

## NORTON PARISH COUNCIL – ORDINARY MEETING

**Date:** Tuesday 18<sup>th</sup> September 2012**Time:** 19.30**Venue:** Norton Village Hall**Clerk:** Mrs S Foster

Minute	Agenda Item/Outcome	Action
	<b>In attendance:</b> Cllr M Goodman (Chairman) (MG) Cllr L Davidson (LD) Cllr T Kirby (TK) Cllr C Thomas (CT) Cllr S Yates (SY) 5 members of the public	
12.151	<b>Acceptance of Apologies</b> Cllr D Noha – on holiday (DN) Cllr K Russell – holiday (KR)	
12.152	<b>Declaration and Nature of Interests in matters on the Agenda</b> None.	
12.153	<b>Co-option onto Parish Council</b> Angela Feltham was co-opted onto the Parish Council. The Clerk to arrange signature of appropriate forms, including bank mandate. Proposal: to co-opt Mrs Angela Feltham. Proposed by Cllr Yates, seconded by Cllr Davidson. All in favour. Carried.	Clerk
12.154	<b>Completion of Register of Interests forms</b> Forms were circulated and will be returned when completed.	All
12.155	<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: 12.1 DDC Representative Not present. 12.2 NCC Representative Not present. 12.3 Members of the Public Nothing to report.	
12.156	<b>Approve Minutes</b> of the Ordinary meeting held on 17 <sup>th</sup> July 2012 The minutes of the meeting had been circulated. In Attendees list, "Cllr C Yates" should read "Cllr S Yates". Proposal: To make the above change and sign the minutes as a correct record of the meeting. Proposed by Cllr Yates, seconded by Cllr Goodman. All those attending July meeting in favour. Carried.	
	At this point, the order of the meeting was changed to accommodate members of the public.	
12.178	Presentation by Parochial Church Council following state of the church building Rev Sue Kipling addressed the meeting. A quinquennial report of dilapidation had been carried out and shows extensive deterioration of many aspects of the church building, in particular the church tower. Rough estimates of costs of reparations for the Tower alone are @£100k. The PCC is looking for help in raising funds ie applying for grants etc and asked for suggestions from the Parish Council. Discussion took place. It was noted that a leaflet drop could be done or an article in the next newsletter. Rev Sue was asked to make contact with Cllr Russell.	KR
12.157	<b>Actions from Previous Minutes</b> (not covered on agenda and for report only) 12.138 Staining of bench and also legs on Parish Notice Board Cllr Kirby reported that the Parish Notice Board work is still in progress.	TK

