

## **DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 8 December 2020**

Present: Cllr J Stobart (Chair); 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

**20/12/08/01 Record of members present**  
Noted.

**20/12/08/02 To receive apologies for absence**  
*To receive, and consider for approval, apologies for absence and reasons given.*  
Cllr Miss A Birch was unable to join the meeting due to work commitments. APPROVED.

**20/12/08/03 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.*  
All councillors declared an interest in agenda item 20/12/08/10.3 (proposed budget) as residents of the parish.

**20/12/08/04 Minutes of the last meeting(s)**  
The minutes of the Ordinary Meeting held on 10 November 2020 were taken as read, APPROVED and signed by the Chair.

**20/12/08/05 Clerk's report**  
To receive a report from the Clerk detailing:

- 1. Actions taken following the previous meeting**
  - The grit bin on New Road has been returned to its position opposite Hawkes Hill Close. The Clerk reminded the councillors that a decision on a permanent location for the grit bin would need to be made next summer.
  - The Clerk confirmed that a letter had been sent regarding the dogs at Lower House Farm, and that she had had a conversation with the farmer.
- 2. Items actioned under the NLPC Scheme of Delegation**  
None.
- 3. Any day to day matters that NLPC should be aware of**
  - External auditor PKF Littlejohn has completed the limited assurance review of NLPC and has reported that all the information is in accordance with proper practices and there is no cause for concern.
  - The Clerk has been contacted by Norris & Fisher, NLPCs insurance broker, to advise that the insurer of the DPD van which destroyed the bench on Millennium Green has accepted responsibility but has not yet advised when payment will be made. The Clerk reminded councillors that the insurance excess on the claim was £250.
  - The revised standing order mandate for the Clerk's salary has not been received by NatWest, who has advised that NLPC write requesting the change. The Chair and Cllr Brown to sign the letter.
  - Cllr Brown to check emails and planning matters whilst the Clerk is on annual leave.

**20/12/08/06 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.

**20/12/08/07 To receive an update on the Parish Council Action Plan**

- 1. Review / action to improve aspects of the physical environment of the parish.**  
Cllr Brown advised that the Christmas tree and decorations have been put up on Millennium Green and on the corner of New Road and Main Street in the New Inn garden.

**2. Biodiversity audit of the parish and its surroundings.**

Cllr Mrs Mace-Leska gave a brief report on the next steps to be taken with the verge rewilding, and there was discussion with Cllr Caborn about the WCC verge cutting policy.

**3. Improve communication with parishioners and neighbouring authorities.**

Cllr Brown reported that updating Facebook was ongoing and advised that there had been an unofficial collaboration between Norton Lindsey and Snitterfield regarding the recent Christmas light turn-on.

**20/12/08/08 To receive an update on the Local Government Reorganisation**

There was nothing new to report on the Local Government Reorganisation, but WDC Cllr Matecki advised that WDC is working on closer co-operation with Stratford District Council even if the reorganisation does not take place.

**20/12/08/09 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 drain by Tudor Cottage on Main Street had still not been jetted, and WCC Cllr Caborn advised that some drains might not be on the WCC map of drains. It was agreed that the Clerk would ask WCC for a copy of the map of drains and that any that are missing drains would be added.

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

None.

**20/12/08/10 Items for consideration and resolution**

**1. To note that there have been no applications for the vacant councillor position and to consider, and resolve if appropriate, further action to be taken (*Statutory Instrument 2006 No. 3302 Rule 5 [5] and [6]*).**

It was AGREED that another shorter notice of the vacancy would be displayed on the parish noticeboards, Facebook and in the Parish Magazine, and the situation would be reconsidered in January.

**2. To receive a report regarding the review of the Clerk's hours of work due to increased workload over the past 18 months and to resolve, if appropriate, what action should be taken (*Local Government Act 1972 s. 112*).**

The working party reported on the review of the Clerk's hours and it was AGREED that the set hours would remain at 6 per week, and that a procedure for approving overtime in advance would be put in place. It was also AGREED that the Clerk's hours would be officially reviewed on an annual basis from November 2021, with an informal mid-year review taking place in April/May. The Chairman is to contact WALC about the changes over recent years to a clerk's role, including the Transparency Code, payroll, etc, and the effect this increased workload has on the NALC model hours for clerks. There was acknowledgement that the amount of work required over the last 12-18 months had been exceptional with the election, two major planning applications, the pandemic, and compliance with website accessibility and policy requirements. It was noted that the Clerk had already worked overtime in October and November prior to this decision being taken.

