

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 13 October 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
Parish Clerk: Mrs Jennifer Bendall
Public: Two for part of the meeting

NLPC held 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.

20/10/13/01 Record of members present

Noted.

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

NLPC NOTED and ACCEPTED the resignation of Cllr Mrs Goossens and formally DECLARED that there is a Casual Vacancy for a Councillor. The Chairman thanked Mrs Goossens for her work on NLPC.

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

To receive, and consider for approval, apologies for absence and reasons given.
None.

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.
None.

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

The minutes of the Ordinary Meeting held on 8 September 2020 were taken as read, APPROVED and signed by the Chair.

20/10/13/06 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting:

- The Clerk reminded Cllr Brown that he is to draft a letter to Warwickshire Police regarding the anti-social behaviour in the parish during the summer.
- The Clerk advised that WDC have agreed to swap which dog bins it empties and that Contract Services will be getting in touch to discuss this and NLPC potentially paying for an extra bin to be emptied.
- The Clerk is still to cost up a grit bin suitable for storing a quantity of sand.

2. Items actioned under the NLPC Scheme of Delegation:

None.

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

- The Clerk advised that parish councillors are now able to have individual access to the WALC website and that this is to be managed by parish clerks. This is to be set up within the next few weeks.

- The Clerk presented a draft notice for the Parish Magazine giving details of the new grant award procedure.

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.
It was RESOLVED that there are no items to be discussed 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.**
Suspended due to Covid-19.
- 2. Biodiversity audit of the parish and its surroundings.**
Suspended due to Covid-19.
- 3. Improve communication with parishioners and neighbouring authorities.**
NLPC will be issuing a newsletter to parishioners prior to the November virtual Parish Q&A session taking place before the Ordinary Meeting. It was also noted that Wolverton Parish Council had published a Parish Plan which references Norton Lindsey.

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

Following Cllrs Brown and Neale attending a virtual WALC meeting on the proposed Local Government reorganisation, it was noted that WCC prefers the route of a single authority, with WDC expecting to propose two Warwickshire districts – north and south. At this meeting, there was discussion regarding how the proposed changes will affect town and parish councils, and the potential difficulties facing smaller rural parish councils. WCC has submitted its proposals to central Government, who will make a decision regarding timings, etc. The District and Borough Councils have not yet submitted their proposals. There are 3 counties ahead of Warwickshire who have already submitted their proposals, but Warwickshire has been given permission to proceed with the planning stage. WCC is keen on a unitary authority devolving power to town and parish councils, which will be accompanied by funding. It was noted that once the proposals are complete, it will go out to full consultation.

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)

- To receive an update on issues previously reported.
 - The Clerk advised that she has written to the resident concerning the overgrowing hedges at the junction of Canada Lane and Snitterfield Lane.
 - WCC Cllr Caborn advised that the residents of Lower Norton have been sent details of the proposed improvements for Norton Curlieu Lane.
 - It was noted that the gullies on Main Street and Snitterfield Lane are still blocked. The Clerk is to chase.
 - The water leak on Main Street has now been fixed.
- To report any new issues to be notified to the relevant authorities.
 - The verge at the top of New Road and round the corner to Church Road has not been strimmed and the overgrowth is causing pedestrians to walk in the road. The Clerk has reported this to County Highways.

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).**

It was AGREED that an Acer Aspire 3 17in i5 8GB 1TB SSD FHD Laptop from Argos costing £699.99 has the required specification and should be purchased.

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 Action 1984 section 72[1]).**

It was AGREED that metal signs would be more robust than plastic, and should therefore be purchased. The triangular signs from Start Traffic were the cheapest to meet that requirement at £18.58 + VAT each, and it was AGREED that the Clerk would check the delivery charge to ensure it wasn't excessive before purchasing the signs.

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).**

It was AGREED that the Chairman would report on the previous year's activities and that the Clerk/RFO would write the Treasurer's Report as usual. Cllr Brown/the Clerk to contact local organisations to invite them to add a report to the newsletter, with a maximum word count of 200. WCC Cllr Caborn advised that he would write a 300-word County Council report, and it was agreed that NLPC would ask the District Councillors to also submit a report. There was discussion regarding the printing and distribution of the newsletter, and following a vote it was RESOLVED that the newsletter would be printed as a separate booklet to be hand delivered to each household in the parish. Cllr Brown advised that he was able to organise the distribution, and he and the Clerk would look into printing costs.

