

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

4 March 2021

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held at 7.45pm on Tuesday 9 March 2021 on Zoom.

Join via the Internet by going to <https://us04web.zoom.us/j/74234164835?pwd=ZEIrdEpRa3QzWkkrSWFDeUcrTkxNdz09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 742 3416 4835 and Passcode: BcEu2f.

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

21/03/09/01 Record of members present

21/03/09/02 To receive apologies for absence

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

21/03/09/03 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.

21/03/09/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 9 February 2021.

21/03/09/05 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.

21/03/09/06 Items to be taken in private session

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

21/03/09/07 To receive an update on the Parish Council Action Plan

1. Review / action to improve aspects of the physical environment of the parish.
2. Biodiversity audit of the parish and its surroundings.
3. Improve communication with parishioners and neighbouring authorities.

21/03/09/08 To receive an update on the Local Government Reorganisation

- 21/03/09/09 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.
 2. To report any new issues to be notified to the relevant authorities.
- 21/03/09/10 Items for consideration and resolution**
1. To consider, and resolve to approve if appropriate, funding to create a wildflower meadow on the verge outside Copper Crest and Waylands on Wolverton Road (*Highways Act 1980, s.96*)
 2. To consider, and resolve to approve if appropriate, which 4 Councillors are to be included as signatories for NatWest Bankline (*Local Government Act 1972, s.111*)
 3. To consider the requirements of the NLPC Risk Assessment (General) pertaining to assets, and resolve to approve if appropriate, an asset inspection rota and arrangements for carrying out professional safety checks of the stone signposts and trees on NLPC land (*Local Government [Miscellaneous Provision] Act 1953, s.4; Local Government Act 1972, s. 111; Parish Councils Act 1957, s.1*)
 4. To consider correspondence from WALC regarding the holding of the Annual Parish Meeting and Annual Parish Assembly, and resolve to approve if appropriate, the arrangements for these meetings (*Local Government Act 1972, s.111; Local Government Act 1972, Schedule 12, paragraph 15*)
- 21/03/09/11 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)
- 21/03/09/12 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)
- 21/03/09/13 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)
- 21/03/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 21/03/09/15 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.
- 21/03/09/16 Date of Next Meeting**
- To be confirmed
- 21/03/09/17 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
10.02.21	WALC	Members newsletter – 10 February
15.02.21	WCC	Temporary closure of B4463 Watery Lane
16.02.21	WALC	Consultation on new planning proposals
18.02.21	WCC	Surface dressing programme 2021
19.02.21	WDC	Warwick District People’s Inquiry into Climate Change
19.02.21	WCC	Promotion of the new Warwick District Timebank
19.02.21	WCC	Barratt Developments launches new foundation to mark 500,000 th home
22.02.21	WCC	Temporary closure of C93 Norton Curlieu Lane
24.02.21	Resident	Field below the churchyard
24.02.21	WALC	Holding of annual parish council meetings and annual assemblies
24.02.21	WALC	Members newsletter – 24 February
25.02.21	Warwickshire Police	Warwick Rural West SNT – voting priorities (2 emails)
01.03.21	CCLT	Doctors surgery and community shop
01.03.21	Resident	CCLT
03.03.21	Census.gov	Census 2021
03.03.21	Calor Gas	1 week to go until applications open (Calor Rural Community Fund)

2. Legislation / Regulations

Date	Details
February 2021	LTN 87 PROCUREMENT

3. Other items for information

Date	Details
-	

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	26 February 2021	£12,219.07
Less unpresented cheques / payments not reconciled to bank statement		-£2,384.30
NatWest Reserve Account 1	5 February 2021	£8,961.85
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>		£31,359.14

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
29 January 2021	NatWest – Interest on Reserve Account 1	£0.07

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
24 February 2021	Millennium Green maintenance honorarium	£50.00
28 February 2021	Clerk's Salary	£271.44

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
9 March 2021	Mrs J Bendall – admin expenses and homeworking allowance	£47.45

Accounts Year To Date as at 9 March 2021

Reconciled to NatWest Current Account bank statement dated 26 February 2021, NatWest Reserve Account 1 statement dated 5 February 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
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	£ 3.82	£ 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	TOTAL RECEIPTS	£ 10,195.12	£ 10,207.98	£ 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	£ 4,996.52	£ 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	£ 595.29	£ 2,365.00
£ 548.00	Grants under Discretionary Powers	£ 400.00	£ 1,400.00	£ 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	TOTAL GENERAL EXPENDITURE	£ 9,860.00	£ 9,582.02	£ 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	£ 12,219.07	£ 9,038.74
-£ 115.64	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 2,384.30	£ -
£ 10,591.57	General Reserves (Reserve A/C 1)	£ 9,217.64	£ 8,961.85	£ 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	TOTAL CARRIED FORWARD	£ 29,309.49	£ 31,359.14	£ 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	£ 31,359.14	£ 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	DISPOSABLE FUNDS	£ 10,008.09	£ 13,436.52	£ 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
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	Refused

4. To receive updates to planning applications and to consider, and resolve to submit additional comments where appropriate:

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)