

NORTON PARISH COUNCIL

Date: Tuesday 17TH May 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-retiring) Cllr S Mason Cllr E Macanndrais Cllr S Goulden Cllr C Child Cllr C Thomas Cllr K Russell (New Chairman) Invitees Cllr A Hills (NCC) Cllr J Amos (DDC) Cllr A Brown (DDC) Public None</p>	
	<p>ANNUAL MEETING</p>	
16.05.169	<p>Election of Chairman & completion of Chairman’s Declaration of Acceptance of Office Cllr Goodman opened the meeting and said he would not be seeking re-election as Chairman. Cllr Macanndrais proposed Cllr Russell for the Chairman’s role. No other nominations were received. Cllr Macanndrais’s proposal of Cllr Russell for Chairman was 2nd Cllr Goulden. All voted in favour. Cllr Russell took the Chair and signed the Declaration of Acceptance of Office of Chairman and Code of Conduct forms in the presence of the Parish Clerk.</p>	
16.05.170	<p>Election of Vice-Chairman Cllr Macanndrais nominated Cllr Goodman and Cllr Child nominated Cllr Goulden. A vote was held and the result was 3 to 2 in favour of Cllr Goodman. Cllr Goodman was duly elected as Vice-Chairman and signed the Declaration of Acceptance of Office of Vice-Chairman and Code of Conduct forms.</p>	
16.05.171	<p>Completion of Declaration of Acceptance of Office for all Parish Councillors All other councillors signed the Declaration of Acceptance of Office and Code of Conduct forms in the presence of the Parish Clerk. Cllr Goodman stated that the ordinary meeting should start after this item and not as stated on the Agenda.</p>	
	<p>ORDINARY MEETING</p>	
16.05.172	<p>Review of Register of Members’ Interests All members stated that their interests had not changed.</p>	
16.05.173	<p>Acceptance of Apologies None. Cllr Macanndrais stated he have to leave the meeting at 8.15PM</p>	
16.05.174	<p>Declaration and Nature of Interests in matters on the Agenda None</p>	

<p>16.05.175</p>	<p>To Fill by Co-option the Vacancy caused by an insufficient number of candidates for election Jeff Paybody had put himself forward for consideration as a co-opted member. There being no other nominations the council unanimously accepted his nomination and he took his place as a co-opted member with other councillors.</p>	
<p>16.05.176</p>	<p>Agree a review process for Standing Orders and Parish Council policies and procedures The Clerk explained he wanted to review all the policies used by the council and to phase presentation of these to council for approval for completion by October 2016. The first 2 policies would be the Standing Orders and Financial Control documents which would come to the June meeting for discussion and approval. This was accepted by councillors.</p>	
<p>16.05.177</p>	<p>Review of Parish Councillors’ Areas of Special Interest Cllr Russell explained there was no tree warden. Cllr Russell also proposed that the Internal Control Audit be undertaken on a less frequent basis and suggested September and March each year. This was accepted by all councillors. The following roles were agreed:</p> <ul style="list-style-type: none"> • Cllr Russell – Chairman and Housing & Development • Cllr Goodman – Vice-Chairman and Development • Cllr Child – Norton Neighbourhood Area Plan • Cllr Goulden – Planning • Cllr Paybody – Planning • Cllr Thomas – Salt bins and general assistance • Cllr Macandrais – Highways • Cllr Mason – Website and document uploading 	
<p>16.05.178</p>	<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 Amos congratulated Cllr Russell on taking the role of Chairman. He then introduced Cllr Adam Brown, newly elected, as one of the District Councillors for Weedon Ward.</p> <p>Cllr Brown gave a brief biography and said he was keen to listen to the views of Norton especially in relation to the Churchfields (NE SUE) development. Cllr Brown also mentioned the Aviva Womens Tour event for which there were council grants of up to £200 for community groups to help stage events. Cllr Russell stated she had already looked into this but that because of the criteria laid down for the grants the council would not be involved.</p> <p>Cllr Amos spoke about a MIND Peer Support programme which he felt could be of great benefit to people and asked that we help spread the word. Cllr Goulden had also attended the same event and agreed. Cllr Russell said that it would be included in the net newsletter.</p> <p>Cllr Hills thanked Cllr Goodman for all his work during his time as Chairman and congratulated Cllr Russell on her appointment as Chairman. Cllr Hills made the following</p>	

