

NORTON PARISH COUNCIL

Date: Tuesday 27th October 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 Macanntrias Cllr S Mason Cllr C Thomas Invitees Cllr A Hills (NCC) arrived after meeting commenced Cllr K Perry (DDC) Cllr J Amos (DDC) arrived after meeting commenced Public None</p>	
15.10.298	<p>Acceptance of Apologies Apology received and accepted from Cllr Cllr M Goodman and Cllr J Paybody</p>	
15.10.299	<p>Declaration of Interest on the Agenda Cllr Russell declared an interest in item 15.10.314</p>	
15.10.300	<p>Consideration of any requests for dispensation None to declare</p>	
15.10.301	<p>Open Section Councillor Kevin Perry informed the Council of a change to Dog Fouling Enforcement Rules. DDC will be notifying parish and town councils for circulation of the information.</p> <p>A change to the company structure for DDHA may result in them providing a further 150 Affordable Homes over 10 years in Daventry District. DDHA may also enter the private rented market.</p> <p>Councillor Johnnie Amos updated the meeting on the planning application for The Old Dairy. The next possible date the application will go before The Planning Committee at DDC is 25th November 2015.</p> <p>Councillor Alan Hills reported that the programme of works on the roads in on schedule with more works arranged.</p> <p>Department of Work and Pensions – individuals with queries regarding winter fuel payments are being directed to the website www.winterfuelpayment.gov.uk</p> <p>Universal Credit – individuals with queries regarding Universal Credit are being directed to the website www.gov.uk/universalcredit</p> <p>Norton Neighbourhood Plan. Cllr Hills read the document issued by DDC regarding the application by NPC for a designated area. This area had been approved by DDC.</p> <p>Scams. There are three scams currently prominent in the area.</p> <ol style="list-style-type: none"> 1) An email pretending to be from Lancashire Constabulary requesting payment for an invoice 	

	<p>2) An email suggesting your home may have been placed in an incorrect council tax bracket and in order to claim a refund an admin fee is required.</p> <p>3) Telephone pension scam. This is being targeted at individuals in the bracket 50-60 years of age. The caller is trying to encourage the individual to release their pension early. Anyone in this position should seek professional advice through an Independent Financial Advisor.</p> <p>Cllr Macanndrais asked Chair if the details surrounding these scams could be included in the next newsletter. Cllr Russell explained the NwH Co-ordinator has circulated them by email and there are space restrictions in the newsletter.</p> <p>Cllr Macanndrais asked to address Cllr Hills. Cllr Macanndrais had noted that where roads had been resurfaced the kerbstones had not been reset which effectively means the kerbstones are 'sinking' and should this be addressed? Cllr Hills agreed to enquire.</p>															
15.10.302	<p>Approve Minutes of meeting held 15th September 2015 Proposed Cllr Thomas, 2nd Cllr Macanndrais, all Councillors present at this September meeting agreed these to be a correct record of that meeting. Minutes signed by Vice-Chairman.</p>															
15.10.303	<p>Approve Minutes of meeting held 22nd September 2015 Proposed Cllr Mason, 2nd Cllr Thomas, all Councillors present at this September meeting agreed these to be a correct record of that meeting. Minutes signed by Vice-Chairman.</p>															
15.10.304	<p>Actions from previous minutes 15.07.232 A mobile phone had been purchased and the telephone number circulated to Councillors. It will also be shown on the website, emails and newsletter. 15.07.243 – Cllr Russell had checked that the new website is linked from the old website by clicking on the tab 'Parish Council'. 15.09.282 Cllr Russell had noted the incorrect edition of the Housing Needs Survey Report and the incorrect editions of Agenda and Minutes had been uploaded onto the website. Clerk will correct. 15.09.283 Clerk had not informed the NwH Co-ordinator of the proposed street light replacement programme and to refrain from displaying notices on lampposts until after completion of the works. Clerk to contact NwH Co-ordinator 15.09.287 Clerk to write editorial content for some website pages and circulate to Councillors.</p>	<p>CLERK CLERK CLERK</p>														
