

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 13 June 2017

Present: Cllr J Stobart (Chairman); Cllr M Neale; Cllr Miss A Birch; Cllr R Mann (for part of the meeting); WDC Cllr A Rhead; WCC Cllr L Caborn

Parish Clerk: Mrs Jennifer Bendall

Public: 4

Apologies: Apologies were received from Cllr Mrs A Mace-Leska who was ill and Cllr K Sparkes who was on holiday.

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. Record of members present

Noted.

3. Apologies and acceptance of reasons for absence

Noted.

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

None.

5. Public Comments

Representatives of NLCP Ltd Management Committee attended the meeting to talk about their planning application for the community village shop on the site of the New Inn, and the indication from the planning officer that permission will be refused due being a new build in the green belt. WDC Cllr Rhead offered to find out more information from the planning department.

6. To receive an update from the Village Hall Committee

Representatives from the Village Hall Committee attended the meeting to thank the Parish Council and WDC Cllr Rhead for all their support to date, and to give an update. Now that planning permission has been granted, a significant amount of money needs to be raised to fund the build. There is a launch meeting on Tuesday 27 June to which all residents of the village will be invited. This meeting is to bring people up to date with the plans and to ask for their support. It was noted that in the questionnaire issued to all residents earlier in the year there was a clear indication that people value their village hall., but if the money isn't raised, the village hall will have to be demolished as it has been unviable and will cost more to maintain than it earns. The Village Hall Committee would like NLPC to attend the meeting on the 27th to show its support. There was a discussion about the depot money, and WDC Cllr Rhead gave advice about applying for grants from WDC. The Village Hall Committee submitted an official request to NLPC for financial support, and it was agreed that an Extraordinary Meeting would be called for the request to be considered.

7. To approve the Minutes of the Annual and Ordinary Meetings held on 9 May 2017

The minutes of the Annual and Ordinary Meetings held on 9 May 2017 were taken as read, approved and signed.

8. Chairman's / Clerk's report

There was nothing new to report, but the Clerk advised that she would issue the DPI forms for updating within the next few days.

9. Matters arising

- The Clerk advised that there was still a little bit of work to do on the draft Emergency Plan, and that as soon as it was complete she would issue it for comments.
- Discussion took place regarding the WDC response to a review of the Conservation Area, and it was agreed that there was no pressing need to request a review at this time. The Clerk to respond to WDC.
- It was noted that the Clerk had not had chance to study the requirements for a Data Protection Policy in full, and discussion took place regarding correspondence from WALC on forthcoming changes to legislation and that it is not yet known how this may affect parish councils. The Clerk advised that she would look in detail at current requirements and report back to the July meeting.
- Following the problem with the computer (reported at the May meeting), the Clerk had sought advice from WALC about parish councils using cloud storage. It was noted that it is acceptable for cloud storage to be used, and discussion took place regarding setting up an automatic back up system. The Clerk to set up a workable system.

10. Parish Council Action Plan update

The Parish Council Action Plan was discussed in detail, and it was agreed that an action “supporting the redevelopment of the Village Hall and the continuing development of the Community Hub at the New Inn” would replace the suggested action “to assist parishioners in reducing the risk of burglary and other crime” as it was felt the Parish Council could do little more in this area. Timescales and responsible leads were agreed.

11. To carry out the annual review of the Norton Lindsey Parish Plan Action List

The review of the Parish Plan was carried out and it agreed that the last review would take place in 2018 because the Parish Plan was now quite dated and the majority of actions had been investigated.

12. To receive the completed Housing Needs Survey

The final version of the Housing Needs Survey was officially received by NLPC. It was agreed that it should be uploaded to the website and a copy sent to R&R Architects who had attended meetings in 2016 and earlier this year to discuss a proposed development on the Poultry Farm site.

13. Annual Return for the year ended 31 March 2017

13.1 To note completion of the Internal Audit, and to consider comments made by the internal auditor

The Clerk advised that the independent internal audit had been carried out by Mr R Smith, and it was noted that Mr Smith had offered advice regarding the reporting of assets on the Annual Return.

