

**DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom at 7.45pm on 9 February 2021**

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

**21/02/09/01 Record of members present**

Noted. The Chairman welcomed Cllr Mann back to NLPC.

**21/02/09/02 To receive apologies for absence**

None.

**21/02/09/03 To receive declarations of interests (existence and nature) on items on the Agenda**

All Councillors declared an interest in agenda item 21/02/09/10.1 as residents of the parish, and also several councillors have direct involvement with organisations that have submitted grant applications.

**21/02/09/04 Minutes of the last meeting(s)**

The minutes of the Ordinary Meeting held on 12 January 2021 were taken as read, APPROVED and signed by the Chair.

**21/02/09/05 Clerk's report**

To receive a report from the Clerk detailing:

**1. Actions taken following the previous meeting**

- The Clerk advised that she has written to WDC Planning Enforcement regarding the hedges at Horsley House Farm but has not yet received a response.
- The Clerk has downloaded the online banking registration forms but has not had chance to complete them.
- The Clerk is still to forward documents from the last meeting – the Legal Topic Note from WALC concerning easements over common land and village greens, and a letter received from a resident concerning the possible rewilding of the verge by the Stanks horse trough.
- The meeting noted that the dog waste bin by the Village Hall carpark has been removed and that the bin on Canada Lane is now open and being used. The dog waste bin at the pedestrian entrance to the playing field has been emptied by WDC as a one-off and it has been resealed, and signs have been put up urging people to use the appropriate bins rather than dumping dog waste bags.

**2. Items actioned under the NLPC Scheme of Delegation**

None.

**3. Any day to day matters that NLPC should be aware of**

None.

**21/02/09/06 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.

**21/02/09/07 To receive an update on the Parish Council Action Plan**

**1. Review / action to improve aspects of the physical environment of the parish.**

Cllr Mrs Mace-Leska thanked WCC Cllr Caborn for forwarding rewilding information from WCC. Cllr Mrs Mace-Leska is to contact the WCC team responsible for verges, and she is in contact with neighbouring parishes who are also looking into rewilding verges. It was AGREED that Cllr Mrs Mace-Leska would write a report for the Parish Magazine giving more information about possible locations. Cllr Mann expressed concern that ragwort and other weeds would take hold on the verges if allowed to grow unchecked.

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

Nothing new to report.

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

Nothing new to report.

**21/02/09/08 To receive an update on the Local Government Reorganisation**

WCC has nothing to report. WDC and SDC have started to look at the legal requirements for forming a partnership.

**21/02/09/09 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 fly tipping by the M40 bridge has been cleared.
- Despite “repairs” to the previous damage caused to Millennium Green by a vehicle driving over it, more ruts have appeared.
- The Warwick Road gullies between Tamarin Farm and the M40 have been reported to County Highways for jetting. WCC Cllr Caborn advised that three new gulley emptying vehicles have been purchased by WCC due to issues with contractors.

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

- The meeting noted that the road surface outside Ransom on Snitterfield Lane is cracking and also that the area between the road and the pavement is breaking up and that the pavement on Snitterfield Lane is generally uneven. It was AGREED that the Clerk would ask the WCC County Highways Locality Officer to meet with a parish councillor to walk the road.

**21/02/09/10 Items for consideration and resolution**

**1. To consider, and resolve to approve if appropriate, the grant applications received for the financial year 2021/21.**

Following discussion and consideration of budget constraints it was agreed that grants would be awarded as follows:

Application From	Brief description	Sum Approved 09.02.2021	Legislation
Wolverton School	Pedestrian entrance from playground to new playing field	£250.00	Local Government Act 1972, s.137(4)(a)
Marie Curie	Donation to fund one night of care in the community	£0.00	Local Government Act 1972, s.137(4)(a)
Resident	To provide permanent metallic blue plaques for fallen WW1 soldiers	£475.00	Local Government Act 1972, s.137(4)(a)
NL Public Access Defibrillator (through the NL Village Hall & Playing Fields)	Defibrillator maintenance	£30.00	Local Government Act 1972, s.137(4)(a)
Norton Lindsey Playground	Donation towards running costs of playground	£350.00	Local government (Miscellaneous)
Norton Lindsey WI	Donation towards costs / bridge funding gap	£200.00	Local Government Act 1972, s.137(4)(a)
NL & Wolverton Cricket Club	Donation towards costs of junior equipment	£200.00	Local Government (Miscellaneous)
PCC / NL Church Clock	Donation to cover the costs of servicing	£200.00	Parish Councils Act 1957, s.2
NL Church Room	Donation towards insurance and electricity costs	£100.00	Local Government Act 1972, s.133
PCC / NL Churchyard	Donation towards maintenance costs	£250.00	Local Government Act 1972, s.214(6)
Norton Lindsey Village Hall	Donation towards running costs	£250.00	Local Government Act 1972, s.133

It was agreed that as Marie Curie was a national charity it did not qualify for funding under the NLPC Grants Policy.

The meeting was reminded that the Christmas decorations recently purchased had come from the LGA 1972 s.137(4)(a) budget, and that the annual honorarium/donation to costs of £50 for the maintenance of Millennium Green came from the budget for grants made under discretionary powers (Open Spaces Act 1906, ss.9-10).

