

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

7 January 2021

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 12 January 2021 on Zoom.

Join via the Internet by going to <https://us05web.zoom.us/j/85325984276?pwd=RGFyczdPWWITelp3YUJtaUNnUXdkQT09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 853 2598 4276 and Passcode: 6CwAp0. *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*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

### **21/01/12/01 Record of members present**

### **21/01/12/02 To receive apologies for absence**

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

### **21/01/12/03 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.

### **21/01/12/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meeting held on 8 December 2020.

### **21/01/12/05 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.

### **21/01/12/06 Items to be taken in private session**

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

### **21/01/12/07 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.

### **21/01/12/08 To receive an update on the Local Government Reorganisation**

**21/01/12/09 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.

**21/01/12/10 Items for consideration and resolution**

1. To consider, and resolve to approve if appropriate, the appointment of an additional councillor by co-option (*Statutory Instrument 2006 No. 3302 Rule 5 [5] and [6]*).
2. Donations for the maintenance of Church property:
  - a. to receive a report from the Churchyard Maintenance Working Party regarding donations for the maintenance of Church property and to note the Clerk's advice relating to such donations;
  - b. to consider and resolve to publish the Churchyard Maintenance Working Party report; and
  - c. based on the investigations of the working party to consider and resolve, if appropriate, that NPLC should agree that there is no clear, definitive and unambiguous legal position regarding the powers of Parish Councils to fund 'Church Maintenance' activities (rather there are a number of differing views, but not an unambiguous legal judgement) and that given the significant amenity and value to the Parish of these activities, a continuation of historic practice would be acceptable until such point a clear and definitive legal determination is made.
3. To consider, and resolve to accept if appropriate, the amount to be allocated to Section 137 payments (*Local Government Act 1972, s.137(4)(a)*)
4. To consider, and resolve to approve if appropriate, the Precept for the 2021/22 financial year (*Local Government Finance Act 1992, s.41*).
5. To consider, and resolve to agree if appropriate, switching to online banking (*Local Government Act 1972, s.111*) (*deferred from the December 2020 meeting*).

**21/01/12/11 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)

**21/01/12/12 Finance**

1. To note the internal audit of accounts for the period September-October 2020 (*omitted in error from the December 2020 meeting*)
2. To receive a report detailing account balances.
3. To note payments received since last meeting.
4. To note payments made since last meeting.
5. To review and approve items of expenditure.
6. To receive, approve and sign bank reconciliations prepared by the RFO.  
(Appendix 2 – circulated)

**21/01/12/13 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)

**21/01/12/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

**21/01/12/15 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.

**21/01/12/16 Date of Next Meeting**

Tuesday 9 February 2021 - Ordinary Meeting

**21/01/12/17 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
04.12.20	WALC	Warwickshire Police & Crime Commissioner Budget and Engagement Meeting – 17 December
14.12.20	Save Marle Hall	The children of Warwickshire need you
21.12.20	WCC	Local Rapid Covid-19 Testing to be rolled out in Leamington
22.12.20	WCC	Winter weather preparedness
23.12.20	SDC	South Warwickshire Plan SAVE THE DATE
04.01.21	WALC	Councillor training: understanding meetings & risk
06.01.21	WDC	Playground update
06.01.21	SDC	Draft gypsy and traveller and travelling showpeople SPD
07.01.21	WALC	Understanding The Planning System – council training

## 2. Legislation / Regulations

Date	Details
26.11.20	LTN 57   EASEMENTS OVER COMMON LAND AND VILLAGE GREEN

## 3. Other items for information

Date	Details
-	

# Appendix 2 – Finance

## 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 December 2020	£12,907.76
Less unpresented cheques / payments not reconciled to bank statement		-£316.10
NatWest Reserve Account 1	4 December 2020	£8,961.70
NatWest Reserve Account 2 *	4 December 2020	£85.97
Cambridge & Counties 95-Day Notice Account *	5 August 2020	£12,475.47
Santander Everyday Saving Account *	2 September 2020	£1.08
<i>TOTAL</i>		<b>£34,115.88</b>

\* Depot Fund

## 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
30 November 2020	NatWest – Interest on Reserve Account 1	£0.08
30 November 2020	NatWest – Interest on Reserve Account 2	£0.01
29 December 2020	Clerk - repayment of National Insurance	£29.22

## 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
24 December 2020	Clerk – underpaid salary November 2020	£7.28
29 December 2020	Clerk's Salary	£271.44
4 January 2021	HMRC – National Insurance	£71.10

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

Date	To / Details	Amount
12 January 2021	Clerk - overtime/expenses: October-December 2020	£346.15

## Accounts Year To Date as at 12 January 2020

Reconciled to NatWest Current Account bank statement dated 30 December 2020, NatWest Reserve Account 1 statement dated 4 December 2020 and Reserve Account 2 statement dated 4 December 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	£ 3.67	£ 3.96
£ 0.13	Bank Interest: Reserve A/C 2	£ 0.12	£ 0.03	£ 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	£ 10,207.83	£ 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	£ 4,132.09	£ 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	£ 6,825.13	£ 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	£ 12,907.76	£ 9,038.74
-£ 115.64	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 316.10	£ -
£ 10,591.57	General Reserves (Reserve A/C 1)	£ 9,217.64	£ 8,961.70	£ 8,961.99
£ 85.94	Depot Fund (Reserve A/C 2)	£ 86.05	£ 85.97	£ 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	£ 34,115.88	£ 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	£ 34,115.88	£ 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	£ 12,562.52	£ 12,562.51
£ 13,014.72	<b>DISPOSABLE FUNDS</b>	£ 10,008.09	£ 16,193.26	£ 12,640.63

# Appendix 3 – Planning

## 1. Planning Applications: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
W/20/1710	Millfield, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Application for a Lawful Development Certificate for the proposed erection of 2no. outbuildings. <i>For information only</i>	N/A
W/20/2069/TCA	Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Line of Leylandii - Fell (cut to a few feet/to stumps). <i>For information only</i>	N/A
W/20/1783	Hatton Country World, Dark Lane, Hatton, Warwick, CV35 8XA	Application for change of use of land to camping and caravanning site. <i>Whilst the substantive site lies outside of Norton Lindsey Parish, one of only two routes to the proposed development is substantially within the Parish and this application could involve increased traffic down narrow, single-track lanes</i>	TBC

## 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 and to consider, and resolve to submit additional comments where appropriate:

Reference	Address	Description
19/01618/OUT (Stratford DC)	Grade 3 Agricultural Land on Gannaway Farm, Brick Kiln Close,	Outline planning application for 12 affordable homes on land behind Brick Kiln Close, Curlieu Lane. <i>To note, discuss and determine if NLPC wishes to respond to the planning statement recently lodged by CCLT</i>

## 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)