

**Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on  
11 February 2020**

**Present:** Cllr Mrs A Mace-Leska (Acting Chair); Cllr N Brown; Cllr Miss A Birch; WCC Cllr L Caborn; WDC Cllr J Matecki

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None

**Apologies:** Apologies were received from Cllr J Stobart, Cllr Mrs F Goossens and WDC Cllr A Rhead who were attending other meetings, and Cllr M Neale and Cllr Mrs K Elmhirst who were on holiday.

Cllr Brown proposed Cllr Mrs Mace-Leska be appointed Acting Chair, seconded by Cllr Miss Birch.

**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**

None.

**5. Public Comments**

None.

**6. To approve the minutes of the Ordinary Meeting held on 14 January 2020**

The minutes of the Ordinary Meeting held on 14 January 2020 were taken as read, approved and signed.

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

The Clerk advised that an internal audit of the accounts had been carried out by Cllr Mrs Mace-Leska, but that it had been missed off the agenda in error. Cllr Mrs Mace-Leska advised that all was in order.

**8. Matters arising**

- Santander reserve account – The Clerk advised that she had not yet had chance to write to Santander advising the change of councillors, and it was noted that signatories would need to be agreed to enable a new mandate to be completed.
- Website – The “about Norton Lindsey” page is still to be done.
- Royal Garden Party – Following agreement at the last meeting to nominate Mr N Burns, as ex chair of NLPC, to attend a Royal Garden Party in the summer, the clerk advised that we were unable to nominate Mr Burns as he has previously attended a Royal Garden Party.

**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, Cllr Mrs Mace-Leska will forward the contact details of the land owner to the Clerk.

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

- Cllr Mrs Mace-Leska has contacted WCC to find out details of biodiversity auditing that has already been carried out by Warwickshire Wildlife Trust, and is awaiting responses.

### 9.3 Improve communication with parishioners and neighbouring authorities

- Cllr Brown advised that a NLPC Twitter account has been set up and now needs to be advertised in the community.
- The Social Media Policy is to be formatted and uploaded to the website.
- Discussion took place regarding the possibility of utilising Instagram, and Cllr Brown advised that he would secure the NLPC name in case it is needed in the future.

## 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

- County Highways have advised that remedial works to the gulley opposite Hi-Loe on Snitterfield Lane had been completed, but that additional works were still to be carried out further down the Lane.
- The street lights outside Hi-Loe on Snitterfield Lane and The Old Post Office on Wolverton Road are now working.
- The pothole at the junction of Curlieu Lane and the A4189 has been filled, but the ones at Littleworth are still to be done. The Clerk to chase.
- NLPC expressed thanks to Mr R Mann for fixing the broken Warwick Road sign at the crossroads.
- The Clerk has reported the missing Give Way sign on Curlieu Lane.
- The Clerk gave an update on the flooding by the Poultry Farm, and it was noted that Severn Trent has not been able to find any burst pipes in that location. The Clerk has reported the issue to County Highways and asked them to carry out investigations into where the water is coming from.
- County Highways have noted NLPC's concerns about the village being cut off during periods of severe flooding, and will review the specific areas that were mentioned. It was noted that the clearance of ditches is the responsibility of the land owner.
- A resident has asked what is happening with the plastic waste on the Church Furlong field. The Clerk to contact WDC Environmental Health for an update.

### 10.2 New issues

None.

## 11. Correspondence and Communications Report

*(circulated to Councillors prior to meeting)*

Noted.

The SLCC newsletter carried an article advising that the Ramblers Association is asking for help to preserve historic rights of way which could be lost forever. In January 2026, unrecorded rights of way will no longer be added to the definitive map (the legal record of public paths) based on historical evidence. It was agreed that this should be forwarded to the New Inn Management Committee as they have produced a series of walks around the village and might be interested/able to help. Discussion also took place about the permitted footpath along the bottom of the Church Furlong field, and it was agreed that the Clerk would look into requesting that this footpath become a right of way.

Cllr Mrs Mace-Leska advised that she would be attending the next Warwick Rural West Community Forum following receipt of correspondence confirming the details.

