

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 14 July 2020

Present: Cllr J Stobart (Chair); Cllr Miss A Birch; Cllr N Brown; Cllr Mrs K Elmhirst; Cllr Mrs A Mace-Leska; Cllr M Neale  
WCC Cllr L Caborn; WDC Cllr J Matecki  
Parish Clerk: Mrs Jennifer Bendall  
Public: None

### **20/07/14/01** **Record of members present**

Noted.

### **20/07/14/02** **To receive apologies for absence**

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

Cllr Mrs F Goossens – sick.

It was RESOLVED that this absence and reason be approved.

### **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.*

None.

### **20/07/14/04** **Minutes of the last meeting(s)**

The minutes of the Ordinary Meeting held on 26 May 2020 were taken as read, APPROVED and signed by the Chair.

### **20/07/14/05** **Clerk's report**

To receive a report from the Clerk detailing:

#### 1. actions taken following the previous meeting:

- The Clerk has written to WDC to ask if NLPC can switch which bin is emptied and if NLPC could pay for an extra bin to be emptied, and is awaiting a response. WDC Cllr J Matecki to chase WDC Contract Services for a response.
- The Clerk has requested dog fouling signs from WDC, and is awaiting a response.
- There has been no response from several emails to SDC planning regarding the proposed affordable housing behind Brick Kiln Close. The Clerk to contact WRCC to ask if they know the current situation.

#### 2. items actioned under the NLPC Scheme of Delegation:

- The meeting dates for the remainder of the 2020/21 year have been AGREED as 15 September 2020, 13 October 2020, 10 November 2020, 8 December 2020, 12 January 2021, 9 February 2021, 9 March 2021, 20 April 2021 (Parish Assembly), 11 May 2021 (Annual and Ordinary Meetings)

#### 3. any day to day matters that NLPC should be aware of:

- Although the Government has stated that meetings can now take place in person, or in a hybrid manner, subject to social distancing and safety measures, both WALC and the SLCC strongly recommend that parish councils continue to hold meetings virtually where they can. There is no specific news regarding the holding of parish assemblies.
- The Clerk is creating a schedule for reviewing documents and policies over a few months rather than all at once, starting at the September meeting.

### **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.*

It was RESOLVED that there are no items to be discussed 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:
  - Nothing to report.
2. Biodiversity audit of the parish and its surroundings:
  - Nothing to report.
3. Improve communication with parishioners and neighbouring authorities:
  - There was discussion regarding the publishing of the Parish Magazine on NLPC's website during the Coronavirus pandemic and the fact that not all parishioners have been able to access it. It was noted that the PCC has voted to publish the August magazine virtually.
  - There was also a discussion regarding a "Parish Update" in lieu of the Parish Assembly which can be hand delivered to each household and which can include useful information and details of where to find the Parish Magazine, etc. To be considered at the next meeting.

**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.
  - The gullies on Snitterfield Lane by Hi-Loe and on Main Street by Tudor Cottage are due to be jetted, but this has been delayed due to staff shortages caused by Coronavirus.
  - All potholes that have been reported appear to have been filled.
  - The broken manhole cover by the entrance to the Village Hall has now been fixed.
  - County Highways have been chased regarding the missing Give Way sign on Curlieu Lane.
  - WCC Cllr Caborn is due to speak to the County Highways Engineer regarding installing pedestrian warning signs where there is no pavement on Snitterfield Lane.
  - The Clerk is still to report to County Highways the posts on Wolverton Road that are rotting away.
  - On Norton Curlieu Lane the blocked gullies are to be jetted, but only limited repairs to the carriageway will be carried out due to the ongoing safety works being undertaken by WCC. Agreement has now been reached regarding the final safety works and the plan for these has now gone to the residents.
2. To report any new issues to be notified to the relevant authorities.
  - The blocked gullies at Littleworth have been reported to County Highways.
  - During heavy and persistent rainfall there is a large puddle forming on the bend by Willowdale on Snitterfield Lane, which is causing a hazard to traffic. This flooding is caused because the drains on Snitterfield Lane cannot cope with the rain. Cllr Brown is to forward a video of the flooding to the Clerk for inclusion when the issue is reported to County Highways.
  - At the end of Canada Lane, the hedge/shrubbery belonging to Appleby is starting to grow over the pavement. The Clerk to contact the homeowner to ask that it is trimmed back.
  - The street light at the end of Canada Lane is frequently turned on during the day, possibly due to trees blocking light to the automatic daylight sensor. The Clerk to report to WDC.
  - Cllr Neale has pruned the oak tree on Millennium Green which was growing over the bench. The Chair to arrange for the pruned branches to be removed.