**3. To consider, and resolve to accept if appropriate, the proposed budget (*Local Government Finance Act 1992, s.41*).**

The proposed budget was discussed and, following adjustment of the sum allocated for a new Parish Plan, was AGREED in principle. Discussion about the amount allocated to Section 137 payments and ratification of the Precept are to take place at the January 2021 meeting prior to submission to WDC.

**4. To consider, and resolve to agree if appropriate, switching to online banking (*Local Government Act 1972, s.111*).**

It was AGREED that the Clerk would make further enquiries into online banking to ascertain the exact legislation and authorisation processes, and that the decision on online banking would be deferred until the January 2021 meeting when Cllr Miss Birch would be present.

**20/12/08/11 Items for information**

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

Noted. There was discussion regarding the notification received about the closure of Snitterfield Lane to allow drainage repairs to take place. It was AGREED that a survey on Covid-19 being carried out by Southampton University would be publicised on Facebook and the website. Cllr Neale expressed interest in attending the planning enforcement training being organised in January by WDC.

2. **To note any changes to legislation and regulations which relate to parish councils.** None.
3. **Other items for information.** None.  
(Appendix 1 – circulated)

#### **20/12/08/12 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.** NOTED.
5. **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)

#### **20/12/08/13 Planning**

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

Noted.

There was discussion about the Horsley House Farm hedges which have been grubbed out, and it was AGREED that the Clerk would ask WDC Planning Enforcement what the current situation is, and it was felt that if nothing is being done NLPC should ask why nothing is being done? The meeting noted that the Chicken Farm planning application will not be considered by the Planning Committee this side of Christmas. It was also noted that the Brick Kiln Close affordable housing development could possibly be considered before Christmas, and that a planning application had been submitted for the alternative site for affordable housing on Breach Lane in Claverdon.

(Appendix 3 – circulated)

#### **20/12/08/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

- WDC Cllr Matecki gave information on a community economic recovery fund which has been set up to support organisations who are helping people in need. He also advised that WDC is changing its waste contract and is joining with Stratford District Council to provide a weekly food waste collection, a fortnightly recycling collection, and a 3-weekly grey bin collection. It was noted that the recycling collection will be a mixed one with just one bin. The green bin charge will not happen during the next financial year. Cllr Matecki also noted that budgets are due to be considered by the Executive, and that WDC is looking into a housing association to complement the existing council housing, and which will hopefully become a revenue stream. Cllr Matecki asked if the Clerk had been contacted by Contract Services to discuss the dog waste bin situation and he advised that he would follow up with the Head of Service as there has been no contact to date.
- WCC Cllr Caborn advised that the Cabinet had met to discuss budgets, and that a 2% increase had been recommended. Regarding Covid-19, he advised that WCC was working to get out of Tier 3 which it had never agreed with. Covid rates are down generally along with the rates of over 60s with Covid, and the number of positive tests is coming down. WCC is writing to the Government requesting that south Warwickshire is split from the northern wards, Solihull and Coventry. Vaccinations have been taking place during the day, including 25 care home staff, and the new Water Orton lateral flow test centre is open and working on 150 tests per day, with this number due to increase to 300 per day. A walk-in facility is planned, along with other sites being up and running before year end. WCC has received funding to take part in the lateral flow test pilot for the UK. Cllr Caborn also discussed the provision of meals for school children during the Christmas holidays, and advised that social supermarkets are to be set up in areas of social deprivation to provide low cost food at no profit for those in need.

#### **20/12/08/15 Parish Report / Items for next meeting**

Cllr Brown advised that he had put up some No Dog Fouling signs on Canada Lane, and it was noted that there appeared to be more plastic waste at the bottom of the Church Furlong field. It was AGREED that Cllr Neale would write the report for the January parish magazine.

