

# Norton Parish Council

## Minutes of the full Annual and Ordinary Parish Council meetings

held on Tuesday 30<sup>th</sup> May 2023 at 7:00pm in the Village Hall

### Present:

Councillors: Kim Russell (Chairman), David Birtles, Carole Child, Steph Goulden, Chris Thomas

In attendance: Emma Fontaine (Clerk/RFO), Cllr David James (WNC), 1 member of the public

<b>ANNUAL MEETING</b>	
30.05.579	The Chairman welcomed Councillors to the meeting and thanked them for attending.
30.05.580	Cllr Kim Russell was elected Chairman with a unanimous vote.
30.05.581	Cllr Steph Goulden was elected Vice Chairman with a unanimous vote.
30.05.582	The Declarations of Acceptance of Office were duly signed.
<b>ORDINARY MEETING</b>	
30.05.583	There were no requests for dispensation from members of the Council.
30.05.584	There were no declarations of interest from members of the Council.
30.05.585	<b>Public Open Forum</b> Cllr David James updated Councillors on recent WNC matters.
30.05.586	Apologies were received and approved for Cllrs Mason, Paybody and Statham.
30.05.587	It was RESOLVED to approve the minutes of the meeting of the Parish Council held on Tuesday 11 <sup>th</sup> April 2023.
30.05.588	<b>Finance</b> <ol style="list-style-type: none"><li>1. The 2022/23 year end bank reconciliation was reviewed and approved.</li><li>2. The 2022/23 year end payments and receipts were reviewed and approved.</li><li>3. The payments, listed in Addendum A, were reviewed and approved.</li></ol>
30.05.589	<b>2022/23 Audit</b> The following were reviewed and approved (and signed accordingly where required): <ol style="list-style-type: none"><li>1. Section 1: Annual Governance Statement</li><li>2. Section 2: Accounting Statements</li><li>3. Payments that exceeded £100</li><li>4. Continuing contract and statutory duty payments</li><li>5. Continuation of subscriptions</li><li>6. Explanation of variances</li></ol> <p>Additionally, the 2022/23 internal audit report was received and the Clerk confirmed the audit is now complete. The external audit will follow.</p>
30.05.590	The following documents were reviewed and approved: <ol style="list-style-type: none"><li>1. Asset Register</li><li>2. Standing Orders</li><li>3. Financial Regulations</li><li>4. Effectiveness of Internal Audit</li><li>5. Risk Assessment</li></ol>

30.05.591	<b>Insurance Renewal</b> It was RESOLVED to accept the quote from Zurich for Parish Council and Village Hall insurance via the 3 yearly scheme. <b>ACTION: Clerk.</b>
30.05.592	It was RESOLVED to re-appoint Cllr Child as the Police Liaison Representative.
30.05.593	<b>Jack's Patch</b> Following his departure from his voluntary role, the Council thanked Doug French for his support with the inspection and maintenance programme at Jack's Patch. Cllr Child will now take on the role and the Clerk will forward her the inspection template. Additionally, the Clerk will email the individual who expressed an interest in volunteering, identifying weed membrane and bark spreading as key tasks, as well as ongoing weeding. <b>ACTION: Clerk.</b>
30.05.594	<b>Village Hall</b> <ol style="list-style-type: none"> <li>1. The Clerk is still trying to extract the former NVCA from the electricity contract issue.</li> <li>2. Cllr Russell provided an update on the s106 funding meeting, and the subsequent information sent to WNC Planning in relation to the SUE. This will be a long term situation and action will need to be taken to maintain the Hall before then.</li> </ol> <p>Cllrs Birtles, Russell and Goulden will go to visit Abthorpe. The Clerk will arrange a suitable time. Additionally, the Clerk will query the registering of an Asset of Community Value with NCALC. <b>ACTION: Clerk.</b></p>
30.05.595	<b>Goulden's View</b> Cllr Russell confirmed that the shared ownership houses should now be able to progress following intervention by Cllr David James.
30.05.596	The Clerk will contact Elan City and see what we need to hook up to the street light, as well as confirming the cost of solar conversion. Additionally, the damaged light cover at the end of Bakers Lane is noted and a repair will be requested. <b>ACTION: Clerk.</b>
30.05.597	Remedial works to trees at the war memorial are needed, as highlighted by a Parishioner. Cllr Birtles will ask a local Tree Surgeon to quote for the work. <b>ACTION: Cllr Birtles.</b>
30.05.598	The meeting closed at 8.50pm. The next meeting of the Parish Council will be held at <b>7.00pm on Tuesday 13<sup>th</sup> June 2023</b> in the Village Hall.

#### Addendum A - payments for approval

##### April

Gross Payment	Payee	Details	Paid	Power
£35.00	ICO Fee	Annual fee	SO	LGA1972 s112
£153.85	N Power	Electricity – street lights	DD	LGA1972 s133
£91.40	HMRC	PAYE	BACS	LGA1972 s112
£431.96	Payroll/Expenses	April 2023	BACS	LGA1972 s112
£48.00	Northants Acre	Annual subscription	BACS	LGA1972 s112
£550.50	NCALC	Annual subscription	BACS	LGA1972 s112
£396.00	S Hartwell	Mowing contractor	BACS	HA1980 s96(4)