

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

5 November 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 10 November 2020 on Zoom.

Join via the Internet by going to <https://us05web.zoom.us/j/82743967220?pwd=SVFSZk1LZ0lVTUVCaGQzd1p5U2ZVQT09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 827 4396 7220 and Password: ZgkD2e. *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

20/11/10/01 Record of members present

20/11/10/02 To receive apologies for absence

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

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.

20/11/10/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 13 October 2020 and the Extra Ordinary Meeting held on 20 October 2020.

20/11/10/05 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.

20/11/10/06 Items to be taken in private session

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

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.
2. Biodiversity audit of the parish and its surroundings.
3. Improve communication with parishioners and neighbouring authorities.

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

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

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 – to be confirmed*):
 - 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;
 - 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); and
 - 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).
2. To consider, and resolve if appropriate, the request to situate a memorial bench in the parish (*Parish Councils Act 1957, s.1*).
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]*).
4. To review, and resolve to modify if appropriate, the Clerk's hours of work (*Local Government Act 1972 s. 112*).
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*).
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*).
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 Policy
8. To consider, and resolve to adopt if appropriate, the NLPC (*Local Government Act 1972, s. 111*):
 - 8.1 Health & Safety Risk Assessment Policy
 - 8.2 Equality and Diversity Policy

20/11/10/11 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)

20/11/10/12 Finance

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

20/11/10/13 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)

20/11/10/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors

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.

20/11/10/16 Date of Next Meeting

Tuesday 8 December 2020 - Ordinary Meeting

20/11/10/17 Close

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
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

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
TOTAL		£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	£ 11,176.09	£12,360.00	£ 9,254.92

*1 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
-			

4. To receive updates to planning applications:

Reference	Address	Description
-		

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)