

NORTON PARISH COUNCIL

Date: Tuesday 15th March 2016

Time: 19.30

Venue: Norton Village Hall

Clerk: Angela Feltham

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr S Mason Cllr E Macanndrais Cllr S Goulden Cllr C Thomas Cllr C Child Invitees Cllr A Hills (NCC) Cllr J Amos (DDC) Public 4 residents</p>	
16.03.085	<p>Acceptance of Apologies Cllr J Paybody, Cllr K Russell</p>	
16.03.086	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
16.03.087	<p>Consideration for any requests for dispensation None</p>	
16.03.088	<p>Open Section 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"> • DDC Representative • NCC Representative • Members of the Public <p>Cllr Hills reported meetings have taken place at Northants County Council regarding the budget for 2016-17 and the financial situation is likely to be difficult. NCC has stated they will not be taking refugees due to the worsening financial situation. South Northants Council and Cherwell are considering combing which may create problems with cross border counties. (Northamptonshire and Oxfordshire) The next full council meeting will be Thursday 17th March 2016.</p> <p>Councillor Hills offered his apology in advance of leaving the meeting at 8pm</p> <p>Cllr Amos (DDC) explained Cllr David Smith will be supporting NPC's recommendation regarding the planning application from The Old Dairy, Weedon Lane, Norton at the Planning Committee meeting on 16th March 2016.</p> <p>Reports from Highways on planning applications appear to be supporting some very contentious applications.</p> <p>Residents in attendance were offered the opportunity to speak. All four expressed their</p>	

	<p>concerns regarding the planning application at the The Old Dairy and two residents had registered to speak at the Planning Committee meeting at DDC on 16th March. Cllr Smith will also be speaking on behalf of Cllr Amos.</p> <p>Cllr Goodman thanked Cllr Amos for his support on this planning application.</p>	
16.03.089	<p>Approve Minutes of the meeting held on 16th February 2016 Proposed by Cllr Mason, 2nd Cllr Macanndrias. All in favour by those present at the meeting on 16th February.</p>	
16.03.090	<p>Approve Minutes of the meeting held on 1st March 2016 Proposed by Cllr Thomas, 2nd Cllr Macanndrias. All in favour.</p>	
	<p>19.57 - Cllr Hills left the meeting</p>	
16.03.091	<p>Actions from Previous Minutes (not covered on agenda and for report only) 16.02.069 – After the circulation of the March newsletter one resident has requested to be included on the register with NPC 16.02.070 – Cllr Goodman has instructed the stonemason to clean and refurbish the War Memorial. Clerk had written to Tim Cantwell, Community Development Co-ordinator at DDC as suggested by Cllr Hills. Mr Cantwell’s responded. DDC do not supply grants to parish councils. There has been no response from Norton Charity Trust in relation to a request for a contribution to the works on the War Memorial. 16.02.073 – Cllr Goodman asked Clerk to invite representatives from village groups to the Annual Parish Meeting arranged for Tuesday 26th April 2016. This will be in addition to the Norton Neighbourhood Area Plan Steering Group providing details and a display.</p>	
	<p>PLANNING</p>	
16.03.092	<p>DA/2015/0686 The Old Dairy, Weedon Lane, Norton Change of use of agricultural buildings to B1 use with associated works including parking/turning areas and improved access on to Weedon Lane. The application is included on the agenda for the Planning Committee Meeting at DDC on Wednesday 16th March 2016 with a recommendation for approval. Cllr Macanndrias will be representing Norton Parish Council at this meeting. Mr Neville Haywood will be speaking on behalf of a number of residents in Weedon Lane/The Broadway.</p>	
16.03.093	<p>DA/2016/0134 Brockhall Manor Farm, Brockhall Road, Brockhall. NN7 4JY Extend hardstanding track from existing track to agricultural barn Cllr Goodman proposed the response to DDC should be NPC are unable to comment. 2nd Cllr Thomas. All in favour.</p>	<p>CLERK</p>
16.03.094	<p>DA/2016/0076 Tyngeli, Lower Thrupp Grounds, Long Buckby Road, Daventry NN11 2LT Conversion and extension of existing detached garage to form holiday let unit Cllr Macanndrias proposed the application is recommended for approval. 2nd Cllr Mason. All in favour.</p>	<p>CLERK</p>