It was agreed that information from WALC regarding a competition for village halls, and notification from WDC about the launch of WDC's VE Celebrations Grant Fund were to be forwarded to the Village Hall Committee.

**12. To consider the removal of the dog bins which are not emptied by WDC**

WDC Cllr Matecki advised NLPC not to remove the two dog bins currently not emptied by WDC as the contract is due to be re-tendered. WDC is putting together a map of all bins that the council know about, and it was noted that all bins that are not already multi-use bins are to be replaced with a combined general/dog waste bin. Cllr Matecki has suggested that one of the bins by the Village Hall entrance be removed and re-sited at the pedestrian entrance to the playing field opposite Mill Close, and the Canada Lane bin be reinstated, so in effect we will only have one additional bin. Cllr Matecki has contacted Contract Services with this suggestion, and will forward a copy to the Clerk. It was agreed NLPC would also contact Contract Services with the same suggestion.

**13. To consider request for the Parish Council to apply to close Main Street for VE Day 75 celebrations**

It was noted that after an initial suggestion that NLPC apply to close Main Street for VE Day 75 celebrations, proposals for the day were now focussed on an event at the Village Hall and so the closure of Main Street was no longer required.

**14. Parish Council Regulations and Procedures**

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

**14.1 To note legislation relating to discretionary powers and Section 137 payments**

After agreement at the last meeting to seek clarification on which grants can be made under Section 137 or by discretionary powers, the Clerk advised that maintenance of the playground, Millennium Green, etc, came under discretionary powers and that Section 137 is known as the power of last resort and is intended to be used when there is no other option. However, legal advice from the National Association of Local Councils via WALC is that it is not lawful for Parish Councils to contribute to the maintenance of Church property. Discussion took place regarding this legal advice and the fact that many parish councils around the country do support Churches, but it was agreed that as WALC (the Warwickshire and West Midlands Association of Local Councils) had been clear that it is unlawful to do so, NLPC must abide by this advice. In the meantime, NLPC will seek to campaign for a change in the law.

**14.2 To consider and approve Grant Application Policy**

Defer to next meeting

**15. Finance Matters**

**15.1 To note payments received since last meeting:**

Ageas Insurance Ltd (insurance payment for replacement bench/repairs to Millennium Green). Noted.

**15.2 To note payments made since last meeting:**

Clerk's Salary – January 2020. Noted.

**15.3 To note expenditure for approval:**

None. Noted.

**15.4 To note income and expenditure year to date.** Noted.

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

*(Deferred from January 2020 meeting)*

The Clerk would like to attend an SLCC Website Accessibility follow-up webinar 'Creating Accessible Word and PDF Documents: Getting the Basics Right' which costs £30 + VAT. Agreed.

**16. Planning Matters**

**16.1 To note and consider planning applications received:** None. Noted.

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

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

- **Sunnyside**, New Road, Norton Lindsey, Warwick, CV35 8JB (W/19/1846 - amendment to previous approval W/18/1432) - permission granted. Noted.

**16.4 To note planning application updates:** None. Noted.

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

**16.6 To note planning appeal decisions received:** None. Noted.

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

The meeting noted that a local resident has raised concerns with the new cellar entrance at Red Horse Corner on Curlieu Lane after an incident where a pushchair got caught on the raised edge of the new entrance. It was noted that a condition of planning permission being granted was that the entrance had to be flush with the pavement, but that one side is not where the pavement slopes towards the road. The Clerk advised that the matter has been reported to WDC Planning Enforcement, and it was agreed that the Clerk would write to the owner asking that a temporary barrier be placed around the entrance until remedial works could take place.

## **17. Parish Report**

WCC Cllr Caborn advised that the WCC budget has been completed and will be made public in the near future.

WDC Cllr Matecki reported on Warwick District's Climate Emergency Action Programme All-party Statement, which details the practical actions WDC plans to take to deal with the climate emergency. The Plan will enable WDC to be carbon neutral by 2025 and will help the district to also be carbon neutral by 2030, plus make necessary local preparations for climate disasters such as flooding. Investment today will help our communities 'face the future' with confidence. Councillors believe that the fairest way to raise the money locally is through Council Tax. WDC will therefore be considering at the Council meeting on 26 February, asking residents for an increase of £1 per week (for a Band D property) at a Referendum to be held on 7 May; this would put £3m per year into a 'ring-fenced' Climate Action Fund. The full statement is available on the Parish Council website and in the March edition of the Parish Magazine.

