

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

17 May 2019

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Wednesday 22 May 2019 immediately following the Annual Meeting of Norton Lindsey Parish Council being held on the same evening, 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.

Councillors are advised that a representative from the Claverdon Community Land Trust will be attending the meeting to update the Council on the proposed affordable housing off Curlieu Lane.

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

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

Councillors are advised that the Minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2020

8. Chairman's / Clerk's report

9. Matters arising

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

11. Parish Council Action Plan Update

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. **Correspondence and Communications Report (circulated to Councillors prior to meeting)**
14. **Data Protection/GDPR Update**
15. **To receive an update following the accident on Millennium Green and to agree how to proceed**
16. **Annual Governance and Accountability Return (AGAR)**
 - 16.1 **To discuss the requirements for the AGAR**
 - 16.2 **To note completion of the Internal Audit, and to consider comments made by the Internal Auditor**
 - 16.3 **To consider, approve and sign the Annual Governance Statement 2018/19**
 - 16.4 **To consider, approve and sign the Accounting Statements 2018/19**
 - 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**
17. **Finance Matters**
 - 17.1 **To note payments received since last meeting:**
 - NatWest Bank - interest
 - Warwick District Council – 1st half of Precept
 - 17.2 **To note payments made since last meeting:**
 - Clerk's Salary - March and April 2019
 - Norton Lindsey Village Hall Management Committee – grant from Depot Fund towards cost of rebuilding Village Hall
 - 17.3 **To note expenditure for approval:**
 - WALC – Annual Subscription
 - Norris & Fisher Insurance Brokers Limited – Annual Insurance Premium
 - 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**
 - 17.5 **To note income and expenditure year to date**
18. **Planning Matters**
 - 18.1 **To note and consider planning applications received:**
 - **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.**
 - 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)**
19. **Parish Report**

To include Warwick District Council and Warwick County Council reports
20. **Date of Next Meeting**

To be confirmed at Annual 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)

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	£ -
TOTAL	£ 65,204.32	£ 34,441.81

	Actual 2019/20	Budget 2019/20	Actual YTD 100 19/20
INCOME			
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	£ -	£ -	£ -
TOTAL	£ 9,055.22	£ 9,198.60	£ 4,501.65
EXPENDITURE			
Running Costs			
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	£ -
Total	£ 3,867.80	£ 4,765.00	£ 264.16
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	£ -
Total	£ 578.00	£ 555.00	£ -
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	£ 12,714.00	£ 46,950.00	£ 36,464.16

Other Expenditure	At 22.05.19
Total	£ -

Asset Register Renewal	At 22.05.19
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 22.05.19
Asset Register Renewal	£ 4,564.01
Election Expenses	£ 3,500.00
General Savings	£ 2,508.22
Total	£ 10,572.23

General Savings	At 22.05.19
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 1.64
Balance remaining	£ 2,508.22

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>	£ 26,112.09
Ring-Fenced Funds	
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
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.