

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

9 July 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 14 July 2020 on Zoom. Join via the Internet by going to <https://us04web.zoom.us/j/77241935383?pwd=ZFp0VGZRamhkRW5mODZFNjNITjBxQT09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 772 4193 5383 and Password: 2qBJC7. *Please note that due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed. If you are unable to join the meeting by dial-in please telephone the Clerk.*

The following business will be transacted.

Press and Public are invited to attend.

Signed: *J Bendall*

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

Agenda

20/07/14/01 [Record of members present](#)

20/07/14/02 [To receive apologies for absence](#)

To receive, and consider for approval, apologies for absence and reasons given.

20/07/14/03 [To receive declarations of interests \(existence and nature\) 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, at this point or at any point during the meeting. 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.

20/07/14/04 [Minutes of the last meeting\(s\)](#)

To approve and sign the minutes of the Ordinary Meeting held on 26 May 2020.

20/07/14/05 [Clerk's report](#)

To receive a report from the Clerk detailing:

1. actions taken following the previous meeting;
2. items actioned under the NLPC Scheme of Delegation; and
3. any day to day matters that NLPC should be aware of.

20/07/14/06 [Items to be taken in private session](#)

To determine which items, if any, of the Agenda should be taken with the public excluded.

20/07/14/07 [To receive an update on the Parish Council Action Plan](#)

1. Review / action to improve aspects of the physical environment of the parish.
2. Biodiversity audit of the parish and its surroundings.
3. Improve communication with parishioners and neighbouring authorities.

- 20/07/14/08 [To discuss issues within the Parish relating to highways and public areas \(eg. the state of the roads, parking, overgrown hedges, footpaths, etc\)](#)
1. To receive an update on issues previously reported.
 2. To report any new issues to be notified to the relevant authorities.
- 20/07/14/09 [Items for consideration and resolution](#)
1. To consider, and resolve if appropriate, holding an Annual Meeting during the year 2020.
 2. To consider, and resolve if appropriate, taking any further action regarding the hedges that have been removed at Horsley House Farm.
 3. To consider, and resolve if appropriate, pursuing the suggestion that the Church Furlong Permitted Path could be made a Right of Way.
- 20/07/14/10 [Items for information](#)
1. To note and consider correspondence received, and resolve to action if appropriate.
Please note that following the issue of this agenda any correspondence received up to 5pm on the day before the meeting will be considered.
 2. To note any changes to legislation and regulations which relate to parish councils.
 3. Other items for information.
(Appendix 1 – circulated)
- 20/07/14/11 [Finance](#)
1. To note the amended Year End 31 March 2020 accounts.
 2. To note the internal audit of accounts for the period April-June 2020.
 3. To receive a report detailing account balances.
 4. To note payments received since last meeting.
 5. To note payments made since last meeting.
 6. To review and approve items of expenditure.
 7. To receive, approve and sign bank reconciliations prepared by the RFO.
(Appendix 2 – circulated)
- 20/07/14/12 [Annual Governance and Accountability Return \(AGAR\)](#)
1. To note completion of the Independent Internal Audit, and to consider comments made by the Internal Auditor.
 2. To consider, approve and sign the Annual Governance Statement 2019/20.
 3. To consider, approve and sign the Accounting Statements 2010/20.
- 20/07/14/13 [Planning](#)
- To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate. *Please note that following the issue of this agenda any applications received up to 5pm on the day before the meeting will be considered.*
(Appendix 3 – circulated)
- 20/07/14/14 [To receive reports from Warwick District Council and Warwickshire County Council Councillors](#)
- 20/07/14/15 [Parish Report / Items for next meeting](#)
- Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate nor decision making.
- 20/07/14/16 [Date of Next Meeting](#)
- Tuesday 15 September 2020 - Ordinary Meeting
- 20/07/14/17 [Close](#)

