

NORTON PARISH COUNCIL

Date: Tuesday 19th April 2016

Time: 19.30

Venue: Norton Village Hall

Clerk: Richard Oliver

Minute	Agenda Item/Outcome	Action
	<p>Record Attendance, Apologies, Absence. Council Attendance: Cllr M Goodman (Chairman) Cllr S Mason Cllr E Macannndrais Cllr S Goulden Cllr C Child Cllr J Paybody Cllr K Russell Invitees Cllr A Hills (NCC) Cllr J Amos (DDC) Public 5 residents</p>	
16.04.121	<p>Acceptance of Apologies Cllr C Thomas</p>	
16.04.122	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	
16.04.123	<p>Consideration for any requests for dispensation None</p>	
16.04.124	<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 offered his best wishes to outgoing Parish Clerk Angela Feltham and for her professionalism in carrying out her role. He welcomed the new Clerk Richard Oliver. He updated the council on the following:</p> <ol style="list-style-type: none"> 1. Mobile phone masts-3 will be removed and 6 will be installed which should improve phone coverage but dates have not been set for the work by the contractor as it is only at planning stage 2. SMART motorway work is being undertaken on M1 Jcts 16-19. Be advised that SATNAVS should not be used while this work is going on. Contact 0300 123 5000 or info@highwaysengland.co.uk for more information 3. Neighbourhood Area Plan are progressing with referenda at Kilsby and Welton underway. 4. Pothole work by NCC is slowly being undertaken. Cllr Hills urged everyone to keep reporting problems via Street Doctor to keep pressure on Highways. Cllr Goodman highlighted the appearance of a traffic cone in one pothole which was potentially more of a hazard than help. It was not known who had placed this cone there. 	

	<p>Cllr Russell asked about broadband for Norton as no clear date seemed available for connection. Cllr Hills was in support of improved broadband and said District Councillors were pushing county but had no further information on what may happen or when.</p> <p>Cllr Child sought clarification on the plans for the War Memorial ceremony later in the year. Cllr Goodman said it was not being organised by the Parish Council but was a private event. There would be a buffet lunch for invited guests.</p>	
16.04.125	<p>Approve Minutes of the meeting held on 15th March 2016. Clarification was sought by Cllr Goulden on Clerk's contract and training hours. Copies of contract to be sent to all councillors by incoming clerk. The minutes were then proposed Cllr E Macanndrais and 2nd by Cllr Mason. All councillors present at the March 15th meeting voted in favour.</p>	Clerk
16.04.126	<p>Actions from Previous Minutes None</p>	
	<p>PLANNING</p>	
16.04.127	<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.</p> <p>Decision notice to approve the application was noted by councillors.</p>	
16.04.128	<p>DA/2016/0024 Aston House, 1A Manor Gardens, Norton Single storey side and rear extension</p> <p>Decision notice to approve the application was noted by councillors</p>	
16.04.129	<p>DA/2016/0213 Cedar View, The Broadway, Norton. NN11 2NG Outline application for a single storey detached dwelling, associated parking and alterations to existing site entrance</p> <p>Councillors supported the proposal and noted that the application was similar to an application approved in 2004 the approval of which had lapsed. Proposed Cllr Russell 2nd Cllr Mason All in favour. Clerk to write to DDC Planning with councillors reply.</p>	Clerk
	<p>HIGHWAYS</p>	
16.04.130	<p>Highways update by Cllr Macanndrais Cllr Macanndrais had contacted NCC/MGWSP to continue the pressure so that the increasing number and severity of potholes in the parish could be repaired as soon as possible. But had no further news at present. Cllr Goodman emphasised that if as many people as possible would report problems through Street Doctor it would help. Cllr Hills said he continually raises the issue through his county council contacts.</p> <p>There was no further update on street lighting issues at this time.</p>	
	<p>NORTON NEIGHBOURHOOD AREA PLAN</p>	
16.04.131	<p>Consider and formulate response to letter dated 25 March 2016 from NNAP Steering</p>	

