

**Norton Parish Council**  
**Minutes of the Ordinary Parish Council meeting**  
**held on Tuesday 8<sup>th</sup> October 2024 at 7:00pm in the Village Hall**

**Present:**

Councillors: Kim Russell (Chairman), David Birtles, Jeff Paybody, Chris Thomas

In attendance: departing Clerk/RFO Emma Fontaine, incoming Clerk Joe Roberts and Cllr David James, WNC

08.10.808	The Chairman welcomed everyone to the meeting, including the new Clerk/Responsible Financial Officer Joe Roberts.
08.10.809	There were no requests for dispensation from members of the Council.
08.10.810	There were no declarations of interest.
08.10.811	<b>Public Open Forum</b> Cllr David James updated on West Northamptonshire Council matters including planning and Daventry's Vision/Eastern Way planning.
08.10.812	Apologies were received from Cllrs Goulden, Griffiths and Jones.
08.10.813	It was RESOLVED to approve the minutes of the meeting held on Tuesday 10 <sup>th</sup> September as a true and accurate record of the meeting.
08.10.814	<b>Wildflower Area</b> It was noted that the agreed risk assessment will be sent to the resident planning to plant the memorial area. <b>ACTION: Clerk.</b>
08.10.815	<b>Finance</b> <ul style="list-style-type: none"> <li>• The payments listed in Addendum A were reviewed and approved.</li> <li>• The bank balances were recorded as at today's date, 8<sup>th</sup> October 2024. The current account balance was £14,984.26. The reserves account balance was £14,644.77. The combined total was £29,730.54.</li> <li>• Regarding the budget, to be agreed next month, it was noted that the maintenance cost for Jack's Patch should be £1,500 for 2025/26.</li> </ul>
08.10.816	<b>Village Hall</b> <ul style="list-style-type: none"> <li>• The lease template provided by Northamptonshire ACRE will be adopted for the Village Hall. However, a Solicitor needs to confirm this. Some names were suggested and the Chairman will make contact. <b>ACTION: Cllr Russell.</b></li> <li>• The kitchen refurbishment is ongoing and the kitchen is expected to be fully functional by the end of November. After this, a fire and electrical installation inspection will be scheduled.</li> <li>• Welcoming Spaces Grant: the Clerk will continue to work on obtaining this funding. <b>ACTION: Clerk.</b></li> </ul>
08.10.817	<b>Jack's Patch</b> The inspection was confirmed and will be carried out by Wickstead.
08.10.818	The following policies were reviewed and approved: <ul style="list-style-type: none"> <li>• FOI Complaints Procedure</li> <li>• FOI Publication Scheme and Handling of FOI Requests</li> <li>• Recording of Council Meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Press and Media Policy</li> <li>• GDPR Data Protection Policies (Data Protection, Records Retention, Data Breach, Subject Access Request Procedure)</li> </ul>
08.10.819	It was resolved for the two Clerks to work together until the next meeting.
08.10.820	The meeting closed at 7.40pm. The next meeting of the Parish Council will be held at <b>7.00pm on Tuesday 12<sup>th</sup> November 2024</b> in the Village Hall.