#### **20/12/08/16 Date of Next Meeting**

Tuesday 12 January 2021 - Ordinary Meeting

#### **20/12/08/17 Close**

The meeting closed at 9.40pm

## Appendix 1 – Items for Information Only

### 1. Correspondence

Date	From	Subject
11.11.20	WCC	Changes to Warwickshire County Highways online fault reporting
11.11.20	WDC	Acolaid Cases W/20/1570/AG and W/20/1571/AG – Planning application at Littleworth Barn
17.11.20	WALC	Social media pack – November 13
19.11.20	CSW Broadband	Lower Norton – Parts of the Norton Curlieu Lane area – FTTP fibre broadband now available
20.11.20	WCC	Temporary closure of C93 Snitterfield Lane
20.11.20	WCC	Update on draining performance
24.11.20	WALC	71 <sup>st</sup> WALC Annual Report
24.11.20	WALC	WALC AGM and protection of minutes / documents
25.11.20	WDC	2021-2022 Municipal Year – WDC Calendar of meetings
30.11.20	WALC	E-scooters
30.11.20	WDC	Planning Enforcement Training Sessions
01.12.20	Southampton University	Covid-19 preventative behaviour and symptoms study
01.12.20	Gov.uk	Census 2021 Information
02.12.20	WDC	Tax Base and Precepts 2021/22

### 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
Less unrepresented cheques / payments not reconciled to bank statement		- £1,019.16
NatWest Reserve Account 1	5 November 2020	£8,961.62
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
<b>TOTAL</b>		<b>£34,436.39</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	Details	Amount
-		

### 3. Payments Made Since Last Meeting:

Date	Details	Amount
12 November 2020	WALC (Local Council Administration 12 <sup>th</sup> Edition)	£120.00
16 November 2020	PKF Littlejohn LLP (audit fee)	£240.00
28 November 2020	Clerk's Salary	£264.14

### 4. Items of Expenditure to be reviewed and approved:

Date	Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 1 December 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

