

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 11 December 2018

Present: Cllr J Stobart (Chairman); Cllr Mrs A Mace-Leska; Cllr K Sparkes; Cllr M Neale; WDC Cllr P Phillips; WCC Cllr L Caborn

Parish Clerk: Mrs Jennifer Bendall

Public: None

Apologies: Apologies were received from Cllr Miss A Birch, Cllr R Mann and WDC Cllr A Rhead who had prior commitments.

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

All Councillors declared an interest in Agenda Item 15.6 as residents of the parish.

5. Public Comments

None.

6. To approve the Minutes of the Ordinary Meeting held on 13 November 2018

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

7. Chairman's / Clerk's report

None.

8. Matters arising

The Clerk advised that she had contacted Cambridge & Counties regarding opening a 2nd 95-day notice account. Unfortunately, Cambridge & Counties no longer offer a 95-day notice account, only a 180-day account which was considered too long for a notice period. It was agreed that the Clerk would investigate what alternative accounts are available for the investment of public money.

9. Parish Council Action Plan update

9.1 Website – Discussion took place regarding the website and a few changes were agreed, including deleting the "Events" page, updating some links, and populating the "About Norton Lindsey" page which was currently blank. Cllr Mrs A Mace-Leska offered to draft an introduction to Norton Lindsey for inclusion on this page.

9.2 Village Hall / Community Hub – The meeting noted that the Village Hall AGM was taking place on 11 December. The Business Plan for the replacement Village Hall has been received and will be discussed under Agenda Item 13.

There was nothing new to report regarding the Community Hub.

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

- Jetting drains in the parish – The Clerk advised that she is still awaiting a response from County Highways. It was agreed that WCC Cllr Caborn would chase on behalf of the Parish Council.
- Wolverton Road pole stays situated in the pavement – The Clerk advised that she is still awaiting a response from County Highways. It was agreed that WCC Cllr Caborn would chase on behalf of the Parish Council.
- Snitterfield Road brambles overgrowing verge and onto the road - Cllr Mrs Mace Leska has been advised that these will be trimmed back.
- The dead trees opposite the New Road junction with Main Street/Snitterfield Lane have not yet been cut back.
- The Clerk advised that the dead tree to the north of Brick Kiln Close is due to be removed.

10.2 New issues

- There has been a report of overgrown footpaths in the parish. Cllr Mrs Mace Leska to forward details to the Clerk.
- The Cattle Crossing road sign opposite Littleworth Farm has been knocked down. The Clerk to forward details to County Highways.

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

Noted. Discussion took place regarding a recent accident on the A4189 where a car had destroyed a hedge when it crashed in to it, and it was agreed that the Clerk would forward details to WCC for comments and to request that the road be inspected with a view to renewing road markings. Details of an event for prospective councillors which is being organised by WALC are to be displayed on the parish noticeboards.

12. Data Protection/GDPR Update

The Clerk advised that the ICO Data Protection renewal had gone through.

13. To receive and consider the Village Hall Business Plan

The business plan for the replacement village hall has been received. NLPC considered the information provided by the Village Hall Committee against the requirements for expenditure of the Depot Fund, and it was agreed that all that was now required was confirmation of a formal minute from the Village Hall Committee of their Trustees agreement to the Project and a named project manager. The Clerk will request this information, and once received will contact the WCC County Solicitor for final approval which is another requirement of Depot Fund expenditure.

14. To receive update on purchase of grit bins

The meeting noted that County Highways had advised that they have approved the siting of the grit bin for Lower Norton, but that they would not support the siting of a grit bin on the Snitterfield Lane hill. Following discussion, it was agreed that the Clerk will request a copy of the grit bin assessment and that Cllr Mrs Mace Leska will contact the resident who had requested the grit bin to advise the current situation. The Clerk advised that the bin for Lower Norton and the replacement bin for New Road were due for delivery to County Highways within the next few days.

15. Finance Matters

15.1 To note payments received since last meeting:

None.

15.2 To note payments made since last meeting:

Clerk's Salary – November 2018

Mrs J Bendall – advance for purchase of grit bins

15.3 To note expenditure for approval:

Clerk's Expenses July-December 2018

15.4 To note income and expenditure year to date

Noted.