<b>PLANNING</b>																																																								
12.158	<p>DA/2012/0639 Removal of steel gates, construction of new wall leaving pedestrian access to allow the deposit of wheelie bins for collection and maintenance of wall 2 Dial Barn, Watling Street, Weedon (Norton Parish) Proposal: To have no objections to planning application DA/2012/0639. Proposed by Cllr Yates, seconded by Cllr Thomas. 4 for. 1 against. Carried.</p>	Clerk																																																						
<b>FINANCE</b>																																																								
12.168	<p>Update on Jack's Patch R Saunders addressed the meeting. He had been forwarded a copy of the RoSPA inspection report which had been circulated to all Councillors. The report mentioned the surface and the boulders being of medium risk. Weekly inspection sheets had been forwarded to the Clerk. R Saunders is awaiting a replacement part for a wheel which is dislodged at the moment. Weeding around the perimeter fence needs doing. Proposal: To ask the mowing contractor to carry out the works at a maximum extra cost of £10. Proposed by Cllr Goodman, seconded by Cllr Kirby. All in favour. Carried. R Saunders reported that a complaint had been received regarding children running in the gully alongside Jack's Patch but it was noted that children could access the gully from an area other than the play area. NVCA will be holding their annual firework display – details to follow. R Saunders was thanked for his report.</p>	Clerk																																																						
12.159	<p>Present Bank Reconciliation by Financial Officer as at 31.08.12</p> <table border="1"> <tbody> <tr> <td>HSBC Playing Field Account (BMM)</td> <td>£</td> <td>1,294.30</td> </tr> <tr> <td>HSBC Current (Community)</td> <td>£</td> <td>2,518.88</td> </tr> <tr> <td>HSBC Savings (Community Savings)</td> <td>£</td> <td>3,477.56</td> </tr> <tr> <td>HSBC Deposit Bond</td> <td>£</td> <td>15,000.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£22,290.74</b></td> </tr> <tr> <td>Less unrepresented cheque</td> <td>£</td> <td>0.00</td> </tr> <tr> <td><b>Revised total</b></td> <td></td> <td><b>£22,290.74</b></td> </tr> </tbody> </table>	HSBC Playing Field Account (BMM)	£	1,294.30	HSBC Current (Community)	£	2,518.88	HSBC Savings (Community Savings)	£	3,477.56	HSBC Deposit Bond	£	15,000.00	<b>Total</b>		<b>£22,290.74</b>	Less unrepresented cheque	£	0.00	<b>Revised total</b>		<b>£22,290.74</b>																																		
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12.160	<p>Approve payments and sign cheques.</p> <table border="1"> <thead> <tr> <th>Cheque No.</th> <th>Amount Total</th> <th>VAT</th> <th>Amount w/o VAT</th> <th>Payee</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>100183</td> <td>TBA</td> <td>£0.00</td> <td>TBA</td> <td>S Foster – Salary (July/Aug)</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100184</td> <td>£30.05</td> <td>£0.00</td> <td>£30.05</td> <td>S Foster – Expenses (July/Aug)</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100185</td> <td>TBA</td> <td>£0.00</td> <td>TBA</td> <td>HMRC – PAYE (July/Aug)</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100186</td> <td>£558.00</td> <td>£93.00</td> <td>£465.00</td> <td>S Hartwell – Mowing (105/118/123)</td> <td>Highways Act 1980</td> </tr> <tr> <td>100187</td> <td>£86.16</td> <td>£14.36</td> <td>£71.80</td> <td>EON</td> <td>PCA 1957</td> </tr> <tr> <td>100188</td> <td>£75.60</td> <td>£12.60</td> <td>£63.00</td> <td>RoSPA - Play inspection</td> <td>LG(MP)A 1976 s19</td> </tr> <tr> <td>100189</td> <td>£67.00</td> <td>£0.00</td> <td>£67.00</td> <td>Design to print Ltd</td> <td>LGA 1972 s214</td> </tr> <tr> <td>100190</td> <td>£54.00</td> <td>£0.00</td> <td>£54.00</td> <td>Norton Charity Trust</td> <td></td> </tr> </tbody> </table> <p>The Clerk reported that the total of cheques 183 and 185 will be £349.88 but the split will depend on how much PAYE is to be paid to HMRC. Proposal: To approve cheques for payment. Proposed by Cllr Yates, seconded by Cllr Davidson. All in favour. Carried.</p>	Cheque No.	Amount Total	VAT	Amount w/o VAT	Payee	Authority	100183	TBA	£0.00	TBA	S Foster – Salary (July/Aug)	LGA 1972 s214	100184	£30.05	£0.00	£30.05	S Foster – Expenses (July/Aug)	LGA 1972 s214	100185	TBA	£0.00	TBA	HMRC – PAYE (July/Aug)	LGA 1972 s214	100186	£558.00	£93.00	£465.00	S Hartwell – Mowing (105/118/123)	Highways Act 1980	100187	£86.16	£14.36	£71.80	EON	PCA 1957	100188	£75.60	£12.60	£63.00	RoSPA - Play inspection	LG(MP)A 1976 s19	100189	£67.00	£0.00	£67.00	Design to print Ltd	LGA 1972 s214	100190	£54.00	£0.00	£54.00	Norton Charity Trust		Clerk
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12.161	<p>Income received £0.18 Interest</p>																																																							
12.162	<p>Confirmation of appointment of external auditor by Audit Commission The Audit Commission confirmed that BDO have been appointed external auditor for five years from financial year 2012/13.</p>																																																							

