

**Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 March 2016**

**Present:** Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr M Neale; Cllr R Mann; Cllr Mrs A Mace-Leska; Cllr K Sparkes; WCC Cllr L Caborn;

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** -

**Apologies:** Apologies were received from WDC Cllr P Phillips who was attending a meeting in London, and WDC Cllr A Rhead who was attending a WDC Finance & Audit Meeting

**1. Chairman's notice regarding the recording and filming of the meeting**

The notice regarding the recording and filming of meetings was displayed for those present to read.

**2. Declaration of Interest (existence and nature) on Items on the Agenda**

As the planning applicant at Littleworth Farm, Cllr Mann declared an interest in item 16.1.

**3. Public Comments**

None.

**4. To Approve the Minutes of the Ordinary Meeting held on 9 February 2016**

The Minutes of the Ordinary Meeting held on 9 February 2016 were taken as read, confirmed and signed.

**5. Chairman's Report**

None.

**6. Matters Arising**

None.

**7. Parish Council Action Plan for 2015-16 Update**

- It was noted that there was a problem with backing up the website and a solution was being investigated, and that changing the website layout to make it easier to read on all computers was also being looked into.
- The Clerk advised that she had arranged a meeting with a member of the WCC Rights of Way Team to run-through footpath marking and to obtain some footpath fingerpost signs.
- The Clerk reported that the Community Speedwatch Programme is not going well with all but one volunteer having dropped out. The Clerk advised that she is awaiting a response from the police regarding minimum numbers to obtain training, etc.
- It was agreed that a letter drafted by Cllr Mace-Leska concerning the on-going problem of dog fouling would be distributed to all households in the village (including those outside the parish), at the same time as the Open Meeting notice is distributed.

**8. To Discuss Issues Within the Parish Relating to Highways (eg. the state of the roads, parking, overgrown hedges, etc)**

- The Clerk advised that the pothole in Church Road had been inspected and repairs ordered.
- It was noted that a pothole by Littleworth farm had been reported.

- Following requests to the landowners of the overgrown hedges on New Road, it was noted that the lower hedges have been trimmed, but that Enterprise Inns, the owners of the New Inn, had yet to respond.
- It was agreed that Cllr Neale would have a word with the owner of the property on the junction of Snitterfield Lane and Church Road whose hedge is overhanging the pavement to request that it be trimmed back.

**9. To Discuss Neighbourhood Plans / Housing Needs Survey**

- Discussion took place regarding the need for a Neighbourhood Plan in Norton Lindsey, and it was agreed that it would be mentioned at the open meeting. If there is a strong positive reaction to having a Neighbourhood Plan the Parish Council will then invite a representative from WDC to address the potential volunteers.
- It was agreed to defer a decision on the requirement for an up-to-date Housing Needs Survey until the need for a Neighbourhood Plan is proven or that potential housing developments in the Parish become imminent.

**10. To Note Audit Procedures for 2017-18 onwards, and to Agree if NLPC should Opt In or Opt Out**

The Clerk explained the changes that had been made to the Audit Procedure and advised that under these changes Parish Council's with a turnover of more than £25k could opt out of the Smaller Authorities Audit Appointment (SAAA) although they would still need a limited assurance audit. Recommendation from the Warwickshire Association of Local Councils (WALC) is that parish councils should opt in. Following discussion it was unanimously agreed that NLPC would opt in.

**11. To Review and Update Financial Regulations following NALC / WALC Changes to Model Financial Regulations**

Following discussion it was unanimously agreed to accept the changes made to the Model Financial Regulations, and changes were also made to allow the use of personal debit/credit card expenditure subject to invoices/receipts being provided prior to reimbursement.

**12. To Discuss Arrangements for Open Meeting**

The Clerk confirmed that arrangements were in hand for the Open Meeting on 12 April. The agenda and distribution of the notice the week before the meeting were agreed.

**13. To Discuss Clerk's Training Requirements and to Agree to Fund the Clerk's Enrolment on the Society of Local Council Clerks ILCA course**

The Clerk advised that Bearley Parish Council (for whom she is also Parish Clerk) had agreed to contribute half of the cost of the ILCA course, and it was agreed that the Clerk could go ahead and book the course.

**14. Correspondence and Communications Report (circulated to Councillors prior to meeting)**

Noted.

**15. Finance Matters**

15.1 Payments received since the last meeting were noted:

Mrs J Bendall – repayment of PAYE

WALC – Transparency Code Grant (for the purpose of purchasing equipment to ensure compliance)

- 15.2 Payments made since the last meeting were noted:
  - Clerk's February Salary
  - HMRC – PAYE
- 15.3 Expenditure as listed below was approved:
  - WALC End of Year Financial Procedures Course
  - Mrs J Bendall - Clerk's Expenses
  - WDC Election Expenses
  - To re-issue donation cheques for Mother's and Toddlers, Gardening Club, Church Room and Churchyard maintenance due to payee name change
- 15.4 Following receipt of the Transparency Code Grant, the purchase of a laptop/printer, software and external hard drive/memory was discussed and agreed. The Clerk was given an expenses advance to enable the purchases to be made.

#### **16. Planning Matters**

- 16.1 Planning applications received:
  - Councillor Mann left the meeting to enable the application at Littleworth Farm W/16/0312/AG to be discussed. It was agreed that NLPC was neutral to this application, but made the observation that it was concerned with the lack of a site plan and the poor quality of the drawing supplied. NLPC was also concerned with the colour of the planned roof in an elevated and isolated position.
- 16.2 There were no matters of concern regarding building works within Norton Lindsey Parish.

#### **17. Parish Report**

None.

#### **18. Date of Next Meeting**

12 April 2016 – Open Meeting (to be held in Village Hall)

The Chairman closed the meeting at 9.50 pm.