15.5 To note arrangement of transfer of £35,000 from Cambridge & Counties 95-day account to instant access NatWest account

The meeting noted that the Clerk had arranged for the sum pledged to the Village Hall Committee for the replacement hall to be transferred to the instant access NatWest current account, and that funds would be available on 4 March.

15.6 To consider draft Precept for the year 2019/20

All Councillors declared an interest as residents of the parish. Discussion took place regarding the budget and draft precept for the year 2019/20 and it was agreed that these would be ratified at the meeting on 8 January 2019.

16. Planning Matters

16.1 To note and consider planning applications received:

- **28 The Stables, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JJ (W/18/1693)** - *Change of use of stable block to residential dwelling, together with an extension to the building.* It was noted that WDC had advised that they had already rejected this application, and so NLPC did not consider it.

16.2 To note planning applications received and considered under delegated powers:

None.

16.3 To note planning application decisions received:

- **Tamarin Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD (W/18/1810)** - *Change of use of existing accommodation and lecture room building to form permanent residential accommodation with ancillary office for a manager.* Permission granted.
- **Sunnyside, New Road, Norton Lindsey, Warwick, CV35 8JB (W/18/1432)** - *Erection of new residential dwelling house and garage with associated works and reconfiguration of vehicle access arrangements for Sunnyside.* Permission granted.

16.4 To note planning application updates:

None.

16.5 To note and consider planning appeal notifications received:

- **The Clangers, 28 Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JJ (W/18/0771)**, appeal reference APP/T3725/W/18/3210316). Following discussion, it was agreed that NLPC would submit a response to this planning appeal to support its earlier objection to the planning application at The Clangers.

16.6 To note planning appeal decisions received:

None.

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

None.

17. Parish Report

WDC Cllr Phillips advised that there was nothing new to report.

WCC Cllr Caborn advised that WCC was undergoing reorganisation to ensure that the authority will be sound moving forward, and he detailed some of the organisation structural changes taking place. He also talked about Public Health including that Warwick Hospital had been declared a Class 1 Hospital for meeting budget targets, and that it is now managing George Elliot Hospital. It was noted that 2019 will be the year of wellbeing.

18. Date of Next Meeting

Tuesday 8 January 2019 – Ordinary Meeting

The Chairman closed the meeting at 10.15pm.

NORTON LINDSEY PARISH COUNCIL

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

6 December 2018

Correspondence Report

Ordinary Meeting

11 December 2018

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
13.11.18	WCC	SEND and Inclusion Strategy Consultation	
13.11.18	WCC	Parish & Town Council Sandbag Offer	
14.11.18	WALC	Mobile speeding devices	
14.11.18	WALC	Population estimates for Warwickshire	
14.11.18	WALC	NALC Spring conference	
15.11.18	C Briggs	Village Hall BP	Agenda item
15.11.18	WALC	Suicide Bereavement Support Service	
15.11.18	WALC	Costs for Local Elections	To note
15.11.18	WALC	Feedback on the recent audit process	To note
15.11.18	WALC	SEND and Inclusion Strategy Consultation	
16.11.18	Resident of Norton Lindsey	Accident on A4189	To note and discuss
20.11.18	WCC	Warwick Town Centre	To note
21.11.18	WALC	Events for prospective councillors	To note and discuss
22.11.18	WALC	Election costs	To note
22.11.18	S Steel	Minerals Consultation	Matters Arising
23.11.18	WDC	Consultation – land east of Kenilworth Development	
27.11.18	WALC	Election timetable 2019	To note
03.12.18	WCC	Warwick District Community Forum Grant Scheme	
06.12.18	NALC	NALC Spring Conference 2019	
06.12.18	WALC	Grievances against Town & Parish Councils	
06.12.18	WALC	Salary Scales 2019-2020	To note

Newsletters:

Various newsletters which are more 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>

