

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 12 January 2021

Present: Cllr J Stobart (Chair); Cllr Miss A Birch; Cllr N Brown; Cllr Mrs K Elmhirst; Cllr M Neale  
WCC Cllr L Caborn; WDC Cllr J Matecki  
Parish Clerk: Mrs Jennifer Bendall  
Public: None

**21/01/12/01 Record of members present**  
Noted.

**21/01/12/02 To receive apologies for absence**  
Cllr Mrs A Mace-Leska was unable to join the meeting due to medical reasons. APPROVED.

**21/01/12/03 To receive declarations of interests (existence and nature) on Items on the Agenda**  
All councillors declared an interest in agenda item 21/01/12/10.3 and .4 (proposed budget and precept) as residents of the parish.

**21/01/12/04 Minutes of the last meeting(s)**  
The minutes of the Ordinary Meeting held on 8 December 2020 were taken as read, APPROVED and signed by the Chair.

**21/01/12/05 Clerk's report**  
To receive a report from the Clerk detailing:

- 1. Actions taken following the previous meeting**
  - The Clerk advised that she has received a map of the drains in the parish from WCC and will make sure that all the drains are listed on the map.
  - WDC Contract Services have now confirmed that they will empty the dog waste bin on Canada Lane instead of the one by the entrance to the Village Hall carpark, and they have advised that they will remove the redundant bin. Cllr Mrs Elmhirst offered to trim the undergrowth from around the bin on Canada Lane, and Cllr Neale is to create a sign to advise that dog waste can be left in the general waste bin on the pavement by the Village Hall. The Clerk is to ask Contract Services if they will empty the bin at the pedestrian entrance to the playing field as a one-off as this bin has been used despite notices advising that it is not being emptied.
  - The Clerk has not yet contacted WDC for an update on the grubbed-out hedges at Horsley House Farm.
- 2. Items actioned under the NLPC Scheme of Delegation**  
None.
- 3. Any day to day matters that NLPC should be aware of**  
None.

**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. It was RESOLVED that there are no items to be discussed 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.**  
It was noted that WCC Cllr Caborn has forwarded details of the WCC officer who is looking after the rewilding of verges and who is keen to engage with communities. It was also noted that NLPC has received a letter from a resident who is concerned that the land in front of the Stanks Horse Trough might be rewilded. The meeting noted that there has been no decision yet as to

which areas of verge will be rewilded, and that these concerns would be taken into consideration when that decision is made.

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

Nothing new to report.

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

The Chair advised that he had been in contact with the Wolverton Parish Council Chair regarding the proposed affordable housing behind Brick Kiln Close.

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

WDC Cllr Matecki advised that WDC is in favour of a South Warwickshire District Council, and it was noted that some heads of services are already shared with Stratford District Council and other areas where services can be joined are being investigated.

**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.**

- The drains on Main Street and Snitterfield Lane have now been jetted.
- The Wolverton Road gullies have been reported to County Highways for jetting, and the Clerk has been asked to identify the exact drains that are causing a problem.
- Three new gullies have been installed on Snitterfield Lane which has helped alleviate the flooding to a degree, but it was noted that they don't really work as there is a blockage further up the road. The contractors who installed the gullies have advised that this has been reported to WCC.

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

- There has been fly-tipping of building rubbish by the M40 bridge in Budbrooke parish. The Clerk to report to WDC.
- In December a vehicle had driven over part of Millennium Green and left deep ruts, but the area concerned has been repaired.
- On Warwick Road, the gullies between Tamarin Farm and the motorway need jetting. The Clerk to report.

**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]*).  
The meeting noted that Roger Mann had expressed an interest in re-joining NLPC. No other applications had been received. It was RESOLVED that Mr Mann should be co-opted onto NLPC, subject to continued eligibility and having the time for the meetings.
2. Donations for the maintenance of Church property:  
NLPC considered the Churchyard Maintenance Working Party report and the advice given in February 2020 by the Clerk. It was agreed that the Working Party report would be published on the website in the Grants section. Following discussion, Cllr Brown proposed, seconded by Cllr Miss Birch, that based on the investigations of the working party, 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, beneficial ownership 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.

Following a vote where four councillors voted in favour and Cllr Mrs Elmhirst voted against, it was RESOLVED that:

- i. NLPC will accept applications from the Parochial Church Council for activities related to the ongoing maintenance of
    - a. Holy Trinity Church Clock
    - b. The maintenance of the Churchyard of Holy Trinity (limited to horticultural activities such as grass-cutting)
    - c. The maintenance of the Holy Trinity Church Room
  - ii. No application by the PCC (or any other organisation) for an activity that could be seen as 'religious in nature' will be in order
  - iii. All applications from the PCC will be reviewed and voted upon in line with the stated grants policy of NLPC
    - a. An application does not indicate that a grant will be made
    - b. If a grant is made by NLPC to the PCC, the PCC will resolve to confirm in writing at the conclusion of the year for which the grant pertains, that all monies have been spent specifically and wholly on the project for which it was provided and will return any monies to NLPC not so expended.
  - iv. If grants are made, then wherever possible they will be provided using specific legislative powers of the Parish Council rather than the catch-all provisions of the Local Government Act 1972 s137
  - v. The Clerk of NLPC is asked to formally review annually (by the normal meeting previous to the opening of each 'round' of grants) if a final legal determination has been made concerning the Local Government Act 1894 provisions and/or if any other relevant change in the advice of NALC/WALC/Society of Local Clerks/ Church Of England has been made, commencing March 2022. NLPC will resolve after the presentation of the advice whether it wishes to continue to allow the PCC to apply for funding in the following years grant round(s).
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)*)  
It was AGREED that the budget for Section 137 payments should be set at £2,000 but it was noted that this can be reviewed if the need arises subject to not exceeding the section 137 allowance.
4. To consider, and resolve to approve if appropriate, the Precept for the 2021/22 financial year (*Local Government Finance Act 1992, s.41*).  
Following discussion and consideration of budget requirements for the forthcoming financial year, it was AGREED that the Precept requirement would remain at £10,000.00 to meet NLPCs financial obligations for the year 2021/22. The Clerk to submit the precept request to WDC.
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*).  
Following discussion, it was AGREED that NLPC would apply to join NatWest Bankline which is currently being piloted as a free service for unincorporated bodies. This service allows for an administrator to set up payments, and two councillors to authorise them, on the current account. Should the free service be withdrawn in the future, NLPC will reconsider the options available at that time.

#### **21/01/21/11 Items for information**

- 1. To note and consider correspondence received and resolve to action if appropriate.**  
Noted. There was discussion regarding notification from WDC that they will be removing recycling banks.
  - 2. To note any changes to legislation and regulations which relate to parish councils.** Noted.
  - 3. Other items for information.** None.
- (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*). NOTED.
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)

**21/01/12/13 Planning**

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

The application for a Lawful Development Certificate at Millfield on Wolverton Road was noted, as was the application to fell Leylandii trees at Big House Farm. NLPC is not required to comment on these applications. There was discussion regarding the planning application at Hatton County World for a change of use of land to a camping and caravanning site, and concerns were raised about the implication that increased traffic would have on the site access roads in Norton Lindsey parish. It was agreed that NLPC would object to this application. The meeting noted amendments to the planning application for 12 affordable homes behind Brick Kiln Close, and it was agreed that the amendments did not alter NLPC's original objection to the application. It was agreed that the original objection would be resubmitted to SDC and CCLT, with WPC and CPC receiving a copy. Cllr Brown to draft a response for approval prior to submission.  
(Appendix 3 – circulated)

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

- WCC Cllr Caborn advised that local Covid-19 vaccination sites were being set up through GP surgeries, arranged by the Primary Care networks. It is anticipated that there will be a major vaccination site at Stoneleigh Park by the end of month, and that it is intended that 47,000 vaccinations will take place each week by the end of January. Hopefully by the end of the month all care homes in Warwickshire will have been done. There is to be a lateral flow testing site in every district, and front-line staff and businesses are to be encouraged to go for regular, weekly testing. It was acknowledged that the majority of infections are transmitted through families. Public health staff, community staff and staff from other departments are being put onto Covid-19 work along with volunteers.
- Over the Christmas holidays, 15,000 cash food vouchers were issued. The same number will be issued over Easter, but these will be supermarket vouchers. WCC has supplied 1,000 more computers for those children in care and from low-income families.
- WCC has started work on the budget, and there is a strong message that Council Tax will be increased to cover the estimated £25million that WCC is out of pocket due to Covid-19 work. The proposed budget goes to cabinet at the end of month, and the main theme of the budget is recovery from Covid-19.
- It is quite likely that the May elections will be postponed, possibly until June or July. If it is any later, there is a risk that the elections will be delayed until next year.
- The safety scheme work on Norton Curlieu Lane was postponed due to staff shortages, but it is anticipated that all works can be scheduled before the end of the financial year.

Warwick District Council

- WDC Cllr Matecki advised that the reason the WDC recycling banks are to be closed is that they were first opened before there were home collections of recycling. Now there is a kerbside collection the service is no longer viable, and it appears that in a lot of cases the banks are used by commercial businesses instead of individuals.
- WDC has launched a new discretionary grant to help non-rateable businesses in the retail and hospitality industries which have been hit by Covid-19.
- The District Council has successfully bid for a high street regeneration fund of £10m.
- WDC has passed plans to set up a housing company which will be able to provide rented properties at market value rents rather than affordable housing, which is already provided by WDC and existing housing associations. The housing company will be a stand-alone company with any profits going into a general fund to help all residents, and it will be a responsible landlord building sustainable, energy efficient homes. WDC has been given the opportunity to go into a joint venture immediately to develop a site in Kenilworth.

**21/01/2021 Parish Report / Items for next meeting**

It was AGREED that Cllr Mrs Elmhirst would write the report for the February parish magazine.

**21/01/2021 Date of Next Meeting**

Tuesday 9 February 2021 - Ordinary Meeting

**21/01/2021 Close**

The meeting closed at 9.50pm

## Appendix 1 – Items for Information Only

### 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
08.01.21	WDC	Stakeholder briefing – coronavirus vaccination programme
08.01.21	WDC	Recycling bank removal
12.01.21	WCC	Rewilding of verges
12.01.21	NALC	Open letter to all councillors

### 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

NORTON LINDSEY PARISH COUNCIL

**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)