

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

3 September 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 8 September 2020 on Zoom.

Join via the Internet by going to <https://us04web.zoom.us/j/76534540289?pwd=dWxLYXlQeWRVM2wrVzJLVGFyOU8xZz09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 765 3454 0289 and Password: UMcq87. *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

20/09/08/01 Record of members present

20/09/08/02 To receive apologies for absence

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

20/09/08/03 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.

20/09/08/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 14 July 2020.

20/09/08/05 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.

20/09/08/06 Items to be taken in private session

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

20/09/08/07 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.

20/09/08/08 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.

20/09/08/09 Items for consideration and resolution

1. To consider, and resolve if appropriate, the Internal Audit Schedule 2020 carried out by the Internal Auditor
2. To consider, and resolve if appropriate, holding the Annual Parish Assembly during the year 2020/21.
3. To consider, and resolve if appropriate, creating an Annual Report/Parish Update to be delivered to all households.
4. To consider, and resolve if appropriate, the purchase of a new Parish Council laptop to replace the existing one which is beginning to have hardware and technical issues.
5. To consider, and resolve if appropriate, if NLPC should make representations to the community team at Warwickshire Police following the recent anti-social behaviour concerning drug use on the playing fields and at Wolverton School during the summer holidays.
6. Following the recent flooding in the village:
 - 6.1 to consider, and resolve if appropriate, the purchase of additional flood warning signs
 - 6.2 to consider, and resolve if appropriate, if NLPC should approach Wolverton and Claverdon Parish Councils about having a joint agreement on the response to future flooding in Norton Lindsey which affects all three parishes and the cost of replenishing sand-bags.
7. To review, and resolve if appropriate, the NLPC:
 - 7.1 Financial Regulations
 - 7.2 Standing Orders
 - 7.3 Code of Conduct
 - 7.4 Complaints Procedure
 - 7.5 Parish Council Action Plan
8. To consider, and resolve if appropriate, the NLPC Website Accessibility Statement
9. To consider, and resolve if appropriate, which councillors should have access to the website for the purposes of updating content.

20/09/08/10 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)

20/09/08/11 Finance

1. To note the internal audit of accounts for the period July-August 2020.
2. To receive a report detailing account balances.
3. To note payments received since last meeting.
4. To note payments made since last meeting.
5. To review and approve items of expenditure.
6. To receive, approve and sign bank reconciliations prepared by the RFO.
(Appendix 2 – circulated)

20/09/08/12 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)

20/09/08/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors

20/09/08/14 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.

20/09/08/15 Date of Next Meeting

Tuesday 13 October 2020 - Ordinary Meeting

20/09/08/16 Close

Appendix 1 – Items for Information Only

1. Correspondence

Date	From	Subject
14.07.20	WALC	Reminder – reporting to the Rights of Way Team
15.07.20	Power for People	Update: the local electricity bill's reintroduction
15.07.20	SLCC	Extract from SLCC News Bulletin 15.07.20
16.07.20	Cllr Mrs Mace-Leska	Fwd: Warwickshire Trading Standards weekly scam alerts
24.07.20	SDC	SDC – planning policy update
29.07.20	WALC	Weekly update and information from WALC – 29 July
03.08.20	WALC	Just announced – Chairmanship skills – a two part Zoom session
04.08.20	WCC	Dog control proposals
04.08.20	WALC	Parish meetings and WALC newsletters
05.08.20	WALC	Eligibility of Town and Parish Councils for various business grants
05.08.20	WALC	WALC training and events news 5 August
05.08.20	WCC	Temporary Closure of D5259 Curlieu Lane
06.08.20	WDC	Warwickshire businesses – outbreak management letter
06.08.20	WDC	As above (2 nd email)
06.08.20	WALC	Free BHIB Risk Assessment webinar – 18 August
10.08.20	WALC	Chairmanship Skills Additional Dates announced
11.08.20	CCLT	August Report
16.08.2	WDC	Some news from Rosalind Anscombe
17.08.20	WALC	Briefing proposed changes to the Planning System 8 September
17.08.20	Resident	Email from resident concerning dangerous trees on footpath
20.08.20	WALC	Just announced – responding to planning applications
20.08.20	WDC	Planning application W20 0672 – Tamarin Farm
24.08.20	WALC	Equality and Diversity
24.08.20	WALC	020 20201 Pay Award
25.08.20	Cambridge & Counties	Reminder – interest rate reduction
01.09.20	SDC	19 01618 OUT land on Gannaway Farm
02.09.20	NHS Arden & Greater East Midlands CSU	Launch of engagement campaign for Coventry & Warwickshire Integrated Care Record
31.08.20	Residents	Various emails from residents concerning the Chicken Farm
03.09.20	CCLT	CCLT update

2. Legislation / Regulations

Date	Details
21.07.20	NALC LTN 79 Staff Pensions

3. Other items for information

Date	Details
-	To note the latest decisions by the Government, County Council and District Council regarding Local Government reorganisation

