

## **Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 July 2019**

- Present:** Cllr J Stobart (Chairman); Cllr M Neale; Cllr Mrs A Mace-Leska; Cllr Mrs K Elmhirst; Cllr N Brown; Cllr Mrs F Goossens; WDC Cllr J Matecki
- Parish Clerk:** Mrs Jennifer Bendall
- Public:** 2 for part of the meeting
- Apologies:** Apologies were received from Cllr Miss A Birch who was working, WCC Cllr L Caborn, and WDC Cllr A Rhead who was attending a WDC meeting

### **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**

The meeting received an update on the new Village Hall build, which is progressing well and is looking good both inside and out. A few problems have occurred and have been dealt with as they have arisen. The meeting was reminded that the Fete is taking place on Sunday 14 July.

### **6. To approve the minutes of the Ordinary Meeting held on 11 June 2019**

The minutes of the Ordinary Meeting held on 11 June 2019 were taken as read, approved and signed.

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

- The Clerk advised the Councillors that there was a new standing item on the agenda to replace GDPR update – Parish Council Regulations and Procedures.
- The Councillors expressed thanks to Mr Sparkes for cutting the hedges around the crossroads at the bottom of New Road.

### **8. Matters arising**

The Clerk advised that external auditor PKF Littlejohn have acknowledged receipt of our Annual Return for the year ended 31 March 2019 and have logged our notification of exempt status.

### **9. To receive an update regarding the Millennium Green accident, and to agree way to proceed**

The Clerk advised that following sending a letter via registered post to the DPD driver (as agreed at the last meeting), she had been contacted by his representative and advised that he was unable to pay for a new bench and the repairs required. NLPC considered whether to pay for a new bench and the repairs out of the Asset Register Renewal Fund or to claim the costs through insurance. It was noted that there was a £250 excess on the policy and that next year's premium would increase by a maximum of £60 if we claimed. It was agreed that the Clerk should pursue a claim through the insurance.

## **10. Claverdon Affordable Housing**

### **10.1 To receive and review the results of the survey carried out by NLPC/WPC to determine the views of residents regarding the proposed affordable housing off Curlieu Lane**

Cllr Brown presented the results of the survey which was completed by 92 respondents and which indicated that over 77% of those who responded did not support the proposal. Cllr Brown advised that he would forward the report in pdf format to Wolverton Parish Council and possibly Claverdon Parish Council. It was also agreed that the report should be made available on the website. It was agreed that the results of the survey would form part of NLPC's response to SDC when commenting on the planning application. Cllr Brown was thanked for creating the survey and for compiling the results into a comprehensive report.

### **10.2 To note receipt of the WRCC/WRHA report following the public consultation event held in Claverdon on 20 June 2019 where details of the proposed affordable housing schemes in Breach Lane, Claverdon, and Curlieu Lane, Norton Lindsey, were on display**

Noted.

### **10.3 To consider the suggestion from the Claverdon Community Land Trust to hold a public consultation event in Norton Lindsey**

Following discussion, it was agreed that the same people who completed the survey would respond to a public consultation and therefore the outcome would be the same. A representative from the Claverdon Community Land Trust was present and was invited to comment. He felt that a public consultation should take place because the proposed affordable housing was not just for Claverdon, but for Norton Lindsey and Wolverton parishes as well. In addition, it was noted that a public consultation is a requirement of the planning process. He also commented on housing needs surveys, and compared Claverdon's last survey to one in Great Alne, where market value houses have become part of a scheme for affordable housing.

NLPC unanimously agreed that if there should be a public consultation it should not take place until after the planning application is validated and is out for consultation. There were concerns with ensuring that Wolverton Fields residents, along with those in Morgan Close and Brick Kiln Close, were represented.

### **10.4 To discuss any other matter relating to affordable housing**

It was noted that a 2 bedroom shared ownership house in Morgan Close has been available for several months.

## **11. To discuss crime in Norton Lindsey and surrounding parishes and to consider what actions can be taken to help to reduce incidents**

There had recently been an incident where a stolen Land Rover was driven at speed through Norton Lindsey, damaging parked cars as it passed, and this had prompted a suggestion that ANPR cameras should be installed in the village. Claverdon has these cameras and it is claimed that incidents of crime have been reduced. Following discussion, it was felt that there would be the same problem setting this up in Norton Lindsey as was found when trying to find enough volunteers to set up a Community Speedwatch Programme. It was noted that an ANPR system is a large operation to set up and needs a lot of input. Additionally, it costs a lot of money to set up which it was felt could lull people into a false sense of security, and the scheme has limitations as it only really works if there is a police car in the area at the time of a crime. It was agreed that ANPR cameras are a non-starter and that the money could be better spent elsewhere, and that the Clerk would write to the Norton Lindsey Neighbourhood Watch to enquire if there is anything that the Parish Council can do to help support it.

