

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 10 November 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 and WDC Cllr A Rhead (for part of the meeting)

Parish Clerk: Mrs Jennifer Bendall

Public: None

20/11/10/01 Record of members present
Noted.

20/11/10/02 To receive apologies for absence
To receive, and consider for approval, apologies for absence and reasons given.
None.

20/11/10/03 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.

20/11/10/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meeting held on 13 October 2020 and the Extra Ordinary Meeting held on 20 October 2020 were taken as read, APPROVED and signed by the Chair.

20/11/10/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting:

- The Clerk advised that following notification of a vacancy for Parish Councillor, WDC had received no requests for an election and NLPC are now able to co-opt a new Councillor (see item 20/11/10/10.3).
- The Clerk advised that the new laptop and flood warning signs had been purchased.
- The meeting noted that the existing software for Microsoft Office was unable to be installed on the new computer and so the Clerk was using her own subscription to Office 365 as she had a spare licence, rather than purchasing a subscription for NLPC.
- WDC have still not contacted the Clerk regarding the emptying of the dog waste bins. WDC Cllr Matecki to chase WDC Head of Service.
- Regarding the speedwatch programme that WDC Cllr Matecki is trying to set up for Budbrooke Ward, the meeting noted that the Clerk had advised Cllr Matecki that this was something that NLPC had tried to set up and the reasons why it had been unsuccessful. It was noted that this new scheme had been mentioned in the Parish Newsletter.

2. Items actioned under the NLPC Scheme of Delegation:

- The meeting noted that, following agreement on email, Cllr Mrs Elmhirst had attended the 3 P's training webinar recently held by WALC.

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

- The Clerk advised that a letter had been received from a debt collecting agency regarding an unpaid electricity bill for a property in Morgan Close, where NLPC had been noted as the property owner. The Clerk had spoken to both the debt collecting agency and the electricity company and advised them that NLPC was not the property owner and therefore had nothing to do with the issue. Both companies made note of this and NLPC should not receive any further communications from them.
- The WDC dog warden has put up some dog fouling signs within the parish and has also left some signs with the Clerk. Cllr Neale requested a few signs to add to those on the playing field.
- The Clerk advised that she had accepted the position of Clerk/RFO for Wolverton Parish Council.
- The Clerk advised that she would like to take two weeks annual leave at Christmas, and that measures would be put in place for monitoring emails and planning applications, etc, during this time.

20/11/10/06 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.

20/11/10/07 To receive an update on the Parish Council Action Plan

1. Review / action to improve aspects of the physical environment of the parish.

There was discussion regarding rewilding of verges in the parish following notification of this in the Parish Magazine. Cllr Mrs Mace-Leska advised she would identify verges within the parish where rewilding could safely take place. Options for rewilding include letting the grass grow to see what plants have naturalised or removing turf and seeding with flowers native to the area. It was noted that turf removal was much more labour intensive. There are a few volunteers in the Parish who are interested in rewilding and who would be happy to "manage" an area. Areas will have to be fenced off and marked with the nationally recognised blue heart/rewilding sign. Cllr Mrs Mace-Leska to source signs and fencing. WCC Cllr Caborn to provide details of WCC's policy on cutting verges.

2. Biodiversity audit of the parish and its surroundings.

Nothing to report.

3. Improve communication with parishioners and neighbouring authorities.

The Parish newsletter has been issued to households and has been very well received. It was agreed that the Clerk would forward a copy to WCC Cllr Caborn and WDC Cllr Rhead. The meeting noted that social media had been used to promote the Q&A session which took place immediately prior to this meeting.

20/11/10/08 To receive an update on the Local Government Reorganisation

WDC Cllr Rhead reported that Stratford and Warwick Districts already have a close relationship with some shared functions which works well and is of benefit to the residents. Both Districts are looking for economy of scale, sharing services and people, to fill the financial black hole left by the pandemic. WDC believes that the future of the County should go out to consultation with the residents, but that a unitary council will remove the problem of no-one knowing which Council deals with what service. A Government White Paper on devolution is due out shortly.

Cllr Brown advised that he had signed up to join a working group of town and parish councils who will work with WCC to inform their thinking about the options and practicalities of a double devolution framework.

20/11/10/09 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.

- It was noted that the gullies on Main Street and Snitterfield Lane are still blocked. WCC Cllr Caborn to chase.
- Dates are yet to be arranged for the works to Norton Curlieu Lane and installation of pedestrian warning signs on Snitterfield Lane.

2. To report any new issues to be notified to the relevant authorities.

- The gullies along Wolverton Road are blocked. The Clerk to report to County Highways.

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

1. To consider, and resolve if appropriate (*Local Government Act 1972 s.137 or s. 144*):

1.1 purchasing Christmas decorations for the Parish (for example a Christmas tree and associated lights / power cables) to be used in a central location to help the Parish celebrate the festive season in this time of national lockdown

AGREED.

