

**Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 8.15pm on 22 May 2019**

- Present:** Cllr J Stobart (Chairman); Cllr Miss A Birch; Cllr Mrs A Mace-Leska; Cllr M Neale; Cllr K Elmhirst; Cllr N Brown; WDC Cllr A Rhead; WCC Cllr L Caborn
- Parish Clerk:** Mrs Jennifer Bendall
- Public:** 12 members of the public for part of the meeting
- Apologies:** Apologies were received from Cllr Mrs F Goossens and WDC Cllr J Matecki who were both 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**

Cllr Miss Birch declared an interest in agenda item 18.1 as the planning applicant.

**5. Public Comments**

A representative from the Claverdon Community Land Trust attended the meeting along with the architect designing the development to update the Council on the proposed affordable housing off Curlieu Lane. He tabled the WRCC Housing Needs Survey, the Article of Association of the Land Trust, and the CCLT allocations policy. The meeting was able to study the initial plans of the development, and members of the public in attendance were given the opportunity to ask questions. There were concerns with the actual need for affordable housing, the fact that respondents to the Claverdon Housing Needs Survey had stated they wished to live in the village of Claverdon, and general eligibility criteria. Concerns were also raised about the impact of the proposed development on existing housing because the field is considerably higher, and there was discussion about drainage in the field where the proposed housing will be built which is prone to flooding. The representative was asked why this development couldn't be built between Curlieu Cottages and the pond, and he responded that the landowner was not prepared to sell this piece of land.

WDC Cllr Rhead advised the Parish Council that it should be very careful of what constitutes local need. It was agreed that at some stage NLPC may want to consult with the village to gauge opinions.

The Clerk advised that as a resident directly affected by the proposal, she will be objecting to it.

**6. To approve the Minutes of the Ordinary Meeting held on 12 March 2019**

The minutes of the Ordinary Meeting held on 12 March 2019 were taken as read, approved and signed

**7. To provisionally approve the Minutes of the Annual Parish Assembly (Open Meeting) held on Tuesday 9 April 2019**

Councillors were advised that the Minutes of the Annual Parish Assembly (Open Meeting) will be officially signed at the next Annual Parish Assembly to be held in April 2020. The Minutes of the Annual Parish Assembly 2019 were taken as read, approved and provisionally signed.

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

None.

**9. Matters arising**

The Clerk advised that she now had an application form to open a Nationwide 45-day savings account, but that she would await the WDC invoice for election costs before proceeding because payment of this invoice would reduce the sum to be invested in the savings account.

**10. To consider matters of concern raised by parishioners at the Annual Parish Assembly held on 9 April 2019**

All concerns raised at the Parish Assembly had been addressed during the meeting. However, in view of correspondence received and considered at this meeting from the Police and Crime Commissioner regarding a new road safety fund, it was agreed that the Clerk would investigate applying for a grant to fund an extension to the pavement from Arles Cottage to the Blacon Farm track on Snitterfield Lane (also see agenda item 13).

**11. Parish Council Action Plan Update**

Setting of the Parish Council Action Plan for 2019/20 has been deferred to the June 2019 meeting.

**12. To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)**

**12.1 Update on issues previously reported**

- The sunken manhole on Main Street has been fixed.
- The Clerk has completed the "gulley audit" and has reported the blocked gulleys to County Highways for jetting. It was noted that one of the gulleys on Church Road is frequently cleared by Cllr Neale, and the Clerk will ask that this one be jetted as well.
- The Clerk is to chase County Highways regarding painting lines on the Wolverton Road pavement around the pole stays. Cllr Miss A Birch is to look into other measures that can be undertaken to make the stays safer.

**12.2 New issues**

- A pothole at the New Road/Warwick Road junction has been reported to County Highways
- The Clerk has reported that there is a cover missing from the gulley opposite Willowdale on Snitterfield Lane.
- The drain taking surface water from outside Further Moors on Snitterfield Lane to the stream between Willowdale and Lindsey Lodge appears to be blocked and broken, resulting in flooding when there is heavy rainfall. This has caused a large hole to form by the telegraph pole adjacent to the drive for the Trap House, which is now encroaching onto the pavement. The Clerk to report to County Highways.
- Sunken manholes on Curlieu Lane opposite Morgan Close have been reported to County Highways.
- Cllr Neale to make enquiries about clearing around the No Through Road sign on Church Road which is being obscured by undergrowth.

