

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 10 March 2020

Present: Cllr J Stobart (Chair); Cllr Mrs A Mace-Leska; Cllr N Brown; Cllr M Neale; Cllr Mrs F Goossens; WCC Cllr L Caborn; WDC Cllr J Matecki

Parish Clerk: Mrs Jennifer Bendall

Public: One

Apologies: Apologies were received from Cllr Miss A Birch and WDC Cllr A Rhead both who had previous engagements, and Cllr Mrs K Elmhirst 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

As Village Hall Chair, Cllr Mrs Mace Leska declared an interest regarding agenda item 14.6.

5. Public Comments

A representative from the New Inn Management Committee attended the meeting to discuss plans to carry out building works at the New Inn, subject to obtaining a significant grant from an organisation assisting community businesses in developing and improving what they are able to offer the communities they serve. The project would be in two stages - firstly, to extend the kitchen and provide a disabled toilet facility, and, secondly, to build a conservatory style extension on the side of the pub providing an additional 30 covers and facilities for separate functions. The project would be funded by the grant and a small bank loan - there would be no request for funding from the community or the local authority. A temporary closure of the existing kitchen facility would be necessary. There would be no impact on plans to operate a shop on site. An extension of the car parking area to the north of the current area would be part of the plan. A planning application will be made shortly, incorporating energy conservation facilities.

6. To approve the minutes of the Ordinary Meeting held on 11 February 2020

The minutes of the Ordinary Meeting held on 11 February 2020 were taken as read, approved and signed.

7. Chairman's / Clerk's report

Nothing to report.

8. Matters arising

- Website – The Clerk advised that wording had been added to the “About Norton Lindsey” page on the website, and that the parish map was to be uploaded.
- Permitted path, Church Furlong – The Clerk advised that this was still to be done.
- Bins – WDC Contract Services have said they are willing to remove our unused dog bins, but WDC Cllr Matecki has asked them to wait until the review of all bins in the District has been carried out.

9. Parish Council Action Plan update

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

The meeting noted that enquiries to a local landowner about the possibility of establishing a footpath alongside the dangerous road bend leading to the Blacon Farm track, had been unsuccessful, but it was agreed that this would be pursued again when the property changed ownership.

9.2 Conduct a biodiversity audit of the parish and its surroundings

The biodiversity audit is on hold until the weather improves. Cllr Mrs Mace-Leska gave an update on communications with other organisations about their own audits which could be useful to NLPC.

9.3 Improve communication with parishioners and neighbouring authorities

Cllr Brown advised that NLPC has two followers on Twitter, and a few comments have been left on Facebook. WCC Cllr Caborn asked if there have been any comments on Facebook regarding changes to the school bus service which affects Norton Lindsey. Cllr Caborn is to forward details of the new service to the Clerk for uploading to the website.

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

- Flooding by Poultry Farm – The Clerk advised that WCC County Highways is to contact the landowner.
- Potholes at Littleworth – The Clerk has chased County Highways who have confirmed the contractors are due to repair the potholes.
- Church Furlong waste – It was noted that some of the waste has been collected from the field, and that some of it has sunk into the ground over winter. It was agreed that NLPC should have notified the farmer that the report was being made to Environmental Health, and following discussion it was agreed that in future if NLPC needs to make official reports to WDC or WCC, it will be normal practice to write to landowners before making official reports/complaints. It was agreed that the Clerk would draft a response to the Church Furlong farmer and forward it to the Councillors for approval.

10.2 New issues

- The drain on Main Street by the New Inn and the one outside Hi-Loe on Snitterfield Lane are both now fully blocked. The Clerk to report to County Highways for jetting.
- There is another pothole on Warwick Road by the bend at Littleworth wood. The Clerk to report to County Highways.
- It was noted that Dark Lane has many severe potholes and that some of the carriageway edges are breaking way, from the A4189 until the motorway bridge. The Clerk is to report to County Highways and to arrange to meet them on site if necessary.

11. Correspondence and Communications Report

(circulated to Councillors prior to meeting)

Noted.

