

**NORTON PARISH COUNCIL**

**Date:** Tuesday 19<sup>th</sup> January 2016

**Time:** 19.30

**Venue:** Norton Village Hall

**Clerk:** Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p><b>Record Attendance, Apologies, Absence.</b>  <b>Council Attendance:</b>                      Cllr K Russell (Chairman)                      Cllr S Goulden                      Cllr C Thomas                      Cllr S Mason                      Cllr E Macanndrais  <b>Invitees</b>                      Cllr A Hills (NCC)                      Cllr J Amos  <b>Public</b>                      Ms C Child, Chairman, Steering Group, Norton Neighbourhood Area Plan</p>	
16.01.001	<p><b>Acceptance of Apologies</b> Cllr M Goodman, Cllr J Paybody</p>	
16.01.002	<p><b>Declaration and Nature of Interests in matters on the Agenda</b>                      None</p>	
16.01.003	<p><b>Consideration for any requests for dispensation</b>                      None</p>	
16.01.004	<p><b>Open Section</b> For a duration of 15 minutes with the permission of the chairman members of the public may speak for 3 minutes:</p> <ul style="list-style-type: none"> <li>• DDC Representative</li> <li>• NCC Representative</li> <li>• Members of the Public</li> </ul> <p>Cllr Amos explained the Planning Dept. DDC, has no date assigned for the planning application at The Old Dairy, Weedon Lane, Norton to go to the Planning Committee. Cllr Amos will let Clerk know if a date becomes available. Cllr Smith has also been asked to contact Clerk with this information.</p> <p>Cllr Macanndrais confirmed he would be available to represent NPC at the Planning Meeting if the application was at the meeting on 3<sup>rd</sup> February 2016.</p> <p>Cllr Amos offered his advance apology for being unable to attend either the February or March meeting of Norton Parish Council.</p> <p>Cllr Hills offered information on Care &amp; Repair, an organisation that assists with home improvements, adaptations and repairs for the elderly and vulnerable. C&amp;R offer reasonable rates for a wide range of services. A meeting is being held on 2<sup>nd</sup> February, 10am-1pm, at DDC offices.</p> <p>The current financial situation at NCC is 'dire'. Cllr Hills had received an increase in requests for funding from various community and volunteer groups because their budgets will be cut. Cllr Hills has shown his concern over the Community Interest Company. After three meetings there is no sign of progress. Cllr Hills has particular concerns regarding the revenue. The plan is to form four more companies in the 'CIC' category.</p> <p>Overspending has occurred in the Adult Care and Social Services sector. Children in this sector need assistance as they enter adulthood and those in the age group 25-31 remain</p>	

