

# 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)

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To All Members of the Council

6 February 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 11 February 2020 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *J Bendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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## 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 14 January 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. To consider the removal of the dog bins which are not emptied by WDC**

**13. To consider request for the Parish Council to apply to close Main Street for VE Day 75 celebrations**

**14. Parish Council Regulations and Procedures**

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

**14.1 To note legislation relating to discretionary powers and Section 137 payments**

**14.2 To consider and approve Grant Application Policy**

**15. Finance Matters**

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

Ageas Insurance Ltd (insurance payment for replacement bench/repairs to Millennium Green)

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

Clerk's Salary – January 2020

**15.3 To note expenditure for approval:**

None

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

**15.5 To consider the Clerk's request to attend a follow-up webinar on Website Accessibility**

*(Deferred from January 2020 meeting)*

**16. Planning Matters**

**16.1 To note and consider planning applications received:** None.

**16.2 To note planning applications received and considered under delegated powers:** None.

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

- **Sunnyside, New Road, Norton Lindsey, Warwick, CV35 8JB (W/19/1846 - amendment to previous approval W/18/1432)**

**16.4 To note planning application updates:** None.

**16.5 To note and consider planning appeal notifications received:** None.

**16.6 To note planning appeal decisions received:** None.

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

**17. Parish Report**

To include Warwick District Council and Warwick County Council reports

**18. Date of Next Meeting**

Tuesday 10 March 2020 - Ordinary Meeting

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6 February 2020

## Correspondence Report

### Ordinary Meeting

11 February 2020

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
10.01.20	SLCC	Help The Ramblers Preserve Historic Rights of Way - Extract from newsletter	
14.01.20	WCC	Changes to Flexibus services	
16.01.20	WCC	Warwick Rural West Community Forum	To note
17.01.20	WCC	Warwick Rural West Community Forum	Confirmation of date
19.01.20	Allied Westminster	Quick question about your parish community	Village halls photo competition
20.01.20	WALC	Competition for village halls	To note
21.01.20	WCC	W/19/1846 – Sunnyside	
23.01.20	NALC	Spring Conference 2020	
27.01.20	NALC	NALC Study Tour 2020/21	
28.01.20	Keep Britain Tidy	Get ready for Great British Spring Clean	
28.01.20	WDC	Contract Services Staff Shortages	
03.02.20	Canada Lane resident	Dog bins	Agenda item
05.02.20	WDC	Launch of WDC's VE Celebrations Grant Fund	
06.02.20	WALC	Understanding Your Council – additional training	
06.02.20	WALC	Grants for maintenance of village amenities	Agenda item

### 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 11 February 2020**

Reconciled to Current Account bank statement dated 30 January 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 12,078.43
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,586.29
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.91
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 1,390.00
<b>TOTAL</b>	<b>£ 65,204.32</b>	<b>£ 33,631.97</b>

	Actual 2018/19	Budget 2019/20	Actual YTD 2019/20
<b>INCOME</b>			
Precept	£ 8,000.00	£ 9,000.00	£ 9,000.00
Council Tax Grant	£ 21.00	£ -	£ -
Bank Interest (Reserve Account 1)	£ 11.35	£ 18.48	£ 15.70
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.10
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
<b>TOTAL</b>	<b>£ 9,055.22</b>	<b>£ 9,198.60</b>	<b>£ 10,468.70</b>
<b>EXPENDITURE</b>			
<b>Running Costs</b>			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,424.44
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
<b>Total</b>	<b>£ 3,867.80</b>	<b>£ 4,765.00</b>	<b>£ 5,244.46</b>
<b>Donations / Grants - General</b>			
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
<b>Total</b>	<b>£ 1,070.00</b>	<b>£ 1,930.00</b>	<b>£ 1,010.00</b>
<b>Donations / Grants - Village Maintenance</b>			
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
<b>Total</b>	<b>£ 578.00</b>	<b>£ 555.00</b>	<b>£ 578.00</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>£ 17,759.52</b>	<b>£ 46,950.00</b>	<b>£ 43,032.46</b>

Other Expenditure	At 11.02.2020
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
<b>Total</b>	<b>£ 1,067.60</b>

Asset Register Renewal	At 11.02.2020
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
<b>Balance remaining</b>	<b>£ 4,314.01</b>

General Reserves Breakdown (held in Reserve A/C 1)	At 11.02.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,772.28
<b>Total</b>	<b>£ 10,586.29</b>

General Savings	At 11.02.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 15.70
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
<b>Balance remaining</b>	<b>£ 2,772.28</b>

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>	<b>£ 26,549.09</b>
<b>Ring-Fenced Funds</b>	
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
<b>Disposable Funds at 31.03.2020</b>	<b>£ 6,377.81</b>

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