	<p>PLANNING</p>															
15.10.305	<p>No planning application or decisions to report.</p>															
	<p>Cllr Russell asked for Councillors agreement to address items 15.10.314-15.10.399 before items 15.10.306-15.10.313. Councillors agreed.</p>															
	<p>FINANCE</p>															
15.10.306	<p>Bank Reconciliation as at 30 September 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 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;">11447.52</td> </tr> <tr> <td>Less payments during the current year</td> <td style="text-align: right;">-8181.90</td> </tr> <tr> <td>Cash in hand carried forward 30 September 2015</td> <td style="text-align: right;">28989.96</td> </tr> <tr> <td colspan="2">Represented by Bank Account balances as at 30 September 2015</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	11447.52	Less payments during the current year	-8181.90	Cash in hand carried forward 30 September 2015	28989.96	Represented by Bank Account balances as at 30 September 2015		
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15.10.307	<p>Report on Internal Controls Audit for Quarter 2 Cllr Thomas conducted this audit and reported there were no issues.</p>																																																																																											
15.10.308	<p>Review of Quarter 2 Payments, Receipts and Summary Reports Clerk presented the above reports. Councillors had no questions.</p>																																																																																											
15.10.309	<p>Review of Reserve Statement as at 30 September 2015 Clerk presented the above report. Councillors had no questions.</p>																																																																																											
15.10.310	<p>Update on application to Unity Trust Bank plc as financial bankers for Norton Parish Council Clerk had partially completed the application in preparation for Councillors to complete their section and provide specimen signatures. Cllr Goodman will complete his section as soon as possible.</p>	<p>Cllr Goodman/ Clerk</p>																																																																																										
15.10.311	<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>100406</td> <td>25.50</td> <td>0.00</td> <td>25.50</td> <td>RBL – Poppy Appeal</td> <td>Wooden crosses</td> </tr> <tr> <td>100407</td> <td>150.00</td> <td>0.00</td> <td>150.00</td> <td>NVCA</td> <td>NPC room hire</td> </tr> <tr> <td>100408</td> <td>90.00</td> <td>0.00</td> <td>90.00</td> <td>NVCA</td> <td>NP Steering Group</td> </tr> <tr> <td>100409</td> <td>192.00</td> <td>32.00</td> <td>160.00</td> <td>Stephen Hartwell</td> <td>Grass Cut</td> </tr> <tr> <td>100409</td> <td>192.00</td> <td>32.00</td> <td>160.00</td> <td>Stephen Hartwell</td> <td>Grass Cut - final</td> </tr> <tr> <td>100409</td> <td>60.00</td> <td>10.00</td> <td>50.00</td> <td>Stephen Hartwell</td> <td>Remove vegetation around BT Phone box</td> </tr> <tr> <td>100410</td> <td>81.85</td> <td>13.64</td> <td>68.21</td> <td>E.ON Energy Solutions Ltd</td> <td>Lighting maintenance</td> </tr> <tr> <td>100411</td> <td>146.82</td> <td>6.99</td> <td>139.83</td> <td>EON UK plc</td> <td>Electricity supply</td> </tr> <tr> <td>100412</td> <td>13.20</td> <td>2.20</td> <td>11.00</td> <td>CVS Community Finance Services</td> <td>2 months payroll</td> </tr> <tr> <td>100413</td> <td>630.00</td> <td>0.00</td> <td>630.00</td> <td>Angela Feltham</td> <td>Clerks salary</td> </tr> <tr> <td>100414</td> <td>114.11</td> <td>0.00</td> <td>114.11</td> <td>Angela Feltham</td> <td>Clerks expenses</td> </tr> <tr> <td>100415</td> <td>*37.98</td> <td>5.83</td> <td>32.15</td> <td>Kim Russell</td> <td>NPC mobile phone</td> </tr> <tr> <td>100416</td> <td>70.00</td> <td>0.00</td> <td>70.00</td> <td>Land Registry</td> <td>Register title to The Pound</td> </tr> <tr> <td>TOTAL</td> <td>1803.46</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>* Cheque