

**Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 11 June 2019**

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

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None.

**Apologies:** Apologies were received from Cllr J Stobart who was away on business, Cllr Miss A Birch who was on holiday and WDC Cllr A Rhead was also away

Cllr Mrs Mace-Leska proposed that Cllr Neale be appointed Acting Chairman, and this was seconded by Cllr Brown. Agreed unanimously.

Cllr Neale welcomed WDC Cllr Matecki to the meeting and introductions were made.

**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 Annual and Ordinary Meetings held on 22 May 2019**

The minutes of the Annual Meeting were taken as read, approved and signed. Two minor amendments were made to the Ordinary Meeting minutes and the amended minutes were approved and signed.

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

- The Clerk advised that she had started to log details of her working hours following the busy election and annual meeting period where she had worked nearly double her contracted hours. She suggested that this should be reviewed at the end of the year to see if the annual working hours balance out.
- The Clerk reminded Councillors that there was new legislation regarding accessibility requirements for all public sector websites and apps, and advised that the Government Digital Service has published a model Accessibility Statement to help public bodies write a statement for their own website or mobile app. Cllr Brown advised he has some experience regarding this and was happy to help the Clerk ensure NLPC's compliance.

## **8. Matters arising**

- The Clerk advised that she had sent an invoice to the DPD driver for the replacement bench and repairs to Millennium Green following the accident, but that payment had not yet been received. She had tried to call the driver and had left a message on his voicemail. It was agreed that the Clerk would try to get hold of the driver by phone one or two times more, and that if payment still hasn't been received in 7 days she will write to advise he has another 7 days to pay or contact us to discuss a repayment plan, otherwise we will pursue a claim through our insurance. It was agreed that this letter will be sent by registered delivery.
- The Clerk has been notified by Claverdon Community Land Trust that an application for outline planning permission for 12 affordable homes on the land behind Brick Kiln Close has been submitted to Stratford District Council. It was agreed that the community should be consulted regarding this application, and that a working party would meet to formulate a questionnaire and the method of establishing the views of Norton Lindsey and Wolverton residents. The working party is to comprise Cllr Stobart, Cllr Brown and Cllr Mrs Elmhirst, along with Cllr Neale and Cllr Mrs Mace-Leska if they are available. The Clerk to contact Cllr Stobart to arrange meeting dates. It was also agreed that the Clerk would contact Stratford District Council to ensure that NLPC is a consultee for this application along with WDC. See also agenda item 11.
- The Clerk has submitted NLPCs application to the PCC safer roads grant fund. Results should be known in July.
- Councillors were reminded to let the Clerk know what training, if any, they would like to attend.
- The Village Hall Management Committee has advised that following a delay to progress due to obtaining a "build over agreement" with Severn Trent for the sewer from the cricket club, the first two lorries delivering the new village hall are due to arrive on Monday 17 June, with the remaining two lorries arriving on Wednesday 19 June. The building will be erected and watertight by the end of the week, after which the internal works can commence. Completion is due at the end of August. Severn Trent have now adopted the sewer from the cricket club, but strengthening works and a CCTV survey had to be carried out which delayed the works. It was noted that the project remains within budget.

## **9. To discuss and agree the Parish Council Action Plan 2019/20**

The suggested Parish Council Action Plan was considered, and discussion took place regarding a review of the Conservation Area and also promoting communication with neighbouring parishes. There was a brief discussion about neighbourhood plans and why NLPC chose not to undertake one, and the possibility of updating the Parish Plan, possibly in an electronic format. Cllr Brown advised that he would be happy to take this on. It was agreed that the Clerk would issue a revised draft of the Parish Council Action Plan for ratification at the July meeting.

## **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 –**

- The gulleys reported for jetting and/or repairs have been marked up by WCC. The Clerk will chase County Highways.
- The No Through Road sign on Church Road has been cleared of undergrowth.

### **10.2 New issues**

- The street light opposite Forge Cottage on Main Street has broken in the wind. This has been reported to WDC.

## 11. Correspondence and Communications Report

*(circulated to Councillors prior to meeting)*

Noted.

Correspondence had been received from WCC regarding the further consultation on underground coal gasification in the Warwickshire Minerals Plan 2018, and this was noted, along with details of a new statistical service from WCC called Warwickshire Insights. It was agreed that the Clerk would provide meeting dates to WDC following a request from its Chairman to attend a future meeting. A Wolverton resident had written to NLPC concerned with the proposed affordable housing behind Brick Kiln Close, and his comments were noted.

## 12. Data Protection/GDPR Update

There was nothing new to report regarding Data Protection.

## 13. Finance Matters

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

None. Noted.

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

Clerk's Salary – May 2019. Noted.

### 13.3 To note expenditure for approval:

Clerk's expenses – April to June 2019. Approved.

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

Noted.

## 14. Planning Matters

### 14.1 To note and consider planning applications received:

- 7 Mill Close, Norton Lindsey, Warwick, CV35 8JU (W/19/0780)  
*Proposed demolition of existing rear conservatory and erection of a two-storey rear extension and a single storey side extension*  
Following discussion, it was agreed that NLPC is neutral to this application and has no comments to make.

### 14.2 To note planning applications received and considered under delegated powers:

None. Noted.

