

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

3 May 2018

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 8 May 2018 immediately following the Annual Meeting of Norton Lindsey Parish Council being held on the same evening, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed:

*J Bendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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## **Agenda**

- 1. Chairman's notice regarding the recording and filming of the meeting**
- 2. Record of members present**
- 3. Apologies and acceptance of reasons for absence**
- 4. Declaration of Interest (existence and nature) on Items on the Agenda**

Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.
- 5. Public Comments**

Period of up to 15 minutes where public comments are invited. The public can also use this time to address any issues to WDC Cllrs Rhead and / or Phillips.
- 6. To approve the Minutes of the Ordinary Meeting held on 13 March 2018**
- 7. To provisionally approve the Minutes of the Annual Parish Assembly (Open Meeting) held on Wednesday 18 April 2018**

Councillors are advised that the Minutes of the Open Meeting will be officially signed at the next Annual Parish Assembly (Open Meeting) to be held in April 2019
- 8. Chairman's / Clerk's report**
- 9. Matters arising**
- 10. To consider matters of concern raised by parishioners at the Annual Parish Assembly held on 18 April 2018**
- 11. 2017/18 Parish Council Action Plan update/review**
  - 11.1 Website**
  - 11.2 Speeding**
  - 11.3 Village Hall / Community Hub**
- 12. To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)**
  - 12.1 Update on issues previously reported**
  - 12.2 New issues**

- 13. Correspondence and Communications Report (circulated to Councillors prior to meeting)**
- 14. General Data Protection Regulation (GDPR)**
- 14.1 To receive report on GDPR Made Simple training attended by the Clerk
  - 14.2 To receive general update on GDPR and to review NLPCs current status
  - 14.3 To consider and agree NLPCs GDPR-compliant documentation: Privacy Notices, Data Protection Policy, Document Retention Policy, and other required documentation
- 15. Annual Governance and Accountability Return (AGAR)**
- 15.1 To discuss the requirements for the AGAR
  - 15.2 To note completion of the Internal Audit, and to consider comments made by the Internal Auditor
  - 15.3 To consider, approve and sign the Annual Governance Statement 2017/18
  - 15.4 To consider, approve and sign the Accounting Statements 2017/18
  - 15.5 To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- 16. To consider and approve draft letter to WDC requesting Governance Review**
- 17. Finance Matters**
- 17.1 **To note payments received since last meeting:**  
Warwick District Council – 1<sup>st</sup> half of Precept/Concurrent Services Payment/Council Tax Grant
  - 17.2 **To note payments made since last meeting:**  
Clerk's Salary - March and April 2018  
Warwick District Council – Rural Footway Lighting  
Cumbria Clock Company – Church clock chimes annual maintenance
  - 17.3 **To note expenditure for approval:**  
WALC – Annual Subscription
  - 17.4 **To note income and expenditure year to date**
  - 17.5 **To review the Clerk's salary following receipt of notification from NALC of the NJC 2018-2019 national salary award for Clerks**
- 18. Planning Matters**
- 18.1 **To note and consider planning applications received:**
    - 1. W/18/0763 - Wood House, Curlieu Lane, Norton Lindsey, Warwick, CV35 8JS  
Erection of a single storey rear extension with balcony
    - 2. W/18/0771 - The Clangers, 28 Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JJ  
Demolition of existing dwelling house and replacement with new dwelling house in the garden
    - 3. W/18/0752 - Tracery, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ  
Removal of existing integral garages, and the erection of two single storey side and rear extensions; alterations to the front porch and roofs and erection of a detached outbuilding
  - 18.2 **To note planning applications received and considered under delegated powers:** None.
  - 18.3 **To note planning application decisions received:** None.
  - 18.4 **To note planning application updates received:**
    - 1. W/18/0179 - Tamarin Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD  
Application withdrawn
  - 18.5 **To note and consider planning appeal notifications received:** None.
  - 18.6 **To note planning appeal decisions received:** None.
  - 18.7 **To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village)**
- 19. Parish Report**  
To include Warwick District Council and Warwick County Council reports
- 20. Date of Next Meeting**  
To be confirmed at Annual Meeting