amended from £37.89 to £37.98 and initialled by two Councillors. Proposal to approve invoices and sign cheque numbers 100406-100416 inclusive Proposed by Cllr Russell, Seconded Cllr Macanndrais, 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	100406	25.50	0.00	25.50	RBL – Poppy Appeal	Wooden crosses	100407	150.00	0.00	150.00	NVCA	NPC room hire	100408	90.00	0.00	90.00	NVCA	NP Steering Group	100409	192.00	32.00	160.00	Stephen Hartwell	Grass Cut	100409	192.00	32.00	160.00	Stephen Hartwell	Grass Cut - final	100409	60.00	10.00	50.00	Stephen Hartwell	Remove vegetation around BT Phone box	100410	81.85	13.64	68.21	E.ON Energy Solutions Ltd	Lighting maintenance	100411	146.82	6.99	139.83	EON UK plc	Electricity supply	100412	13.20	2.20	11.00	CVS Community Finance Services	2 months payroll	100413	630.00	0.00	630.00	Angela Feltham	Clerks salary	100414	114.11	0.00	114.11	Angela Feltham	Clerks expenses	100415	*37.98	5.83	32.15	Kim Russell	NPC mobile phone	100416	70.00	0.00	70.00	Land Registry	Register title to The Pound	TOTAL	1803.46					
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15.10.312	<p>Report on Income Precept 2nd payment £5250 received 30 September 2015 Interest on bank accounts £0.43</p>																																																																																											

	National Garden Gift Vouchers received from William Sinclair - £20. In respect of complaint on Play Bark purchased from Dennetts Cash received from sale of WW1 Commemorative Booklets - £75	CLERK
15.10.313	Return of fees from Land Registry The application to apply for the registration of title to The Pound had been returned as there was insufficient evidence to reconstruct title. The fee of £30 had been returned by cheque made payable to 'A Feltham, Clerk/RFO'. Clerk had returned the cheque to Land Registry requesting a cheque made payable to 'Norton Parish Council'.	CLERK
15.10.314	Review and approval of village risk assessment and asset register Approval for works to be carried out:- (i) The installation of a 7.5tonne 'Access Only' sign at top of Cunagrie (ii) Removal of dead tree alongside stone wall (iii) Removal of branches of tree alongside stone wall near war memorial (iv) Trimming of branches on trees along Bakers Lane (v) Professional clean of war memorial in preparation for 2018 Commemorative event (vi) Wood treatment to Village Hall Notice Board (vii) Wood treatment of Parish Council Notice Board including legs (viii) Cleaning to all village entrance/exit signs (12 in total) (ix) Disconnect and removal of street light in Jacks Patch, Gouldens View (x) Disconnect and removal of cabling that supplied the bracket fixed street light no. 10, Key Cottage, Daventry Road. Proposed by Cllr Russell that Clerk should go ahead and organise items (i) – (viii) inclusive. Items (ix) and (x) appear under minute 15.10.322 All Councillors in favour. Cllr Russell and Clerk signed the register.	CLERK
15.10.315	Update on rent review for The Pound for the period commencing 1st October 2015 Clerk reported having not received confirmation from the tenant regarding this. Clerk to write.	CLERK
15.10.316	Update on renewal of the lease for a three year term for The Pound commencing 1st October 2015 Clerk reported having not received confirmation from the tenant regarding this. Clerk to write.	CLERK
15.10.317	Update on the application for grant funding to implement The Transparency Code Clerk reported this had not been completed. Clerk to include on next month's agenda.	CLERK
15.10.318	Consider inscribing the name of William Bullock to the War Memorial William Bullock was an RAF airman who lost his life on Borough Hill during WW2. Cllr Goodman had researched the cost of inscribing the war memorial in Norton. The cost would be £3 per letter plus £25 for the visit for a stonemason. Cllr Russell proposed the inscription with a maximum spend of £120.00. Seconded by Cllr Thomas. Cllr Goulden in Cllr Mason in favour. Cllr Macandrais abstained. Clerk asked for which authority this spend would be permitted. All agreed Section 137.	Cllr Goodman