**20/07/14/09**     **Items for consideration and resolution**

1. To consider, and resolve if appropriate, holding an Annual Meeting during the year 2020:

The Chair confirmed that he was happy to remain in post until 2021, and Cllr Mrs Mace-Leska confirmed that she would continue as the NLPC representative on the Claverdon & District Nursing Board until then. Cllr Neale proposed that the next Annual Meeting should therefore take place in May 2021. This was seconded by Cllr Mrs Mace-Leska, and unanimously AGREED.
2. To consider, and resolve if appropriate, taking any further action regarding the hedges that have been removed at Horsley House Farm:

It was AGREED that the Clerk would write to the WDC planning department and the WCC ecology team to ask that they identify and confirm that the hedgerows in question were previously identified as being ecologically important and should therefore be replanted.
3. To consider, and resolve if appropriate, pursuing the suggestion that the Church Furlong Permitted Path could be made a Right of Way:

It was unanimously AGREED that NLPC would not pursue this at this time.

**20/07/14/10**

**Items for information**

1. To note and consider correspondence received, and resolve to action if appropriate.  
NOTED. It was AGREED that the Chairman would look into the NALC new model code of conduct consultation.
  2. To note any changes to legislation and regulations which relate to parish councils.  
NOTED.
  3. Other items for information.  
None.
- (Appendix 1 – circulated)

**20/07/14/11**

**Finance**

1. To note the amended Year End 31 March 2020 accounts:  
The Clerk advised that she had mistakenly left the Santander account off the Year End Accounts which were submitted at the last meeting. The amended accounts show the Santander account. NOTED.
  2. To note the internal audit of accounts for the period April-June 2020:  
Cllr Mrs Mace-Leska advised that she had carried out the internal audit of the accounts for the period April-June 2020 and that all was in order. She commented that the accounts folder was kept in good order.
  3. To receive a report detailing account balances:  
RECEIVED.
  4. To note payments received since last meeting:  
NOTED.
  5. To note payments made since last meeting:  
NOTED.
  6. To review and approve items of expenditure:  
The items of expenditure were reviewed and APPROVED.
  7. To receive, approve and sign bank reconciliations prepared by the RFO.  
The bank reconciliations were received and APPROVED, and signed by the Chairman.
- (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:  
It was NOTED that the Independent Internal Auditor had reviewed NLPC's records for the year ending 31 March 2020, and had commented that all was in order. The internal audit schedule completed by the Internal Auditor indicated that there were some policies that NLPC should have but doesn't, along with purchase orders, a review of NLPC's bank accounts to ascertain their safety, and a risk assessment of NLPC's assets.
2. To consider, approve and sign the Annual Governance Statement 2019/20:  
NLPC considered and APPROVED the Annual Governance Statement for 2019/20 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.
3. To consider, approve and sign the Accounting Statements 2019/20:  
The Council considered and APPROVED the Accounting Statements for 2019/20 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

**20/07/14/13**

**Planning**

*To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate.*

1. W/20/0672 Tamarin Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD  
NLPC was neutral to this application and made no comments.
- (Appendix 3 – circulated)

**20/07/14/14**     **To receive reports from Warwick District Council and Warwickshire County Council Councillors**

1. It was reported that all WDC car parking is now free for electric vehicles.
2. WCC Cllr Caborn gave an update on the County Council's response to Covid-19, advising that WCC was a beacon council for Test & Trace in partnership with Coventry and Solihull, and that the Care Quality Commission is working with Warwickshire care homes and is pleased with the support that WCC has given during the pandemic. WCC is working on opening up libraries and the County Records Office. A recruitment drive has seen 20 new foster parents come forward, with up to 30 more to be interviewed.
3. WCC staff will continue working from home until at least September, and only 7% of respondents to a recent staff survey indicated that they wanted to return to the office full time.
4. WDC Cllr Matecki briefly discussed the merging of Warwick and Stratford District Councils into a Unitary Authority and the challenges and benefits this would bring. WCC Cllr Caborn advised that WCC is commissioning an independent report into the proposed Unitary Authority.

**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.*

1. It was AGREED that Cllr Brown would write the NLPC report for the Parish Magazine.
2. Items for the next meeting are to consider the Parish Assembly, an annual report/leaflet for each household rounding up the past year, and the internal audit schedule carried out by the Independent Internal Auditor.

**20/07/14/16**     **Date of Next Meeting**

Tuesday 15 September 2020 - Ordinary Meeting

**20/07/14/17**     **Close**

The meeting closed at 9.30pm.

## Appendix 1 – Items for Information Only

### 1. 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
08.07.20	NALC	NALC unveils plans for a series of online events
08.07.20	WALC	Parish Councils Carbon Footprinting Tool
08.07.20	WDC	Community news from Warwick University
10.07.20	WDC	Press release: Community Economic Recovery Fund
10.07.20	WDC	Weekly update
10.07.20	WCC	Warwickshire update 10 July 2020
10.07.20	NALC	Chief Executive's Bulletin
13.07.20	Healthwatch Warwickshire	An update from Healthwatch Warwickshire
13.07.20	WALC	Community Support – What Next
13.07.20	WDC	Press release: Council issues first free parking permits for electric vehicles
13.07.20	WDC	PSPO – intoxicating substances

