

## **Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room following the Annual Meeting on 8 May 2018**

**Present:** Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr Mrs A Mace-Leska; Cllr K Sparkes; WDC Cllr A Rhead; WDC Cllr P Phillips

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None

**Apologies:** Apologies were received from Cllr M Neale was on holiday, Cllr R Mann who was working, and WCC Cllr L Caborn who was out of the country.

### **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**

Cllr Mrs Mace-Leska declared an interest in agenda item 18.1.3.

### **5. Public Comments**

None.

### **6. To approve the Minutes of the Ordinary Meeting held on 13 March 2018**

The Minutes of the Ordinary Meeting held on 13 March 2018 were taken as read, approved and signed.

### **7. To provisionally approve the Minutes of the Annual Parish Assembly (Open Meeting) held on Wednesday 18 April 2018**

Councillors were 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. The Minutes of the Annual Parish Assembly 2018 were taken as read, approved and signed.

### **8. Chairman's / Clerk's report**

- The Clerk reminded Councillors to review their Disclosable Pecuniary Interest Forms and update as necessary.
- The Clerk advised that refurbishment of the broken notice board at the Village Hall was underway.

### **9. Matters arising**

None.

### **10. To consider matters of concern raised by parishioners at the Annual Parish Assembly held on 18 April 2018**

- Dog fouling – there was a lot of concern and strong feeling about the increasing problem of dog fouling around the village, particularly on the playing field and pavements. It was agreed to promote the fact that it is the owner's duty to pick up after their dogs and that it is everyone's civic duty to report instances of dog fouling. Contact details for reporting dog fouling to be prominently displayed.
- Chicken sheds – there were concerns raised regarding the potential health hazards of the derelict poultry farm site. WDC Cllr Rhead agreed to look into the suggestion that the owner had been required to clear site by WDC.

- Dumping of garden waste – recent instances of fly tipping on New Road had been raised. WDC Cllr Rhead advised that evidence was required before any prosecution could be sought.
- Links not working on website – it had been reported that some of the links on the Parish Council website were not working. The Clerk advised that all the broken links should now be fixed.

#### **11. 2017/18 Parish Council Action Plan update/review**

- 11.1 **Website** – the Clerk advised that broken links had been updated and following a review of the site statistics it was agreed that more traffic to the website needs to be generated.
- 11.2 **Speeding** – following the request at the Parish Assembly for a volunteer to act as Speedwatch Co-ordinator, it was noted that no-one had come forward.
- 11.3 **Village Hall / Community Hub** – it was noted that the Village Hall has secured an in-principal grant of £85,000, and that the District Council is to have further discussions with the Village Hall Committee to see if they can offer any further assistance. Regarding the Community Hub and the proposed shop at the New Inn, it was noted that NLCP Ltd is currently trying to sort out the legal side of the grant from WDC.

#### **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**

The Clerk confirmed that numerous potholes around the parish had been reported to County Highways and that drain-jetting was scheduled to take place. It was suggested that all future notifications to County Highways should be copied to WCC Cllr Caborn.

##### **12.2 New issues**

It was noted that the estate agent sign for Big House Farm is actually situated on Church land. The Clerk to contact the estate agents to ask them to move it.

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

Noted. It was agreed that correspondence regarding self-assessment for parish councils is to be looked at in June, and that the Clerk is to draft a reply to WDC Planning Enforcement regarding their response to NLPC's concerns about the removal of trees at Ardenwold. Cllr Stobart to look into correspondence from WDC regarding its planning policy consultation.

#### **14. General Data Protection Regulation (GDPR)**

##### **14.1 To receive report on GDPR Made Simple training attended by the Clerk**

The Clerk advised that the training was very useful and that a lot of questions had been answered although some still remained. Data security was touched upon with some useful pointers that affect everyone, not just the Clerk. The person taking the course felt that parish council enrolment with the ICO was enough and that individual councillors shouldn't have to.