**2. To consider the concerns raised by residents about parking on Church Road, and to resolve to approve if appropriate any action that NLPC could take to help alleviate the situation.**

The meeting noted that inconsiderate parking is an issue on several roads in the parish. Following discussion on what options are available and the limitations of what WCC can do, it was suggested that a notice be put in the Parish Magazine, on Facebook and on the noticeboards asking residents to be more considerate of other road users. The notice should be directed to all parish residents, and residents should be asked to ensure that any tradespeople visiting them are also considerate. Cllr Brown to draft a notice and circulate for approval. AGREED.

**21/02/09/11 Items for information**

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

Noted. Cllr Brown to contact Warwickshire Police regarding correspondence received about the Warwick Rural West Priorities, and Cllr Brown also to look into the WCC £1m Green Shoots Community Climate Change fund which is now open for applications.

**2. To note any changes to legislation and regulations which relate to parish councils.** Noted.

**3. Other items for information.** None.

(Appendix 1 – circulated)

**21/02/09/12 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. APPROVED.

5. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.

(Appendix 2 – circulated)

**21/02/09/13 Planning**

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

It was AGREED that Cllr Brown would draft and circulate for approval a response regarding the further amendments made by CCLT to the planning application for affordable housing behind Brick Kiln Close. The meeting noted that residents of Lower Norton had objected to the planning application at Hatton Country World.

(Appendix 3 – circulated)

**21/02/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
Warwickshire County Council

WCC Cllr Caborn advised that WCC has now set its budget, and he discussed WCC's new property company. Regarding Covid, he advised that numbers are coming down, with vaccinations and flow testing both going well.

Warwick District Council

WDC Cllr Matecki advised that an Executive meeting had taken place regarding the proposed merger with SDC, but it was noted that more work is required.

**21/02/09/15 Parish Report / Items for next meeting**

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

**21/02/09/16 Date of Next Meeting**

Tuesday 9 March 2021 - Ordinary Meeting

**21/02/09/17 Close**

The meeting closed at 9.40pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
14.01.21	WDC	Dog bins
14.01.21	WCC	Temporary closure of C93 Norton Curlieu Lane
19.01.21	WDC	Dog fouling stencils and posters
21.01.21	WCAVA	Your WCAVA Rural Capacity Officer for Warwick District
22.01.21	WCC	Local Transport Plan – consultation on key themes
22.01.21	WCC	Warwickshire Local Transport Plan
26.01.21	WDC	PDF version of Enforcement Training Presentation
01.02.21	WALC	Introduction to Equality, Diversity and Inclusion
02.02.21	WCC	£1m Green Shoots Community Climate Change Fund is now open for applications
05.02.21	WCC	Surface dressing programme 2021 – Warwickshire South
08.02.21	Warwickshire Police	Warwick Rural West Priorities
09.02.21	Census.gov	Census 2021
09.02.21	WALC	Training event: how to find new town and parish councillors
09.02.21	WCC	Temporary closure of C93 Norton Curlieu Lane

### 2. Legislation / Regulations

Date	Details
26.01.21	The Section 137 limit for 2021 - 2022 has been announced as £8.41.

### 3. Other items for information

Date	Details
-	

## Appendix 2 – Finance

### 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	29 January 2021	£12,565.22
Less unrepresented cheques / payments not reconciled to bank statement		-£579.01
NatWest Reserve Account 1	4 December 2020	£8,961.78
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
<b>TOTAL</b>		<b>£33,510.51</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
31 December 2020	NatWest – Interest on Reserve Account 1	£0.08

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 January 2021	Clerk's Salary	£271.44
29 January 2021	Cllr Miss Birch – Christmas decorations	£50.08

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

Date	To / Details	Amount
9 February 2021	Cllr N Brown – Christmas decorations, printing, frame	£182.78

NORTON LINDSEY PARISH COUNCIL

**Accounts Year To Date as at 9 February 2021**

Reconciled to NatWest Current Account bank statement dated 29 January 2021, NatWest Reserve Account 1 statement dated 5 January 2021 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	£ 3.75	£ 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	£ 10,207.91	£ 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	£ 4,725.08	£ 4,904.53
£ 27.45	Clerk's travel expenses	£ 50.00	£ 31.50	£ 50.00
£ 42.00	Home working allowance	£ 42.00	£ 31.50	£ 42.00
£ 82.25	Admin Expenses: Stationery/Printing/Postage/etc	£ 100.00	£ 217.65	£ 250.00
£ -	Miscellaneous	£ 100.00	£ 99.58	£ 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	£ 115.29	£ 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)	£ -	£ 126.66	£ 108.20
£ 7,624.72	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,860.00	£ 7,430.58	£ 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>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
At Year End 31.03.20		Budget 2020/2021	Actual YTD 2020/2021	Likely Year End Out-Turn 31.03.21
£ 10,352.80	Current A/C	£ 7,554.46	£ 12,565.22	£ 9,038.74
-£ 115.64	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 579.01	£ -
£ 10,591.57	General Reserves (Reserve A/C 1)	£ 9,217.64	£ 8,961.78	£ 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	£ 33,510.51	£ 30,563.24
<b>DISPOSABLE FUNDS AT YEAR END</b>				
At Year End 31.03.20		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	£ 33,510.51	£ 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	£ 15,587.89	£ 12,640.63

## Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/20/1846	Millfield, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Application for proposed Lawful Development Certificate for erection of single storey rear extension <i>For information only</i>	N/A

### 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 affordable homes on land behind Brick Kiln Close, Curlieu Lane <i>To note, discuss and determine if NLPC wishes to respond to the further revised planning statement recently lodged by CCLT</i>
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>To receive an update on the planning application</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
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### 7. To consider planning policies where appropriate

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### 8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)

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