

NORTON LINDSEY PARISH COUNCIL

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

To All Members of the Council

28 August 2019

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room on Monday 2 September 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 9 July 2019 and the Extraordinary Meeting held on 12 August 2019**
- 7. Chairman's / Clerk's report**
- 8. Matters arising**
- 9. Millennium Green**
 - 9.1 To receive update following accident and to note the withdrawal of the original quote received for repairs to Millennium Green and installation of a replacement bench**
 - 9.2 To consider new quotes for repairs to Millennium Green and installation of a replacement bench**
- 10. To discuss the Stanks Horse Trough**
- 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. Correspondence and Communications Report**
(circulated to Councillors prior to meeting)
- 14. Parish Council Regulations and Procedures**
(to include any updates to legislation such as GDPR, etc)
- 15. Finance Matters**
- 15.1 To note payments received since last meeting:**
 - NatWest Bank Plc – interest (May to July 2019)
 - Cambridge & Counties Bank – interest (August 2018 to July 2019)
 - 15.2 To note payments made since last meeting:**
 - Clerk’s Salary – July and August 2019
 - 15.3 To note expenditure for approval:**
 - Wolverton with Norton Lindsey & Langley PCC – annual servicing of the Norton Lindsey Church Clock (carried out by The Cumbria Clock Company Ltd).
 - 15.4 To note income and expenditure year to date**
 - 15.5 To consider the Clerk’s request to attend the SLCC Website Accessibility Guidelines Webinar**
- 16. Planning Matters**
- 16.1 To note and consider planning applications received:**
 - Grade 3 Agricultural Land On Gannaway Farm, Brick Kiln Close, Norton Lindsey (19/01618/OUT) - Stratford District Council
Outline planning application for the development of 12 no affordable homes, with all matters reserved except for access
 - 16.2 To note planning applications received and considered under delegated powers:**
 - **Bubbs Cottage**, 22 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB (W/19/0815)
To construct a small discrete raised balcony at the rear of the property
NLPC submitted a neutral, no comment response.
 - **Cleeve Cottage**, Main Street, Norton Lindsey, Warwick, CV35 8JA (W/19/0687)
Proposed erection of a part single and two storey rear extension. Alterations to existing attached garage. Revised
NLPC submitted a neutral, no comment response.
 - 16.3 To note planning application decisions received:**
 - **7 Mill Close**, Norton Lindsey, Warwick, CV35 8JU (W/19/0780) – granted
 - **Cleeve Cottage**, Main Street, Norton Lindsey, Warwick, CV35 8JA (W/19/0687) – granted
 - **Victoria Cottage**, Main Street, Norton Lindsey, Warwick, CV35 8JA (W/19/0861) – granted
 - 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 8 October 2019 - Ordinary Meeting

NORTON LINDSEY PARISH COUNCIL

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30 August 2019

Correspondence Report

Ordinary Meeting
2 September 2019

Correspondence of particular note is in red font.

DATE REC'D	SENT FROM	DETAILS	NOTES
09.07.19	WALC	VAT registration	To note. Clerk has responded on behalf of NLPC.
15.07.19	WALC	VE Day 75	
22.07.19	WCC	Consultation on proposed changes to on-street parking	
22.07.19	WDC	Planning training for Town and Parish Councillors	Slides from presentation.
24.07.19	WOPCC	PCC Road Safety Grant Application 2019-20	To be raised under Matters Arising.
02.08.19	WCC	Consultation on draft Warwickshire Rail Strategy 2019-2034	
08.08.19	SDC	Site allocations plan commencement of public consultation	
09.08.19	WCC	Temporary closure of C93 Snitterfield Lane	To note.
10.08.19	CCLT	Community Land Trust News	Copy of article which has appeared in Parish Magazine.
13.08.19	WALC	Special event focussing on dementia in communities	
19.08.19	WALC	Cyber crime survey 2019	
19.08.19	Resident	Email from resident	To note.
20.08.19	WALC	Bullying in parish councils	
21.08.19	Matt Western MP	Land at Ward Hill	Copy of Matt Western's submission to the Planning Department.
22.08.19	WDC	Guidance regarding predetermination / predisposition on planning applications	To note
23.08.19	WCC	W/19/1263 land to the front of 2 Red Horse Corner	The WCC Environmental Services response to the planning application. To note.
27.08.19	Matt Western MP	W/19/113	Correction to submission letter forwarded to NLPC on 21.08.19.
27.08.19	WCC	Warwickshire Joint Strategic Needs Assessment, local assessment starting in your area in September 2019	To consider how to promote this.
27.08.19	WDC	Warwick District Council meeting 4 September	The agenda for this meeting has a Notice of Motion "The Council's role in co-ordinating assistance, advice and Information for our residents and businesses to help them through Brexit" which may be of interest.
28.08.19	WALC	Policy Consultation Briefing 09 19 – independent review into Local Government Audit	To note. The Clerk has no comments to make, but NLPC may wish to.

28.08.19	WALC	Public Works Loan Board	
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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 2 September 2019

Reconciled to Current Account bank statement dated 30 July 2019

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 10,636.27
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,577.41
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.86
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ -
TOTAL	£ 65,204.32	£ 33,570.88

	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	£ 6.82
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.05
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ -
TOTAL	£ 9,055.22	£ 9,198.60	£ 5,123.87
EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 1,320.80
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
Total	£ 3,867.80	£ 4,765.00	£ 1,757.31
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	£ 14,793.22	£ 46,950.00	£ 37,957.31

Other Expenditure	At 02.09.19
Total	£ -

Asset Register Renewal	At 02.09.19
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 02.09.19
Asset Register Renewal	£ 4,564.01
Election Expenses	£ 3,500.00
General Savings	£ 2,513.40
Total	£ 10,577.41

General Savings	At 02.09.19
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 6.82
Balance remaining	£ 2,513.40

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
Balance of Accounts:	£ 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

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