

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 March 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 10 March 2020 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 11 February 2020**
- 7. Chairman's / Clerk's report**
- 8. Matters arising**
- 9. Parish Council Action Plan update**
 - 9.1 Review / action to improve aspects of the physical environment of the parish**
 - 9.2 Conduct a biodiversity audit of the parish and its surroundings**
 - 9.3 Improve communication with parishioners and neighbouring authorities**
- 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**
 - 10.2 New issues**
- 11. Correspondence and Communications Report**
(circulated to Councillors prior to meeting)

12. Parish Council Regulations and Procedures

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

- 12.1 To consider and approve Grant Application Policy** *(deferred from February 2020 meeting)*

13. Parish Assembly (Open Meeting)

- 13.1 To discuss arrangements for Parish Assembly**
13.2 To approve agenda/notice
13.3 To discuss producing an infographic style summary of Parish Council actions over the last twelve months for potential use at the Parish Assembly

14. Finance Matters

- 14.1 To note payments received since last meeting:**
NatWest Bank Plc – interest (January 2020)
- 14.2 To note payments made since last meeting:**
Clerk's Salary – February 2020
- 14.3 To note expenditure for approval:**
- Village Hall Committee – hire of Village Hall for 1st Annual Neighbourhood Watch meeting taking place on 18 March 2020 *(as agreed at the Ordinary Meeting held on 2 September 2019)*
 - Village Hall Committee – hire of Village Hall for Parish Assembly on 21 April 2020
 - Clerk's expenses (January – March 2020)
- 14.4 To note income and expenditure year to date**
14.5 To note internal audit of accounts *(as mentioned in the February 2020 Clerk's Report)*
14.6 To consider a request from the Village Hall Committee for funding for VE Day 75th Anniversary celebrations
14.7 To agree signatories for Santander account
14.8 To consider the Clerk's request to attend an SLCC Agendas and Minutes Webinar

15. Planning Matters

- 15.1 To note and consider planning applications received:** None.
15.2 To note planning applications received and considered under delegated powers: None.
15.3 To note planning application decisions received: None.
15.4 To note planning application updates: None.
15.5 To note and consider planning appeal notifications received: None.
15.6 To note planning appeal decisions received: None.
15.7 To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village)

16. Parish Report

To include Warwick District Council and Warwick County Council reports

17. To resolve to exclude the press and public during agenda item 18

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972, that the public be temporarily excluded and they be instructed to withdraw.

18. To consider concerns raised about procedures and a potential conflict of interest regarding the proposed affordable housing scheme off Curlieu Lane

19. Date of Next Meeting

Tuesday 21 April 2020 – Parish Assembly (Open Meeting)
Tuesday 12 May 2020 – Annual and Ordinary Meetings

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindsey@outlook.com)

5 March 2020

Correspondence Report

Ordinary Meeting

10 March 2020

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
07.02.20	WDC	Climate Emergency Action Press release	Discussed at February 2020 meeting and included in March Parish Magazine.
11.02.20	WCC	Velo Birmingham and Midlands 21 June 2020	
11.02.20	WCC	Stagecoach Bus Service Changes	
11.02.20	CCLT	March Report	Included in March Parish Magazine.
12.02.20	Keep Britain Tidy	Is Your Council Taking Part in GB Spring Clean 2020	
13.02.20	WDC	Planning Enforcement Training – guide for Councillors and Parish Councillors	To note.
13.02.20	WCC	Planning Consultation 19/01618/OUT Land on Gannaway Farm	To note.
13.02.20	WCC	W/19/1939 Land of Gannaway Farm	To note.
18.02.20	NALC	Study Tour 2020/21	
19.02.20	WALC	Please help the campaign for the Local Electricity Bill	
24.02.20	WALC	Support for members of the community affected by settled status scheme	
24.02.20	Resident	2 Red Horse Corner	To note.
02.03.20	WDC	Leamington Road Closure	
02.03.20	WDC	Pugstock	
02.03.20	WALC	Upcoming training session on engaging with the youth (2 emails)	
02.03.20	WALC	Consultation day with WCC	
02.03.20	R Mann	Church Furlong	Already forwarded. To note and discuss.
03.03.20	NALC	Help NALC in its ground breaking research on dementia	
04.03.20	WDC	EcoFest 2020 at the Pump Room Gardens	
05.03.20	Cambridge & Counties	Reminder – interest rate reduction on your 95 day notice business savings account	To note.
05.03.20	WDC	Kenilworth Climate Action Roadmap	To note.
05.03.20	Calor	Calor's Rural Community Fund	
05.03.20	Office for National Statistics	Annual Business Survey 2019	To note. Arrived in post - not forwarded.
Various	Various	Acknowledgements for donations	To note. Arrived in post - not forwarded.

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 March 2020

Reconciled to Current Account bank statement dated 28 February 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 10,732.86
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,588.09
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.92
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 100.00
TOTAL	£ 65,204.32	£ 33,578.21

	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	£ 17.50
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.11
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
TOTAL	£ 9,055.22	£ 9,198.60	£ 10,470.51
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,688.60
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 53.55
Admin Expenses	£ 58.27	£ 100.00	£ 82.25
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	£ 1,067.60
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	£ 5,508.62
Donations / Grants - General			
Mothers & Toddlers	£ 60.00	£ 60.00	£ -
Table Tennis Club	£ -	£ 60.00	£ -
Village Hall Grant	£ 500.00	£ 500.00	£ 500.00
Cricket Club	£ 60.00	£ 60.00	£ 60.00
Play Area	£ 350.00	£ 350.00	£ 350.00
Discretionary Section 137 donations	£ -	£ 800.00	£ -
Church Room	£ 100.00	£ 100.00	£ 100.00
Total	£ 1,070.00	£ 1,930.00	£ 1,010.00
Donations / Grants - Village Maintenance			
Churchyard Maintenance	£ 300.00	£ 300.00	£ 300.00
Millennium Green Maintenance	£ 50.00	£ 50.00	£ 50.00
Defibrillator Maintenance	£ 30.00	£ 30.00	£ 30.00
Church Clock Maintenance	£ 198.00	£ 175.00	£ 198.00
Total	£ 578.00	£ 555.00	£ 578.00
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	£ 12,734.00	£ 46,950.00	£ 43,296.62

Other Expenditure	At 10.03.2020
Broxap Ltd - bench for Millennium Green (to be reclaimed through insurance)	£ 687.60
AUS - contractor for repairs to Millennium Green (to be reclaimed through insurance)	£ 380.00
Total	£ 1,067.60

Asset Register Renewal	At 10.03.2020
Opening Balance at 01.04.19	£ 3,364.01
Annual increase	£ 1,200.00
Less insurance excess (Millennium Green repairs) - transferred to General Savings	£ 250.00
Balance remaining	£ 4,314.01

General Reserves Breakdown (held in Reserve A/C 1)	At 10.03.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,774.08
Total	£ 10,588.09

General Savings	At 10.03.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 17.50
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
Balance remaining	£ 2,774.08

YEAR END FORECAST	Forecast Balances at 31.03.2020
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	£ 4,314.01
	£ 20,171.28
Disposable Funds at 31.03.2020	£ 6,377.81

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