Appendix 1 – Items for Information Only

Correspondence

Date	From	Subject
19.05.20	Cambridge & Counties	Interest Rate Reduction on your 95 Day Notice Business Savings Account
20.05.20	WALC	Weekly update and information from WALC – 20 May
20.05.20	WDC	Press release: walking for health goes virtual in Warwick district
20.05.20	WDC	Application pack
21.05.20	WALC	Celebrating Communities
21.05.20	WDC	Press release: welfare checks for those in need
21.05.20	WCC	Warwickshire update – Thursday 21 May 2020
22.05.20	Healthwatch Warwickshire	Coronavirus – what’s next from Healthwatch Warwickshire
22.05.20	Walking in England	Could you link to Walking in Warwickshire
22.05.20	NALC	Chief Executive’s Bulletin
22.05.20	WDC	Weekly update
22.05.20	WDC	Press release: businesses urged to ensure the safety of their premises
26.05.20	WDC	Consultation – Radford Semele Neighbourhood Plan
26.05.20	NALC	Coronavirus – information for parish and town councils
26.05.20	WDC	Community Newsletter 15 May
28.05.20	NALC	Help NALC in its ground breaking research on dementia
29.05.20	NALC	Open letter to all councillors
29.05.20	WALC	Press release: refuse and recycling service update
29.05.20	Marie Curie	Marie Curie emergency appeal
29.05.20	NALC	Chief Executive’s Bulletin
30.05.20	WDC	Weekly update
01.06.20	WDC	WDC’s Covid 19 emergency response fund – support for communities
01.06.20	Cllr Mrs Mace-Leska	Response to WDC’s Covid 19 emergency response fund – support for communities.
03.06.20	NALC	Coronavirus – information for parish and town councils
04.06.20	Calor Rural Community Fund	Public supporting starts now
04.06.20	WDC	Press release: community emergency response fund
05.06.20	NALC	Chief Executive’s Bulletin
05.06.20	WDC	Weekly update from WDC
06.06.20	Power for People	Urgent Local Electricity Bill – House of Commons debate
08.06.20	NALC	NALC launches new publication on website accessibility
08.06.20	WCC	Home to School Transport Policy Consultation
09.06.20	NALC	NALC publishes new edition of point of light
09.06.20	WDC	Press release: new discretionary business grant scheme launched in Warwick district
10.06.20	NALC	NALC and BHIB release new risk assessment guide
10.06.20	WALC	Weekly update and information from WALC – 10 June
11.06.20	WCC	Public consultation – home to school transport
11.06.20	NALC	NALC Newsletter
11.06.20	NALC	New model code of conduct consultation
11.06.20	WALC	Closed village halls and community centres – legionella testing
12.06.20	NALC	Chief Executive’s Bulletin
13.06.20	WDC	Weekly update from WDC
15.06.20	WALC	Free digital mapping event Tuesday 16 June
15.06.20	WDC	Children’s playground and adult fitness trails
16.06.20	CSW Broadband	CSW Broadband update – June 2020
16.06.20	WDC	WDC meeting 24 June
16.06.20	WALC	Essential Training for Parish & Town Councillors and Clerks
17.06.20	WCAVA	COVID-19 – easing of restrictions and continuation of services
17.06.20	ICO	Coronavirus recovery – latest news from the ICO
17.06.20	WDC	The agenda is ready for a special mtg of the Standards Committee
18.06.20	WALC	Weekly update and information from WALC – 17 June
19.06.20	WDC	Press release: Whitnash Civic Centre and Library moves a step closer