	HIGHWAYS	
16.03.095	<p>Highways update by Cllr Macanndrais Due to the recent frosts a number of potholes have appeared or worsened which Cllr Macanndrias has reported. He noted that the condition of the roads in the parish were favourable compared to neighbouring parishes.</p>	
	20.08 – Cllr Amos and three members of the public left the meeting	
16.03.096	<p>Receive update on progress for the following works to Street Lighting 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 Clerk reported only point 1 above had been completed. The remaining works are now scheduled for week commencing 14th March 2016.</p>	
16.03.097	<p>Update to install dog-fouling (Public Opens Space Order) signs on Village Green Three new signs have been erected in the village on posts on the village green, Weedon Lane and the signpost at the junction of Weedon Lane and The Broadway. The Environmental Health Technical Officer, Dog Warden Services at DDC has confirmed the area will be patrolled and also asked for assistance from the community in reporting incidents.</p>	
	NORTON NEIGHBOURHOOD AREA PLAN	
16.03.098	<p>Update from Cllr Child, Chairman of NNAP, Steering Group Cllr Child reported the NNAP SG has created a timetable which was recently circulated to Councillors. The first stage of funding is required after the analysis of the questionnaire/survey when the services of a Planning Consultant will be required. This is likely to be around September 2016. The consultation is likely to take place June/July 2016. A grant will not be available for funding the costs of the questionnaire/survey.</p>	
16.03.099	<p>Resolve to approve the wording of the draft questionnaire for consultation Cllr Goodman announced the draft document had been received earlier in the day which does not allow sufficient time for Councillors to read and respond to. Councillors agreed. Cllr Goodman cited minute 15.05.172 (Proposal to develop a Neighbourhood Plan subject to parishioner support. Proposed by Cllr Russell, seconded by Cllr Goulden, all in favour.) In his view the Council would not be acting properly and in the best interest of the community if it agreed to the questionnaire/survey being circulated to residents throughout the parish without parishioners first having the opportunity to decide whether they would support the development of a Neighbourhood Plan. This item to be included on the agenda for the April meeting</p>	CLERK
16.03.100	<p>Resolve to approve one of the quotations from Design To Print for the cost of printing the questionnaire Cllr Child was asked to obtain a revised quotation for a colour front page only, black & white throughout.</p>	Cllr Child
16.03.101	<p>Approve the expenditure for printing additional material Cllr Goodman suggested the printing and circulation of a separate leaflet which includes details, in simple terms, on the purpose of a Neighbourhood Plan and its relevance to</p>	