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 July 2020	£11,491.52
NatWest Reserve Account 1	5 August 2020	£8,961.40
NatWest Reserve Account 2	5 June 2020	£85.96
Cambridge & Counties 95-Day Notice Account	5 August 2020	£12,475.47
Santander Everyday Saving Account	2 September 2019	£1.08

2. Payments Received Since Last Meeting:

Date	Details	Amount
5 August 2020	NatWest Reserve Account 1 – interest	£0.08
5 August 2020	Cambridge & Counties – interest	£0.01

3. Payments Made Since Last Meeting:

Date	Details	Amount
15 July 2020	WALC (bookkeeping webinars)	£36.00
15 July 2020	Norton Lindsey Church Room (replacement cheque for room hire 2019 – original damaged)	£115.64
28 July 2020	Clerk's Salary	£264.16
28 August 2020	Clerk's Salary	£264.16

4. Items of Expenditure to be reviewed and approved:

Date	Details	Amount

Accounts Year To Date as at 1 September 2020

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

	Brought Forward 31.03.20	Actual YTD 2020/21
Current Account	£ 10,352.80	£ 11,491.52
General Reserves (Reserve Account 1) *1	£ 10,591.57	£ 8,961.40
Depot Fund (Reserve Account 2)	£ 85.94	£ 85.96
Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34	£ 12,475.47
Depot Fund (Santander Business Everyday Saver Account)	£ 1.08	£ 1.08
Uncleared income	£ -	£ -
Unpresented cheques/payments	£ 115.64	£ 415.80
TOTAL	£ 33,187.09	£ 32,599.63

	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	£ 3.37
Bank Interest (Reserve Account 2)	£ 0.13	£ 0.12	£ 0.02
Bank Interest (Cambridge & Counties Account)	£ 617.00	£ 180.00	£ 204.13
Bank Interest (Santander Account)	£ -	£ -	£ -
VAT	£ -	£ -	£ -
Other	£ 835.90	£ -	£ -
TOTAL	£ 10,474.01	£ 10,195.12	£ 5,207.52
EXPENDITURE			
Running Costs			
Clerk's Salary (including payments to HMRC for PAYE/NI)	£ 3,952.76	£ 3,300.00	£ 2,247.69
Clerk's Expenses (travelling and home working expenses)	£ 69.45	£ 92.00	£ 18.60
Admin Expenses	£ 82.25	£ 100.00	£ 110.83
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	£ 115.64
Society of Council Clerks Membership	£ 89.00	£ 85.00	£ -
Information Commissions Office	£ 40.00	£ 40.00	£ -
Staff Training	£ 72.00	£ 100.00	£ 162.00
Website	£ 19.20	£ 48.00	£ -
Total	£ 5,788.68	£ 4,895.00	£ 3,077.08
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	£ 12,788.68	£ 12,360.00	£ 7,110.62

*1 General Reserves Breakdown (held in Reserve A/C 1)	At 01.09.2020
Asset Register Renewal	£ 5,514.01
Election Expenses *4	£ 666.46
General Savings *7	£ 2,780.93
Balance	£ 8,961.40

*2 Section 137 Grants	At 01.09.2020
Balance	£ -

*3 Other Grants Awarded under Discretionary Powers	At 01.09.2020
Balance	£ -

*4 Election Expense Reserves	At 01.09.2020
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 01.09.2020
Opening Balance at 01.04.20	£ 4,314.01
Annual increase	£ 1,200.00
Balance	£ 5,514.01

*6 Other (Special Items) Expenditure	At 01.09.2020
Balance	£ -

*7 General Savings	At 01.09.2020
Opening Balance at 01.04.20	£ 2,777.56
Interest to date	£ 3.37
Balance	£ 2,780.93

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
Total	£ 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
Total	£ 18,718.94
Forecast Disposable Funds at 31.03.2021	£ 12,878.06

Appendix 3 – Planning

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

Reference	Address	Description	Deadline

2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments

3. To note planning application decisions:

Reference	Address	Description	Decision
W/20/0672	Tamarin Farm, Warwick Road, Littleworth	Erection of outdoor riding arena	Permission Granted

4. To receive updates to planning applications:

Reference	Address	Description
19/01618/OUT (Stratford DC)	Grade 3 Agricultural Land On Gannaway Farm, Brick Kiln Close,	Outline planning application is for 12 affordable homes on land behind Brick Kiln Close, Curlieu Lane
W/19/1133	Land at Ward Hill, Warwick Road, Littleworth	Hybrid planning application consisting of full planning application for the erection of 2 replacement poultry houses for poultry rearing and the repositioning of existing access; Outline planning application for the erection of a farm manager's dwelling

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

Reference	Address	Description	Deadline

6. To note Planning Appeal Decisions received:

Reference	Address	Description	Decision

7. To consider planning policies where appropriate

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