contact from Cllr Macanndrais. This Highway Consultant suggested there were inaccuracies in the transport statement and there are no comments on visibility splays. The cost of commissioning a report from this contact would be between £2000 and £2500. Cllr Paybody offered a contact which Clerk followed up to find this consultant found there was insufficient to offer in a report to support a refusal of the planning application.</p>	

	<p>Clerk also spoke with a Highways Consultant at Northants Highways who confirmed they had written to DDC regarding this application and there have been various issues raised.</p> <p>There were no proposals to commission a report from a Highway Consultant in respect of this planning application.</p> <p>Clerk reported having spoken with Senior Planning Officer at DDC regarding the progress on this application. If it should go before a Planning Committee it likely to go to the meeting scheduled for 14th October 2015.</p> <p>Cllr Perry suggested NPC write to all DDC Councillors on the Planning Committee as soon as it is known the application will be at the meeting. This letter could then be used for reference when speaking at the meeting.</p> <p>Cllr Russell asked for a Councillor to represent DDC at this meeting. Cllr Macandrais offered to attend if Cllr Goodman was unable to.</p>	<p>CLERK</p> <p>Cllr Macandrais Cllr Goodman</p>
	NEIGHBOURHOOD PLANNING	
15.09.274	<p>Update on letter to Daventry District Council regarding application for designated area</p> <p>The six week consultation period has expired. The 7 week determination period will close 20th October 2015.</p>	
15.09.275	<p>Update on the formation and meeting of Steering Group. Report presented by Councillors present at the meeting</p> <p>Cllr Goulden reported ten members attended the SG meeting on 7th September 2015. Two representatives from Kirkwells also attended. They have an existing relationship with DDC who have gone through the pre-tendering process to assist local councils. The SG decided they could work with Kirkwells who confirmed the Village Design Statement could be a source of information for the NP.</p> <p>The SG have planned to meet again on 24th September when each member will bring six 'things' to the meeting that they wish to see brought into the consultation.</p> <p>Clerk asked if the three Councillors who attend the SG had received an email explaining the exploration of a further Planning Consultant and attaching minutes for 7th Sept and an agenda for 24th Sept. Unfortunately the email had been sent without their details included. Clerk to circulate. Clerk reported a positive response from members of the SG regarding the search for a planning consultant.</p>	<p>CLERK</p>
	<p>Cllr Perry asked Chair to be excused from the remainder of the meeting. 20.35</p>	
	DAVENTRY NE SUE (Church Fields)	
15.09.276	<p>Provide an update regarding any progress regarding an interested developer</p> <p>Clerk spoke with Savills, the land agents who have confirmed the legal documents are being drawn for an interested developer. It is hoped their name could be announced in early September/late October when contact with them could begin with both Savills and the land owners involved. (The latter party is interested in the plans for the site.)</p>	
	JACKS PATCH	
15.09.277	<p>Update on quality and required depth of Play Bark</p> <p>Clerk had contacted the manufacturer, William Sinclair (J Arther Bower's) who had agreed to examine a sample of the play bark purchased from Dennetts in June 2015. Although this sample was sent 20th August it had not arrived. A sample of Chunky Chip Bark has been received by Clerk which is an alternative product to the one purchased from Dennetts.</p>	

