

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)

To All Members of the Council

5 December 2019

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 10 December 2019 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *J Bendall*

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

Agenda

- 1. Chairman's notice regarding the recording and filming of the meeting**
- 2. Record of members present**
- 3. Apologies and acceptance of reasons for absence**
- 4. Declaration of Interest (existence and nature) on Items on the Agenda**
Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.
- 5. Public Comments**
Period of up to 15 minutes where public comments are invited. The public can also use this time to address any issues to WDC Cllrs Rhead and / or Matecki.
- 6. To approve the minutes of the Ordinary Meeting held on 12 November 2019**
- 7. Chairman's / Clerk's report**
- 8. Matters arising**
- 9. To receive a presentation promoting the Warwick Rural West Community Forum Grant Fund**
- 10. To receive a presentation on the WCC Joint Strategic Needs Assessment**
- 11. Parish Council Action Plan update**
 - 11.1 Review / action to improve aspects of the physical environment of the parish**
 - 11.2 Conduct a biodiversity audit of the parish and its surroundings**
 - 11.3 Improve communication with parishioners and neighbouring authorities**
- 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**
 - 12.2 New issues**

13. To consider a rota for preparation of the monthly Parish Report

14. Correspondence and Communications Report

(circulated to Councillors prior to meeting)

15. Parish Council Regulations and Procedures

(to include any updates to legislation such as GDPR, etc)

16. Finance Matters

16.1 To note payments received since last meeting:

NatWest Bank Plc – interest (September/October)

16.2 To note payments made since last meeting:

Clerk's Salary – November 2019

16.3 To note expenditure for approval:

AJS Landscaping – remedial works to Millennium Green/fixing new bench

Broxap – new bench for Millennium Green

HM Revenue and Customs - PAYE

16.4 To note income and expenditure year to date

16.5 To consider draft budget and precept calculation for the year 2020/21

17. Planning Matters

17.1 To note and consider planning applications received:

- **Land of Gannaway Farm off Curlieu Lane and rear of Brick Kiln Close, Norton Lindsey, Stratford on Avon, Warwick, CV35 8JR (W/19/1939)**

Outline planning application for the development of 12no. affordable homes, with all matters reserved except for access.

NOTE: The access from the existing Curlieu Lane includes a very small area along the boundary that sits inside the Warwick District Council boundary. CCLT has been advised by SDC that a duplicate planning application must be made to WDC.

- **Sunnyside, New Road, Norton Lindsey, Warwick, CV35 8JB (W/19/1846)**
Construction of new residential dwelling house and garage with associated works and reconfiguration of vehicle access arrangements for Sunnyside. Amendment to previous approval W/18/1432.

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

- **Cannings Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH (W/19/1794)**
Variation of condition 2 (approved drawing numbers) of application W/17/0911, Amendments; Conversion of garage approved, insertion of sliding doors, and single door on rear elevation.

17.3 To note planning application decisions received:

- **Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD (W/19/1684 AG)**

17.4 To note planning application updates:

None.

17.5 To note and consider planning appeal notifications received:

None.

17.6 To note planning appeal decisions received:

None.

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

18. Parish Report

To include Warwick District Council and Warwick County Council reports.

19. Date of Next Meeting

Tuesday 14 January 2020 - Ordinary Meeting

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 December 2019

Correspondence Report

Ordinary Meeting
10 December 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
08.11.19	CSW Broadband	Completed fibre broadband upgrades in your parish	Displayed on website and noticeboards
11.11.19	Claverdon Community Land Trust	CCLT monthly report	As appeared in December parish magazine
11.11.19	WCC	Voluntary and community sector survey	
13.11.19	Norton Foundation	Norton Foundation Capital Grant	
14.11.19	WALC	Warwick District JSNA	Note re WCC email on JSNA Stakeholder Event
18.11.19	WALC	NALC Smaller Councils Committee – voting open	
18.11.19	WCC	Warwick and Warwick District West JSNA Stakeholder Event	
20.11.19	WALC	Consultation – strengthening police powers to tackle unauthorised encampments	
21.11.19	WCC	Tach Brook Country Park	Displayed on website and noticeboards
26.11.19	Cambridge & Counties	Important Information: Rate Reduction to your 95 Day Notice Business Savings Account	To note
27.11.19	WDC	Rural Community Energy Fund application forms and guidance notes from the Midlands Energy Hub (2 emails)	
28.11.19	WDC	Tax Base – Precepts 2020-21	Communication from WDC re Precept setting
29.11.19	Power for People	Request to support the local electricity bill	
02.12.19	WALC	Survey launched to support WCC's work with the voluntary and community sector	Note re WCC email on Voluntary and community sector survey
02.12.19	WCC	Lottery Funds	Deadline Friday 6 December. Forwarded to Village Hall Committee
03.12.19	CSW Broadband	Parish & Town Council Email Updates – now completed	

