

Norton Parish Council

Minutes of the Meeting of the Parish Council

held on Tuesday 16th June 2026 at 7pm in the Village Hall

16.06.001	Introductions Present: David Birtles, Kim Russell (Chair), Mark Griffiths, Chris Thomas, Clerk /RFO - Sue Porter, and 1 member of the public
16.06.002	To approve apologies for absence – Steph Goulden, Jeff Paybody, Jacqui Williams
16.06.003	To consider dispensation requests from members of the Council - Nil
16.06.004	To receive Councillor declarations of interest for items on the agenda – Nil
16.06.005	Public Open Forum – Nil
16.06.006	To approve the minutes of the Annual Meeting held on Tuesday 19th May 2026 - It was approved by all that the minutes were an accurate record of the meeting and will be signed and dated by the Chair.
16.06.007	West Northants Councillor – Monthly Report – No report received.
16.06.008	Finance The following accounts were approved by all: - To review the payments made: Sam Saeed – Jack’s Patch - £50.00 S Hartwell – Grass Mowing - £198.00 Sue Porter – May Salary £469.80 Sue Porter – April & May Expenses - £52.00 Zurich Insurance – Annual Renewal - £1,425.38 - To note the bank balances in each account as at 11/06/2026 Current Account - £29,568.13 Reserves Account - £15,789.43 The Unity Trust bank mandate and the HMRC details need to be updated to the new Clerk.
16.06.009	To receive an update on the Village Hall, to include: - To receive an update on the Village Hall Lease agreement – The draft lease has been sent to the Solicitors for review. The VH Committee will instruct their own Solicitor. - To receive an update on damp/mould report for the Village Hall – A survey has been arranged. - Anglian Water Update – The account details need to be updated, which the previous Clerk needs to arrange. The water meter appears to be shared with the neighbouring property. - Electrical works – The Clerk will ask for a date when the works will be undertaken.
16.06.010	To receive an update on Jack’s Patch – All OK.
16.06.011	Internal Audit Report 2025-26 – The report was read out and the actions agreed; Latest Financial Regulations – To be circulated and adopted at the July meeting and uploaded to the website. IT Policy – To be circulated and adopted at the July meeting and uploaded to the website. The website has been brought up to date with the previous minutes.

	Approve Annual Governance Statement 2025-26 – It was approved by all that the Annual Governance Statement be signed and dated by the Clerk/RFO and Chair and uploaded to the website as well as being submitted to the External Auditor. Approve Annual Accounting Statement 2025-26 - It was approved by all that the Annual Accounting Statement be signed and dated by the Clerk/RFO and Chair and uploaded to the website as well as submitted to the External Auditor. Approve Public Rights Notice Dates 2025-26 – The dates approved by all are 18th June to 29th July 2026.
16.06.012	Highways – Site meeting scheduled for 30 th June 2026 at 10:30am. D Birtles and M Griffiths will be in attendance.
16.06.013	Planning WNC Local Plan Update – Update from Chair following a workshop session held online. The village confines map is accurate for Norton Parish, with no development plans included in Local Plan.
16.06.014	Date Of Next Meeting Tuesday 21st July 2026 – 7pm
	Meeting Closed: 7:45pm