

**NORTON PARISH COUNCIL**

**Date:** Tuesday 16<sup>th</sup> February 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 M Goodman (Chairman)                      Cllr K Russell                      Cllr S Mason                      Cllr E Macanndrais  <b>Invitees</b>                      Cllr A Hills (NCC)  <b>Public</b>                      Ms C Child, Chairman, Steering Group, Norton Neighbourhood Area Plan</p>	
16.02.046	<p><b>Acceptance of Apologies</b>                      Cllr J Paybody, Cllr S Goulden, Cllr C Thomas (absent without sending an apology)                      Cllr J Amos (DDC)</p>	
16.02.047	<p><b>Declaration and Nature of Interests in matters on the Agenda</b>                      None</p>	
16.02.048	<p><b>Consideration for any requests for dispensation</b>                      None</p>	
16.02.049	<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 Hills reported <b>Northants County Council</b> will hold their budget meeting on 29<sup>th</sup> February 2016 when there will be more information available.</p> <p>The <b>Northants Well-Being CIC</b> has been formally launched. Its name is First Well-Being. The Chief Executive is Jane Doyle.</p> <p><b>Western Power</b> will be conducting works along Timken Way from 7<sup>th</sup> March to 18<sup>th</sup> April when three way traffic control will be in place.</p> <p>Evelyn Wright Home will remain open for the foreseeable future.</p> <p><b>Two scams</b> have been reported.</p> <ol style="list-style-type: none"> <li>1) Callers purporting to be from DDC explain the property had been included in the incorrect council tax band and the resident is due a refund once they pay an administration fee.</li> <li>2) Cars are being stopped in the road, the driver is being pulled out of the car and the stranger drives away in the car. Although no such incidents have been reported in the local district it has happened in Northamptonshire.</li> </ol>	

16.02.050	<b>Approve Minutes</b> of the meeting held on 19 <sup>th</sup> January 2016 Proposed Cllr Russell, 2 <sup>nd</sup> Cllr Macanndrais, all Councillors agreed these to be a correct record of that meeting. Minutes signed by Cllr Goodman, Chairman	
16.02.051	<b>Approve Minutes</b> of the meeting held on 1 <sup>st</sup> February 2016 Proposed Cllr Russell, 2 <sup>nd</sup> Cllr Mason, all Councillors agreed these to be a correct record of that meeting. Minutes signed by Cllr Goodman, Chairman	
16.02.052	<b>Actions from Previous Minutes</b> (not covered on agenda and for report only) Cllr Macanndrais reported on the low number of fly-tipping incidents in the area. Lovers Lane tends to be the area used most frequently. DDC are quick to remove the waste. Cllr Russell reported having noticed rubble and asbestos sheets in a 'pull in' along the Cunagrie. Cllr Macanndrais will visit the site and report to DDC if applicable.	
16.02.053	<b>Co-option to fill casual vacancy</b> Cllr Goodman announced Carole Child has requested co-option. Cllr Macanndrais asked Carole to provide a background on her career. Carole's career started in nursing. She has three degrees which are in Occupational Health, Ergonomics and Health & Safety. After a career working for Coca-Cola in 2007 poor health led to the end of her employment and she devoted time to studying and producing glass. Carole is Treasurer of the Buddhist Monastery at Lower Fulbrook, Chairman of the Norton Neighbourhood Plan Steering Group and has volunteered with Long Buckby Angels. Cllr Russell proposed co-option of Carole Child, seconded by Cllr Goodman. All in favour. Clerk asked Carole to complete the Acceptance of Office form and to supply contact details after the meeting. Clerk to email the remaining forms for completion. Cllr Goodman explained to Carole Child she may join the council members at the table, take part in the meeting. Voting will commence from the next meeting.	<b>CLERK</b>
	<b>PLANNING</b>	
16.02.054	<b>DA/2015/0686</b> <b>The Old Dairy, Weedon Lane, Norton</b> <b>Change of use of agricultural buildings to B1 use with associated works including parking/turning areas and improved access on to Weedon Lane.</b> <b>Update on progress of planning application</b> Northants Highways has not been provided will all the necessary information for the application to be presented before a Planning Committee meeting at DDC on 24 <sup>th</sup> February, however the case officer had decided to include the application who recommends the application is approved. Cllr Macanndrais agreed to speak at the meeting on 24 <sup>th</sup> February. Clerk to contact DDC to register this speaker. Cllr Goodman and Cllr Macanndrais will meet to prepare content of speech. Cllr Goodman to contact Mr N Heywood, resident in Weedon Lane, who has opposed the application and is likely to speak on behalf of the residents in Weedon Lane. Mr Heywood will need to register with DDC to speak at the meeting.	<b>Cllr Macanndrais/ Cllr Goodman CLERK</b>
16.02.055	<b>DA/2015/1080</b> <b>Metekote UK Ltd, 2 Hackwood Road, Daventry, Northamptonshire, NN11 4ES</b> <b>Installation of acid storage tank</b> Cllr Goodman proposed NPC inform Planning Dept., DDC, if application is approved it	