It was agreed that Cllr Mrs Goossens would attend planning enforcement training organised by WDC.

12. Parish Council Regulations and Procedures

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

12.1 To consider and approve Grant Application Policy *(deferred from February 2020 meeting)*

Some amendments to the Grant Application Policy were suggested and agreed, and it was also agreed that there should be a Grant Application Form. The Clerk to forward the amended policy for approval once the changes have been made, along with a suggested application form.

13. Parish Assembly (Open Meeting)

13.1 To discuss arrangements for Parish Assembly

Discussion took place regarding possibly delaying the Parish Assembly due to the Coronavirus. It was agreed to keep the date under review regarding Government advice. It was agreed that it was unnecessary to invite village groups to make a presentation, but if they wish to send a report they can do so. Tea/coffee/biscuits will be served from 7.30pm, with the meeting starting at 8.00pm. As well as displaying the agenda on noticeboards and the website, it was agreed that we would ask the Midweek deliverer to include the agenda with the delivery the week before. A notice is to be put in the April Parish Magazine advising the date (include note of refreshments) subject to Government guidance regarding coronavirus.

13.2 To approve agenda/notice

Agreed.

13.3 To discuss producing an infographic style summary of Parish Council actions over the last twelve months for potential use at the Parish Assembly

It was agreed that this could be useful, and that it should be displayed at the Parish Assembly. Cllr Brown to create and forward for approval.

14. Finance Matters

14.1 To note payments received since last meeting:

NatWest Bank Plc – interest (January 2020). Noted.

14.2 To note payments made since last meeting:

Clerk's Salary – February 2020. Noted.

14.3 To note expenditure for approval:

- Village Hall Committee – hire of Village Hall for 1st Annual Neighbourhood Watch meeting taking place on 18 March 2020 (*as agreed at the Ordinary Meeting held on 2 September 2019*). Approved.
- Village Hall Committee – hire of Village Hall for Parish Assembly on 21 April 2020. Approved.
- Clerk's expenses (January – March 2020). Approved.

14.4 To note income and expenditure year to date. Noted.

14.5 To note internal audit of accounts (*as mentioned in the February 2020 Clerk's Report*). Noted.

14.6 To consider a request from the Village Hall Committee for funding for VE Day 75th Anniversary celebrations

Cllr Mrs Mace-Leska declared an interest and left the meeting. It was noted that the Village Hall Committee had applied for a grant from WDC for the costs of entertainment and refreshments at the VE Day 75th Anniversary celebrations in the Village Hall, and that the application to NLPC was in case the WDC application was unsuccessful. It was unanimously agreed that NLPC would provide the support requested, and it was agreed that it would be paid out of the current financial year, and that the Village Hall Committee should return any unused monies after the event.

14.7 To agree signatories for Santander account

It was agreed that Cllr Stobart, Cllr Mrs Mace-Leska and Cllr Brown would become signatories for the Santander account. The relevant mandate is to be completed by each of the Councillors and returned to the Clerk.

14.8 To consider the Clerk's request to attend an SLCC Agendas and Minutes Webinar

The Clerk advised that the SLCC were running a webinar on Agendas and Minutes designed for clerks to acquire or improve their skills, knowledge and understanding of working effectively in meetings, at a cost of £60 plus VAT. It was agreed that she could attend.

15. Planning Matters

15.1 To note and consider planning applications received: None.

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

15.3 To note planning application decisions received: None.

15.4 To note planning application updates: None.

15.5 To note and consider planning appeal notifications received: None.

15.6 To note planning appeal decisions received: None.

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

- Affordable housing behind Brick Kiln Close – It was noted that there was no news yet regarding determination of this application, but that the Clerk will keep an eye on it going to SDC Planning Committee.
- Horsley House Farm hedges – Following the report to WDC Planning Enforcement last year that the hedges at Horsley House Farm had been removed, the Clerk advised that she had heard nothing further but that she would chase WDC for a response.
- School playing field – It was noted that the lease for the Wolverton School playing field had not been renewed, and that the School was trying to get planning permission for a change of use for the field behind the School.