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 10 December 2019

Reconciled to Current Account bank statement dated 29 November 2019

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 13,611.19
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,582.75
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.89
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 201.00
TOTAL	£ 65,204.32	£ 36,350.17

	Actual 2018/19	Budget 2019/20	Actual YTD 2019/20
INCOME			
Precept	£ 8,000.00	£ 9,000.00	£ 9,000.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 12.16
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.08
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 18.30
TOTAL	£ 9,055.22	£ 9,198.60	£ 9,647.54
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 2,639.06
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 36.30
Admin Expenses	£ 58.27	£ 100.00	£ 11.71
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	£ 89.00
Information Commissions Office	£ 40.00	£ 40.00	£ 40.00
Clerk's Training	£ -	£ 100.00	£ 72.00
Website	£ 48.00	£ 48.00	£ 19.20
Total	£ 3,867.80	£ 4,765.00	£ 3,303.69
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	£ -
Discretionary Section 137 donations	£ -	£ 800.00	£ -
Church Room	£ 100.00	£ 100.00	£ -
Total	£ 1,070.00	£ 1,930.00	£ -
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	£ 198.00	£ 175.00	£ 198.00
Total	£ 578.00	£ 555.00	£ 198.00
Donations from Depot Fund			
Village Hall	£ -	£ 35,000.00	£ 35,000.00
Total	£ -	£ 35,000.00	£ 35,000.00
Special Items			
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	£ -	£ -
Total	£ 2,280.20	£ 4,700.00	£ 1,200.00
TOTAL	£ 1,734.00	£ 46,950.00	£ 39,701.69

Other Expenditure	At 10.12.19
Total	£ -

Asset Register Renewal	At 10.12.19
Opening Balance at 01.04.19	£ 3,364.01
Annual increase	£ 1,200.00
Balance remaining	£ 4,564.01

General Reserves Breakdown (held in Reserve A/C 1)	At 10.12.19
Asset Register Renewal	£ 4,564.01
Election Expenses	£ 3,500.00
General Savings	£ 2,518.74
Total	£ 10,582.75

General Savings	At 10.12.19
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 12.16
Balance remaining	£ 2,518.74

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)	£ 12,271.34
<i>Balance of Accounts:</i>	£ 26,549.09
Ring-Fenced Funds	
Depot Fund	£ 12,357.27
Sum retained for electoral expenses #	£ 3,500.00
Sum retained for asset register renewal	£ 4,564.01
	£ 20,421.28
Disposable Funds at 31.03.20	£ 6,127.81

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

**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	£ 9,000.00	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	£ 9,195.12	
TOTAL BROUGHT FORWARD PLUS RECEIPTS	£ 38,062.09	£ 75,059.92	£ 35,969.49	
EXPENDITURE				
RUNNING COSTS				
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	
DONATIONS / GRANTS (GENERAL)				
Donation to NL Mothers & Toddlers Group	£ 60.00	A £ -	£ -	7
Donation to NL Table Tennis Club	£ 60.00	A £ -	£ -	8
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	
Defibrillator Maintenance	£ 30.00	A £ 30.00	£ 30.00	
Church Clock Maintenance	£ 175.00	A £ 198.00	£ 175.00	
Discretionary Section 137 donations	£ 800.00	E £ 800.00	£ 1,200.00	9
Total NLPC Donations / Grants (General)	£ 2,485.00	£ 2,388.00	£ 2,765.00	
DONATIONS FROM DEPOT FUND				
Donation to Village Hall	£ -	A £ 35,000.00	£ -	
Total NLPC Donations from Depot Fund	£ -	£ 35,000.00	£ -	
SPECIAL ITEMS				
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	£ 26,109.49	
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	£ 6,808.09	

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	£ 8,754.46
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	£ 30,595.92

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.