	<p>Group</p> <p>Cllr Child felt that the insistence on the inclusion of a poll in the paperwork being sent to parishioners at this time was a retrograde step as the NNAP group were working under the impression that they had the go-ahead from previous meetings and that it would delay the process even further. Cllr Goodman emphasised that there was no intention to undermine the working of the group but the Parish Council had a duty to ensure that the process of developing the NNAP was robust and was only seeking to ensure that at least 50% of parishioners who responded were in favour of proceeding with the NNAP so that any monies spent, including printing costs were not wasted. Cllr Russell expressed surprise that the Parish Council was at odds with the NNAP volunteers as she believed that if enough volunteers came forward then there was enough support for the NNAP to go ahead.</p> <p>At this point Standing orders were suspended to allow a more free-flowing discussion with the public and the NNAP volunteers.</p> <p>The volunteers on the NNAP committee expressed their opinions and pointed out the energy, work and commitment that had already been put into the plan. They were keen not to lose momentum as the process was already onerous enough but also wanted to ensure due diligence was followed throughout the process.</p> <p>Standing Orders were reinstated. Proposed Cllr Russell 2nd Cllr Macanndrais. All in favour.</p> <p>Cllr Goodman stated that subsequent events had overtaken a previous minute from 2015 and that the survey document, when approved, should proceed. This was proposed by Cllr Goulden 2nd Cllr Russell. All in favour.</p> <p>To avoid unnecessary delays, Cllr Russell suggested an extraordinary meeting on 26 April prior to the Annual Parish meeting so that a decision could be made on the revised wording and printing costs so that information could be sent to parishioners as soon as possible. Proposed Cllr Russell 2nd Cllr Goodman. All in favour. Clerk to arrange.</p> <p>Cllr Goodman emphasised the full support of the Parish Council for the NNAP group.</p>	<p>Clerk</p>
	<p>DAVENTRY NE SUE (Church Fields)</p>	
<p>16.04.132</p>	<p>Report from the meeting between Cllrs Goodman, Russell, Goulden, with Angela Feltham, Parish Clerk and Richard Oliver, Clerk in training with Will Benbow, Savills was noted by councillors. Planning is unlikely to be sought till the end of the summer as developers have not yet been appointed.</p>	
<p>16.04.133</p>	<p>Councillors received information from Northants Highways regarding A5 highways infrastructure at the Buckby Wharf junction. No decision at this stage until further data has been accumulated and also data from the development at the NE SUE.</p>	
	<p>JACKS PATCH</p>	
<p>16.04.134</p>	<p>Update on monthly inspection report by NVCA Nothing additional to report requiring attention.</p>	
<p>16.04.135</p>	<p>Approve the cost of removal of weeds from borders by Stephen Hartwell</p>	

	The quotation for £30.00+VAT was approved, Proposed Cllr Russell 2 nd Cllr Mason All in favour. Clerk to email order to Stephen Hartwell.	Clerk																														
	FINANCE																															
16.04.136	Approve the shared financial cost towards www.nortonvillage.org for 2016-17 financial year. The cost to the Parish Council is £45.00 and Cllr Goodman sought confirmation that the website is maintained. The Clerk confirmed it was and also pointed out to councillors that the Parish Council email address is part of the package. Proposed Cllr Russell 2 nd Cllr Paybody. All in favour.																															
16.04.137	Approve NALC Internal Audit Service for financial year 2016-17. Proposed Cllr Russell 2 nd Cllr Goodman All in favour.																															
	Cllr Hills left the meeting at 20.50																															
16.04.138	Approve references received for Richard Oliver. Cllr Goulden requested site of references before approval. References were passed around councillors to read before approval. Proposed Cllr Goodman 2 nd Cllr Russell. All in favour.																															
16.04.139	Approve Unity Trust Bank amended Terms and Conditions. A charge of £6.00 per month will apply from 1 June 2016. Proposed Cllr Russell 2 nd Cllr Macanndrais. All in favour.																															
16.04.140	Approve transfer of funds from HSBC to Unity Trust Bank. Councillors agreed to transfer all funds and close the HSBC bank account once all remaining payments had been received. Proposed Cllr E Macanndrais 2 nd Cllr Paybody All in favour.																															
16.04.141	<p>Present Bank Reconciliation as at 31 March 2016</p> <table border="0" style="width: 100%;"> <tr> <td>Cash in hand brought forward 1 April 2015</td> <td style="text-align: right;">25734.34</td> </tr> <tr> <td>Unpresented cheques as at 1 April 2015</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Add receipts during the year</td> <td style="text-align: right;">13422.70</td> </tr> <tr> <td>Less payments during the year</td> <td style="text-align: right;">-14797.59</td> </tr> <tr> <td>Cash in hand carried forward 31 MARCH 2016</td> <td style="text-align: right;">24359.45</td> </tr> <tr> <td colspan="2">Represented by</td> </tr> <tr> <td>Current account - 11428020</td> <td style="text-align: right;">19338.95</td> </tr> <tr> <td>Deposit account - 51428039</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Savings account</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Unity Trust Tailored account - 20360953</td> <td style="text-align: right;">2500.25</td> </tr> <tr> <td>Unity Trust Tailored Deposit account - 20360966</td> <td style="text-align: right;">2500.25</td> </tr> <tr> <td>National Garden Gift Vouchers</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">24359.45</td> </tr> <tr> <td>less unpresented cheques as at 31 MARCH 2016</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Revised Bank Account totals</td> <td style="text-align: right;">24359.45</td> </tr> </table>	Cash in hand brought forward 1 April 2015	25734.34	Unpresented cheques as at 1 April 2015	0	Add receipts during the year	13422.70	Less payments during the year	-14797.59	Cash in hand carried forward 31 MARCH 2016	24359.45	Represented by		Current account - 11428020	19338.95	Deposit account - 51428039	0.00	Savings account	0.00	Unity Trust Tailored account - 20360953	2500.25	Unity Trust Tailored Deposit account - 20360966	2500.25	National Garden Gift Vouchers	20.00	Total	24359.45	less unpresented cheques as at 31 MARCH 2016	0.00	Revised Bank Account totals	24359.45	
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16.04.142	Receive final reports on Receipt and Payments for year ending 31 March 2016																															
16.04.143	Receive and approve statement on ear-marked and non ear-marked Reserves and reallocate if appropriate. Cllr Goulden proposed these should be reviewed in July 2 nd Cllr Russell. All in favour.																															
16.04.144	Approve significant variances for the Y/E 31 March 2016 Proposed Cllr Goodman 2 nd Cllr																															

