

**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 2nd 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.

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)

11 January 2020

Correspondence Report

Ordinary Meeting

14 January 2020

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
9.12.19	WDC	SPD Consultations	Affordable Housing Supplementary Planning Document – consultation until 21.2.20.
10.12.19	WCC	Warwickshire Minerals Plan Submission for examination	
17.12.19	WALC	Royal Garden Party 2020 – Nominate	To be considered.
17.12.19	WALC	Grants available to your communities	
18.12.19	NALC	NALC Chairman's open letter to all councillors	
19.12.19	NALC	Spring Conference 2020	
19.12.19	WALC	Disaster Plan Template	Updated emergency plan template. To discuss.
19.12.19	WALC	Health and wellbeing funding opportunity for Warwickshire based initiatives	
20.12.19	WDC	WDC Calendar of meetings 2020/21	
20.12.19	WALC	WALC Members Newsletter January 2020 – training special	To note.
20.12.19	WCC	W/19/1939 – Land of Gannaway Farm	Planning response from WCC Highways Authority. To note.
06.01.20	WALC	Police Precept Consultation 2020/21 – your help requested	
06.01.20	WALC	Common design elements public engagement (HS2 consultation)	
06.01.20	WDC	Consultation – Royal Leamington Spa Neighbourhood Plan	
07.01.20	WALC	Severn Trent Community Fund	To note and consider.
08.01.20	WCC	Velo Birmingham and Midlands 21 June 2020	
09.01.20	SDC	Consultation on Development Requirements Supplementary Planning document	
10.01.20	NALC	NALC Study Tour 2020/21	
11.01.20	Claverdon Community Land Trust	February report	

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>

**NORTON LINDSEY PARISH COUNCIL
PROPOSED BUDGET / PRECEPT CALCULATION
2020 - 2021**

	2019/2020 Budget	2019/2020 Likely out-turn	2020/2021 Budget	Note
BALANCE OF ACCOUNTS AT 1 APRIL				
Brought Forward: Current A/C	£ 7,752.70	A £ 44,313.58	£ 7,414.46	
Brought Forward: Reserves for Electoral Expenses/Asset Renewal (Reserve A/C 1)	£ 6,932.01	A £ 6,864.01	£ 4,564.01	
Brought Forward: General Reserves (Reserve A/C 1)	£ 2,438.63	A £ 2,506.58	£ 2,438.63	
Brought Forward: Depot Fund (Reserve A/C 2)	£ 85.81	A £ 85.81	£ 85.93	
Brought Forward: Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	A £ 11,654.34	£ 12,271.34	
TOTAL BROUGHT FORWARD	£ 28,863.49	£ 65,424.32	£ 26,774.37	
RECEIPTS				
Precept	£ 9,000.00	A £ 9,000.00	£ 10,000.00	1
VAT Refund	£ -	A £ -	£ -	2
Bank Interest: Reserve A/C 1	£ 18.48	E £ 18.48	£ 15.00	3
Bank Interest: Reserve A/C 2	£ 0.12	E £ 0.12	£ 0.12	
Bank Interest: Cambridge & Counties	£ 180.00	A £ 617.00	£ 180.00	
PAYE Refund	£ -	A £ -	£ -	
TOTAL RECEIPTS	£ 9,198.60	£ 9,635.60	£ 10,195.12	
TOTAL BROUGHT FORWARD PLUS RECEIPTS	£ 38,062.09	£ 75,059.92	£ 36,969.49	
EXPENDITURE				
<u>RUNNING COSTS</u>				
WALC Subscription	£ 130.00	A £ 126.00	£ 130.00	
Insurance	£ 350.00	A £ 270.42	£ 350.00	
Seminars	£ 100.00	E £ 100.00	£ 100.00	
Audit	£ 200.00	A £ -	£ 200.00	4
Clerk's salary (subject to NJC pay award effective 01.04.19)	£ 3,170.00	E £ 3,695.70	£ 3,300.00	5
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	£ 250.00	E £ 250.00	£ 250.00	
Society of Local Council Clerks Membership	£ 85.00	A £ 89.00	£ 85.00	
Information Commissioners Office (data protection)	£ 40.00	A £ 40.00	£ 40.00	
Clerk's Training	£ 100.00	E £ 100.00	£ 100.00	
Website	£ 48.00	E £ 48.00	£ 48.00	
Election Costs Fund	£ -	A £ -	£ 1,000.00	6
Asset Register Renewal	£ 1,200.00	A £ 1,200.00	£ 1,200.00	
Total NLPC Running Costs	£ 5,965.00	£ 6,211.12	£ 7,095.00	
<u>DONATIONS / GRANTS (GENERAL)</u>				
<u>Section 137 Grants</u>				
Donation to NL Mothers & Toddlers Group	£ 60.00	A £ -	£ -	7
Donation to NL Table Tennis Club	£ 60.00	A £ -	£ -	8
Village Hall Grant	£ 500.00	A £ 500.00	£ 500.00	
Cricket Club	£ 60.00	A £ 60.00	£ 60.00	
Discretionary Section 137 donations	£ 800.00	E £ 800.00	£ 1,200.00	9
<u>Grants under Discretionary Powers</u>				
Play Area Maintenance (Local Government (Miscellaneous Provisions) Act 1976, s.19)	£ 350.00	A £ 350.00	£ 350.00	
Millenium Green Maintenance (Public Health Act 1875, S.164 - England)	£ 50.00	A £ 50.00	£ 50.00	
Defibrillator Maintenance (Public Health Act 1936, s.234)	£ 30.00	A £ 30.00	£ 30.00	
Contribution to Churchyard Maintenance TBC	£ 300.00	A £ 300.00	£ 300.00	
Church Room Grant TBC	£ 100.00	A £ 100.00	£ 100.00	
Church Clock Maintenance TBC	£ 175.00	A £ 198.00	£ 175.00	
Total NLPC Donations / Grants (General)	£ 2,485.00	£ 2,388.00	£ 2,765.00	
<u>DONATIONS FROM DEPOT FUND</u>				
Donation to Village Hall	£ -	A £ 35,000.00	£ -	
Total NLPC Donations from Depot Fund	£ -	£ 35,000.00	£ -	
<u>SPECIAL ITEMS</u>				
Election Costs	£ 3,500.00	E £ 3,500.00	£ -	
Total Special Items	£ 3,500.00	£ 3,500.00	£ -	
TOTAL EXPENDITURE	£ 11,950.00	£ 47,099.12	£ 9,860.00	
Balance remaining (Brought Forward plus Receipts less Expenditure)	£ 26,112.09	£ 27,960.80	£ 27,109.49	
LESS:-				
Sum retained for Electoral Expenses (to increase by £1,000 each year)	£ 3,500.00	E £ -	£ 1,000.00	6
Sum retained for Asset Renewal (to increase by £1,200 each year)	£ 4,632.01	E £ 4,564.01	£ 5,764.01	
Depot Fund	£ 11,834.34	E £ 12,357.27	£ 12,537.39	
Disposable Funds at Year End	£ 9,645.74	£ 11,039.52	£ 7,808.09	