15.10.319	Consider precept proposals for the 2016-17 financial year Clerk presented draft figures in preparation for the 2016-17 precept. The figures were discussed and amended where agreed. Cllr Russell asked all Councillors to review the figures for final approval at the November meeting. Cllr Goulden was asked to give due consideration for the expenditure on the Neighbourhood Area Plan.	Cllr Goulden
	HIGHWAYS	

15.10.320	<p>Highways update by Cllr Macandrais Cllr Macandrais reported having seen almost daily, checks being carried out by Northampton County Council trucks and Daventry District Council trucks for fly tipping in the parish. This is not an apparent issue. There are no repairs to potholes required. Cllr Macandrais regularly monitors the road to Long Buckby. The grass cutting at the Whilton Road crossroads on the A5 has been exceptionally good so as to maintain visibility when stationary at the junction.</p>	
15.10.321	<p>Proposal to accept Northamptonshire Highways Urban Highway Grass Mowing 2016 Proposed by Cllr Russell, 2nd Cllr Thomas. All in favour. Cllr Russell signed the required document for Clerk to forward to KierWSP. The invoice for the current year (2015-16) has been raised and emailed to KierWSP.</p>	CLERK
15.10.322	<p>Receive update on progress to acquire quotations for replacement street lighting in Norton village Eon Energy Solutions Ltd provided the following quotations for the necessary works.</p> <ol style="list-style-type: none"> 1) Supply and install a column street light in Daventry Road at a cost of £1230 + VAT Proposed by Cllr Russell, 2nd Cllr Thomas – all in favour. 2) Disconnect and remove cabling that supplied electricity to bracket light no 10 on Key Cottage, Daventry Road – no charge if work was done at the same time as the installation of the column lamp as noted above. Proposed by Cllr Russell, 2nd Cllr Thomas – all in favour. 3) Disconnect and remove column lamp at Jacks Patch, Gouldens View at a cost of £150 + VAT Proposed by Cllr Russell, 2nd Cllr Thomas – all in favour. <p>Clerk to write to all residents affected by the changes in Daventry Road and Gouldens View. Payment for these works to be administered as follows - £1000 from reserves held for street lighting and the remainder (£380) transferred from 'Recreational Ground'</p>	CLERK
NEIGHBOURHOOD PLANNING		
15.10.323	<p>Update on letter to Daventry District Council regarding application for designated area Clerk had received written confirmation from DDC showing approval of the application and for it to be known as 'Norton Neighbourhood Area'. For the avoidance of any doubt, this neighbourhood area would not be designated a business area.</p>	
15.10.324	<p>Councillors to discuss and approve Terms of Reference for Neighbourhood Plan Steering Group Cllr Russell presented the meeting with a draft set of Terms of Reference and asked Cllr Goulden to circulate to members of the Steering Group and report any amendments and feedback to NPC at the November meeting (17th Nov) where Councillors could vote on them. Cllr Russell also explained the members of the Steering Group are governed by the Code of Conduct that Councillors adhere to. The Steering Group is responsible to the parish council and it is they who are making the Neighbourhood Plan on behalf of the residents of the parish. All activities the Group undertakes must be approved by the Council. Funding for the NP will have to be applied for, however it can cover no more than a period of 6 months and cannot cover retrospective purchases. Therefore any expenses incurred before an application for funding is made will be met by the parish council. In order to keep these expenses to a minimum meetings do not have to be in the village hall.</p>	