	Russell. All in favour																																																																																											
16.04.145	Approve the Parish Asset Register and Risk Assessment for Y/E 31 March 2016 Proposed Cllr Russell 2 nd Cllr Child. All in favour																																																																																											
16.04.146	Approve Section 1 Annual Governance Statement of the Annual Return for Y/E 31 March 2016 Proposed Cllr Russell 2 nd Cllr Paybody. All in favour																																																																																											
16.04.147	Approve Section 2 Accounting Statements of the Annual Return for Y/E 31 March 2016 Proposed Cllr Goodman 2 nd Cllr Russell. All in favour																																																																																											
16.04.148	Approve payments from ear-marked & non-earmarked reserves. Cheques drawn on Unity Trust Bank to be signed at the end of the meeting. Proposed Cllr Russell 2 nd Cllr Child. All in favour.																																																																																											
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16.04.149	Income:- interest from HSBC Money Market Bond - £83.42 Noted by councillors																																																																																											
16.04.150	Approve Richard Oliver as Key Contact with Unity Trust Bank and complete bank application form. Proposed Cllr Russell 2 nd Cllr Goulden. All in favour.																																																																																											
16.04.151	Approve Richard Oliver as authorised signatory for CVS Payroll Services. Proposed Cllr Russell 2 nd Cllr Goulden. All in favour.																																																																																											
16.04.152	Report on Internal Control Audit for quarter 4. Cllr Macanndrais reported all was in order after inspection visit.																																																																																											
16.04.153	Approve additional hours worked by Clerk in March and April 2016. Cllr Child asked if these had been budgeted for. Cllr Russell confirmed they had been approved previously. Proposed Cllr Russell 2 nd Cllr Macanndrais. All in favour.																																																																																											
16.04.154	Approve quotation from Stephen Hartwell for works on land around War Memorial. The councillors decided not to approve this quotation. Proposed Cllr Goodman 2 nd Cllr Goulden																																																																																											
16.04.155	Approve meeting with Neil Gilliver, NRHA to discuss possible Affordable Housing in Gouldens View. Cllrs Russell, Goulden and Child agreed to meet with NRHA. All in favour.																																																																																											
16.04.156	NCALC Local Council Survey – Consider council response. No response at this time.																																																																																											

16.04.157	Consider approach to landowner for possible provision of land for recreation area. Cllr Goodman had had an informal discussion so far and it was agreed to leave off agenda till at least June.													
16.04.158	Agree date of next meeting 17th May 2016													
16.04.159	CORRESPONDENCE RECEIVED													
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	FINAL CONCLUSION OF MEETING													
16.04.160	Raise matters for report only													
16.04.161	Close of Meeting 21.36													
Signed	<p>.....</p> <p>Cllr Kim Russell Chairman (from May meeting)</p> <p>.....</p>	<p>Date</p>												