NORTON LINDSEY PARISH COUNCIL

Accounts Year to Date as at 11 December 2018

Reconciled to Current Account bank statement dated 30 November 2018

	Brought Forward 31.03.18	Budget 2018/19	Actual YTD 2018/19
Current Account	£ 9,134.11	N/A	£ 12,312.48
General Reserves (Reserve Account 1) *	£ 4,883.76	N/A	£ 9,362.94
Depot Fund (Reserve Account 2)	£ 1,579.13	N/A	£ 85.76
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 47,368.10	N/A	£ 46,654.34
Uncleared income	£ -	N/A	£ -
Unpresented cheques/payments	£ 220.00	N/A	£ 459.98
TOTAL	£ 62,745.10	N/A	£ 67,955.54
INCOME			
Precept	£ 6,750.00	£ 8,000.00	£ 8,000.00
Concurrent Services	£ 300.50	£ -	£ -
Council Tax Grant	£ 21.00	£ 21.00	£ 21.00
Bank Interest (Reserve Account 1)	£ 1.24	£ 2.52	£ 3.70
Bank Interest (Reserve Account 2)	£ 0.37	£ 0.10	£ 0.11
Bank Interest (Cambridge & Counties)	£ 558.66	£ 180.00	£ 786.24
VAT	£ -	£ -	£ 236.47
Other	£ -	£ -	£ -
TOTAL	£ 7,631.77	£ 8,203.62	£ 9,047.52
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 2,930.28	£ 3,000.00	£ 2,040.08
Clerk's Expenses (travelling and home working expenses)	£ 81.30	£ 92.00	£ 17.25
Admin Expenses	£ 107.20	£ 100.00	£ 4.00
WALC Subscription	£ 121.38	£ 125.00	£ 126.00
Insurance	£ 303.64	£ 350.00	£ 267.55
Seminars	£ 30.00	£ 100.00	£ -
Audit	£ -	£ 200.00	£ -
Miscellaneous	£ 177.80	£ 100.00	£ -
Hire of Rooms	£ 60.00	£ 150.00	£ -
Society of Council Clerks Membership	£ 67.00	£ 80.00	£ 84.00
Information Commissions Office	£ 35.00	£ 35.00	£ 40.00
Clerk's Training	£ 51.00	£ 100.00	£ -
Website	£ -	£ -	£ 48.00
Total	£ 3,964.60	£ 4,432.00	£ 2,626.88
Donations / Grants - General			
Mothers & Toddlers	£ 60.00	£ 60.00	£ -
Table Tennis Club	£ -	£ 60.00	£ -
Village Hall Grant	£ 500.00	£ 500.00	£ -
Cricket Club	£ 60.00	£ 60.00	£ -
Play Area	£ 350.00	£ 350.00	£ -
Church Room	£ 100.00	£ 100.00	£ -
Total	£ 1,070.00	£ 1,130.00	£ -
Donations / Grants - Village Maintenance			
Churchyard Maintenance	£ 300.00	£ 300.00	£ -
Millennium Green Maintenance	£ 50.00	£ 50.00	£ -
Defibrillator Maintenance	£ 30.00	£ 30.00	£ -
Church Clock Maintenance	£ 174.00	£ 175.00	£ 198.00
Total	£ 554.00	£ 555.00	£ 198.00
Donations from Depot Fund			
Cricket Club	£ 3,000.00	£ -	£ -
Village Hall	£ -	£ 35,000.00	£ -
Total	£ 3,000.00	£ 35,000.00	£ -
Special Items			
Election Costs	£ -	£ -	£ -
Asset Register Renewal	£ 1,200.00	£ 1,200.00	£ 1,200.00
Contribution to Rural Street Lighting Replacement	£ 176.22	£ 176.22	£ 176.22
Other	£ -	£ 600.00	£ 667.99
Total	£ 1,376.22	£ 1,976.22	£ 2,044.21
TOTAL	£ 64,144.82	£43,093.22	£ 4,869.09

General Reserves Breakdown	At 13.11.18
Asset Register Renewal	£ 3,432.01
Election Expenses	£ 3,500.00
General Savings	£ 2,262.94
	£ 9,194.95