	<p>points:</p> <ul style="list-style-type: none"> The new Police and Crime Commissioner is Stephen Mold Cllr Harker is stepping down as Leader of Northamptonshire County Council having been a County Councillor since 1979. The new Leader is Heather Smith and the Deputy Leader is Andre Gonzalez De Savage. Jim Harker will become Chairman with Cllr Hughes as Deputy. There will be new Cabinet Members but as yet he does not have any information. Bus services run by Stagecoach will be subject to a number of changes and in some areas there will be a reduction in services. Please refer to the Stagecoach website for exact details. Stagecoach timetables can be found at www.stagecoachbus.com/timetables Cllr Hills had been able to nominate 2 repair areas by Highways and one of those he had chosen was to have carriageway repairs between Norton and Daventry. The other being a footway in Daventry. Cllr Hills also advised of the availability of grants that the council were making available as part of the Aviva Womens Tour event. 	
16.05.179	<p>Approve Minutes of the meeting held on 19th April 2016 Proposed Cllr Goodman 2nd Cllr Macanndrais All of those present at meeting in favour</p>	
16.05.180	<p>Actions from Previous Minutes (not covered on the agenda and for report only) Cllr Russell stated she and Cllrs Goulden and Child would be having a meeting with Neil Gilliver NRHA on 20 May 2016</p>	
16.05.181	<p>Approve Minutes of the extraordinary meeting held on 26th April 2016 Cllr Goulden noted that Cllr Thomas was shown both as present and absent and asked that this be corrected. Proposed Cllr Child 2nd Cllr Paybody All in favour of those present</p>	
16.05.182	<p>Actions from Previous Minutes (not covered on the agenda for report only) Cllr Russell asked Cllr Child where the Steering Group were with the printing of the Norton Neighbourhood Area Plan questionnaire. Cllr Child said the Steering Group was no further forward. They had not received a reply to their letter from the Parish Council and that she had been unsuccessful in contacting the printers recommended by Cllr Paybody. A reply to be sent to Nigel Alcott NNPSG.</p>	Clerk
	<p>PLANNING</p>	
16.05.183	<p>DA/2016/0410 Application for construction of single storey primary school with nursery; parking; play and games areas; sports pitch and land At Monksmoor Farm, Welton Lane, Daventry.</p> <p>Cllr Macanndrais asked if this was new phase or part of an existing one. Cllr Hills said it was on the border of 2 phases and was originally planned for 2018 but now being brought forward to Spetember 2017. Cllr Goulden asked if their were plans for use of the school out of hours by other groups? Cllr Hills said this was not finalised yet but hoped it would be possible.</p> <p>The council resolved to write to DDC in support of this much needed amenity.</p>	Clerk

	Cllr Macandrais left the meeting 8.20PM	
16.05.184	DA/2016/0076 Decision notice Pant-Yr-Owen Farm, Daventry Road, Norton Planning permission has been granted by DDC. This was noted by councillors.	
16.05.185	DA/2015/1174 Decision notice Tyngeli, Lower Thrupp Grounds, Long Buckby Road, Daventry Planning permission has been granted by DDC. This was noted by councillors	
	HIGHWAYS	
16.05.186	Update by Cllr Macandrais Nothing to report apart from the remedial work has been started on potholes and roughly half had been filled so far.	
16.05.187	Weed control – Approve expenditure of up to £75 for work around village Cllr Goodman noted a quotation from Stephen Hartwell at a cost of £60 +VAT had been received by the Clerk. The councillors resolved to proceed with this quotation and Cllr Goodman requested that the work be carried out 3-4 weeks before the July event. Proposed Cllr Goodman 2 nd Cllr Mason All in favour.	Clerk
	NORTON NEIGHBOURHOOD AREA PLAN	
16.05.188	Canalside participation The Clerk provided a copy of an email attachment from Tony Heathcote with a number of suggestions from those residents at Norton Junction that the Parish Council might like to consider in support of the Canalside parishioners. Cllr Goulden suggested that they should also be invited to speak at the Annual Parish Meeting next year. Also to ensure they were on the distribution list for the newsletter. This should be checked. After looking at the request list on the document there a number of items where the council had no power to assist. It was resolved that the Parish Council should respond to the email with proposals of where they might be able to help. Some would need to be in consultation with the Canal and River Trust.	Clerk Clerk
16.06.189	Discuss and approve report frequency and mechanism from NNAP to Parish Council The councillors agreed to keep the reporting from the Steering Group as a regular item on the Parish Council agenda	
	DAVENTRY NE SUE (Church Fields)	
16.05.190	Daventry NE SUE Scoping Request 120416. To decide on the council's response. Cllr Russell queried why Norton's Grade 1 listed church was not also included in the scoping exercise. The council's response should ensure that Norton, All Saints Church which is also Grade 1 listed be included alongside the Grade 1 listed church in Daventry and that Norton Parish Council be kept informed of any other information about the SUE as it becomes available.	Clerk
	FUTURE HOUSING DEVELOPMENT	
	FINANCE	
16.05.192	To approve annual membership of SLCC at a cost of £88 + £8 joining fee	