1.2 appointing a working party of Councillors to be responsible for the purchase of decorations and operational matters (location, installation of decorations including electricity supply, insurance/risk assessment, etc);

AGREED that Cllr Brown and Cllr Miss Birch would form the working party.

1.3 setting a budget for the purchase of decorations and associated costs (the working party to be responsible for spending decisions within this amount).

It was AGREED that the maximum spending limit is £150.

2. To consider, and resolve if appropriate, the request to situate a memorial bench in the parish (*Parish Councils Act 1957, s.1*).

The meeting noted that the land suggested for siting a memorial bench belongs to the PCC and therefore NLPC is not in a position to approve the request.

3. **To consider, and resolve if appropriate, the advertisement for the co-option of a councillor following the resignation of Cllr Mrs Goossens (Statutory Instrument 2006 No. 3302 Rule 5 [5] and [6]).**
AGREED. To be displayed on noticeboards and the website.
4. **To review, and resolve to modify if appropriate, the Clerk's hours of work (Local Government Act 1972 s. 112).**
It was agreed that a working party would be set up to review the Clerk's hours and to report back to the December 2020 meeting. The Chairman to arrange.
5. **To consider, and resolve if appropriate, subscribing to Zoom at £11.99 per month to facilitate to smooth running of virtual Parish Council meetings (Local Government Act 1972 s. 111).**
Discussion took place regarding the Zoom basic subscription which is free but limits meetings to 40 minutes maximum, which therefore requires participants to sign back in to continue the meeting. It was AGREED that other free alternatives to Zoom would be considered, and that if the alternatives were not suitable NLPC would considering continuing to use the free Zoom package. Cllr Brown to investigate options.
6. **To consider, and resolve if appropriate, the purchase of the twelfth edition of Arnold-Baker on Local Council Administration for £120 if pre-ordered (Local Government Act 1972 s. 111).**
AGREED.
7. **To review, and resolve to readopt if appropriate, the NLPC (Local Government Act 1972 s. 111):**
 - 7.1 Information and Data Protection Policy.
 - 7.2 Media Policy
 - 7.3 Removable Media PolicyMinor amendments to the policies were AGREED and the policies readopted.
8. **To consider, and resolve to adopt if appropriate, the NLPC (Local Government Act 1972, s. 111):**
 - 8.1 Health & Safety Risk Assessment Policy. The draft Health & Safety Risk Assessment Policy was amended to state that inspections of trees on NLPC land and the stone memorial signposts should take place every 5 years. AGREED.
 - 8.2 Equality and Diversity Policy. The draft Equality and Diversity Policy was AGREED.

20/11/10/11

Items for information

1. **To note and consider correspondence received, and resolve to action if appropriate.**
Noted. It was AGREED that the Chairman would draft responses concerning correspondence that has been received about loose dogs on Canada Lane. Following an email about the New Road grit bin, NLPC AGREED that the bin should remain opposite Hawkes Hill Close for the duration of winter, and that its location would be considered next year.
2. **To note any changes to legislation and regulations which relate to parish councils.**
None.
3. **Other items for information.**
None.
(Appendix 1 – circulated)

20/11/10/12

Finance

1. **To receive a report detailing account balances.** RECEIVED.
2. **To note payments received since last meeting.** NOTED.
3. **To note payments made since last meeting.** NOTED.
4. **To review and approve items of expenditure.** APPROVED.
5. **To receive, approve and sign bank reconciliations prepared by the RFO.** The meeting noted that the laptop purchase had been mis-registered in the accounts but that this would be rectified for the December meeting. The bank reconciliations were then APPROVED, and signed by the Chairman.
(Appendix 2 – circulated)

20/11/10/13

Planning

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

The meeting NOTED that the outline planning application for affordable housing behind Brick Kiln Close is not on the agenda for the planning committee meeting on 18 November. It was also NOTED that prior approval is not required for the erection of an L-shaped building for storage of machinery and fodder at Littleworth Farm.
(Appendix 3 – circulated)

- 20/11/10/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- In additional to the proposed unitary authority discussed earlier in the meeting, WCC Cllr Caborn advised that WCC is looking to do Covid quick testing following an offer from the Government, but staff to carry out the testing is not included in the offer. Cases in Warwickshire are still on the rise but are levelling out. Invitations are being sent out for Covid Champion volunteers who can offer support in the community, and a new course has been arranged to train these Champions. WCC has put £800k into youth services and has appointed a number of youth workers, and is continuing to fund school meals during holidays out of the Welfare Fund which the Government will refund.
 - WDC Cllr Rhead discussed the redevelopment of Spencer's Yard in Leamington as a Creative Quarter, and the Commonwealth Games which will see Warwick District hosting cycling as well as bowls. WDC is looking at creating a Citizens Jury which will focus on the environment, specifically investigating the feasibility of a hydrogen hub and solar farm, and has undertaken an energy efficiency survey of all Council buildings. In addition, WDC is setting up a heating project on Europa Way. The Council Tax surcharge to fund a climate referendum is not likely to be passed onto residents for the next two years at least. Warwick and Stratford District Councils are investigating combining waste collections between the two districts with the grey bins being collected every three weeks, recycling every two weeks, and food waste every week. It was noted that there is a water refill scheme in Warwick District where various shops and other organisations will refill water bottles at no cost to avoid single use plastic. Cllr Rhead was asked if WDC would consider providing recycling facilities for parish community organisations such as halls, clubs, etc, as the cost of providing these are prohibitive for the community organisations.
- 20/11/10/15 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.
It was agreed that Cllr Neale would write the Parish report for this month.
- 20/11/10/16 Date of Next Meeting**
Tuesday 10 November 2020 - Ordinary Meeting
- 20/11/10/17 Close**
The meeting closed at 9.40pm

