

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 14 January 2020

**Present:** Cllr J Stobart (Chairman); Cllr M Neale; Cllr Mrs A Mace-Leska; Cllr N Brown; Cllr Mrs F Goossens; Cllr Mrs K Elmhirst; Cllr Miss A Birch; WCC Cllr L Caborn; WDC Cllr A Rhead

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None

**Apologies:** WDC Cllr J Matecki was unable to attend the meeting due to a prior commitment.

### 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

Having connections to village organisations in receipt of grants from NLPC, Cllrs Stobart, Mrs Mace-Leska and Neale declared an interest in agenda item 13.6.

### 5. Public Comments

None.

### 6. To approve the minutes of the Ordinary Meeting held on 10 December 2019, and the two Extraordinary Meetings held on 6 January 2020

The Clerk advised that there were a few minor errors on the draft minutes circulated to Councillors. The start times of the two Extraordinary Meetings had been transposed, and the number of members of the public was missing from the minutes of the 2<sup>nd</sup> Extraordinary Meeting. On the Ordinary Meeting minutes from 10 December, the declarations of interest had been missed from agenda item 16.5.

These amendments to the minutes of the Ordinary Meeting held on 10 December 2019, and the two Extraordinary Meetings held on 6 January 2020 were noted, and the minutes were then approved and signed.

### 7. Chairman's / Clerk's report

None.

### 8. Matters arising

- **Millennium Green** – The meeting noted that repair works to Millennium Green were completed and the new bench had been installed. The Clerk advised that notification had been received from the Insurers that payment is due to be made.
- **Joint Strategic Needs Assessment** – The Clerk advised that she has chased WCC for the poster advertising the JSNA survey for display on the village noticeboards.
- **Santander signatories** – Regarding the Santander Reserve Account, the meeting noted that Santander won't release the names of the existing signatories and that NLPC needs to write to them detailing when the old councillors left NLPC and including a copy of the relevant meeting minutes, and to complete and send a mandate for the new signatories. The Clerk to organise.
- **Website** – The "About Norton Lindsey" page on the website is still to be done.

- **Honorary Freeman** – Following approval of conferring title of Honorary Freeman of parish to Mr K Chapman in honour of his service to the community, the meeting noted that Cllrs Stobart, Mrs Mace-Leska and Neale had presented the certificate to Mr Chapman. It was agreed that a duplicate certificate should be displayed in the Village Hall alongside the Best Kept Village noticeboard and certificates. Cllr Mrs Mace-Leska is to look at possible locations within the Village Hall. It was also suggested that the certificate could be displayed on the website, and the Clerk advised that consideration would have to be given to GDPR requirements. Cllr Brown is to provide receipts for the cost of the frame, etc, for reimbursement. Cllr Brown is to draft an Honorary Freeman Policy for approval at the May 2020 meeting.

## **9. Parish Council Action Plan update**

### **9.1 Review / action to improve aspects of the physical environment of the parish**

- Regarding the creation of a footpath on Snitterfield Lane, the draft letter to the landowner was approved. Cllr Mrs Mace-Leska is to provide details of the landowner. The Clerk advised that she had contacted the insurance broker to enquire if NLPC's insurance would cover a footpath, and had received the response that although the land is not owned by NLPC, if NLPC is obliged to maintain the pathway there needs to be some written contract in place with the landowner and NLPC to state that NLPC is responsible for the maintenance (a verbal agreement would not be valid) and once this is in place, the policy would automatically extend to cover the Public Liability for any damages or injuries that NLPC would be held negligent for.

### **9.2 Conduct a biodiversity audit of the parish and its surroundings**

- The biodiversity audit has been delayed due to continuing poor weather and other commitments. It was noted that a resident who is a retired ecologist has offered to help.
- The grubbed-out hedges have been reported to WDC Planning Enforcement.

### **9.3 Improve communication with parishioners and neighbouring authorities**

- Cllr Brown has made the agreed changes to the Social Media Policy and will forward it to the Clerk for formatting.

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

### **10.1 Update on issues previously reported**

- NLPC is awaiting an update from WCC County Highways regarding the blocked gulleys opposite Hi-Loe on Snitterfield Lane.
- Cllr Brown to chase a response to his enquiries regarding the Stanks horse trough.
- The Clerk has reported that the village is being cut off during periods of flooding and is awaiting a response from County Highways.
- The meeting noted that some of the reported potholes have been filled. The Clerk is to check if the ones at Littleworth have been done. County Highways have noted the pothole in the pavement by the post box on Main Street and have advised that it will have to wait until there is money available. In the meantime, the Clerk will monitor this pothole.
- The Clerk has reported the water running across the road by the Poultry Farm to Severn Trent who will investigate.

### **10.2 New issues**

- The street lights opposite Hi-Loe on Snitterfield Lane and Old Post Office on Wolverton Road are not working.
- There is a pothole at the junction of Curlieu Lane and the A4189.
- The Warwick Road sign at the bottom of New Road is off the post.
- The Give Way sign on Curlieu Lane is missing.

## 11. Correspondence and Communications Report

*(circulated to Councillors prior to meeting)*

Noted.