16. Parish Report

- WCC – Cllr Caborn advised that coronavirus advice was on the WCC website, and that full emergency plans are in place. The Council plan for the next 5 years has been approved, and of particular interest to parishes is the Council's plans for digital skills and 5G. The budget has also been approved. It was noted that Warwickshire is one of the strongest county councils in the country.
- WDC – WDC has unanimously approved the council tax budget which sees a 2% increase plus a Climate Change Action Plan surcharge of £57 pa (Band D). This surcharge is subject to referendum approval in May. It was also noted that council house rents will increase by 2.7%.
- Dog poo on playing field – it was agreed that Cllr Mrs Mace Leska should put a reminder in the parish magazine about picking up after your dog.

17. To resolve to exclude the press and public during agenda item 18

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972, that the public be temporarily excluded and they be instructed to withdraw.
Resolved.

The member of the public, WCC Cllr Caborn and WDC Cllr Matecki left the meeting.

18. To consider concerns raised about procedures and a potential conflict of interest regarding the proposed affordable housing scheme off Curlieu Lane

Following discussion and consideration of advice received, it was agreed that no further action by NLPC was needed at this time.

19. Date of Next Meeting

Tuesday 21 April 2020 – Parish Assembly (Open Meeting)

Tuesday 12 May 2020 – Annual and Ordinary Meetings

The Chairman closed the meeting at 10.15 pm.

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindsey@outlook.com)

5 March 2020

Correspondence Report

Ordinary Meeting
10 March 2020

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
07.02.20	WDC	Climate Emergency Action Press release	Discussed at February 2020 meeting and included in March Parish Magazine.
11.02.20	WCC	Velo Birmingham and Midlands 21 June 2020	
11.02.20	WCC	Stagecoach Bus Service Changes	
11.02.20	CCLT	March Report	Included in March Parish Magazine.
12.02.20	Keep Britain Tidy	Is Your Council Taking Part in GB Spring Clean 2020	
13.02.20	WDC	Planning Enforcement Training – guide for Councillors and Parish Councillors	To note.
13.02.20	WCC	Planning Consultation 19/01618/OUT Land on Gannaway Farm	To note.
13.02.20	WCC	W/19/1939 Land of Gannaway Farm	To note.
18.02.20	NALC	Study Tour 2020/21	
19.02.20	WALC	Please help the campaign for the Local Electricity Bill	
24.02.20	WALC	Support for members of the community affected by settled status scheme	
24.02.20	Resident	2 Red Horse Corner	To note.
02.03.20	WDC	Leamington Road Closure	
02.03.20	WDC	Pugstock	
02.03.20	WALC	Upcoming training session on engaging with the youth (2 emails)	
02.03.20	WALC	Consultation day with WCC	
02.03.20	R Mann	Church Furlong	Already forwarded. To note and discuss.
03.03.20	NALC	Help NALC in its ground breaking research on dementia	
04.03.20	WDC	EcoFest 2020 at the Pump Room Gardens	
05.03.20	Cambridge & Counties	Reminder – interest rate reduction on your 95 day notice business savings account	To note.
05.03.20	WDC	Kenilworth Climate Action Roadmap	To note.
05.03.20	Calor	Calor's Rural Community Fund	
05.03.20	Office for National Statistics	Annual Business Survey 2019	To note. Arrived in post - not forwarded.
Various	Various	Acknowledgements for donations	To note. Arrived in post - not forwarded.

Newsletters:

Various newsletters which are relevant to parish councils in general or Norton Lindsey are forwarded in a separate zip file.
General newsletters which are of less or no particular relevance to parish councils are available as follows:

WCC: <http://news.warwickshire.gov.uk/>
Rural Services Network: <http://www.rsnonline.org.uk/category/news>

Accounts Year to Date as at 10 March 2020

Reconciled to Current Account bank statement dated 28 February 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 10,732.86
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,588.09
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.92
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 100.00
TOTAL	£ 65,204.32	£ 33,578.21