	<p>under the care of a social worker.</p> <p>There has been no decision taken about the closure of Evelyn Wright Care Home although the CC is looking to close 2 homes in the area. Daventry has already lost one care home.</p> <p>Cllr Hills reported all areas will be touched by the current financial situation.</p> <p>Cllr Macanndrais asked Cllr Hills if children remain in the care of the County Council until they reach 18. Cllr Hills replied this has changed to 21 although he was aware of 25 year olds being on file.</p> <p>There is a problem finding foster carers and appointing agencies are more expensive.</p> <p>NCC is encouraging extended family members to adopt or foster.</p>	
16.01.005	<p><b>Approve Minutes</b> of the meeting held on 17<sup>th</sup> November 2015 Proposed Cllr Thomas, 2<sup>nd</sup> Cllr Goulden, all Councillors agreed these to be a correct record of that meeting. Minutes signed by Cllr Russell, Vice-Chairman</p>	
16.01.006	<p><b>Approve Minutes</b> of the meeting held on 1<sup>st</sup> December 2015 Proposed Cllr Thomas, 2<sup>nd</sup> Cllr Russell, all Councillors present agreed these to be a correct record of that meeting. Minutes signed by Cllr Russell, Vice-Chairman</p>	
16.01.007	<p><b>Actions from Previous Minutes</b> (not covered on agenda and for report only) No actions to report</p>	
	<p><b>PLANNING</b></p>	
16.01.008	<p><b>DA/2015/1100</b> <b>Land at Monksmoor Farm, Welton Lane, Daventry</b> Reserved Matters application for Phase Three for the construction of 212 dwellings, associated access routes, landscaping, open space and drainage. Cllr Russell proposed 'No Response', 2<sup>nd</sup> Cllr Thomas. All in favour.</p>	
16.01.009	<p><b>DA/2015/0947</b> <b>Cedar View, The Broadway, Norton, NN11 2NG</b> Proposed two storey side extension and retrospective permission for balconies, associated doors and wrought iron balustrades to the balconies. Decision Notice – application granted.</p>	
16.01.010	<p><b>DA/2015/0782</b> <b>Greystones, Daventry Road, Norton, NN11 2<sup>ND</sup></b> Demolition of conservatory and construction of two storey extension. Demolition and rebuilding of existing garage, including roof space accommodation. Decision Notice – application granted.</p>	
16.01.011	<p><b>DA/2015/0686</b> <b>The Old Dairy, Weedon Lane, Norton</b> Change of use of agricultural buildings to B1 use with associated works including parking/turning areas and improved access on to Weedon Lane. Update on progress of planning application Cllr Macanndrais asked Clerk to inform him once a date had been confirmed for the application to be presented to the Planning Committee at DDC.</p>	<p><b>CLERK</b></p>
	<p><b>HIGHWAYS</b></p>	
16.01.012	<p><b>Highways update by Cllr Macanndrais</b> Cllr Russell reported to Cllr Macanndrais new potholes forming along Daventry Road just past Bakers Lane. The holes were becoming deep as the recent frost had lifted the gravel. Cllr Macanndrias to report through Street Doctor.</p>	<p><b>Cllr Macanndrias</b></p>

16.01.013	<p><b>Update on fly-tipping in the village and parish</b>                  Clerk had reported two incidents of fly-tipping. One in Weedon Lane involving hedge trimmings, a second in Weedon Lane outside of the village heading toward the A5. This involved two large parcels of concrete asbestos drainpipes and guttering.                  Cllr Macandrais was not aware of them and would look out for similar.</p>	
16.01.014	<p><b>Receive update on progress for the following works to Street Lighting</b>                  1) Supply and install a column street light in Daventry Road                  2) Disconnect and remove cabling that supplied electricity to bracket light no 10 on Key Cottage, Daventry Road                  3) Disconnect and remove column lamp at Jacks Patch, Gouldens View</p> <p>Clerk had been given a date of 15<sup>th</sup> January for the works to be completed.                  E.ON have installed a new column street light in Daventry Road which is not working. The other works have not been attended to.                  Clerk to contact E.ON</p>	CLERK
16.01.015	<p><b>Review of the maintenance agreement arrangement with MRHA and the private street light in Gouldens View</b>                  This will be discussed once the works have been completed.</p>	CLERK
16.01.016	<p><b>Report on contact with BT regarding the removal of the Payphone Kiosk</b>                  BT reported they have a legal obligation to retain the payphone kiosk in Norton because of the distance to the nearest one. They will maintain the kiosk and attend to any vegetation that interferes with the service. Any plant growth on the land surrounding the kiosk is the responsibility of the landowner.</p>	
<b>NORTON NEIGHBOURHOOD AREA PLAN</b>		
16.01.017	<p><b>Clarification of a number of issues relating to the Neighbourhood Plan</b>                  Clerk had requested clarification on the publication and circulation of the agenda and minutes. Clerk also considered the latest minutes to be inadequate for their purpose of supporting the decisions and actions to develop the Neighbourhood Plan and required more detail. The question also arose regarding members of the public attending meetings. Neither Ms Child, Chairman, NNPSG or Cllrs Russell agreed with Clerk on these matters.</p> <p>Cllr Macandrais proposed Clerk investigate and identify what is required. 2<sup>nd</sup> Cllr Russell. All in favour.</p> <p>Ms Child explained the current position regarding progress.                  The Steering Group have 8 members who have met three times. Representatives from both Kirkwells and Landmark Planning had attended separate meetings.                  Tom James, DDC along with another member of staff at DDC will attend the next meeting on 28<sup>th</sup> January 2016                  Members had also been researching and gathering information to include within the questionnaire.</p> <p>Clerk to investigate and report to Ms Child and Councillors as soon as possible on the following</p> <ol style="list-style-type: none"> <li>1) Agendas – are they to be made available to the public? if so what is the length of the notice period before the meeting</li> <li>2) Minutes – are they to be made available to the public? Explain their role in the development of the NP.</li> <li>3) Meetings – are they considered an open meeting where the general public can attend?</li> </ol>	CLERK
<b>DAVENTRY NE SUE (Church Fields)</b>		