	<p>should include all appropriate precautions to ensure safety especially in aspects relating to fumes, transportation and water courses. Seconded by Cllr Russell, All in favour.</p>	<b>CLERK</b>
	<b>HIGHWAYS</b>	
16.02.056	<p><b>Highways update by Cllr Macanndrais</b> Since the recent frosts the existing potholes are deteriorating and new ones have become apparent. It has been noted that during the past 2 weeks surveying of the land along the Long Buckby to Daventry Road has started. The landscape and fields to the North of Daventry is also being surveyed. It is understood this may be in preparation for the developers who are interested in the Daventry NE SUE</p>	
16.02.057	<p><b>Receive update on progress for the following works to Street Lighting</b>  <b>1) Supply and install a column street light in Daventry Road</b>  <b>2) Disconnect and remove cabling that supplied electricity to bracket light no 10 on Key Cottage, Daventry Road</b>  <b>3) Disconnect and remove column lamp at Jacks Patch, Gouldens View</b>  Clerk reported the only works completed to date is the installation of the column street light in Daventry Road which Eon asked if they could position closer to the electronic speed sign.  Cllr Mason reported the light omitted from the LED head was not as bright as the SOX lamphead.</p>	
16.02.058	<p><b>Review of the maintenance agreement arrangement with MRHA and the private street light in Gouldens View.</b>  Cllr Russell proposed revising the agreement with MRHA to remove the privately owned street light in Gouldens View from the maintenance agreement with Eon.  Seconded by Cllr Goodman, All in favour.</p>	
16.02.059	<p><b>Appoint Stephen Hartwell as grass mowing contractor for 2016-17.</b>  This point was discussed after minute 16.02.068.  The price offered by Stephen Hartwell remained unchanged from 2015-16 at £165 per cut.  Cllr Russell proposed appointing Stephen Hartwell for the current season. Seconded by Cllr Goodman. All in favour.</p>	<b>CLERK</b>
16.02.060	<p><b>Resolve to install dog-fouling signs on Village Green</b>  Many instances of dog-fouling either on the grass of the village green or the immediate areas had been noted by both Cllr Child and Cllr Russell.  Cllr Hills reminded the meeting of the new fines associated with this and suggested NPC write to Environmental Dept at DDC asking for the Dog Warden to patrol the area and for signs to display.  The use of spray cans was also considered but not well received.  The item must also be included in the Norton News.  Cllr Goodman proposed to contact DDC for signage and to ask for the presence of the Dog Warden in the village. Seconded by Cllr Russell. All in favour.</p>	<b>CLERK</b>
	<b>NORTON NEIGHBOURHOOD AREA PLAN</b>	
16.02.061	<b>Clarification of purpose of agenda &amp; minutes in respect of supporting the</b>	