## 2. 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).

## 3. 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 – interest	£1.74
30 April 2020	NatWest Reserve Account 2 – interest	£0.01
29 May 2020	NatWest Reserve Account 1 – interest	£1.47
29 May 2020	NatWest Reserve Account 2 – interest	£0.01
29 June 2020	Repayment of National Insurance contribution from the Clerk	£41.20
03 July 2020	NatWest Reserve Account 1 – interest	£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

NORTON LINDSEY PARISH COUNCIL

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	£ -	£ -
Unpresented cheques/payments	£ 220.00	£ 115.64
<b>TOTAL</b>	<b>£ 65,205.40</b>	<b>£ 33,187.09</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	£ 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
<b>TOTAL</b>	<b>£ 9,055.22</b>	<b>£ 9,198.60</b>	<b>£ 10,474.01</b>

<b>EXPENDITURE</b>			
<b>Running Costs</b>			
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
<b>Total</b>	<b>£ 3,867.80</b>	<b>£ 4,765.00</b>	<b>£ 5,904.32</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>£ 4,765.00</b>	<b>£ 46,950.00</b>	<b>£ 43,692.32</b>

<b>Other Expenditure</b>	<b>At 31.03.2020</b>
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
<b>Total</b>	<b>£ 1,067.60</b>

<b>Asset Register Renewal</b>	<b>At 31.03.2020</b>
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>

<b>General Reserves Breakdown (held in Reserve A/C 1)</b>	<b>At 31.03.2020</b>
Asset Register Renewal	£ 4,314.01
Election Expenses	£ 3,500.00
General Savings	£ 2,777.56
<b>Total</b>	<b>£ 10,591.57</b>

<b>General Savings</b>	<b>At 31.03.2020</b>
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
<b>Balance remaining</b>	<b>£ 2,777.56</b>

<b>YEAR END ACTUAL</b>	<b>Balances at 31.03.2020</b>
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
<b>Balance of Accounts:</b>	<b>£ 33,187.09</b>
<b>Ring-Fenced Funds</b>	
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
<b>Disposable Funds at 31.03.2020</b>	<b>£ 13,014.72</b>

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



NORTON LINDSEY PARISH COUNCIL

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 an 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
<b>TOTAL</b>	<b>£ 33,187.09</b>	<b>£ 33,089.17</b>

	Actual 2019/20	Budget 2020/21	Actual YTD 2020/21
<b>INCOME</b>			
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	£ -	£ -
<b>TOTAL</b>	<b>£ 10,474.01</b>	<b>£ 10,195.12</b>	<b>£ 5,003.31</b>

<b>EXPENDITURE</b>			
<b>Running Costs</b>			
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	£ -
<b>Total</b>	<b>£ 5,788.68</b>	<b>£ 4,895.00</b>	<b>£ 2,267.69</b>

<b>Section 137 Grants (subject to the NLP Grants Policy/application process)</b>			
£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) = £2,862.88			
Grants *2	£ 660.00	£ 1,860.00	£ -
<b>Total</b>	<b>£ 660.00</b>	<b>£ 1,860.00</b>	<b>£ -</b>

<b>Grants awarded under Discretionary Powers (subject to the NLP Grants Policy/application process)</b>			
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	£ -
<b>Total</b>	<b>£ 928.00</b>	<b>£ 905.00</b>	<b>£ -</b>

<b>Donations from Depot Fund</b>			
Village Hall	£ 35,000.00	£ -	£ -
<b>Total</b>	<b>£ 35,000.00</b>	<b>£ -</b>	<b>£ -</b>

<b>Special Items</b>			
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	£ -	£ -	£ -
<b>Total</b>	<b>£ 1,200.00</b>	<b>£ 4,700.00</b>	<b>£ 4,033.54</b>
<b>TOTAL</b>	<b>£ 12,256.30</b>	<b>£12,360.00</b>	<b>£ 6,301.23</b>

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

<b>*2 Section 137 Grants</b>		<b>At 01.06.2020</b>
<b>Balance</b>	<b>£</b>	<b>-</b>

<b>*3 Other Grants Awarded under Discretionary Powers</b>		<b>At 01.06.2020</b>
<b>Balance</b>	<b>£</b>	<b>-</b>

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

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.

<b>*5 Asset Register Renewal Fund</b>		<b>At 01.06.2020</b>
Opening Balance at 01.04.20	£	4,314.01
Annual Increase	£	1,200.00
<b>Balance</b>	<b>£</b>	<b>5,514.01</b>

<b>*6 Other (Special Items) Expenditure</b>		<b>At 01.06.2020</b>
<b>Balance</b>	<b>£</b>	<b>-</b>

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

<b>YEAR END FORECAST</b>		<b>Forecast Balances at 31.03.2021</b>
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
<b>Ring-Fenced Funds</b>		
Depot Fund	£	12,538.47
Sum retained for electoral expenses	£	666.46
Sum retained for asset register renewal	£	5,514.01
	£	18,718.94
<b>Forecast Disposable Funds at 31.03.2021</b>	<b>£</b>	<b>12,878.06</b>

### 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)**