16.01.018	<b>Provide an update regarding any progress regarding an interested developer</b> A developer is interested and is engaged in the process of signing legal documents for the site.					
	<b>JACKS PATCH</b>					
16.01.019	Update on monthly inspection report by NVCA No report available					
	<b>FINANCE</b>					
16.01.020	<b>Present Bank Reconciliation as at 30 December 2015</b>					
	Cash in hand as at 1 April 2015				25734.34	
	Less unrepresented cheques as at 1 April 2015				0.00	
	Add receipt during the current year				12857.72	
	Less payments during the current year				-12681.17	
	<b>Cash in hand carried forward 30 December 2015</b>				<b>25910.89</b>	
	Represented by bank account balances as below					
	HSBC Current Account				4164.36	
	HSBC Savings				7314.36	
	HSBC Deposit Bond				15124.97	
	Unity Trust Bank – Current account				0.00	
	Unity Trust Bank – Deposit account				0.00	
	National Garden Gift Vouchers – J Arthur Bowers				20.00	
	<b>Total</b>				<b>26623.69</b>	
	Less unrepresented cheques				-712.80	
	<b>Revised total</b>				<b>25910.89</b>	
	Bank statements initialed by Cllr Russell.					
16.01.021	Ratify payments from ear-marked & non-earmarked reserves. Cheques signed 15 <sup>th</sup> December 2015 by Cllr Goodman and Cllr Russell.					
	<b>Cheque No.</b>	<b>Amount Total</b>	<b>VAT</b>	<b>Amount w/o VAT</b>	<b>Payee</b>	<b>Description</b>
	100422	286.20	47.70	238.50	Landmark Planning Ltd	Attendance at Neighbourhood Planning meeting
	100423	420.00	70.00	350.00	Adrian Dollar	Tree work carried out in Bakers Lane & Dav. Rd.
	100424	6.60	1.10	5.50	CVS	Payroll – inv 305
	100425	630.00	0.00	630.00	Angela Feltham	Clerk Salary
	100426	50.98	8.49	42.49	Angela Feltham	Epson Printer & ink
	100427	30.95	0.00	30.95	Angela Feltham	Postage & mobile top-up
	<b>TOTAL</b>	<b>1424.73</b>				
	Proposed by Cllr Thomas, seconded Cllr Macanndrais. All in favour. Invoices presented for approval. Cllr Russell initialed invoices after the meeting.					
16.01.022	Approve payments from ear-marked & non-earmarked reserves. Cheques to be signed at the end of the meeting.					
	<b>Cheque No.</b>	<b>Amount Total</b>	<b>VAT</b>	<b>Amount w/o VAT</b>	<b>Payee</b>	<b>Description</b>
	100428	81.85	13.64	68.21	E.ON Energy Solutions Ltd	Lighting Maintenance
	100429	67.00	0.00	67.00	Design To Print Ltd	Norton News – Dec edition
	100430	13.20	2.20	11.00	CVS	Payroll – 2 months
	100431	146.82	6.99	139.83	E.ON UK plc	Lighting Electricity