	<b>creation of a Neighbourhood Plan</b> Further to the request for Clerk to provide the above, Clerk had circulated the information to Councillors and members of the Steering Group. Please see attached report. (Appendix 1)																															
	<b>DAVENTRY NE SUE (Church Fields)</b>																															
16.02.062	<b>Provide an update regarding any progress regarding an interested developer</b> Cllr Goodman proposed NPC writes to Savills and DDC with a request for an update on the progress of an interested developer and requesting NPC is involved in discussions regarding the plans for the site at the earliest possibility. Seconded by Cllr Russell. All in favour.	<b>CLERK</b>																														
	<b>JACKS PATCH</b>																															
16.02.063	<b>Update on monthly inspection report by NVCA</b> The last report received from NVCA is dated 11 <sup>th</sup> November 2015. Clerk to request new reports.	<b>CLERK</b>																														
	<b>FINANCE</b>																															
16.02.064	<b>Present Bank Reconciliation as at 30 January 2016</b>																															
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16.02.065	<p><b>Approve payments from ear-marked &amp; non-earmarked reserves. Cheques to be signed at the end of the meeting.</b></p> <table border="1" data-bbox="279 309 1337 705"> <thead> <tr> <th data-bbox="279 309 403 405">Cheque No.</th> <th data-bbox="403 309 547 405">Amount Total</th> <th data-bbox="547 309 655 405">VAT</th> <th data-bbox="655 309 788 405">Amount w/o VAT</th> <th data-bbox="788 309 1067 405">Payee</th> <th data-bbox="1067 309 1337 405">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 405 403 465">100434</td> <td data-bbox="403 405 547 465">2500.00</td> <td data-bbox="547 405 655 465">0.00</td> <td data-bbox="655 405 788 465">2500.00</td> <td data-bbox="788 405 1067 465">Transfer of funds to</td> <td data-bbox="1067 405 1337 465">Unity Trust Bank – current account</td> </tr> <tr> <td data-bbox="279 465 403 526">100435</td> <td data-bbox="403 465 547 526">2500.00</td> <td data-bbox="547 465 655 526">0.00</td> <td data-bbox="655 465 788 526">2500.00</td> <td data-bbox="788 465 1067 526">Transfer of funds to</td> <td data-bbox="1067 465 1337 526">Unity Trust Bank – deposit account</td> </tr> <tr> <td data-bbox="279 526 403 586">100436</td> <td data-bbox="403 526 547 586">99.00</td> <td data-bbox="547 526 655 586">0.00</td> <td data-bbox="655 526 788 586">99.00</td> <td data-bbox="788 526 1067 586">Simon Shand</td> <td data-bbox="1067 526 1337 586">Stonemason for war memorial</td> </tr> <tr> <td data-bbox="279 586 403 647">100437</td> <td data-bbox="403 586 547 647">420.00</td> <td data-bbox="547 586 655 647">0.00</td> <td data-bbox="655 586 788 647">420.00</td> <td data-bbox="788 586 1067 647">Angela Feltham</td> <td data-bbox="1067 586 1337 647">Clerks salary</td> </tr> <tr> <td data-bbox="279 647 403 705">100438</td> <td data-bbox="403 647 547 705">16.48</td> <td data-bbox="547 647 655 705">0.00</td> <td data-bbox="655 647 788 705">16.48</td> <td data-bbox="788 647 1067 705">Angela Feltham</td> <td data-bbox="1067 647 1337 705">Postage &amp; mobile top-up</td> </tr> <tr> <td data-bbox="279 705 403 824"><b>TOTAL</b></td> <td data-bbox="403 705 547 824"><b>5535.48</b></td> <td data-bbox="547 705 655 824"></td> <td data-bbox="655 705 788 824"></td> <td data-bbox="788 705 1067 824"></td> <td data-bbox="1067 705 1337 824"></td> </tr> </tbody> </table> <p data-bbox="279 705 1337 824">Proposed by Cllr Russell, Seconded by Cllr Mason. All in favour. Cllr Goodman &amp; Cllr Russell signed cheques and initialled cheque stubbs after the close of the meeting.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Description	100434	2500.00	0.00	2500.00	Transfer of funds to	Unity Trust Bank – current account	100435	2500.00	0.00	2500.00	Transfer of funds to	Unity Trust Bank – deposit account	100436	99.00	0.00	99.00	Simon Shand	Stonemason for war memorial	100437	420.00	0.00	420.00	Angela Feltham	Clerks salary	100438	16.48	0.00	16.48	Angela Feltham	Postage & mobile top-up	<b>TOTAL</b>	<b>5535.48</b>					
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16.02.066	<p><b>Proposal to adopt Financial Control &amp; Internal Audit 2016 V2 16.02</b> Proposed by Cllr Russell, seconded by Cllr Macanndrais. All in favour.</p>																																											
16.02.067	<p><b>Proposal to adopt Financial &amp; Management Risk Assessment Feb 16 V2 16.02</b> Proposed by Cllr Russell, seconded by Cllr Macanndrais. All in favour.</p>																																											
16.02.068	<p><b>Adopt Financial Regulations 2016 V4 16.02</b> Cllr Russell proposed adoption with the following amendments. 6.7 - exchange the word 'instructing' for 'booking'. 10.3 - increase the value from £500 to £1000. 15 Contracts. This section is not required and should be reviewed annually. Cllr Macanndrias seconded the proposal. All in favour.</p>	<b>CLERK</b>																																										
	<p><b>OTHER BUSINESS</b></p>																																											
16.02.069	<p><b>Notification from MRHA that a property in Gouldens View will be vacant from 1<sup>st</sup> March 2016</b> A vacancy notice has been displayed in the village and on the parish council website. Cllr Goodman &amp; Cllr Russell had contacted residents in the village who may be possible tenants. Cllr Goodman is concerned there is no adequate means to inform the village of the vacancy. Cllr Russell explained any applicant needed to be on the separate registers held with both MRHA and DDC. If an applicant had links with Norton they would be awarded additional points. Cllr Goodman expressed his concern over the number of individuals noted on the Housing Needs Survey conducted in March 2015 which did not match the existing situation. (HNS identified 21 requests for Affordable Housing) Cllr Goodman proposed NPC asks residents through the newsletter to register their interest with NPC for any possible housing vacancy as a means for NPC to contact these individuals should a vacancy arise in the future. Seconded by Cllr Russell. All in favour.</p>	<b>CLERK</b>																																										
16.02.070	<p><b>Proposal to appoint contractor to professionally clean Norton War Memorial</b></p>																																											