## **18. Date of Next Meeting**

Tuesday 10 March 2020 - Ordinary Meeting

The Chairman closed the meeting at 9.15 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)

6 February 2020

## Correspondence Report

### Ordinary Meeting

11 February 2020

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
10.01.20	SLCC	Help The Ramblers Preserve Historic Rights of Way - Extract from newsletter	
14.01.20	WCC	Changes to Flexibus services	
16.01.20	WCC	Warwick Rural West Community Forum	To note
17.01.20	WCC	Warwick Rural West Community Forum	Confirmation of date
19.01.20	Allied Westminster	Quick question about your parish community	Village halls photo competition
20.01.20	WALC	Competition for village halls	To note
21.01.20	WCC	W/19/1846 – Sunnyside	
23.01.20	NALC	Spring Conference 2020	
27.01.20	NALC	NALC Study Tour 2020/21	
28.01.20	Keep Britain Tidy	Get ready for Great British Spring Clean	
28.01.20	WDC	Contract Services Staff Shortages	
03.02.20	Canada Lane resident	Dog bins	Agenda item
05.02.20	WDC	Launch of WDC's VE Celebrations Grant Fund	
06.02.20	WALC	Understanding Your Council – additional training	
06.02.20	WALC	Grants for maintenance of village amenities	Agenda item

### 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 11 February 2020**

Reconciled to Current Account bank statement dated 30 January 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 12,078.43
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,586.29
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.91
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 1,390.00
<b>TOTAL</b>	<b>£ 65,204.32</b>	<b>£ 33,631.97</b>

	Actual 2018/19	Budget 2019/20	Actual YTD 2019/20
<b>INCOME</b>			
Precept	£ 8,000.00	£ 9,000.00	£ 9,000.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 15.70
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.10
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
<b>TOTAL</b>	<b>£ 9,055.22</b>	<b>£ 9,198.60</b>	<b>£ 10,468.70</b>
<b>EXPENDITURE</b>			
<b>Running Costs</b>			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,424.44
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
<b>Total</b>	<b>£ 3,867.80</b>	<b>£ 4,765.00</b>	<b>£ 5,244.46</b>
<b>Donations / Grants - General</b>			
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
<b>Total</b>	<b>£ 1,070.00</b>	<b>£ 1,930.00</b>	<b>£ 1,010.00</b>
<b>Donations / Grants - Village Maintenance</b>			
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
<b>Total</b>	<b>£ 578.00</b>	<b>£ 555.00</b>	<b>£ 578.00</b>
<b>Donations from Depot Fund</b>			
Village Hall	£ -	£ 35,000.00	£ 35,000.00
<b>Total</b>	<b>£ -</b>	<b>£ 35,000.00</b>	<b>£ 35,000.00</b>
<b>Special Items</b>			
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	£ -	£ -
<b>Total</b>	<b>£ 2,280.20</b>	<b>£ 4,700.00</b>	<b>£ 1,200.00</b>
<b>TOTAL</b>	<b>£ 17,759.52</b>	<b>£ 46,950.00</b>	<b>£ 43,032.46</b>

Other Expenditure	At 11.02.2020
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
<b>Total</b>	<b>£ 1,067.60</b>

Asset Register Renewal	At 11.02.2020
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
<b>Balance remaining</b>	<b>£ 4,314.01</b>

General Reserves Breakdown (held in Reserve A/C 1)	At 11.02.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,772.28
<b>Total</b>	<b>£ 10,586.29</b>

General Savings	At 11.02.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 15.70
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
<b>Balance remaining</b>	<b>£ 2,772.28</b>

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>	<b>£ 26,549.09</b>
<b>Ring-Fenced Funds</b>	
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
<b>Disposable Funds at 31.03.2020</b>	<b>£ 6,377.81</b>

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