Appendix 1 – Items for Information Only

1. Correspondence

Date	From	Subject
14.10.20	WALC	Bi-weekly update and information from WALC
15.10.20	WDC	Licensing Act 2003 – Statement of Licensing Policy
17.10.20	WDC	Message to Town and Parish Councillors – Warwickshire Local Government Reform – Bigger is not better
21.10.20	WALC	WALC Training and Events newsletter
21.10.20	WDC	New Covid-19 Testing Centre opens in Leamington Spa
21.10.20	WCC	Advice and information on Remembrance Sunday Commemoration Events
22.10.20	WDC	Joint Statement from the Leaders of SDC and WDC
22.10.20	WALC	Communications weekly pack (Covid-19)
22.10.20	WALC	Special online adaption of the play Shell Shock
27.10.20	WDC	November Council – meeting changed
28.10.20	WALC	Letter from Warwickshire County Council re Government reorganisation
22.09.20	WDC	Dog Control Orders update
29.10.20	SDC	Site allocations plan preferred options consultation – October 2020
29.10.20	FCC Communities Foundation	FCC Communities Foundation funding in Warwickshire
29.10.20	WALC	Special training event 14 November
30.10.20	SDC	Adoption of revised Statement of Community Involvement October 2020
28.10.20	WALC	WALC members newsletter
21.10.20	WALC	Video and presentation from Devolution and Recovery meetings
03.11.20	WALC	Important notices from WCC
03.11.20	WALC	Remembrance Events November 2020 – updated guidance
04.11.20	Resident	Email regarding newsletter
04.11.20	Resident	Email regarding the poultry farm
6.11.20	WDC	Acolaid Case W20 1636AG (Littleworth Farm)
6.11.20	WCC	Updated Useful Information Video
7.11.20	Resident	Dogs at Lower House Farm
9.11.20	WCC	W19-1133 Land at Ward Hill
9.11.20	WDC	Canalside Development Plan
9.11.20	Resident	Dogs at Lower House Farm (2 nd resident's complaint)
Oct 20	NatWest	Changes to charges and business account terms
Oct 20	NatWest	Business banking switch
9.11.20	Resident	Grit bin on New Road

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 October 2020	£13,931.42
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
<i>TOTAL</i>		£35,455.48

* Depot Fund

2. Payments Received Since Last Meeting:

Date	Details	Amount
-		

3. Payments Made Since Last Meeting:

Date	Details	Amount
28 October 2020	Clerk's Salary	£264.14

4. Items of Expenditure to be reviewed and approved:

Date	Details	Amount
10 November 2020	Society of Local Council Clerks – membership renewal	£92.00
10 November 2020	Information Commissioner's Office – data protection fee	£40.00
10 November 2002	WALC - 3P's People, Plans and Precept Webinar	£18.00

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 1 November 2020

Reconciled to NatWest Current Account bank statement dated 30 October 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	£ 13,931.42
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	£ -
TOTAL	£ 33,187.09	£ 35,455.48

	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	£ 3,547.33
Clerk's Expenses (travelling and home working expenses)	£ 69.45	£ 92.00	£ 41.25
Admin Expenses	£ 82.25	£ 100.00	£ 112.47
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	£ 820.37
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	£ 5,221.38

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	£ 11,774.09	£ 12,360.00	£ 9,254.92

*4 General Reserves Breakdown (held in Reserve A/C 1)	At 01.11.2020
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 01.11.2020
Balance	£ -

*3 Other Grants Awarded under Discretionary Powers	At 01.11.2020
Balance	£ -

*4 Election Expense Reserves	At 01.11.2020
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 01.11.2020
Opening Balance at 01.04.20	£ 4,314.01
Annual increase	£ 1,200.00
Balance	£ 5,514.01

*6 Other (Special Items) Expenditure	At 01.11.2020
Balance	£ -

*7 General Savings	At 01.11.2020
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
W/20/1636/AG	Littleworth Farm, Warwick Road, Norton Lindsey, Warwick, CV35 8HD	Erection of L-shaped building for storage of machinery and fodder	Agricultural Notice : Prior approval not required

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)