	100432	420.00	0.00	420.00	Angela Feltham	Clerks Salary												
	100433	30.00	0.00	30.00	Angela Feltham	Expenses												
	<b>TOTAL</b>	<b>758.87</b>																
	<p>Proposed by Cllr Mason, seconded Cllr Goulden. 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>																	
16.01.023	<p><b>Income reported</b>                  HMRC VAT Refund - £637.57                  The Pound – insurance reimbursement £27.86                  NALC – Transparency Code grant - £138.50                  Interest on deposit account 0.43</p>																	
16.01.024	<p><b>Report on Q3 Finances and reserve statement</b>                  Clerk reported on the finances for quarter 3 – period ending 31<sup>st</sup> December 2015.                  Payments for the quarter total £4489.27 with overspends in the following categories</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Overspend Year To Date</th> </tr> </thead> <tbody> <tr> <td>Expenses/General Admin</td> <td>£219.99</td> </tr> <tr> <td>Repairs to NPC Property</td> <td>£40.00</td> </tr> <tr> <td>Highways</td> <td>£250.00</td> </tr> <tr> <td>Maintenance to Grass Verges</td> <td>£10.00</td> </tr> <tr> <td>Jacks Patch Maintenance</td> <td>£246.42</td> </tr> </tbody> </table> <p>In all other categories the budget figures have not been exceeded.                  Receipts for the quarter total £1410.20                  Reserves stand at £15946.68</p>						Category	Overspend Year To Date	Expenses/General Admin	£219.99	Repairs to NPC Property	£40.00	Highways	£250.00	Maintenance to Grass Verges	£10.00	Jacks Patch Maintenance	£246.42
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16.01.025	<p><b>Update on application to Unity Trust Bank plc as financial bankers for Norton Parish Council</b>                  Clerk has received confirmation the two accounts are open with receipt of both paying-in books and a cheque book.</p>																	
16.01.026	<p><b>Proposal to deposit an amount to be agreed from HSBC deposit account to Unity Trust current account by way of a cheque</b>                  Cllr Russell proposed drawing two cheques on HSBC for £2500 each to be deposited in the Tailored Account (current account) and Tailored Deposit Account (savings account) with Unity Trust Bank.                  Seconded by Cllr Macandrais. All in favour.</p>						<b>CLERK</b>											
16.01.027	<p><b>Update on renewal of the lease for a three year term for The Pound commencing 1<sup>st</sup> October 2015</b>                  Clerk reported receiving the duly signed lease.</p>																	
16.01.028	<p><b>Consider contents of draft Financial Regulations from NALC and incorporating items into NPC’s document.</b>                  Cllr Russell proposed adopting clauses 1 to 14 inclusive in the draft document with point 15 to be discussed at the next meeting.                  Seconded by Cllr Thomas. All in favour.</p>						<b>CLERK</b>											
16.01.029	<p><b>To confirm Norton Parish Council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit.</b>                  Proposed by Cllr Russell, seconded Cllr Thomas. All in favour.</p>																	
16.01.030	<p><b>Review Clerk’s contracted hours and hourly rate from 1 March 2016</b>                  Cllr Russell proposed from 1<sup>st</sup> March 2016 moving the contracted hours to 30 hours per calendar month at a rate of £13.50 per hour. In extenuating circumstances the hours could be reviewed by council depending upon workload.                  Seconded by Cllr Goulden. All in favour.</p>																	