	<p>Norton and asking the occupier to answer the question 'Are you in support of Neighbourhood Plan for Norton Yes/No?' A black and white printed A5 leaflet hand delivered to residents and collected by Steering Group members should achieve this aim. Cllr Goulden volunteered to assist with delivering the leaflet to the outlying residents. No postage would reduce costs.</p> <p>Cllr Child to organise the A5 flyer at a total cost of up to £70 with the aim of delivering before the Easter Egg Hunt on 28th April 2016.</p> <p>Results to the number of responses to be reported at the meeting on 16th April 2016. If the majority of respondents reported in favour of the creation of a Neighbourhood Area Plan the questionnaire/survey could then be finalised and published.</p> <p>Proposed by Cllr Goodman, 2nd Cllr Macandrias. All in favour.</p>	<p>Cllr Goulden</p> <p>Cllr Child</p>																														
	DAVENTRY NE SUE (Church Fields)																															
16.03.102	<p>Provide an update regarding any progress regarding an interested developer</p> <p>Clerk reported there had not been any further correspondence from the land agents.</p> <p>Cllr Macandrias reported his concerns over the intended infrastructure at the Long Buckby Wharf/A5 junction. This is a reported and well known area for traffic accidents. Cllr Macandrias proposed approaching Northamptonshire Highways to ask them to furnish NPC with any information they hold on the intended layout of this section of the A5. Seconded by Cllr Thomas. All in favour.</p>	CLERK																														
	JACKS PATCH																															
16.03.103	<p>Update on monthly inspection report by NVCA</p> <p>The latest reported noted an increase in weeds around the landscaped borders.</p>																															
16.03.104	<p>Approve the cost of removal of weeds from borders by Stephen Hartwell</p> <p>Cllr Goodman requested a quotation is available for the April meeting.</p>	CLERK																														
	FINANCE																															
16.03.105	<p>Present Bank Reconciliation as at 29 February 2016</p> <table border="1"> <tr> <td>Cash in hand as at 1 April 2015</td> <td>25734.34</td> </tr> <tr> <td>Less unrepresented cheques as at 1 April 2015</td> <td>0.00</td> </tr> <tr> <td>Add receipt during the current year</td> <td>13338.45</td> </tr> <tr> <td>Less payments during the current year</td> <td>-13975.52</td> </tr> <tr> <td>Cash in hand carried forward 29 February 2016</td> <td>25097.27</td> </tr> <tr> <td colspan="2">Represented by bank account balances as below</td> </tr> <tr> <td>HSBC Current Account</td> <td>2637.21</td> </tr> <tr> <td>HSBC Savings</td> <td>2315.09</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td>15124.97</td> </tr> <tr> <td>Unity Trust Bank – Current account</td> <td>2500.00</td> </tr> <tr> <td>Unity Trust Bank – Deposit account</td> <td>2500.00</td> </tr> <tr> <td>National Garden Gift Vouchers – J Arthur Bowers</td> <td>20.00</td> </tr> <tr> <td>Total</td> <td>25097.27</td> </tr> <tr> <td>Less unrepresented cheques</td> <td>-0.00</td> </tr> <tr> <td>Revised total</td> <td>25097.27</td> </tr> </table>	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	13338.45	Less payments during the current year	-13975.52	Cash in hand carried forward 29 February 2016	25097.27	Represented by bank account balances as below		HSBC Current Account	2637.21	HSBC Savings	2315.09	HSBC Deposit Bond	15124.97	Unity Trust Bank – Current account	2500.00	Unity Trust Bank – Deposit account	2500.00	National Garden Gift Vouchers – J Arthur Bowers	20.00	Total	25097.27	Less unrepresented cheques	-0.00	Revised total	25097.27	
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16.03.106	<p>Approve payments from ear-marked & non-earmarked reserves. Cheques to be signed at the end of the meeting.</p> <table border="1" data-bbox="279 309 1353 638"> <thead> <tr> <th data-bbox="279 309 405 405">Cheque No.</th> <th data-bbox="405 309 544 405">Amount Total</th> <th data-bbox="544 309 655 405">VAT</th> <th data-bbox="655 309 788 405">Amount w/o VAT</th> <th data-bbox="788 309 1078 405">Payee</th> <th data-bbox="1078 309 1353 405">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 405 405 443">100439</td> <td data-bbox="405 405 544 443">13.20</td> <td data-bbox="544 405 655 443">2.20</td> <td data-bbox="655 405 788 443">11.00</td> <td data-bbox="788 405 1078 443">CVS</td> <td data-bbox="1078 405 1353 443">Payroll - 2 months</td> </tr> <tr> <td data-bbox="279 443 405 481">100440</td> <td data-bbox="405 443 544 481">7.99</td> <td data-bbox="544 443 655 481">1.33</td> <td data-bbox="655 443 788 481">6.66</td> <td data-bbox="788 443 1078 481">Mike Goodman</td> <td data-bbox="1078 443 1353 481">Printer cartridges</td> </tr> <tr> <td data-bbox="279 481 405 519">100441</td> <td data-bbox="405 481 544 519">240.00</td> <td data-bbox="544 481 655 519">0.00</td> <td data-bbox="655 481 788 519">240.00</td> <td data-bbox="788 481 1078 519">NVCA</td> <td data-bbox="1078 481 1353 519">Hall Hire</td> </tr> <tr> <td data-bbox="279 519 405 557">100442</td> <td data-bbox="405 519 544 557">43.38</td> <td data-bbox="544 519 655 557">7.23</td> <td data-bbox="655 519 788 557">36.15</td> <td data-bbox="788 519 1078 557">Angela Feltham</td> <td data-bbox="1078 519 1353 557">Expenses</td> </tr> <tr> <td data-bbox="279 557 405 595">100443</td> <td data-bbox="405 557 544 595">517.50</td> <td data-bbox="544 557 655 595">0.00</td> <td data-bbox="655 557 788 595">517.50</td> <td data-bbox="788 557 1078 595">Angela Feltham</td> <td data-bbox="1078 557 1353 595">Clerks salary</td> </tr> <tr> <td data-bbox="279 595 405 638">TOTAL</td> <td data-bbox="405 595 544 638">822.07</td> <td data-bbox="544 595 655 638"></td> <td data-bbox="655 595 788 638"></td> <td data-bbox="788 595 1078 638"></td> <td data-bbox="1078 595 1353 638"></td> </tr> </tbody> </table> <p data-bbox="279 638 1353 757">Proposed by Cllr Thomas, Seconded by Cllr Macandrias. All in favour. Cllr Goodman & Cllr Thomas signed cheques and initialled cheque stubbs after the close of the meeting.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Description	100439	13.20	2.20	11.00	CVS	Payroll - 2 months	100440	7.99	1.33	6.66	Mike Goodman	Printer cartridges	100441	240.00	0.00	240.00	NVCA	Hall Hire	100442	43.38	7.23	36.15	Angela Feltham	Expenses	100443	517.50	0.00	517.50	Angela Feltham	Clerks salary	TOTAL	822.07					
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16.03.107	<p>Report on Internal Control Audit for quarter 3 Clerk reported Cllr Russell had conducted the Internal Control Audit for quarter 3 and found there was nothing to report. Cllr Macandrias to conduct the ICA for quarter 4 preferably before 31st March with Richard Oliver in attendance. Clerk to organise.</p>	<p>Cllr Macandrias CLERK</p>																																										
16.03.108	<p>Approve additional hours worked by Clerk in February and March 2016 Clerk reported having worked an additional 22.5 hours during the above period. Cllr Goodman proposed payment of these additional hours. Cllr Macandrias seconded. All in favour</p>																																											
16.03.109	<p>Approve the receipt of HBSC Money Market deposit upon maturity on 23 March 2016 and transfer funds into Unity Trust Bank plc Tailored Deposit account. Proposed by Cllr Thomas, 2nd Cllr Child. All in favour.</p>																																											
	<p>OTHER BUSINESS</p>																																											
16.03.110	<p>To ratify the appointment of Richard Oliver as Clerk In Training as from 14th March 2016 Proposed by Cllr Goodman. 2nd Cllr Goulden. All in favour. Contract of employment signed after the meeting.</p>																																											
16.03.111	<p>To ratify the appointment of Richard Oliver as Clerk/Responsible Finance Officer as from 18th April 2016 Proposed by Cllr Goulden, 2nd Cllr Macandrias. All in favour. Contract of employment signed after the meeting.</p>																																											
16.03.112	<p>To appoint Angela Feltham as Training Officer from 18th April 2016 Cllr Goodman proposed retaining the services of A Feltham to train and support the incoming Clerk/RFO. These services based on the same pay scale as existing Clerk/RFO for a maximum of 30 hours from 18th April 2016 to 31st May 2016. 2nd Cllr Goulden. All in favour.</p>																																											
16.03.113	<p>Approve reappportioning part of precept for Clerks Salary to Training Cllr Goodman proposed the amount required to cover the hours paid for Clerk in Training and the hours paid for Training Officer be reappportioned in the budget from Clerks Salary to Training. Amount involved - £735.</p>																																											

