

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 January 2019

Present: Cllr J Stobart (Chairman); Cllr Mrs A Mace-Leska; Cllr K Sparkes; Cllr Miss A Birch; Cllr R Mann
WDC Cllr A Rhead; WCC Cllr L Caborn

Parish Clerk: Mrs Jennifer Bendall

Public: One

Apologies: Apologies were received from Cllr M Neale and WDC Cllr P Phillips who were both away.

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 14.5 as residents of Norton Lindsey Parish.

5. Public Comments

None.

6. To approve the Minutes of the Ordinary Meeting held on 11 December 2018

The minutes of the Ordinary Meeting held on 11 December 2018 were taken as read, approved and signed.

7. Chairman's / Clerk's report

The Clerk thanked Cllr Sparkes for repairing and reinstating the noticeboard by the Village Hall.

8. Matters arising

- The Clerk advised that she had not yet had chance to investigate alternative high interest accounts for the investment of public money, but that she hoped to do so in time for the February meeting.
- Cllr Stobart is to enquire if there is a spare key for the Church Room.

9. Parish Council Action Plan update

9.1 Website – The Clerk advised that some updates to the website had been done and that the remainder of the agreed alterations would be completed in the next few weeks.

9.2 Village Hall / Community Hub – The meeting received a progress report from the Village Hall Committee regarding the replacement of the Village Hall. The electricity cabinet is now up and running, and the defibrillator has been moved onto the cabinet. Preliminary works have been carried out, and Severn Trent are to replace the boundary box. A shipping container is to be delivered to site to be used for storage of the contents of the Village Hall for the duration of the rebuild. Demolition is planned to start week commencing 4 February, with the new building expected to be delivered mid-April. The forecast date for completion is July. There was discussion regarding the location of the Polling Station for the forthcoming elections in May, and it was suggested that the Church Room could be used instead. WDC Cllr Rhead to discuss with the Returning Officer.

Community Hub – nothing new to report.

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 Clerk advised that some drain jetting had been carried out in the parish, but that she would be checking with County Highways as some gulleys were still blocked.
- The pole stays in the pavement on Wolverton Road are due to be inspected.
- The Clerk to chase removal of the dead tree to the north of the entrance to Brick Kiln Close on Curlieu Lane.
- The brambles growing onto the road from the hedge down Snitterfield Lane are to be cut back.
- The dead trees obscuring the sign post opposite the top end of New Road are still to be cut down.
- Cllr Mrs Mace Leska to forward details of missing footpath way marks.
- The “cattle-crossing” sign which has been knocked over by Littleworth Farm has been reported to County Highways.
- The grit bin assessment for Snitterfield Road has been forwarded by County Highways.

10.2 New issues

- The street light on Millennium Green is not working. The Clerk to report to WDC.
- The Give Way sign at the junction of Curlieu Lane and the A4189 has been partially knocked over, and the sign on Dark Lane warning of the Norton Curlieu Lane junction is obscured by the hedge. The Clerk is to report both to County Highways.

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

Noted. There was discussion regarding correspondence received from WDC regarding the recent request for a tree preservation order on the monkey puzzle tree at Sunnyside, New Road, and it was agreed that the Parish Council’s response would be that it is concerned that recent building works within the parish have resulted in the loss of several mature trees that were only protected during the course of the building works and which were removed once those works were completed. The Parish Council believes this tree is of particular value because it is an unusual, mature specimen which is valued by the community on the whole and which enhances the street scene.

12. Data Protection/GDPR Update

The Clerk advised there was nothing new to report.

13. To discuss local elections taking place in May 2019

Following discussion about the upcoming local elections and the request made to WDC for a community governance review to increase the number of Norton Lindsey Parish Councillors to 7, it was agreed that a notice would be placed in the Parish Magazine encouraging residents to contact the Clerk if they are interested in becoming a Parish Councillor.

14. Finance Matters

14.1 To note payments received since last meeting:

None. Noted.

14.2 To note payments made since last meeting:

Clerk’s Salary – December 2018. Noted.

14.3 To note expenditure for approval:

Mr K Sparkes – reimbursement of costs incurred when refurbishing notice board. Approved.
Annual village grants/donations. Approved.

14.4 To note income and expenditure year to date. Noted.

14.5 To approve Precept for the year 2019/20

Following discussion and consideration of budget requirements for the forthcoming financial year, it was unanimously agreed that the Precept would be raised to £9,000.00 to meet NLPCs financial obligations for the year 2019/20. The Clerk to submit the precept request to WDC.

15. Planning Matters

15.1 To note and consider planning applications received:

None. Noted.

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

None. Noted.

15.3 To note planning application decisions 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.* Permission refused. Noted.

15.4 To note planning application updates:

None. Noted.

15.5 To note and consider planning appeal notifications received:

None. Noted.

15.6 To note planning appeal decisions received:

None. Noted.

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

None. Noted.

16. Parish Report

- WCC Cllr Caborn gave an update on health sector news including the merger of the three local CCGs and the A&E status as 2nd in the country. He also discussed the WCC website and advised that work on the WCC budget is progressing.
- WDC Cllr Rhead discussed the recently approved canal conservation corridor, and he advised that there is to be consultation with the County Council, Stratford District Council and the police to brainstorm a solution to the ongoing gypsy / traveller problems.

17. Date of Next Meeting

Tuesday 12 February 2019 – Ordinary Meeting

The Chairman closed the meeting at 8.50pm.

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)

4 January 2019

Correspondence Report

Ordinary Meeting

8 January 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
07.12.18	WDC	Royal Leamington Spa Creative Quarter – draft masterplan	
11.12.18	WCC	Launch of Councillors' Grant Fund 2018-19 – round 2	
14.12.18	WCC	Full briefing regarding Stagecoach Bus Service Changes	
17.12.18	WDC	Community Infrastructure Levy (CIL) Information Sharing	
17.12.18	WDC	Tree Preservation Order Nomination	For discussion
17.12.18	WDC	WDC – ward boundaries	To note
19.12.18	WALC	Meals on wheels	
19.12.18	WALC	Meals on wheels leaflet	
19.12.18	WDC	Police Precept Consultation – letter for elected members	
19.12.18	WALC	Grants information	
19.12.18	WALC	Police Precept Consultation – letter for parishes	
20.12.18	WALC	Chairing meetings training January 2019	
20.12.18	WALC	Meals on wheels service	
24.12.18	Residents for Lower Norton	-	To note
04.01.19	CSW Broadband	Superfast broadband in your area – information for parish councils	
04.01.19	WDC	Calendar of meetings 2019-20	

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.rsonline.org.uk/category/news>

NORTON LINDSEY PARISH COUNCIL

Accounts Year to Date as at 8 January 2019

Reconciled to Current Account bank statement dated 28 December 2018

	Brought Forward 31.03.18	Budget 2018/19	Actual YTD 2018/19
Current Account	£ 9,134.11	N/A	£ 11,514.12
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	£ -
TOTAL	£ 62,745.10	N/A	£ 67,617.16
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	£ 2,295.09
Clerk's Expenses (travelling and home working expenses)	£ 81.30	£ 92.00	£ 45.35
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	£ 2,909.99
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	£ 5,152.20

General Reserves Breakdown	At 08.01.19
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
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