	<b>20.50 hrs Cllr Hills left the meeting.</b>											
	<b>OTHER BUSINESS</b>											
16.01.031	<p><b>Discuss content of parish council website</b>                  The current website was created to conform to The Transparency Code and was not intended to display information relating to village group activities. Clerk reported uploading parish council documents and information sent for display from Daventry District Council or Northamptonshire County Council.                  It was agreed the website would include information on Norton Neighbourhood Plan if it goes ahead with Ms Child providing information to Cllr Mason to upload along with agendas and minutes.</p>	<b>Cllr Mason</b>										
16.01.032	<p><b>Response to Consultation – Space, Sport &amp; Recreation Review for West Northamptonshire</b>                  Cllr Thomas proposed not to respond. Seconded by Cllr Macanndrais. All in favour.</p>											
16.01.033	<p><b>Response to Consultation – Minerals and Waste Local Plan Update - Draft Plan for Consultation</b>                  Cllr Thomas proposed not to respond. Seconded by Cllr Macanndrais. All in favour.</p>											
16.01.034	<p><b>Response to Consultation – Northamptonshire Joint Health and Wellbeing Board Strategy 2016-2020 (Draft) - Supporting Northamptonshire to Flourish Consultation</b>                  Cllr Thomas proposed not to respond. Seconded by Cllr Macanndrais. All in favour.</p>											
16.01.035	<p><b>Response to Consultation - Draft Housing Supplementary Planning Document Consultation</b>                  Cllr Russell proposed not to respond. Seconded by Cllr Macanndrais. Cllr Russell requested the email containing the links to the consultation be forwarded to Ms Child for reference by the Neighbourhood Plan Steering Group.</p>	<b>CLERK</b>										
16.01.036	<p><b>Agree date of next meeting</b>                  Next meeting 2<sup>nd</sup> February 2016 – an extraordinary meeting to respond to a planning application.                  Next ordinary meeting 16<sup>th</sup> February 2016</p>											
16.01.037	<b>CORRESPONDENCE RECEIVED</b>											
	<table border="1"> <thead> <tr> <th><b>Detail</b></th> <th><b>Action</b></th> </tr> </thead> <tbody> <tr> <td>NCALC – Update newsletter</td> <td></td> </tr> <tr> <td>Unity Trust – letter to notify account open</td> <td></td> </tr> <tr> <td>Unity Trust – receipt of paying in book &amp; cheque book for both accounts</td> <td></td> </tr> <tr> <td>Letter from Police &amp; Crime Commissioner enclosing Delivery Report (12 copies)</td> <td>Displayed in village hall</td> </tr> </tbody> </table>	<b>Detail</b>	<b>Action</b>	NCALC – Update newsletter		Unity Trust – letter to notify account open		Unity Trust – receipt of paying in book & cheque book for both accounts		Letter from Police & Crime Commissioner enclosing Delivery Report (12 copies)	Displayed in village hall	
<b>Detail</b>	<b>Action</b>											
NCALC – Update newsletter												
Unity Trust – letter to notify account open												
Unity Trust – receipt of paying in book & cheque book for both accounts												
Letter from Police & Crime Commissioner enclosing Delivery Report (12 copies)	Displayed in village hall											
	<b>FINAL CONCLUSION OF MEETING</b>											
16.01.038	<p><b>Raise matters for report only</b></p> <ol style="list-style-type: none"> <li>DDC had notified NPC of a meeting being held to provide procedures on the May Elections. No Councillor requested attendance</li> <li>A complaint received from a resident who had slipped on a footpath outside a home in Daventry Road. The cause appeared to be due to the resident allowing 'lino' that had been laid on the driveway to spill over the boundary onto the footpath. The lino had been hidden from view due to a recent snowfall. Cllr Thomas and Cllr Goulden proposed sending a letter to the resident requesting the removal of the covering.</li> </ol>	<b>CLERK</b>  <b>CLERK</b>										

	<p>3) Payment due from NCC under the Section 136 Agreement for grass mowing has yet to be received. Clerk had chased Kier to find the usual contact was no longer working for the company. An email to the new contact had not prompted a response. Clerk to follow up.</p> <p>4) Clerk tendered her resignation earlier today and offered to remain in employment until 31<sup>st</sup> May 2016 which was accepted. Cllrs agreed to recruit a replacement by placing a vacancy notice with NCALC.</p>	<p><b>CLERK</b></p> <p><b>CLERK</b></p>
<p>16.01.039</p>	<p>Close of Meeting <b>21.05</b></p>	
<p>Signed</p>	<p>.....</p> <p><b>Cllr Mike Goodman</b> <b>Chairman</b></p> <p><b>Date</b> .....</p>	