19.06.20	NHS South Warks CCG	Join us for our AGM NHS South Warwickshire CCG AGM 8 July
19.06.20	NALC	Chief Executive's Bulletin
19.06.20	WDC	WDC weekly update
22.06.20	WALC	WALC Training & Events News 22 June 2020
22.06.20	WDC	Standards Committee meeting 30 June 2020
24.06.20	WDC	Press release: Taking a fresh look at local government in South Warks
24.06.20	WALC	Weekly update and information from WALC – 24 June
25.06.20	WCC	Warwickshire Update 25 June 2020
26.06.20	WDC	Press release: Trees for our Future
26.06.20	NALC	Chief Executive's Bulletin
27.06.20	WDC	Weekly Update
30.03.20	NALC	Coronavirus – information for parish and town councils
30.06.20	WDC	Press release: Council reaffirms commitment to addressing racial discrimination
01.07.20	WALC	Weekly update and information from WALC – 1 July
01.07.20	WDC	Press release: more businesses urged to apply now for discretionary grant scheme
01.07.20	WDC	Press release: leisure centre and swimming pools update
01.07.20	NALC	Coronavirus – information for parish and town councils
02.07.20	WDC	Latest consultations on Newbold Comyn and Tachbrook Country Park receive thousands of responses
02.07.20	NALC	Coronavirus – information for parish and town councils
03.07.20	Cambridge & Counties	We are reducing your Interest Rate and updating the Terms & Conditions of your Savings Account
03.07.20	WDC	Playgrounds and outdoor gyms update
03.07.20	WCC	Warwickshire update 3 July 2020
03.07.20	WDC	Weekly update
03.07.20	NALC	Supporting local councils to reopen playgrounds safely
03.07.20	NALC	Chief Executive's bulletin
03.07.20	ICO	Latest news from the ICO

Legislation / Regulations

Date	Details
17.04.20	NALC L03-20 The Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England And Wales) Regulations 2020
June 2020	NALC LTN 8 Elections and Co-Option (this note should be read in conjunction with NALC's legal briefing L03-20).

Other items for information

Date	Details

Appendix 2 – Finance

Account Balances:

Account	Date	Balance
NatWest Current Account	30 June 2020	£12,256.30
NatWest Reserve Account 1	3 July 2020	£8,961.32
NatWest Reserve Account 2	5 June 2020	£85.96
Cambridge & Counties 95-Day Notice Account	5 August 2019	£12,271.34
Santander Everyday Saving Account	2 September 2019	£1.08

Payments Received Since Last Meeting:

Date	Details	Amount
30 April 2020	NatWest Reserve Account 1	£1.74
30 April 2020	NatWest Reserve Account 2	£0.01
29 May 2020	NatWest Reserve Account 1	£1.47
29 May 2020	NatWest Reserve Account 2	£0.01
29 June 2020	Repayment of National Insurance contribution from the Clerk	£41.20
03 July 2020	NatWest Reserve Account 1	£0.08

Payments Made Since Last Meeting:

Date	Details	Amount
28 May 2020	Clerk's Salary	£264.16
27 June 2020	HM Revenue & Customs – National Insurance contributions	£96.87
27 June 2020	Norris & Fisher (Insurance Brokers) Ltd	£274.32
29 June 2020	Clerk's Salary	£264.16

Items of Expenditure to be reviewed and approved:

Date	Details	Amount
14 July 2020	Clerk's Expenses April – June 2020	£129.43

Accounts Year End 31 March 2020

Reconciled to Current Account bank statement dated 30 March 2020 and Reserve Account statements dated 3 April 2020

	Brought Forward 31.03.19	Actual YTD 2019/20
Current Account	£ 44,313.58	£ 10,352.80
General Reserves (Reserve Account 1) *	£ 9,370.59	£ 10,591.57
Depot Fund (Reserve Account 2)	£ 85.81	£ 85.94
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 11,654.34	£ 12,271.34
Depot Fund (Santander Business Everyday Saver Account)	£ 1.08	£ 1.08
Uncleared income	£ -	£ -
Unrepresented cheques/payments	£ 220.00	£ 115.64
TOTAL	£ 65,205.40	£ 33,187.09

	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	£ 20.98
Bank Interest (Reserve Account 2)	£ 0.16	£ 0.12	£ 0.13
Bank Interest (Cambridge & Counties)	£ 786.24	£ 180.00	£ 617.00
VAT	£ 236.47	£ -	£ -
Other	£ -	£ -	£ 835.90
TOTAL	£ 9,055.22	£ 9,198.60	£ 10,474.01

