

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindseypc@outlook.com)

To All Members of the Council

3 December 2020

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 8 December 2020 on Zoom.

Join via the Internet by going to <https://us05web.zoom.us/j/82889501329?pwd=MVlzRUoxVHNOOGIWU1BLUVhBODEwZz09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 828 8950 1329 and Password: rb5BtB. *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

20/12/08/01 Record of members present

20/12/08/02 To receive apologies for absence

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

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.

20/12/08/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 10 November 2020.

20/12/08/05 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.

20/12/08/06 Items to be taken in private session

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

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

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

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

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]*).
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*).
3. To consider, and resolve to accept if appropriate, the proposed budget (*Local Government Finance Act 1992, s.41*).
4. To consider, and resolve to agree if appropriate, switching to online banking (*Local Government Act 1972, s.111*).

20/12/08/11 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)

20/12/08/12 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)

20/12/08/13 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)

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

20/12/08/15 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.

20/12/08/16 Date of Next Meeting

Tuesday 12 January 2021 - Ordinary Meeting

20/12/08/17 Close

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 st 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 unpresented 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
<i>TOTAL</i>		£34,436.39

* 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 th 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
-		

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
BROUGHT FORWARD: BALANCE OF ACCOUNTS				
£ 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	TOTAL BROUGHT FORWARD	£ 26,774.37	£ 33,187.09	£ 33,187.09
RECEIPTS				
£ 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	TOTAL RECEIPTS	£ 10,195.12	£ 10,207.74	£ 10,208.11
GENERAL EXPENDITURE				
£ 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	TOTAL GENERAL EXPENDITURE	£ 9,860.00	£ 6,504.53	£ 10,378.05
EXPENDITURE FROM RESERVES				
£ 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	TOTAL EXPENDITURE FROM RESERVES	£ -	£ 3,517.19	£ 3,653.91
At Year End 31.03.20	BALANCE OF ACCOUNTS CARRIED FORWARD	Budget 2020/2021	Actual YTD 2020/2021	Likely Year End Out-Turn 31.03.21
£ 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	TOTAL CARRIED FORWARD	£ 29,309.49	£ 34,436.39	£ 30,563.24
At Year End 31.03.20	DISPOSABLE FUNDS AT YEAR END	Budget 2020/2021	Actual YTD 2020/2021	Likely Year End Out-Turn 31.03.21
£ 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	DISPOSABLE FUNDS	£ 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)