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

Noted. WDC has forwarded the slides from the Community Infrastructure Levy information sharing session which Cllr Neale attended earlier in the year. A resident on Warwick Road has raised concerns with speeding traffic around Littleworth. WCC Cllr Caborn advised that traffic monitoring can't be carried out due to the bends on that stretch of road, but that he would look into what else can be done. Discussion took place regarding the Police and Crime Commissioner's new road safety fund, and it was agreed that the Clerk would investigate the possibility of applying for funding for an extension to the pavement on Snitterfield Lane (see agenda item 10 above). WCC Cllr Caborn to forward details of the WCC contact who can help with costings. WDC have written to advise that they have declined to issue a Tree Preservation Order on the Monkey Puzzle tree at Sunnyside, New Road, due to only providing a moderate public amenity as it is set back behind the building and the thick roadside hedge, and also due to its close proximity to the building which could cause problems to the building in the future. Finally, WCC have issued notification that Norton Curlieu Lane will be closed for one day in June to allow further works to be carried out.

#### **14. Data Protection/GDPR Update**

The Clerk advised that the ICO (Information Commissioner's Office) has announced that individual councillors are exempt from Data Protection fees, but that local councils still need to pay the fee. The ICO has also confirmed that parish councils are not classed as public authorities for the purposes of the GDPR, and as such do not need to appoint a data protection officer (DPO).

#### **15. To receive an update following the accident on Millennium Green and to agree how to proceed**

The Clerk advised that it had taken a long time for DPD to confirm that the van that crashed onto Millennium Green was not one of their own fleet but was operated by a self-employed driver. She had subsequently spoken to the driver who has agreed to pay for the damage.

Discussion took place regarding quotes that NLPC has received for repairing the original bench by reusing the cast iron legs and replacing the wooden parts (in oak £740, in sapele £590), and repairing/replacing the broken slabs and fixing a bench to the slabs (£100). Consideration was given to potential liability if the original bench was repaired and then broke.

The Councillors unanimously agreed that a new bench would be purchased, and that the Clerk would select a suitable bench to match the one destroyed in the accident. The quote for repairing/replacing the slabs and installing a bench was accepted. The Clerk advised that she would not purchase anything until payment has been received from the driver. The Clerk recommended that the New Inn Management Committee invoice the driver directly for a replacement A board to replace the destroyed one, and this was agreed.

#### **16. Annual Governance and Accountability Return (AGAR)**

##### **16.1 To discuss the requirements for the AGAR**

The requirements of the Annual Governance and Accountability Return were discussed and the Clerk advised that as NLPCs income/expenditure for the year ended 31 March 2019 is under £25,000 we can certify as exempt from the Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 if the Parish Council resolves to do so. The signed Return will still need to be completed and displayed, and an exemption certificate will need to be completed and sent to the external auditors. Alternatively, NLPC can choose to be audited in exactly the same way as previous years but there will be a cost of £200.

##### **16.2 To note completion of the Internal Audit, and to consider comments made by the Internal Auditor**

It was noted that the Internal Auditor had reviewed NLPC's records for the year ended 31 March 2019, and had commented that he was happy to report that they are being kept very well and that all is in order.

##### **16.3 To consider, approve and sign the Annual Governance Statement 2018/19**

NLPC considered and approved the Annual Governance Statement for 2018/19 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

##### **16.4 To consider, approve and sign the Accounting Statements 2018/19**

The Council considered and approved the Accounting Statements for 2018/19 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

##### **16.5 To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**

Following consideration of the criteria for certifying as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it was unanimously resolved that NLPC will certify as exempt for the year 2018/19.

#### **17. Finance Matters**

##### **17.1 To note payments received since last meeting:**

- NatWest Bank – interest from December 2018 to April 2019. Noted.
- Warwick District Council – 1<sup>st</sup> half of Precept for 2019/20 financial year. Noted.

- 17.2 To note payments made since last meeting:**
- Clerk's Salary - March and April 2019. Noted.
  - Norton Lindsey Village Hall Management Committee – grant from Depot Fund towards cost of rebuilding Village Hall. Noted.
- 17.3 To note expenditure for approval:**
- WALC – Annual Subscription. Agreed.
  - Norris & Fisher Insurance Brokers Limited – Annual Insurance Premium. Agreed.
- 17.4 To note amendment of the Standing Order instruction to pay the Clerk's salary, following NLPCs acceptance of the new NJC pay scales for 2019-2020 when the budget for the forthcoming year was agreed in January 2019.** Noted.
- 17.5 To note income and expenditure year to date.** Noted.