	Proposed Cllr Russell 2 nd Cllr Goulden All in favour.																													
16.05.193	To approve regular monthly salary payment to Richard Oliver at 30 hours per month in lieu of timesheet Proposed Cllr Goodman 2 nd Cllr Paybody All in favour																													
16.05.194	To approve insurance contractors Came & Co underwritten by Hiscox at £329.00pa for a 3-year agreement commencing 1 June 2016. Proposed Cllr Goodman 2 nd Cllr Goulden All in favour. The Clerk is requested to find out the proportion of the premium which is applicable to The Pound.	Clerk																												
16.05.195	To note BDO query raised at year-end Audit Noted by councillors																													
16.05.196	Annual Internal Audit Report: To consider and agree a plan for earmarked reserves The Clerk explained that the earmarked reserves had reduced during the last financial year and comment had been made by the Internal Auditor. The Clerk advised the councillors it would be wise to review the allocation of reserves and reallocate as appropriate. The councillors agreed that they would review the current reserves and make a decision no later than October when setting the precept for next year.																													
	Cllr Miles left the meeting 8.55PM																													
16.05.197	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">BANK RECONCILIATION AS AT 30 APRIL 2016</th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Cash in hand brought forward 1 April 2016</td> <td style="text-align: right;">24359.45</td> </tr> <tr> <td>Unpresented cheques as at 1 April 2016</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Add receipts during the year</td> <td style="text-align: right;">5694.83</td> </tr> <tr> <td>Less payments during the year</td> <td style="text-align: right;">-2225.05</td> </tr> <tr> <td>Cash in hand carried forward 30 April 2016</td> <td style="text-align: right;">27829.23</td> </tr> <tr> <td colspan="2">Represented by</td> </tr> <tr> <td>HSBC Current account - 11428020</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Unity Trust Current account - 20360953</td> <td style="text-align: right;">5856.20</td> </tr> <tr> <td>Unity Trust Deposit account - 20360966</td> <td style="text-align: right;">22034.03</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;">27910.23</td> </tr> <tr> <td>less unpresented cheques as at 30 April 2016</td> <td style="text-align: right;">81.00</td> </tr> <tr> <td>Revised Bank Account totals</td> <td style="text-align: right;">27829.23</td> </tr> </tbody> </table>	BANK RECONCILIATION AS AT 30 APRIL 2016	£	Cash in hand brought forward 1 April 2016	24359.45	Unpresented cheques as at 1 April 2016	0.00	Add receipts during the year	5694.83	Less payments during the year	-2225.05	Cash in hand carried forward 30 April 2016	27829.23	Represented by		HSBC Current account - 11428020	0.00	Unity Trust Current account - 20360953	5856.20	Unity Trust Deposit account - 20360966	22034.03	National Garden Gift Vouchers	20.00	Total	27910.23	less unpresented cheques as at 30 April 2016	81.00	Revised Bank Account totals	27829.23	
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	The Clerk asked if the above figures were helpful or if actual spend against budget would be more useful for councillors. It was agreed that this would be presented at the next Parish Council meeting for consideration by councillors.	Clerk																												
16.05.198	Approve payments For the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque No.</th> <th style="text-align: left;">Amount Total</th> <th style="text-align: left;">VAT</th> <th style="text-align: left;">Amount w/o VAT</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Description																							
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	300014	192.00	32.00	160.00	Stephen Hartwell	Mowing
	300015	36.00	0.00	36.00	CPRE	Membership Subscription
	300016	355.40	0.00	355.40	Richard Oliver	Clerk's Salary
	300017	96.00	0.00	96.00	SLCC	Membership
	300018	329.50	0.00	329.50	Came & Company	Insurance
	300019	573.75	0.00	573.75	Angela Feltham	Salary
	300020	266.62	0.00	266.62	Angela Feltham	Training & Support
	300021	13.20	2.20	11.00	CVS	Payroll services
		1862.47				
	Proposed Cllr Goodman 2 nd Cllr Mason All in favour.					
16.05.199	Raise matters for report only					
	<p>Cllr Russell stated that any councillor can request an item to go on the agenda where the council can make a decision. Please let her or the Clerk know by the Tuesday one week before the Parish Council meeting.</p> <p>Cllr Goulden raised the topic of a donation to CAB. The CAB had asked for a donation earlier in the year which the councillors felt was too much. Cllr Goulden asked if the councillors could agree a different figure. The Clerk was asked to put this on the June agenda.</p>					
	Next meeting will be 21 June 2016					
	CLOSE of MEETING 9.00PM					

Clerk

Signed.....

Date.....

Chairman: Kim Russell