12.163	<p>Appointment of internal auditor The Clerk reported pricing received for internal audit services from I Fraser and NCALC. The fee was the same but when travel costs etc were taken into account, it was agreed that NCALC would be the more economic. The Clerk had spoken to NCALC who assured her that any internal auditor appointed would be independent of any previous dealings with Norton Parish Council.</p> <p>Proposal: To appoint NCALC as internal auditor for financial year 2013/14 Proposed by Cllr Kirby, seconded by Cllr Yates. All in favour. Carried.</p>	Clerk
12.164	<p>Completion of HSBC bank mandate Cllr Thomas signed the mandate. The Clerk will arrange for a second page to be added for Cllr Feltham to sign.</p>	Clerk
12.165	<p>Consideration of Business High Interest Deposit Bond maturing The Clerk reported that the Bond will be maturing at the end of September.</p> <p>Proposal: To reinvest for a 6 month period. Proposed by Cllr Kirby, seconded by Cllr Yates. All in favour. Carried.</p>	Clerk
12.166	<p>Commencement of budget preparation for financial year 2013/14 The process will commence so that a first draft is produced at the October meeting and ratified at the November meeting in order to make the precept demand on DDC before mid-January 2013. This was on the proviso that no meeting will take place in December.</p>	Clerk/ MG
	<b>HIGHWAYS</b>	
12.167	<p>Highways update by Cllr Davidson Cllr Yates will report problems by the allotment gate, on Lovers Lane, on Daventry Road and at the Heart of the Shires junction.</p> <p>It was noted that ties had been cut on the dog fouling signs. The Clerk will report to DDC.</p>	SY Clerk
	<b>OTHER BUSINESS</b>	
12.169	<p>Consider design proposals for flower troughs at village gateways Deferred to January.</p>	
12.170	<p>Consider future issues of Parish Newsletter The first issue had been distributed and had been well received. Future issues should include information on the church, bridleways and bonfire night. The next issue should be published as early as possible in October and should make use of colour.</p>	AF/KR
12.171	<p>Discussion re possible bridleway changes Discussion took place regarding changes to bridleways FA2 and FA9. The Clerk was tasked with writing to the land owner thanking him for attending to the hedgerow on Daventry Road and for informing the Parish Council of his intentions.</p>	Clerk
12.172	<p>Consideration of dog control issue The Clerk reported that she had spoken to the Dog Warden at DDC who was going to send a letter to the owner of the two dogs in question. Since then, another attack had taken place. The Clerk was asked to let the Dog Warden know. Cllr Goodman will speak to the victim of the attack and see whether he would be willing to make a formal complaint to the police.</p>	Clerk MG
12.173	<p>Report from Cllr Kirby on Daventry Villages Together meeting Cllr Kirby reported his attendance at the DVT meeting. Most of the discussion had been on the matter of Neighbourhood Plans. Cllr Yates agreed to pass Cllr Kirby a copy of Norton's Village Design Statement.</p> <p>Cllr Kirby reported that the meeting is a good networking opportunity.</p>	SY
12.174	<p>Consideration of PCSO Initiative on speed checks and surgeries Defer or remove from agenda.</p>	Clerk
12.175	<p>Consideration of what action, if any, can be taken over case of alleged animal cruelty Concerns were raised over the care of a dog within the community. The Clerk was asked to contact the Dog Warden and the RSPCA with photographic evidence.</p>	Clerk
12.176	<p>Adoption of new Code of Conduct and signature of Code of Conduct and Register of Interests forms Proposal: To adopt the new Code of Conduct. Proposed by Cllr Yates, seconded by Cllr Kirby. All in favour. Carried</p>	

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12.177	<p>Consideration of entering into Public Sector Mapping Agreement instead of Paper Map Copying Licence</p> <p>The Clerk reported that an invoice had been received for the PMCL. She had spoken to the Ordnance Survey office and requested clarification of the PSMA. The PSMA is a free service offered to public authorities and, as such, Norton Parish Council would be eligible. Proposal: To enter into the PSMA with Ordnance Survey.</p> <p>Proposed by Cllr Yates, seconded by Cllr Davidson. All in favour. Carried.</p>	Clerk																																												
12.179	<p>Consideration of parking within the village</p> <p>Cllr Goodman and the Clerk reported on their meeting with representatives of NCC. It was agreed to put an article in the next newsletter asking people to be considerate of buggies, wheelchairs, grass verges and residents' light when parking.</p>	AF/KR																																												
12.180	<p>Consideration of traffic issues within Brockhall</p> <p>Cllr Yates reported that he had passed the matter on to PCSO Thompson and Nick Gore of NCC. He would report any developments at the next meeting.</p>	SY																																												
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12.182	<p>Raise matters for report only</p> <p>Nothing to report.</p>																																													
12.183	<p>Close of Meeting</p> <p>Meeting closed at 9.45pm.</p>																																													
Signed	<p>.....</p> <p><b>Cllr Mike Goodman</b> <b>Chairman</b></p> <p style="text-align: right;"><b>Date</b> .....</p>																																													