	<p>Clerk should not attend meetings unless requested by the Steering Group or Parish Council.</p> <p>At the last Steering Group meeting a permanent Chairman and Secretary were appointed. These are Mrs Carole Child and Mr Nigel Allcott.</p> <p>The agendas must be published on the village notice board. The agendas and minutes must be uploaded onto the website.</p> <p>It was agreed to cover the cost of training courses for Steering Group members up to a total of £140.</p> <p>Clerk to include an item on the next agenda for the documents relating to the NP to be published on the council website with Cllr Mason responsible for uploading them.</p> <p>Cllr Goulden asked if the individuals behind the NP's for Weedon and Flore could be contacted to ask them to accept their offer of attending a Norton meeting. Clerk to send contact details to Mr Nigel Allcott, Secretary.</p>	CLERK
15.10.325	<p>Approve a payment of £238.50 + VAT, the cost of Lance Wiggins, Landmark Planning, presenting details to the Steering Group in Norton.</p> <p>Clerk explained the fee comprises £200 for attending the meeting, plus mileage (70 miles at .55p per mile).</p> <p>Proposal to accept by Cllr Russell, 2nd Cllr Goulden. All in favour.</p> <p>Payment to be made from reserves held for Neighbourhood Plan ref minute no. 14.10.356</p>	
15.10.326	<p>Acknowledge Agendas and Minutes for the meeting dates 7th September 2015 and 24th September 2015</p> <p>Future agendas and minutes do not need to appear on council agendas. They should be uploaded onto a website with agendas being displayed on the village notice board and circulated to Councillors upon receipt by Clerk.</p>	
	DAVENTRY NE SUE (Church Fields)	
15.10.327	<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 late October/early November 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	
15.10.328	<p>Update on monthly inspection report by NVCA</p> <p>Clerk had received the inspection report. There are no new matters to report.</p>	
15.10.329	<p>Receive update on authorised works to apply timber treatment and the supply of play bark</p> <p>Stephen Hartwell had provided a quotation to apply timber treatment at a cost of £150 + VAT. Application may involve closing the site but until the product is received from Wickstead further information is not available.</p> <p>It was decided to order play bark from Covey Nurseries for it to arrive before the timber treatment if possible.</p>	CLERK
	OTHER BUSINESS	
15.10.330	Proposal to adopt Complaints Procedure 2015.10 policy by Cllr Russell, 2 nd Cllr Goulden. All in favour	
15.10.331	Proposal to adopt Disability Discrimination 2015.10 policy by Cllr Russell, 2 nd Cllr Goulden. All in favour	
15.10.332	Proposal to adopt Equal Opportunities Policy 2015.10 by Cllr Russell, 2 nd Cllr Goulden. All in favour	
15.10.333	Proposal to adopt Expense Policy and Rate 15-16 Tax Year by Cllr Russell, 2 nd Cllr	

	Goulden. All in favour													
15.10.334	Proposal to adopt Freedom of Information 2015.10 policy by Cllr Russell, 2 nd Cllr Goulden. All in favour													
15.10.335	Proposal to adopt Grant Applications Policy V1 2015.10 by Cllr Russell, 2 nd Cllr Goulden. All in favour													
15.10.336	Proposal to adopt Health & Safety Risk Assessment 2015 V1 15.10 by Cllr Russell, 2 nd Cllr Goulden. All in favour													
15.10.337	Review of Standing Orders was undertaken by Cllr Russell who proposed no amendment to the version adopted 17 Feb 2015, 2 nd Cllr Goulden. All in favour													
15.10.338	Report on meeting with Neil Gulliver, NRHA and Affordable Housing in Norton had been circulated to Councillors who acknowledged receipt. Cllr Goulden to present to the Steering Group for Neighbourhood Area Plan.													
15.10.339	Update on application to register title of The Pound at the Land Registry After speaking with Land Registry, Clerk is in the process of preparing documents for adverse possession to submit to Land Registry. The fee is £70.00													
15.10.340	Agree date of next meeting 17 th November 2015													
15.10.341	CORRESPONDENCE RECEIVED													
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NRHA – annual report	No action necessary													
	FINAL CONCLUSION OF MEETING													
15.10.342	Raise matters for report only Cllr Russell reminded newly co-opted Councillors it is permissible for them to put forward items for the agenda.													
15.10.343	Close of Meeting 21.40													
Signed	<p>.....</p> <p>Cllr Mike Goodman Chairman</p>	<p>Date</p>												