

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

8 October 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 13 October 2020 on Zoom.

Join via the Internet by going to <https://us04web.zoom.us/j/75686657991?pwd=NHYyaFNFTU51Z1pPb2gxYnF5TDJKQT09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID 756 8665 7991 and Password: VdEZ6a. *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 one minute silence at the beginning of the meeting in memory of former Parish Councillor/ Chairman and Honorary Freeman of Norton Lindsey, Mr K Chapman.

This will be followed by a period of up to 15 minutes where public questions and comments are invited.

Agenda

20/10/13/01 Record of members present

20/10/13/02 To note the resignation of Cllr Mrs F Goossens and to formally declare a Casual Vacancy

20/10/13/03 To receive apologies for absence

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

20/10/13/04 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.

20/10/13/05 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 8 September 2020.

20/10/13/06 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.

20/10/13/07 Items to be taken in private session

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

20/10/13/08 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.

20/10/13/09 To receive an update on the Local Government Reorganisation

20/10/13/10 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.

20/10/13/11 Items for consideration and resolution

1. To consider, and resolve if appropriate, the laptop model to be purchased to replace the existing one (as agreed at the Ordinary Meeting held on 8 September 2020) (*Local Government Act 1972 section 111*).
2. To consider, and resolve if appropriate, the flood warning signs to be purchased (as agreed at the Ordinary Meeting held on 8 September 2020) (*Road Traffic Regulations Act 1984 section 72[1]*).
3. To consider, and resolve if appropriate, the content of the Annual Report/Parish Update to be delivered to all households and the method of delivery (as agreed at the Ordinary Meeting held on 8 September 2020) (*Local Government Act 1972 section 142*).
4. To consider, and resolve if appropriate, rewinding verges in the parish and the steps to be taken to enable this (*Highways Act 1980, s.96*).
5. To consider, and resolve if appropriate, the Government Gigabit Broadband Voucher Scheme and if there is any action that NLPC can take to support the parish with this.
6. To consider, and resolve if appropriate, a review of the Clerk's salary in line with the recently agreed National Joint Council for Local Government Services (NJC) pay scales for 2020-21 to be implemented from 1 April 2020 (*Local Government Act 1972, s.112*).
7. To review, and resolve if appropriate, the NLPC (*Local Government Act 1972 section 111*):
 - 7.1 Publication Scheme,
 - 7.2 Privacy Notice,
 - 7.3 Risk Assessment,
 - 7.4 Protocol on the Recording and Filming of Council and Committee Meeting.
8. To consider, and resolve if appropriate, the NLPC (*Local Government Act 1972 section 111*):
 - 8.1 Health & Safety Policy.

20/10/13/12 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)

20/10/13/13 Finance

1. To note the internal audit of accounts for the period July-August 2020 (deferred from September meeting).
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)

20/10/13/14 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)

20/10/13/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors

20/10/13/16 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.

20/10/13/17 Date of Next Meeting

Tuesday 10 November 2020 - Ordinary Meeting

20/10/13/18 Close

Appendix 1 – Items for Information Only

1. Correspondence

Date	From	Subject
10.09.20	WALC	Two new social media courses announced
10.09.20	WALC	New Government directive on numbers meeting together
11.09.20	WRCC	WRCC Energy – oil syndicate saving moving for county residents
11.09.20	WRCC	WRCC Energy – oil syndicate saving moving for county residents (2 nd email)
14.09.20	Resident	Email copied to NLPC from a resident regarding the Poultry Farm
14.09.20	WCC	Ask Warwickshire consultations and surveys September 2020
16.09.20	WALC	WALC Training & Events News 16 September
21.09.20	WALC	Warwickshire Fire & Rescue Service Consultation
21.09.20	WALC	Warwick District Unitary Authority meeting 29 September
21.09.20	WALC	New dates! Responding to Planning Applications
22.09.20	WALC	Holding Parish Council meetings
22.09.20	WDC	Dog Control Orders update
30.09.20	Resident	Email to NLPC from a resident regarding the Poultry Farm
30.09.20	WALC	Local Government Reform in Warwickshire
06.10.20	WALC	Improving Parish Council Relationships
08.10.20	WALC	Important free Briefing sessions from Warwickshire County Council concerning Devolution
08.10.20	WCC	Norton Curlieu lane – proposed improvements

2. Legislation / Regulations

Date	Details

3. Other items for information

Date	Details

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 September 2020	£15,963.20
NatWest Reserve Account 1	5 October 2020	£8,961.55
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 2020	£1.08

2. Payments Received Since Last Meeting:

Date	Details	Amount
5 August 2020	Cambridge & Counties 95-Day Notice Account	£204.13
28 August 2020	NatWest Reserve Account 1 – interest	£0.07
30 September 2020	NatWest Reserve Account 1 – interest	£0.08
30 September 2020	NatWest Current Account – 2 nd half of Precept	£5,000.00

3. Payments Made Since Last Meeting:

Date	Details	Amount
28 September 2020	Clerk's Salary	£264.16

4. Items of Expenditure to be reviewed and approved:

Date	Details	Amount
13 October 2020	Clerk's Expenses – July to September 2020	£24.29
13 October 2020	Clerk's Overtime – May to September 2020 * based on 2019/20 hourly rate. If 2020/21 increase is approved, the amount = £720.36	* £701.04

Accounts Year To Date as at 1 October 2020

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

	Brought Forward 31.03.20	Actual YTD 2020/21
Current Account	£ 10,352.80	£ 15,963.20
General Reserves (Reserve Account 1) *1	£ 10,591.57	£ 8,961.55
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	£ 151.64
TOTAL	£ 33,187.09	£ 37,335.62

	Actual 2019/20	Budget 2020/21	Actual YTD 2020/21
INCOME			
Precept	£ 9,000.00	£ 10,000.00	£ 10,000.00
Bank Interest (Reserve Account 1)	£ 20.98	£ 15.00	£ 3.52
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	£ 10,207.67
EXPENDITURE			
Running Costs			
Clerk's Salary (including payments to HMRC for PAYE/NI)	£ 3,952.76	£ 3,300.00	£ 2,511.85
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	£ 3,341.24
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	£ 14,174.01	£12,360.00	£ 7,374.78

**1 General Reserves Breakdown (held in Reserve A/C 1)	At 01.10.2020
Asset Register Renewal	£ 5,514.01
Election Expenses **4	£ 666.46
General Savings **7	£ 2,781.08
Balance	£ 8,961.55

**2 Section 137 Grants	At 01.10.2020
Balance	£ -

**3 Other Grants Awarded under Discretionary Powers	At 01.10.2020
Balance	£ -

**4 Election Expense Reserves	At 01.10.2020
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 01.10.2020
Opening Balance at 01.04.20	£ 4,314.01
Annual increase	£ 1,200.00
Balance	£ 5,514.01

**6 Other (Special Items) Expenditure	At 01.10.2020
Balance	£ -

**7 General Savings	At 01.10.2020
Opening Balance at 01.04.20	£ 2,777.56
Interest to date	£ 3.52
Balance	£ 2,781.08

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

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

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

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)