2019/2020 Actual	Item	2020/2021 Budget	2020/2021 Actual YTD	2020/2021 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 44,313.58	Current A/C	£ 7,414.46	£ 10,352.80	£ 10,352.80
-£ 220.00	Less unrepresented cheques / payments not reconciled to statement	£ -	-£ 115.64	-£ 115.64
£ 9,370.59	General Reserves (Reserve A/C 1)	£ 7,002.64	£ 10,591.57	£ 10,591.57
£ 85.81	Depot Fund (Reserve A/C 2)	£ 85.93	£ 85.94	£ 85.94
£ 1.08	Depot Fund (Santander A/C)	£ -	£ 1.08	£ 1.08
£ 11,654.34	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,271.34	£ 12,271.34	£ 12,271.34
£ 65,205.40	<b>TOTAL BROUGHT FORWARD</b>	£ 26,774.37	£ 33,187.09	£ 33,187.09
<b>RECEIPTS</b>				
£ 9,000.00	Precept	£ 10,000.00	£ 10,000.00	£ 10,000.00
£ -	VAT Refund	£ -	£ -	£ -
£ 20.98	Bank Interest: Reserve A/C 1	£ 15.00	£ 3.59	£ 3.96
£ 0.13	Bank Interest: Reserve A/C 2	£ 0.12	£ 0.02	£ 0.02
£ -	Bank Interest: Santander	£ -	£ -	£ -
£ 617.00	Bank Interest: Cambridge & Counties	£ 180.00	£ 204.13	£ 204.13
£ 835.90	Other	£ -	£ -	£ -
£ 10,474.01	<b>TOTAL RECEIPTS</b>	£ 10,195.12	£ 10,207.74	£ 10,208.11
<b>GENERAL EXPENDITURE</b>				
£ 126.00	WALC Subscription	£ 130.00	£ 127.00	£ 127.00
£ 270.42	Insurance	£ 350.00	£ 274.32	£ 274.32
£ -	Seminars for Councillors	£ 100.00	£ 15.00	£ 15.00
£ -	Audit	£ 200.00	£ 200.00	£ 200.00
£ 3,952.76	Staff costs (includes payments to HMRC)	£ 3,300.00	£ 3,811.49	£ 4,904.53
£ 27.45	Clerk's travel expenses	£ 50.00	£ 20.25	£ 50.00
£ 42.00	Home working allowance	£ 42.00	£ 21.00	£ 42.00
£ 82.25	Admin Expenses: Stationery/Printing/Postage/etc	£ 100.00	£ 215.27	£ 250.00
£ -	Miscellaneous	£ 100.00	£ 95.00	£ 100.00
£ 115.64	Hire of Rooms	£ 250.00	£ -	£ -
£ 89.00	Society of Local Council Clerks Membership	£ 85.00	£ 92.00	£ 92.00
£ 40.00	Information Commissioners Office (data protection)	£ 40.00	£ 40.00	£ 40.00
£ 72.00	Clerk's Training	£ 100.00	£ 135.00	£ 162.00
£ 19.20	Website	£ 48.00	£ -	£ 48.00
£ -	Election Costs Fund annual increase	£ 1,000.00	£ -	£ -
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ 1,200.00	£ 1,200.00
£ 1,040.00	Section 137 Grants	£ 2,365.00	£ 150.00	£ 2,365.00
£ 548.00	Grants under Discretionary Powers	£ 400.00	£ -	£ 400.00
	VAT paid out on general expenditure (to be reclaimed) (NB. 2019/20 costs are shown with VAT included)	£ -	£ 108.20	£ 108.20
£ 7,624.72	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,860.00	£ 6,504.53	£ 10,378.05
<b>EXPENDITURE FROM RESERVES</b>				
£ 35,000.00	Depot Fund	£ -	£ -	£ -
£ -	Election Costs	£ -	£ 2,833.54	£ 2,833.54
£ 1,067.60	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ 683.65	£ 683.65
	VAT paid out on Assets Fund expenditure (to be reclaimed) (NB. 2019/20 costs are shown with VAT included)	£ -	£ 136.72	£ 136.72
£ 36,067.60	<b>TOTAL EXPENDITURE FROM RESERVES</b>	£ -	£ 3,517.19	£ 3,653.91
<b>At Year End 31.03.20</b>	<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>	<b>Budget 2020/2021</b>	<b>Actual YTD 2020/2021</b>	<b>Likely Year End Out-Turn 31.03.21</b>
£ 10,352.80	Current A/C	£ 7,554.46	£ 13,931.42	£ 9,038.74
-£ 115.64	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 1,019.16	£ -
£ 10,591.57	General Reserves (Reserve A/C 1)	£ 9,217.64	£ 8,961.62	£ 8,961.99
£ 85.94	Depot Fund (Reserve A/C 2)	£ 86.05	£ 85.96	£ 85.96
£ 1.08	Depot Fund (Santander A/C)	£ -	£ 1.08	£ 1.08
£ 12,271.34	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,451.34	£ 12,475.47	£ 12,475.47
£ 33,187.09	<b>TOTAL CARRIED FORWARD</b>	£ 29,309.49	£ 34,436.39	£ 30,563.24
<b>At Year End 31.03.20</b>	<b>DISPOSABLE FUNDS AT YEAR END</b>	<b>Budget 2020/2021</b>	<b>Actual YTD 2020/2021</b>	<b>Likely Year End Out-Turn 31.03.21</b>
£ 33,187.09	Total balance of accounts	£ 29,309.49	£ 34,436.39	£ 30,563.24
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 1,000.00	£ 666.46	£ 666.46
£ 4,314.01	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 5,764.01	£ 4,693.64	£ 4,693.64
£ 12,358.36	Less Depot Fund	£ 12,537.39	£ 12,562.51	£ 12,562.51
£ 13,014.72	<b>DISPOSABLE FUNDS</b>	£ 10,008.09	£ 16,513.78	£ 12,640.63

## 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/20/1570/AG	Littleworth Barn, Warwick Road, Littleworth, Norton Lindsey	Formation of a new road	Prior approval not required
W/20/1571/AG	Littleworth Barn, Warwick Road, Littleworth, Norton Lindsey	Erection of agricultural building	Prior approval not required

### 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)