	<p>Cllr Goodman had been instrumental in arranging a ceremony that will take place on 16<sup>th</sup> July at 2pm to unveil the addition of the name of William Bullock to the War Memorial. Relatives of the deceased will be travelling from Cheshire and Canada. Representatives from RAF, Royal British Legion and Air Cadets will also be present.</p> <p>The stonemason who carved the name of the deceased on the war memorial cleaned the aspect where the lettering was carved. This stonemason has quoted £600 to clean the remainder of the stonework and restore the infill of the lettering in black.</p> <p>Cllr Goodman has applied for a grant. Clerk has written to Norton Charity Trust to ask for a donation toward the cost.</p> <p>Cllr Hills suggested contacting Tim Cantwell at DDC for a small grant. Cllr Hills may also be able to contribute through his Empowering Councillors Fund and he will know after May 2016 if this is possible.</p> <p>Cllr Goodman asked if Cllr Russell could arrange for the flower bed at the back of the War Memorial to be planted with native wildflowers this year.</p> <p>The newsletter to include details of the event on 16<sup>th</sup> July 2016.</p> <p>Cllr Goodman proposed an expenditure of up to £600 for the work to be completed before the above event and with an application to other parties to part fund the project. Seconded by Cllr Macandrias. All in favour.</p>									
16.02.071	<p><b>Acceptance of resignation by Clerk/RFO</b> The Council acknowledge and accepted the resignation of Clerk/RFO who resigned on 19<sup>th</sup> January 2016.</p>									
16.02.072	<p><b>Recruitment of Clerk/RFO</b> The vacancy had been circulated through NCALC and displayed on the parish council website. Six applications have been received by the deadline of 12<sup>th</sup> February. Interviews will take place on 1<sup>st</sup> March 2016. Cllr Goodman and Cllr Russell will conduct interviews.</p>	<p><b>Cllr Goodman /Cllr Russell</b></p>								
	<p><b>21.02 Cllr Hills left the meeting.</b></p>									
16.02.073	<p><b>Agree date for Annual Parish Council</b> A date of 26<sup>th</sup> April 2016 was identified for the Annual Parish Meeting when members of the Norton Neighbourhood Plan Steering Group could offer an update to residents and discuss the importance of the consultation paper that is being prepared.</p>									
16.02.074	<p><b>Agree date of next meeting</b> The date of the next ordinary meeting is 15<sup>th</sup> March 2016.</p>									
16.02.075	<p><b>CORRESPONDENCE RECEIVED</b></p>									
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HSBC – Change to Business Banking Terms from 6 April 2016										

	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>* Cllr Russell reported from the workshop          1) Daventry Town needs an extra 500 houses outside of the Daventry NE SUE and Micklewell this could either be one site of 500 homes or 2 sites of 250 homes each. It was noted by attendees that the housing is not central to Daventry Town Centre and this should be addressed.          2) Another 18 Gypsy/Traveller sites are needed. Police are keen for sites to be less than 18 pitches.</p>	
	<b>FINAL CONCLUSION OF MEETING</b>	
16.02.076	<b>Raise matters for report only</b>	
16.02.077	Close of Meeting <b>21.18</b>	
Signed	<p>.....</p> <p><b>Cllr Mike Goodman</b>  <b>Chairman</b></p> <p style="text-align: right;"><b>Date</b> .....</p>	