	Seconded by Cllr Child. All in favour.							
16.03.114	Consider membership to Northants ACRE for 2016-17 Cllr Thomas proposed not to renew membership on the grounds of having not received value for money. Seconded by Cllr Child. All in favour.							
16.03.115	Consider the requested contribution of £350 to Citizens Advice Bureau Daventry and District Proposal by Cllr Goodman to send a letter to Citizens Advice Bureau to ask if they would accept a donation as their request for payment of £350 based on the number of people in the parish who had consulted with them during the year was considered excessive. Seconded by Cllr Goulden. Cllr Mason abstained. Remaining Councillors in favour.							
16.03.116	Consider any works required to maintain land around the War Memorial Although the majority of the land around the War Memorial is laid to grass, a piece of land to the left which is overhung by trees can become 'untidy'. In previous years the trees have been pruned and deadwood removed. The land is now more accessible but weeds have taken over. The options to consider: 1) Cultivate the land and grow wildflowers 2) Grass the area Cllr Child reported having seen the area being used for picnics. Cllr Goodman proposed grassing the area. Seconded by Cllr Child. All in favour. Clerk was asked to contact the current grass mowing contractor, Stephen Hartwell, for a quotation to apply weedkiller to the area, grass seed the land and include this additional area within the existing contract.	CLERK						
16.03.117	Agree date of next meeting 19th April 2016							
16.03.118	CORRESPONDENCE RECEIVED							
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	FINAL CONCLUSION OF MEETING							
16.03.119	Raise matters for report only							
16.03.120	Close of Meeting 21.16							
Signed Cllr Mike Goodman Chairman	Date						