##### **14.2 To receive general update on GDPR and to review NLPCs current status**

It was noted that a data audit needs to be completed. The Clerk advised that the filing cabinet had been sorted but that electronic files still needed to be done. The ICO have indicated that GDPR is a journey, and if there is a breach as long as we can show we are working towards compliance they will work with us. There is still no agreement on the need to appoint a DPO, but apparently the Government has tabled an amendment to the Data Protection Bill to exempt parish/town/community councils from appointing a DPO. The Clerk advised there is still work to do, but we are nearly there.

##### **14.3 To consider and agree NLPCs GDPR-compliant documentation: Privacy Notice, Data Protection Policy, Document Retention Policy, and other required documentation**

The Privacy Notice, Information and Data Protection Policy, Document Retention and Disposal Policy, Removable Media Policy, and the Social Media and Electronic Communication Policy were all agreed and accepted. The Clerk to finalise a couple more documents to be agreed at a future meeting.

## **15. Annual Governance and Accountability Return (AGAR)**

### **15.1 To discuss the requirements for the AGAR**

The requirements of the Annual Governance and Accountability Return were discussed and the Clerk advised that as NLPCs income/expenditure is under £25,000 we can certify as exempt from the Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 if the Parish Council resolves to do so. The signed Return will still need to be completed and displayed, and an exemption certificate will need to be completed and sent to the external auditors. Alternatively, NLPC can choose to be audited in exactly the same way as previous years but there will be a cost of £200. The professional advice from NLPCs Internal Auditor is that NLPC is a long-standing entity with little change in responsibilities over the years, it is small-scale and well run, and therefore in his opinion it would be acceptable to certify as exempt.

### **15.2 To note completion of the Internal Audit, and to consider comments made by the Internal Auditor**

It was noted that the accounts for the year ended 31 March 2018 had been audited by the Internal Auditor, and that he had commented on the clear layout of the accounts and folder which made his job much easier.

### **15.3 To consider, approve and sign the Annual Governance Statement 2017/18**

NLPC considered, approved and signed the Annual Governance Statement for 2017/18 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

### **15.4 To consider, approve and sign the Accounting Statements 2017/18**

The Council considered, approved and signed the Accounting Statements for 2017/18 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

### **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**

Following consideration of the criteria for certifying as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it was unanimously resolved that NLPC will certify as exempt for the year 2017/18.

## **16. To consider and approve draft letter to WDC requesting Governance Review**

The draft letter requesting that WDC carry out a Governance Review of NLPC was agreed. The Clerk to send.

## **17. Finance Matters**

### **17.1 Payments received since last meeting:**

Warwick District Council – 1<sup>st</sup> half of Precept/Concurrent Services Payment/Council Tax Grant - noted

### **17.2 Payments made since last meeting:**

Clerk's Salary - March and April 2018 - noted

Warwick District Council – Rural Footway Lighting - noted

Cumbria Clock Company – Church clock chimes annual maintenance - noted

### **17.3 Expenditure for approval:**

WALC – Annual Subscription – agreed

### **17.4 To note income and expenditure year to date - noted**

### **17.5 To review the Clerk's salary following receipt of notification from NALC of the NJC 2018-2019 national salary award for Clerks**

It was unanimously agreed that the national salary award for Clerks be adopted.

## 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  
NLPC was neutral to this application and had no comments to make.
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  
NLPC objects to this application as it has concerns with over development of the Green Belt.  
NLPC commented that it should also be noted that the poor quality of drawings made it very difficult to reach a decision, and that should permission be granted, it is important that the demolition of the existing building is capable of being carried out prior to the work on the new build commencing.
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  
Cllr Mrs Mace-Leska declared an interest as a neighbour to the applicant and left the meeting.  
NLPC was neutral to this application and had no comments to make.

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)

The removal of trees at Ardenwold was discussed under correspondence.

## 18. Parish Report

WDC Cllrs Rhead and Phillips advised that the Europa Way development in Leamington was due to be started in next few weeks.

## 19. Date of Next Meeting

Tuesday 12 June 2018 – Ordinary Meeting

The Chairman closed the meeting at 22.20 pm