EXPENDITURE			
Running Costs			
Clerk's Salary	£ 3,060.12	£ 3,170.00	£ 3,952.76
Clerk's Expenses (travelling and home working expenses)	£ 68.28	£ 92.00	£ 69.45
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	£ 115.64
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	£ 5,904.32

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	£ 1,456.00	£ 46,950.00	£ 43,692.32

Other Expenditure	At 31.03.2020
Broxap Ltd - bench for Millennium Green (to be reclaimed through insurance)	£ 687.60
AJS - contractor for repairs to Millennium Green (to be reclaimed through insurance)	£ 380.00
Total	£ 1,067.60

Asset Register Renewal	At 31.03.2020
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 31.03.2020
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,777.56
Total	£ 10,591.57

General Savings	At 31.03.2020
Opening Balance at 01.04.19	£ 2,506.58
Interest to date	£ 20.98
Transfer from Asset Register Renewal (insurance excess - Millennium Green repairs)	£ 250.00
Balance remaining	£ 2,777.56

YEAR END ACTUAL	Balances at 31.03.2020
Current Account	£ 10,237.16
General Reserves (Reserve Account 1)	£ 10,591.57
Depot Fund (Reserve Account 2)	£ 85.94
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34
Depot Fund (Santander Business Everyday Saver)	£ 1.08
Balance of Accounts:	£ 33,187.09
Ring-Fenced Funds	
Depot Fund	£ 12,358.36
Sum retained for electoral expenses #	£ 3,500.00
Sum retained for asset register renewal	£ 4,314.01
	£ 20,172.37
Disposable Funds at 31.03.2020	£ 13,014.72

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

Accounts Year To Date as at 1 July 2020

Reconciled to NatWest Current Account bank statement dated 30 June 2020, NatWest Reserve Account 1 statement dated 3 July 2020 and Reserve Account 2 statement dated 29 May 2020, C&C 95 Day Notice Account statement dated 5 August 2019 and Santander Business Everyday Saver Account dated 2 September 2019

	Brought Forward 31.03.20	Actual YTD 2020/21
Current Account	£ 10,352.80	£ 12,256.30
General Reserves (Reserve Account 1) *1	£ 10,591.57	£ 8,961.32
Depot Fund (Reserve Account 2)	£ 85.94	£ 85.96
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34	£ 12,271.34
Depot Fund (Santander Business Everyday Saver Account)	£ 1.08	£ 1.08
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 115.64	£ 486.83
TOTAL	£ 33,187.09	£ 33,089.17

	Actual 2019/20	Budget 2020/21	Actual YTD 2020/21
INCOME			
Precept	£ 9,000.00	£ 10,000.00	£ 5,000.00
Bank Interest (Reserve Account 1)	£ 20.98	£ 15.00	£ 3.29
Bank Interest (Reserve Account 2)	£ 0.13	£ 0.12	£ 0.02
Bank Interest (Cambridge & Counties Account)	£ 617.00	£ 180.00	£ -
Bank Interest (Santander Account)	£ -	£ -	£ -
VAT	£ -	£ -	£ -
Other	£ 835.90	£ -	£ -
TOTAL	£ 10,474.01	£ 10,195.12	£ 5,003.31

EXPENDITURE			
Running Costs			
Clerk's Salary (including payments to HMRC for PAYE/NI)	£ 3,952.76	£ 3,300.00	£ 1,719.37
Clerk's Expenses (travelling and home working expenses)	£ 69.45	£ 92.00	£ -
Admin Expenses	£ 82.25	£ 100.00	£ -
WALC Subscription	£ 126.00	£ 130.00	£ 148.00
Insurance	£ 270.42	£ 350.00	£ 274.32
Seminars	£ -	£ 100.00	£ -
Audit	£ -	£ 200.00	£ -
Miscellaneous	£ 1,067.60	£ 100.00	£ -
Hire of Rooms	£ -	£ 250.00	£ -
Society of Council Clerks Membership	£ 89.00	£ 85.00	£ -
Information Commissions Office	£ 40.00	£ 40.00	£ -
Staff Training	£ 72.00	£ 100.00	£ 126.00
Website	£ 19.20	£ 48.00	£ -
Total	£ 5,788.68	£ 4,895.00	£ 2,267.69