13.2 To consider, approve and sign the Annual Governance Statement 2016/17

The Council considered, approved and signed the Annual Governance Statement for 2016/17 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

13.3 To consider, approve and sign the Accounting Statements 2016/17

The Council considered, approved and signed the Accounting Statements for 2016/17 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Responsible Financial Officer signed the Annual Return on behalf of the Council.

14. To discuss the report in the May 2017 Claverdon Parish News regarding the Claverdon Community Land Trust option for a land acquisition at Gannaway Farm, Norton Curlieu

The Clerk advised that she had sought information from Claverdon Parish Council and the Claverdon Community Land Trust regarding the report that appeared in the May 2017 edition of the Claverdon Parish News about the option for a land acquisition at Gannaway Farm. Claverdon Parish Council had responded that they were not involved, and that it was being looked at completely independently by Claverdon Community Land Trust. The response from Claverdon Community Land Trust was that the CLT was set up to

specifically house people from Claverdon needing affordable housing, and that the site location is still under discussion, but the only farmer in Claverdon Parish who has been prepared to consider selling land for affordable housing to the CLT is Gannaway Farm. Claverdon Parish Council is currently carrying out a new housing needs survey as the last one was done five years ago. This will give the CLT a better idea of housing need. The survey of five years ago identified about six people in immediate need and a further 12 within 5 to 10 years. Numbers change rapidly and the good economic environment in Warwickshire at the moment can be expected to have reduced these numbers. If a development goes ahead, the houses will be specifically for Claverdon and surrounding area people, controlled and managed by the Claverdon CLT. It was agreed that the Clerk would request that NLPC be kept informed of progress, and that she would request a copy of the Claverdon Housing Needs Survey when it becomes available.

15. To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)

It was noted that the road surface at the New Road/Warwick Road crossroads is in very poor condition. The Clerk to report to County Highways. It was agreed that the Clerk would chase progress on the repairs to Wolverton Road as there seems to be a delay in finishing.

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

Correspondence regarding progress on the speeding problem in Norton Curlieu and repairs to the carriageway were noted. Following correspondence received from WALC regarding Section 137 grants, it was agreed that implementing a grants policy would be considered at the July meeting. It was agreed that the Clerk would write to the Shrewley Parish Clerk regarding correspondence about problems of speeding. Following a request from the Village Hall Committee to borrow the Parish Council's projector and slide for their meeting on 27 June, it was unanimously agreed that this was acceptable. The Clerk is to respond to an email received from a person interested in the Poultry Farm site that they are welcome to attend a future meeting of NLPC, but the Parish Council will not be in a position to comment on any plans until a planning application has been submitted.

17. Finance Matters

17.1 Payments received since last meeting:

NatWest Bank Plc – interest. Noted.

17.2 Payments made since last meeting:

Clerk's Salary - May 2017. Noted.

Came & Company – insurance premium. Noted.

17.3 Expenditure for approval:

None.

17.3 Income and expenditure year to date

Noted.

18. Planning Matters

17.1 To note and comment on planning applications received:

- Cannings Farm, Canada Lane W/17/0911 - Change of use of 2 no. agricultural buildings to 2 no. dwellings (Use Class C3). Following discussion, it was agreed that NLPC supports this application and feels that it deals with an area with derelict buildings, thereby improving the street scene.
- 12 Mill Close, Norton Lindsey W/17/0997 - Erection of a first-floor side extension; a single storey rear and front extension. NLPC has no comments to make on this application and will submit a neutral response.

17.2 Decisions received:

Norton Lindsey Village Hall W/16/2330 – permission granted. Noted.

17.3 To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village)

None.

18. Parish Report

WDC Cllr Rhead briefly discussed the ongoing problems with dog bin emptying, and advised that an audit had been undertaken at WDC which identified several hundred bins across the county which had never been recognised under the contract to empty them. Cllr Rhead is to look into the impact of this audit on Norton Lindsey. Cllr Rhead also briefly discussed gypsy and traveller sites, which he now has responsibility for, and advised that he is setting up a meeting in the near future for all parish councils to discuss the issues involved with these sites, any concerns parishes may have, and any suggested proposals.

19. Date of Next Meeting

Tuesday 18 July 2017 – Ordinary Meeting

The Chairman closed the meeting at 10.26pm