YEAR END FORECAST	Forecast Balances at 31.03.19
Current Account	£ 7,659.89
General Reserves (Reserve Account 1)	£ 9,362.94
Depot Fund (Reserve Account 2)	£ 85.76
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,048.10
<i>Forecast Balance of Accounts:</i>	£ 28,156.69
Ring-Fenced Funds	
Depot Fund	£ 11,048.10
Sum retained for electoral expenses	£ 3,500.00
Sum retained for asset register renewal	£ 3,432.01
	£ 17,980.11
Forecast Disposable Funds at 31.03.19	£ 10,176.58

**NORTON LINDSEY PARISH COUNCIL
PROPOSED BUDGET / PRECEPT CALCULATION
2019 - 2020**

	2018/2019 Budget		2018/2019 Likely out-turn		2019/2020 Budget	Note
BALANCE OF ACCOUNTS AT 1 APRIL						
Brought Forward: Current A/C	£ 10,940.68	A	£ 8,914.11	£	7,752.70	
Brought Forward: Reserves for Electoral Expenses/Asset Renewal (Reserve A/C 1)	£ 5,901.25	A	£ 4,883.76	£	6,932.01	
Brought Forward: General Reserves (Reserve A/C 1)				£	2,438.63	
Brought Forward: Depot Fund (Reserve A/C 2)	£ 85.48	A	£ 1,579.13	£	85.81	
Brought Forward: Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 46,338.44	A	£ 47,368.10	£	11,654.34	
TOTAL BROUGHT FORWARD	£ 63,265.85		£ 62,745.10	£	28,863.49	
RECEIPTS						
Precept	£ 8,000.00	A	£ 8,000.00	£	9,000.00	1
VAT Refund	£ -	A	£ 236.47	£	-	
Concurrent Services and Council Tax Grant	£ 321.00	A	£ 21.00	£	-	
Bank Interest: Reserve A/C 1	£ 2.52	E	£ 11.40	£	18.48	
Bank Interest: Reserve A/C 2	£ 0.10	E	£ 0.16	£	0.12	
Bank Interest: Cambridge & Counties	£ 180.00	A	£ 786.24	£	180.00	
PAYE Refund	£ -	A	£ -	£	-	
TOTAL RECEIPTS	£ 8,503.62		£ 9,055.27	£	9,198.60	
TOTAL BROUGHT FORWARD PLUS RECEIPTS	£ 71,769.47		£ 71,800.37	£	38,062.09	
EXPENDITURE						
RUNNING COSTS						
WALC Subscription	£ 125.00	A	£ 126.00	£	130.00	
Insurance	£ 350.00	A	£ 267.55	£	350.00	
Seminars	£ 100.00	E	£ 100.00	£	100.00	
Audit	£ 200.00	A	£ -	£	200.00	2
Clerk's salary (subject to NJC pay award effective 01.04.19)	£ 3,000.00	A	£ 3,060.12	£	3,170.00	
Clerk's Expenses (travelling)	£ 50.00	E	£ 50.00	£	50.00	
Home working allowance	£ 42.00	A	£ 42.00	£	42.00	
Admin Expenses: Stationery/Printing/Postage/etc	£ 100.00	E	£ 100.00	£	100.00	
Miscellaneous	£ 100.00	E	£ 100.00	£	100.00	
Hire of Rooms	£ 150.00	E	£ 150.00	£	250.00	3
Society of Local Council Clerks Membership	£ 80.00	A	£ 84.00	£	85.00	
Information Commissioners Office (data protection)	£ 35.00	A	£ 40.00	£	40.00	
Clerk's Training	£ 100.00	E	£ 100.00	£	100.00	
Website	£ -	A	£ 48.00	£	48.00	
Asset Register Renewal	£ 1,200.00	A	£ 1,200.00	£	1,200.00	
Total NLPC Running Costs	£ 5,632.00		£ 5,467.67	£	5,965.00	
DONATIONS / GRANTS (GENERAL)						
Donation to NL Mothers & Toddlers Group	£ 60.00	A	£ 60.00	£	60.00	
Donation to NL Table Tennis Club	£ 60.00	A	£ -	£	60.00	4
Contribution to Churchyard Maintenance	£ 300.00	A	£ 300.00	£	300.00	
Village Hall Grant	£ 500.00	A	£ 500.00	£	500.00	
Cricket Club	£ 60.00	A	£ 60.00	£	60.00	
Play Area Donation	£ 350.00	A	£ 350.00	£	350.00	
Church Room Grant	£ 100.00	A	£ 100.00	£	100.00	
Millenium Green Maintenance	£ 50.00	A	£ 50.00	£	50.00	5
Defibrillator Maintenance	£ 30.00	A	£ 30.00	£	30.00	
Church Clock Maintenance	£ 175.00	A	£ 175.00	£	175.00	
Discretionary Section 137 donations	£ -	A	£ 500.00	£	800.00	6
Total NLPC Donations / Grants (General)	£ 1,685.00		£ 2,125.00	£	2,485.00	
DONATIONS FROM DEPOT FUND						
Donation to Cricket Club	£ -	A	£ -	£	-	
Donation to Village Hall	£ 35,000.00	E	£ 35,000.00	£	-	
Total NLPC Donations from Depot Fund	£ 35,000.00		£ 35,000.00	£	-	
SPECIAL ITEMS						
Election Costs	£ -		£ -	£	3,500.00	7
Contribution to Rural Street Lighting replacement	£ 176.22	A	£ 176.22	£	-	
Grit bins	£ 600.00	A	£ 167.99	£	-	8
Total Special Items	£ 776.22		£ 344.21	£	3,500.00	
TOTAL EXPENDITURE	£ 43,093.22		£ 42,936.88	£	11,950.00	
Balance remaining (Brought Forward plus Receipts less Expenditure)	£ 28,676.25		£ 28,863.49	£	26,112.09	
LESS:-						
Sum retained for Electoral Expenses	£ 3,500.00	A	£ 3,500.00	£	-	
Sum retained for Asset Renewal (to increase by £1,200 each year)	£ 3,600.00	A	£ 3,432.01	£	4,632.01	
Depot Fund	£ 11,604.02	E	£ 11,654.34	£	11,834.34	
Disposable Funds at Year End	£ 9,972.23		£ 10,277.14	£	9,645.74	