Correspondence received from WALC regarding Royal Garden Party nominations for long-standing parish council chairmen who had not previously attended a garden party was noted and it was agreed that the Clerk would enquire if Mr N Burns qualify. WALC has forwarded an updated disaster/emergency plan template which the Clerk will compare to NLPC's existing plan. Notification of a Severn Trent Community Fund has been received and it was agreed that this would be considered when NLPC's enquiries about a potential footpath on Snitterfield Lane are completed.

## 12. Parish Council Regulations and Procedures

*(to include any updates to legislation such as GDPR, etc)*

There was nothing new to report on regulations and procedures, but the Clerk would like to attend a follow up webinar on website accessibility 'Creating Accessible Word and PDF Documents: Getting the Basics Right (see agenda item 13.5).

## 13. Finance Matters

### 13.1 To note payments received since last meeting:

NatWest Bank Plc – interest (November/December). Noted.

### 13.2 To note payments made since last meeting:

Clerk's Salary – December 2019. Noted.

### 13.3 To note expenditure for approval:

Clerk's expenses and overtime. Approved.

Annual village grants/donations for the year 2019/20. Approved.

### 13.4 To note income and expenditure year to date

Noted.

### 13.5 To consider the Clerk's request to attend a follow-up webinar on Website Accessibility

The Clerk would like to attend a Website Accessibility follow up webinar 'Creating Accessible Word and PDF Documents: Getting the Basics Right' which costs £30 + VAT. Defer to February meeting.

### 13.6 To review and approve annual grants/donations for the year 2020/21

Having connections to village organisations in receipt of grants from NLPC, Cllrs Stobart, Mrs Mace-Leska and Neale declared an interest. It was agreed that they could stay in the room but that they could not take part in discussions on the organisations they are connected to (Cllr Mrs Mace-Leska – Village Hall; Cllr Neale – Cricket Club and Churchyard Maintenance; Cllr Stobart – playground).

Following discussion, it was agreed that maintenance support should be treated separately to Section 137 donations. The Clerk is to double check that this is acceptable. Cllr Neale proposed that the remaining organisations who have historically received grants should be advised that from now on they need to apply for funding by 1 June each year. Agreed. It was also agreed that a general announcement on the new procedures should be made to the Parish.

### 13.7 To approve Precept for the year 2020/21

At the December 2019 meeting, following discussion and consideration of the budget requirements for the forthcoming financial year and following a vote with 5 councillors in favour and 1 against, it was agreed that the Precept would be raised to £10,000 to meet NLPCs financial obligations for the year 2020/21. The Clerk to submit the Precept request to WDC.

#### 14. Planning Matters

**14.1 To note and consider planning applications received:** None.

**14.2 To note planning applications received and considered under delegated powers:** None.

**14.3 To note planning application decisions received:**

- **The Barn**, Main Street, Norton Lindsey, Warwick, CV35 8JA (W/19/1725). Permission granted. Noted.
- **Cannings Farm**, Canada Lane, Norton Lindsey, Warwick, CV35 8JH (W/19/1794). Permission granted. Noted.

**14.4 To note planning application updates:**

- **Land at Ward Hill**, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8JD (W/19/1133).

It was noted that this application was withdrawn from the Planning Committee meeting because the WDC Environmental Department requested a further review of odours. It was agreed that the Clerk would send NLPC's objection to the Planning Department (previously sent to the Planning Committee only). It was noted that there has been no response from the Planning Committee to NLPC's request for a site visit, and WDC Cllr Rhead advised that there are concerns in WDC that the Planning Committee have only been on one site visit since May. Site visits are at the discretion of the Chair of the Planning Committee, and the current Chair believes that electronic photographs, videos, etc, are generally sufficient to make a decision.

**14.5 To note and consider planning appeal notifications received:** None.

**14.6 To note planning appeal decisions received:** None.

**14.7 To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village):** None.

#### 15. Parish Report

WDC Cllr Rhead advised that WDC has put the environment at the top of its agenda. Warwick District is the second largest registrant of electric vehicles in the country, and local company Dennis Eagle has an electric dust cart on trial. WDC will be looking for electric vehicle proposals in all future tenders, and will be carbon neutral by 2025, with the district as a whole being carbon neutral by 2030: all households will need to be free of fossil fuels and to have switched to renewable energy by 2030, and there will be Government incentives available to help achieve this.

WCC Cllr Caborn advised that the first two all-electric vehicles are now in the WCC fleet. Regarding potholes, Warwickshire is joint top for road repairs in the UK. Community Forum grants are open until 21 January. Cllr Caborn advised that budget wise, WCC is where it should be, and he talked about the Pear Centre in Bedworth which WCC has recently bought from RNIB.

Cllr Mrs Mace-Leska provided a report on the Village Hall following her recent appointment as Chair of the Village Hall Management Committee. She advised that following a call for new Trustees there is currently no Treasurer and the existing Secretary is staying on in a limited role only. The previous Chair is also staying on to do snagging works to the new building. The Village Hall is up and running, and is being well used by various classes with bookings for private functions also coming in. The first rural cinema for children has taken place. It was noted that there needs to be more community engagement, not just by attending events but by suggesting activities.

#### 16. Date of Next Meeting

Tuesday 11 February 2020 - Ordinary Meeting

The Chairman closed the meeting at 9.42 pm.