### 14.3 To note planning application decisions received:

- Horsley House Farm, Norton Curlieu Lane, Norton Lindsey, Warwick, CV35 8RD (W/19/0460)  
*Proposed change of use of the barn from agricultural building for use as either a holiday let or annex.*  
Permission granted. Noted.

### 14.4 To note planning application updates:

None. Noted.

### 14.5 To note and consider planning appeal notifications received:

None. Noted.

### 14.6 To note planning appeal decisions received:

None. Noted.

### 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

WCC Cllr Caborn advised that the Ladies national cycle race is due to take place in Warwickshire on Thursday 13 June, with the Mens event taking place in September. There was discussion regarding traffic problems in Warwick on Monday 10 June.

WDC Cllr Matecki advised there was nothing to report from WDC.

Cllr Mrs Mace-Leska advised that writing of the Introduction to Norton Lindsey page on the website was in hand.

**16. Date of Next Meeting**

Tuesday 9 July 2019 - Ordinary Meeting

The Acting Chairman closed the meeting at 21.33 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: nortonlindseypc@outlook.com)

7 June 2019

## Correspondence Report

### Ordinary Meeting

11 June 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
03.05.19	WCC	Response from Martin Jelley, Chief Constable, Warwickshire Police regarding rural crime	Missed off May 2019 correspondence
20.05.19	WALC	VE Day 2020	
22.05.19	WALC	Carers Week epack	
23.05.19	WALC	Engagement over mental health services	
24.05.19	UK Cycling Events	Advance notification of cycle event	
28.05.19	WCC	Policy MCS10 – underground coal gasification Warwickshire Minerals Plan 2018	To note.
31.05.19	WCC	Further consultation (Warwickshire Minerals Plan Publication 2018)	To note.
03.06.19	WALC	Warwickshire Insights	To note.
04.06.19	Warwickshire PNN	Police Citizens Academy September 2019	
04.06.19	Warwickshire PNN	PCC Road Safety Grant Application 2019 – 20	Acknowledgment of our application. To note.
06.06.19	WDC	Chairman's Visit	To discuss.
07.06.19	Resident	Email from resident concerning proposed affordable housing on Curlieu Lane	To note.

### 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 June 2019**

Reconciled to Current Account bank statement dated 30 May 2019

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 11,468.84
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,572.23
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.82
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 11,654.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 396.42
<b>TOTAL</b>	<b>£ 65,204.32</b>	<b>£ 33,384.81</b>

	Actual 2019/20	Budget 2019/20	Actual YTD 100 19/20
<b>INCOME</b>			
Precept	£ 8,000.00	£ 9,000.00	£ 4,500.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 1.64
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.01
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ -
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ -
<b>TOTAL</b>	<b>£ 9,055.22</b>	<b>£ 9,198.60</b>	<b>£ 4,501.65</b>
<b>EXPENDITURE</b>			
<b>Running Costs</b>			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 528.32
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ -
Admin Expenses	£ 58.27	£ 100.00	£ -
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	£ -
Hire of Rooms	£ 60.00	£ 250.00	£ -
Society of Council Clerks Membership	£ 84.00	£ 85.00	£ -
Information Commissions Office	£ 40.00	£ 40.00	£ -
Clerk's Training	£ -	£ 100.00	£ -
Website	£ 48.00	£ 48.00	£ -
<b>Total</b>	<b>£ 3,867.80</b>	<b>£ 4,765.00</b>	<b>£ 924.74</b>
<b>Donations / Grants - General</b>			
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	£ -
Discretionary Section 137 donations	£ -	£ 800.00	£ -
Church Room	£ 100.00	£ 100.00	£ -
<b>Total</b>	<b>£ 1,070.00</b>	<b>£ 1,930.00</b>	<b>£ -</b>
<b>Donations / Grants - Village Maintenance</b>			
Churchyard Maintenance	£ 300.00	£ 300.00	£ -
Millennium Green Maintenance	£ 50.00	£ 50.00	£ -
Defibrillator Maintenance	£ 30.00	£ 30.00	£ -
Church Clock Maintenance	£ 198.00	£ 175.00	£ -
<b>Total</b>	<b>£ 578.00</b>	<b>£ 555.00</b>	<b>£ -</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>£ 12,713.22</b>	<b>£ 46,950.00</b>	<b>£ 37,124.74</b>

Other Expenditure	At 22.05.19
<b>Total</b>	<b>£ -</b>

Asset Register Renewal	At 22.05.19
Opening Balance at 01.04.19	£ 3,364.01
Annual increase	£ 1,200.00
<b>Balance remaining</b>	<b>£ 4,564.01</b>

General Reserves Breakdown (held in Reserve A/C 1)	At 22.05.19
Asset Register Renewal	£ 4,564.01
Election Expenses	£ 3,500.00
General Savings	£ 2,508.22
<b>Total</b>	<b>£ 10,572.23</b>

General Savings	At 22.05.19
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 1.64
<b>Balance remaining</b>	<b>£ 2,508.22</b>

YEAR END FORECAST	Forecast Balances at 31.03.20
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)	£ 11,834.34
<i>Balance of Accounts:</i>	<b>£ 26,112.09</b>
<b>Ring-Fenced Funds</b>	
Depot Fund	£ 11,920.27
Sum retained for electoral expenses #	£ 3,500.00
Sum retained for asset register renewal	£ 4,564.01
	£ 19,984.28
<b>Disposable Funds at 31.03.20</b>	<b>£ 6,127.81</b>

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