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

The revised Parish Council Action Plan was discussed and it was agreed that the actions for the forthcoming year would be to: 1. review / take action to improve aspects of the physical environment of the parish; 2. conduct a biodiversity audit of the parish and its surroundings; and 3. improve communication with parishioners and neighbouring authorities. Timescales and responsible leads were agreed.

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

**13.1 Update on issues previously reported –**

- Some of the gulleys reported for jetting and/or repairs have been done, but the Clerk will chase County Highways regarding the others. It was noted that some of the sunken gulley covers had been raised but that the detritus cleared out to enable the repairs to take place had been brushed back in once the contractors were finished.
- The road at the bottom of New Road has been resurfaced.
- The broken street light on Main Street has been fixed.
- The Clerk is to chase County Highways regarding improving the visibility of the pole stays in the pavement along Wolverton Road.

**13.2 New issues**

- The Stanks Horse Trough at the end of Canada Lane is blocked and overflowing. Cllr Brown has attempted to clear the blockage. As the Horse Trough is on common land it is not known who is responsible for it. The Clerk is to make enquiries.
- On Snitterfield Road there are brambles growing from the Cannings Farm hedge. Cllr Mrs Mace-Leska to enquire who to contact to ask for the hedge to be trimmed.
- The playing field hedge is growing over the pavement.

**14. Correspondence and Communications Report**

*(circulated to Councillors prior to meeting)*

Noted. It was agreed that Cllr Neale would attend the WDC planning training for Town and Parish Councillors.

**15. Parish Council Regulations and Procedures**

The Clerk advised there was nothing new to report.

**16. Finance Matters**

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

None. Noted.

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

Clerk's Salary – June 2019. Noted.

**16.3 To note expenditure for approval:**

None. Noted.

**16.4 To note income and expenditure year to date**

Noted.

**16.5 To note internal audit of accounts**

Cllr Mrs Mace-Leska advised the meeting that she had carried out the internal audit of the accounts and that everything was in order.

**17. Planning Matters**

**17.1 To note and consider planning applications received:**

- Victoria Cottage, Main Street, Norton Lindsey, Warwick, CV35 8JA (W/19/0861)  
*Erection of single storey side and rear extensions and two storey rear extensions following demolition of the existing extensions.*  
Following discussion, it was agreed that NLPC is neutral to this application and has no comments to make.

**17.2 To note planning applications received and considered under delegated powers:**

None. Noted.

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

None. Noted.

**17.4 To note planning application updates:**

None. Noted.

**17.5 To note and consider planning appeal notifications received:**

None. Noted.

**17.6 To note planning appeal decisions received:**

None. Noted.

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

It was agreed that the Clerk would enquire with the WDC Planning Department if change of use/permitted development legislation covers a reconstructed garage becoming part of the living space of a house.

**18. Parish Report**

It was noted that the WDC recycling lorry is not securing loads and as it travels along the road, rubbish is blowing out onto the verges. The Clerk will report to WDC.

**19. Date of Next Meeting**

Tuesday 10 September 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)

5 July 2019

## Correspondence Report

### Ordinary Meeting

9 July 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
08.06.19	CCLT	Claverdon Community Trust – Outline Application	Notification of submission. Previously forwarded.
10.06.19	CCLT	Claverdon Community Land Trust report	To note.
10.06.19	NALC	NALC Annual Conference 2019	
14.06.19	CSW Broadband	Norton Lindsey area – FTTP fibre broadband now live in parts of Norton Lindsey	
21.06.19	Keep Britain Tidy	It's time to ... #Love Parks	
21.06.19	WDC	Planning training for Town and Parish Councillors	
24.06.19	WALC	Examples of innovative projects around the country	
24.06.19	SDC	Proposed affordable housing Claverdon/Norton Lindsey	Previously forwarded.
01.07.19	WRCC	Public Consultation	Results of Community Consultation held on 20 June in Claverdon.
03.07.19	WALC	WCC Consultation on Career Strategy	
04.07.19	WALC	WALC Training Course Saturday 13 July	Training course being held in Lapworth, deadline of 8am 9 July.

### 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 9 July 2019**

Reconciled to Current Account bank statement dated 28 June 2019

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 11,164.59
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>£ 33,476.98</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	£ 792.48
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 15.90
Admin Expenses	£ 58.27	£ 100.00	£ 4.99
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	£ 19.20
<b>Total</b>	<b>£ 3,867.80</b>	<b>£ 4,765.00</b>	<b>£ 1,228.99</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>£ 37,428.99</b>

Other Expenditure	At 09.07.19
<b>Total</b>	<b>£ -</b>

Asset Register Renewal	At 09.07.19
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 09.07.19
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 09.07.19
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