A Actual
E Estimated

BALANCE OF ACCOUNTS AS AT:-	Actual balance 31.03.2018	Estimated balance 31.03.2019	Estimated balance 31.03.2020
Current Account	£ 8,914.11	£ 7,752.70	£ 7,102.70
Reserve Account 1 (sums retained for electoral expenses and asset renewal)	£ 4,883.76	£ 6,932.01	£ 4,632.01
Reserve Account 1 (general savings)		£ 2,438.63	£ 2,457.11
Reserve Account 2 (depot money)	£ 1,579.13	£ 85.81	£ 85.93
Cambridge & Counties 95 Day Notice Account (depot money)	£ 47,368.10	£ 11,654.34	£ 11,834.34
TOTAL FUNDS HELD BY NLPC	£ 62,745.10	£ 28,863.49	£ 26,112.09

Notes:

1. Suggested precept.
2. There will be a fee for the Annual Audit next year - our donation to the Village Hall Committee takes us over the limit for certifying as exempt.
3. Church Room hire from January 2019 = £4 per hour. Each meeting = circa 3 hours per meeting. Assume 11 ordinary meetings, 3 extraordinary meetings per year. Therefore, Church Room hire for the year = circa £168.
4. Donation to the Table Tennis Club left in for 2019/20 as we said we would revisit it when the village hall is rebuilt and if the club starts up again.
5. Millennium Green maintenance - does NLPC wish to continue making a donation as there has been a change of person carrying out maintenance.
6. During the year 2018/19, the LGA 1972 Section 137 expenditure limit is £7.86 per elector. There are 327 electors in the parish, giving a total of £2,570.22. It is likely that the sum for the year 2019/20 will be slightly more. During the current financial year we made an ad hoc donation to the PCC. We are still awaiting information from VASA regarding their request for a donation. I therefore suggest we set aside an amount to cover VASA if we decide to make a donation, and to cover any other requests we may receive.
7. The cost of an uncontested election is £250.00. Contested elections could be up to approx £9,000 depending on size. In previous elections, we have been informed that for a council of our size the cost could be £3,500.
8. Two grit bins have been purchased, one additional bin here, the other replacing a damaged bin under asset renewal