	Actual 2018/19	Budget 2019/20	Actual YTD 2019/20
INCOME			
Precept	£ 8,000.00	£ 9,000.00	£ 9,000.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 17.50
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.11
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
TOTAL	£ 9,055.22	£ 9,198.60	£ 10,470.51
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,688.60
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 53.55
Admin Expenses	£ 58.27	£ 100.00	£ 82.25
WALC Subscription	£ 126.00	£ 130.00	£ 126.00
Insurance	£ 267.55	£ 350.00	£ 270.42
Seminars	£ -	£ 100.00	£ -
Audit	£ -	£ 200.00	£ -
Miscellaneous	£ 55.58	£ 100.00	£ 1,067.60
Hire of Rooms	£ 60.00	£ 250.00	£ -
Society of Council Clerks Membership	£ 84.00	£ 85.00	£ 89.00
Information Commissions Office	£ 40.00	£ 40.00	£ 40.00
Clerk's Training	£ -	£ 100.00	£ 72.00
Website	£ 48.00	£ 48.00	£ 19.20
Total	£ 3,867.80	£ 4,765.00	£ 5,508.62
Donations / Grants - General			
Mothers & Toddlers	£ 60.00	£ 60.00	£ -
Table Tennis Club	£ -	£ 60.00	£ -
Village Hall Grant	£ 500.00	£ 500.00	£ 500.00
Cricket Club	£ 60.00	£ 60.00	£ 60.00
Play Area	£ 350.00	£ 350.00	£ 350.00
Discretionary Section 137 donations	£ -	£ 800.00	£ -
Church Room	£ 100.00	£ 100.00	£ 100.00
Total	£ 1,070.00	£ 1,930.00	£ 1,010.00
Donations / Grants - Village Maintenance			
Churchyard Maintenance	£ 300.00	£ 300.00	£ 300.00
Millennium Green Maintenance	£ 50.00	£ 50.00	£ 50.00
Defibrillator Maintenance	£ 30.00	£ 30.00	£ 30.00
Church Clock Maintenance	£ 198.00	£ 175.00	£ 198.00
Total	£ 578.00	£ 555.00	£ 578.00
Donations from Depot Fund			
Village Hall	£ -	£ 35,000.00	£ 35,000.00
Total	£ -	£ 35,000.00	£ 35,000.00
Special Items			
Election Costs	£ -	£ 3,500.00	£ -
Asset Register Renewal Fund	£ 1,200.00	£ 1,200.00	£ 1,200.00
Contribution to Rural Street Lighting Replacement	£ 176.22	£ -	£ -
Other *	£ 903.98	£ -	£ -
Total	£ 2,280.20	£ 4,700.00	£ 1,200.00
TOTAL	£ 17,734.00	£ 46,950.00	£ 43,296.62

Other Expenditure	At 10.03.2020
Broxap Ltd - bench for Millennium Green (to be reclaimed through insurance)	£ 687.60
AUS - contractor for repairs to Millennium Green (to be reclaimed through insurance)	£ 380.00
Total	£ 1,067.60

Asset Register Renewal	At 10.03.2020
Opening Balance at 01.04.19	£ 3,364.01
Annual increase	£ 1,200.00
Less insurance excess (Millennium Green repairs) - transferred to General Savings	£ 250.00
Balance remaining	£ 4,314.01

General Reserves Breakdown (held in Reserve A/C 1)	At 10.03.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,774.08
Total	£ 10,588.09

General Savings	At 10.03.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 17.50
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
Balance remaining	£ 2,774.08

YEAR END FORECAST	Forecast Balances at 31.03.2020
Current Account	£ 7,102.70
General Reserves (Reserve Account 1)	£ 7,089.12
Depot Fund (Reserve Account 2)	£ 85.93
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34
<i>Balance of Accounts:</i>	£ 26,549.09
Ring-Fenced Funds	
Depot Fund	£ 12,357.27
Sum retained for electoral expenses #	£ 3,500.00
Sum retained for asset register renewal	£ 4,314.01
	£ 20,171.28
Disposable Funds at 31.03.2020	£ 6,377.81

Sum retained for electoral expenses will need to be amended when invoice for 2019 election received from WDC