A Actual
E Estimated

BALANCE OF ACCOUNTS AS AT:-	Actual balance 31.03.2019	Estimated balance 31.03.2020	Estimated balance 31.03.2021
Current Account	£ 44,313.58	£ 7,414.46	£ 9,754.46
Reserve Account 1 (sums retained for electoral expenses and asset renewal)	£ 6,864.01	£ 4,564.01	£ 6,764.01
Reserve Account 1 (general savings)	£ 2,506.58	£ 2,525.06	£ 2,540.06
Reserve Account 2 (depot money)	£ 85.81	£ 85.93	£ 86.05
Cambridge & Counties 95 Day Notice Account (depot money)	£ 11,654.34	£ 12,271.34	£ 12,451.34
TOTAL FUNDS HELD BY NLPC	£ 65,424.32	£ 26,860.80	£ 31,595.92

Notes:

1. Suggested Precept for year 2020/21.
2. Due to make reclaim in June 2021.
3. Less money in Reserve Account 1 due to payment of election costs, therefore it is estimated that less interest will be earned.
4. There will be a fee for the 2019/20 Annual Audit (payable 2020) - our donation to the Village Hall Committee takes us over the limit for certifying as exempt.
5. We have not yet received notification of NJC pay award for the year 2020/21, so have estimated.
6. Once 2019 election costs paid, we will need to start building up a reserve for future elections. The cost of an uncontested election has previously been £250. Contested elections could cost up to approx £9,000 depending on council size. In previous elections, we have been informed that for a council of our size the cost could be £3,500. Assuming the cost of the 2019 election is £3,500, we will need to build our reserves back up to £3,500 to cover any costs incurred in the 2023 election.
7. The Mothers and Toddlers group has now disbanded.
8. It was previously agreed that we would revisit a donation to the Table Tennis Club once the Village Hall was rebuilt.
9. The LGA 1972 Section 137 expenditure limit for 2020/21 is £8.32 per elector. There are 335 electors in the parish, giving a total of £2,787.20. Our existing Section 137 expenditure commitments total £1,565.00, leaving £1,200 for ad hoc requests.