4. **To consider, and resolve if appropriate, rewilding verges in the parish and the steps to be taken to enable this (Highways Act 1980, s.96).**

Following a presentation during the public forum about rewilding verges, which entails planting areas with native flower species to encourage insects, etc, it was AGREED that NLPC is keen to facilitate the rewilding of areas of the parish. It was AGREED that WCC would be contacted regarding verges, and it was NOTED that part of Millennium Green and the common land by the Stanks Horse Trough could be seeded with wild flowers. Cllr Mrs Mace-Leska is to write a report for the Parish Magazine explaining what we will be doing and why, and asking if any households would like to help or put forward their own land to be rewilded.

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.**

It was AGREED that as the village either had superfast broadband or would soon be able to connect to it no action was required.

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).**

AGREED.

7. **To review, and resolve if appropriate, the NLPC (Local Government Act 1972 section 111):**

7.1 Publication Scheme. The changes to the Publication Scheme were AGREED.

7.2 Privacy Notice. The changes to the Privacy Notice were AGREED.

7.3 Risk Assessment. The changes to the Risk Assessment were AGREED.

7.4 Protocol on the Recording and Filming of Council and Committee Meeting. The changes to the Protocol on the Recording and Filming of Council and Committee Meetings were AGREED.

8. **To consider, and resolve if appropriate, the NLPC (Local Government Act 1972 section 111):**

8.1 Health & Safety Policy. The draft Health & Safety Policy was AGREED.

20/10/13/12 Items for information

1. **To note and consider correspondence received, and resolve to action if appropriate.**

Noted. Correspondence from WDC Cllr Matecki concerning a proposed Speed Watch for Budbrooke ward was discussed, and it was AGREED that the Clerk would write to Cllr Matecki advising where NLPC got to with its own Speed Watch programme.

2. **To note any changes to legislation and regulations which relate to parish councils.**
None.
3. **Other items for information.**
None.

(Appendix 1 – circulated)

20/10/13/13 Finance

1. **To note the internal audit of accounts for the period July-August 2020 (deferred from September meeting).** The meeting NOTED that Cllr Mrs Mace-Leska had carried out the internal audit of accounts for the period July-August 2020, and that all was in order.
2. **To receive a report detailing account balances.** RECEIVED.
3. **To note payments received since last meeting.** NOTED.
4. **To note payments made since last meeting.** NOTED.
5. **To review and approve items of expenditure.** APPROVED.
6. **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)

20/10/13/14 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 has a new target date for notification of 20 November. The Clerk had forwarded to the Case Officer a video and photographs of the recent flooding of the field which had adversely affected some of the houses on Wolverton Road, and it was NOTED that Wolverton Parish Council had submitted comments to SDC regarding the flooding. It was also NOTED that the SDC Housing Enabler did not recommend that permission be granted. The Clerk advised that the proposed planning application for affordable housing at Breach Lane in Claverdon was likely to be submitted by mid-November.

(Appendix 3 – circulated)

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

In addition to the proposed unitary authority discussed earlier in the meeting, WCC Cllr Caborn advised that a new county-wide gypsy and traveller strategy has been agreed and that details will soon be sent out. Regarding Covid-19, as the rates are rising in the County three instant management teams have been set up in North Warwickshire, Rugby and South Warwickshire, and it was noted that Warwickshire is very successful with test and trace. Cllr Caborn also discussed the impact of Covid-19 on students in the County and Coventry.

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.

It was agreed that the Chairman would write the Parish report for this month.

20/10/13/17 Date of Next Meeting

Tuesday 10 November 2020 - Ordinary Meeting

20/10/13/18 Close

The meeting closed at 9.50pm

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
09.10.20	WDC	Budbrooke Community Speed watch
12.10.20	Resident	Poultry Farm
12.10.20	WALC	Budgeting for your council
13.10.20	WALC	Zoom meetings in partnership with WCC

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	£ 31,576.68	£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)