## 18. Planning Matters

- 18.1 To note and consider planning applications received:**  
Cllr Miss Birch declared an interest as the planning applicant at Cleeve Cottage, and left the meeting.
- **Cleeve Cottage, Main Street, Norton Lindsey (W/19/0687) - Proposed demolition of existing ground floor side porch, cloakroom, garage and coal shed and replace with a two storey side extension with single storey extension to the rear incorporating new garage, cloakroom, utility, lounge and first floor bedroom.**  
NLPC was neutral to this application and had no comments to make.
- 18.2 To note planning applications received and considered under delegated powers:**
- **Horsley House Farm, Norton Curlieu Lane, Norton Lindsey (W/19/0460) - Proposed change of use of the barn from agricultural building for use as either a holiday let or office.**  
NLPC was neutral to this application and had no comments to make.
- 18.3 To note planning application decisions received:**
- **Holly Tree House, Church Road, Norton Lindsey (W/19/0025) - Erection of first floor side extension and single storey side extension.**  
Permission granted.
- 18.4 To note planning application updates received:** None.
- 18.5 To note and consider planning appeal notifications received:** None.
- 18.6 To note planning appeal decisions received:** None.
- 18.7 To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village):** None.

## 19. Parish Report

Following the election, the Conservatives no longer have overall control of Warwick District Council and have agreed a coalition with independent candidates to form a majority. WDC Cllr Rhead advised that he is the portfolio holder for business and the environment. Following discussion at the Annual Meeting about the Parish Council Action Plan for 2019/20 where the undertaking of a Green Audit was suggested, Cllr Rhead commented that he is keen to hear NLPC's views on the environment, and he mentioned renewable energy grants, tree planting, etc. He advised that WDC contractors will be required to have a plastic free policy in the future.

WCC Cllr Caborn advised that WCC's offices have gone plastic free.

It was agreed that the Clerk would pass NLPC's thanks on to Mr Mann and Mr Sparkes who stood down as Parish Councillors at the election, and also to the WDC Elections Team for their support during the elections.

## 20. Date of Next Meeting

Tuesday 11 June 2019 – Ordinary Meeting

The Chairman closed the meeting at 22.05 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)

17 May 2019

## Correspondence Report

### Ordinary Meeting

22 May 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
14.03.19	WALC	Rural Services Network call on Government for a Rural Strategy	
26.03.19	WDC	WDC CIL Information Sharing Sessions	Slides from presentation attended by Cllr Neale
29.03.19	NALC	NALC Annual Conference & Exhibition 2019	
04.04.19	NALC	Sponsorship and exhibition opportunities with NALC	
08.04.19	NALC	Earlybird bookings for NALC conference	
09.04.19	Resident	Email from resident at Littleworth concerning traffic speed	To note and discuss
29.04.19	WCC	PCC's new road safety fund opens for applications	To note and discuss
02.05.19	WDC	Tree Making Request for Monkey Puzzle at Sunnyside, New Road	To note <i>Not included in zip file – having trouble scanning to computer</i>
07.05.19	WALC	Warwickshire Fire and Rescue – Integrated Risk Management Plan – Draft Action Plan 2019/20	
09.05.19	WALC	New e-learning programme aimed at those leaving or who have left the Armed Forces	
09.05.19	WALC	Press release PCC's new road safety fund opens for applications	
13.05.19	WCC	Road closure Norton Curlieu Lane 18.06.19	To note
13.05.19	WALC	Mental Health Telephone Helpline and Webchat for Coventry and Warwickshire	
13.05.19	WALC	TAPSAG	

### 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 22 May 2019**

Reconciled to Current Account bank statement dated 30 April 2019

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 12,129.42
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	£ -
<b>TOTAL</b>	<b>£ 65,204.32</b>	<b>£ 34,441.81</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	£ 264.16
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ -
Admin Expenses	£ 58.27	£ 100.00	£ -
WALC Subscription	£ 126.00	£ 130.00	£ -
Insurance	£ 267.55	£ 350.00	£ -
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>£ 264.16</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>£ 12,714.00</b>	<b>£ 46,950.00</b>	<b>£ 36,464.16</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.