	<p>William Sinclair have suggested that it is unlikely the product will not be to their standard although they have agreed to send another sample bag it NPC decided to pursue. WS have offered vouchers toward further purchases for any inconvenience. WS product conforms to EN1177 (as provided by RoSPA Inspector). Varying depths of the bark are required depending upon the possible fall height from equipment in the play area. It was not possible to determine the different depths of bark required across the site.</p> <p>Clerk reported contacting the RoSPA Inspector regarding the allegedly loose equipment that neither NVCA or Councillors can corroborate. RoSPA Inspector has replied suggesting cracked, dry earth around the immediate foundation can make it appear loose and would have displayed this when the inspection took place. Monthly inspection reports from NVCA do not record this to be the case.</p>	
15.09.278	<p>Resolve to purchase additional play bark Proposal to accept the vouchers from William Sinclair and spend up to £250 on additional play bark. Clerk to determine the best financial deal from either purchasing a William Sinclair product or ordering from an online site – Online Bark. Proposed by Cllr Russell, 2nd Cllr Thomas. All in favour</p>	CLERK
15.09.279	<p>Approve quotation from Stephen Hartwell for treatment to timbers as per RoSPA Inspection Report Proposal to spend up to £175 on treatment of the lower section of timber posts to tower and swings with Wickstead wood preservative and stain to be applied by Stephen Hartwell. Proposed by Cllr Macanndrais, 2nd Cllr Russell. All in favour</p>	CLERK
15.09.280	<p>Receive monthly inspection report from NVCA No additional information to report.</p>	
	OTHER BUSINESS	
15.09.281	<p>Adopt revised Code of Conduct for Members 2015 – July revision as per DDC’s policy Cllr Russell explained the three amendments. Proposal to accept the above code for members of Norton Parish Council. Proposed by Cllr Macanndrais, 2nd Cllr Thomas. All in favour</p>	CLERK
15.09.282	<p>Publication of the recent Housing Needs Survey Report for Norton and approval to include on council website DDC amended the recent report by removing the sale price of flats at Whilton Lodge from the calculation. Any further amendments as per NPC’s comments would not be possible due to the figures being taken from Central Government and Census data. Proposal to provide a download link on NPC’s website. Proposed by Cllr Russell, 2nd Cllr Goulden. All in favour</p>	CLERK
15.09.283	<p>Approval for Neighbourhood Watch to attach their signage to NPC lampposts Proposal to inform the NhW Co-ordinator of the replacement street light programme and to refrain from attaching any signage until after this is complete. Proposed by Cllr Russell, 2nd Cllr Goulden. All in favour.</p>	CLERK
15.09.284	<p>Decide upon response to House of Lords Select Committee on National Policy for the Built Environment NCALC had forwarded the proposal asking for a response to question 12 by 6th October 2015. Proposal to not act. All in favour.</p>	
15.09.285	<p>Approval to forward Housing Need Survey Report to NRHA Proposal to forward the HNSR dated March 2015 to NRHA by Cllr Russell, 2nd Cllr Goulden.</p>	

	All in favour	CLERK												
15.09.286	Update on the agreed changes to the current village website Cllr Mason had changed the design and content to the council website. He will also be producing photographs of the village and proposes to produce a group photograph of current members.													
15.09.287	Actions required for providing editorial content for council only website Clerk agreed to write editorial content and circulate to Councillors.	CLERK												
15.09.288	Agree date of next meeting 20 th October 2015													
15.09.289	<p>CORRESPONDENCE RECEIVED The following items of correspondence had been received</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Northamptonshire Highways letter dated 3rd September 2015</td> <td>Forward to Land Registry</td> </tr> <tr> <td>Report from NCALC re Electricity Procurement Report</td> <td>No action necessary</td> </tr> <tr> <td>Npower direct debit instruction</td> <td>Not applicable. Sent to NPC in error</td> </tr> <tr> <td>NCALC email invitation for their 68th Annual General Meeting on 17th October 2015</td> <td>No action</td> </tr> <tr> <td>Aon- dispute regarding items covered for policy year 2014-15</td> <td>See 15.09.290</td> </tr> </tbody> </table>	Detail	Action	Northamptonshire Highways letter dated 3 rd September 2015	Forward to Land Registry	Report from NCALC re Electricity Procurement Report	No action necessary	Npower direct debit instruction	Not applicable. Sent to NPC in error	NCALC email invitation for their 68 th Annual General Meeting on 17 th October 2015	No action	Aon- dispute regarding items covered for policy year 2014-15	See 15.09.290	
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	FINAL CONCLUSION OF MEETING													
15.09.290	Raise matters for report only Aon/Allianz This has now been resolved. Allianz recognise Street Furniture was on cover for this period. Allianz have asked NPC to check the sums insured are sufficient in this category to cover the street lights. Councillors agreed they were. No action necessary. Clerk to respond to Aon/Allianz. Clerk asked if NPC wish to pursue the claim for the bracket held street light No 10. All Councillors agreed this is not possible. Clerk to contact insurer.	CLERK												
15.09.291	Meeting closed 21.31													
Signed	<p>.....</p> <p>Cllr Kim Russell Vice-Chairman</p> <p style="text-align: right;">Date</p>													