Section 137 Grants (subject to the NLP Grants Policy/application process)			
£1,860.00 budgeted. However, total sum available by law for Section 137 grants is £8.32 per elector (344 as per register of electors 1 April 2020) = £2,862.08			
Grants *2	£ 660.00	£ 1,860.00	£ -
Total	£ 660.00	£ 1,860.00	£ -

Grants awarded under Discretionary Powers (subject to the NLP Grants Policy/application process)			
Play Area Maintenance	£ 350.00	£ 350.00	£ -
Millennium Green Maintenance	£ 50.00	£ 50.00	£ -
Defibrillator Maintenance	£ 30.00	£ 30.00	£ -
Other *3	£ -	£ -	£ -
Churchyard Maintenance UNDER REVIEW	£ 300.00	£ 300.00	£ -
Church Clock Maintenance UNDER REVIEW	£ 198.00	£ 175.00	£ -
Total	£ 928.00	£ 905.00	£ -

Donations from Depot Fund			
Village Hall	£ 35,000.00	£ -	£ -
	£ -	£ -	£ -
Total	£ 35,000.00	£ -	£ -

Special Items			
Election Costs *4	£ -	£ 3,500.00	£ 2,833.54
Asset Register Renewal Fund *5	£ 1,200.00	£ 1,200.00	£ 1,200.00
Other *6	£ -	£ -	£ -
Total	£ 1,200.00	£ 4,700.00	£ 4,033.54
TOTAL	£ 12,174.09	£ 12,360.00	£ 6,301.23

*1 General Reserves Breakdown (held in Reserve A/C 1)		At 01.06.2020
Asset Register Renewal	£	5,514.01
Election Expenses *4	£	666.46
General Savings *7	£	2,780.85
Balance	£	8,961.32

*2 Section 137 Grants		At 01.06.2020
Balance	£	-

*3 Other Grants Awarded under Discretionary Powers		At 01.06.2020
Balance	£	-

*4 Election Expense Reserves		At 01.06.2020
Opening Balance at 01.04.20	£	3,500.00
Less invoice from WDC for 2019 election	-£	2,833.54
Balance	£	666.46

The sum retained for electoral expenses was reduced when invoice for 2019 election was received from WDC. £950 will have to be set aside each year for the next three years to bring the sum retained for electoral expenses back up to £3,500 ahead of the 2023 elections.

*5 Asset Register Renewal Fund		At 01.06.2020
Opening Balance at 01.04.20	£	4,314.01
Annual increase	£	1,200.00
Balance	£	5,514.01

*6 Other (Special Items) Expenditure		At 01.06.2020
Balance	£	-

*7 General Savings		At 01.06.2020
Opening Balance at 01.04.20	£	2,777.56
Interest to date	£	3.29
Balance	£	2,780.85

YEAR END FORECAST		Forecast Balances at 31.03.2021
Current Account	£	9,754.46
General Reserves (NatWest Reserve Account 1)	£	9,304.07
Depot Fund (Santander Business Everyday Saver)	£	1.08
Depot Fund (NatWest Reserve Account 2)	£	86.05
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£	12,451.34
	£	31,597.00
Ring-Fenced Funds		
Depot Fund	£	12,538.47
Sum retained for electoral expenses	£	666.46
Sum retained for asset register renewal	£	5,514.01
	£	18,718.94
Forecast Disposable Funds at 31.03.2021	£	12,878.06

Appendix 3 – Planning

Planning Applications: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
W/20/0672	Tamarin Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Erection of outdoor riding area	16/07/2020

To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments

To note planning application decisions received from WDC:

Reference	Address	Description	Decision

To note updates to planning applications received from WDC:

Reference	Address	Description	Update

Planning Appeals: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline

To note Planning Appeal Decisions received:

Reference	Address	Description	Decision

To consider planning policies where appropriate

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