

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

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr K Elmhirst; Cllr Mace-Leska;
Cllr M Neale
WCC Cllr L Caborn; WDC Cllr J Matecki

Parish Clerk: Jennifer Bendall

Public: None

21/03/09/01 Record of members present

Noted.

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

Apologies were received from Cllr Mann who was unable to attend the meeting due to a prior business engagement. APPROVED.

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

The Chairman declared an interest in agenda item 21/03/09/10.1 as a family member of the residents interested in rewilding verges.

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

The Clerk apologised for the late circulation of the minutes of the Ordinary Meeting held on 9 February 2021. Deferred until the next meeting.

21/03/09/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

The Clerk advised that the resident who had previously been responsible for the maintenance of Millennium Green was no longer involved. The Clerk to write to the residents who have taken over the mowing to thank them and to explain that the PC would like to continue providing an annual honorarium towards the costs incurred.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

None.

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. It was RESOLVED that there are no items to be discussed 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.

Cllr Mace-Leska feels that there is a need to re-explain in the Parish Magazine what rewilding is as she believes there is a misconception of what it involves. We should emphasise that everywhere is now too green and we need to bring back flowers, and we should put more in the Parish Magazine to appeal to younger readers. WCC Cllr Caborn advised that he had brought up rewilding at the WCC Cabinet meeting.

2. Biodiversity audit of the parish and its surroundings.

Regarding the carrying out of the audit, Cllr Mace-Leska advised that she would try to involve the resident from Lower Norton who had expressed an interest with the biodiversity audit.

3. Improve communication with parishioners and neighbouring authorities.

WALC is holding a webinar regarding managing social media. Cllr Brown is to look at the agenda for the webinar to see if there is anything useful on it, and he will seek approval by email if he would like to attend. 21/03/09/08 To receive an update on the Local Government Reorganisation
It was noted that WDC and SDC are still keen to pursue a merger and that it should be known by this Summer if it is likely to be possible.

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.

Road surface/pavement on Snitterfield Lane – the WCC County Highways Locality Officer is able to meet a councillor to view the various issues. Cllr Brown advised that he was available and would liaise with the Clerk re timings.

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

None.

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*)

There was discussion regarding fencing around rewilded areas, the timing of seed sowing, and the amount of seed required. It was noted that NLPC needs to consult with WCC as they have responsibility for the verges, and WCC Cllr Caborn agreed to find out more information. It was agreed that it would be useful to compare the two methods of rewilding – seeding or waiting to see what comes up. It is unlikely that a precedent will be set if NLPC buys seed for one resident this year, and it is possible that WCC may have grants available in the future. There was discussion of budget allocation, and it was AGREED that NLPC would fund the purchase of seed to a maximum value of £230, subject to WCC Highways approval.

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*)

It was AGREED that the Chairman and Cllrs Elmhirst, Neale and Brown would remain signatories for online banking.

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*)

It was AGREED that all Councillors would take responsibility for checking the assets as and when they are passing them, and Cllr Brown will set up an online asset inspection spreadsheet which all Councillors will be able to access. The Clerk advised that she will check the noticeboards. It was also AGREED that Cllr Brown will contact the County Highways Localities Officer to ask about ownership of the Victorian signpost and report back at a future meeting.

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*)

Following discussion of the advice received regarding the ending of legislation on 7 May which allows for virtual meetings and the delay until face-to-face meetings can be held, it was AGREED that:

- NLPC would hold the Parish Assembly virtually at 7.30pm on Tuesday 20 April;
- The Annual PC Meeting (and an ordinary meeting if there is urgent business) would be held virtually at 7.45pm on Tuesday 4 May;
- There would be no meeting in June; and

- The July meeting would be held at 7.45pm on Tuesday 13 July in the Village Hall (to allow for greater social distancing).
- As usual there will be no ordinary meeting in August, and the situation will be reviewed in time for the September meeting.

21/03/09/11 Items for information

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

Noted.

A resident has written concerned with the potential rewilding of the Stanks at the end of Canada Lane. Following discussion, it was AGREED that this area will not be rewilded. It was suggested that it could possibly be planted with Spring bulbs and it was AGREED that NLPC will talk to County Highways to ask that the contractors don't mow the grass in this area so low. NLPC have received an email from Claverdon Community Land Trust (CCLT) offering to provide Norton Lindsey with a shop and a doctor's surgery. Discussion took place regarding the suggestion, and it was noted that it is unlikely that a surgery is a viable proposition and that CCLT have no land on which to build either a shop or a surgery. It was AGREED that the Chairman would draft and circulate a response for approval.

NLPC has received a complaint from a resident concerning the CCLT articles which appear in the Parish Magazine which they consider to be propaganda. It was AGREED that NLPC, in conjunction with Wolverton Parish Council (WPC), would publish a statement in the Parish Magazine regarding the outline planning application for affordable housing off Curlieu Lane which has been refused permission by Stratford District Council. Cllr Brown had circulated a draft statement prepared with WPC prior to the meeting. AGREED.

NLPC has been contacted by a resident concerned that there are bits of plastic in the muck waiting to be spread on the Church Furlong field. It was AGREED that the Chairman would write to the farmer to seek further clarification.

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

3. Other items for information. None.

(Appendix 1 – circulated)

21/03/09/12 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)

21/03/09/13 Planning

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

The meeting noted that the planning application for affordable housing behind Brick Kiln Close had been refused.

(Appendix 3 – circulated)

21/03/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwickshire County Council

WCC Cllr Caborn updated the meeting on the current Covid situation and WCC's post-Covid plans, the new homelessness strategy published for Warwickshire, and information about WCC's new property company.

Warwick District Council

WDC Cllr Matecki spoke about support for Covid hit companies, the possible merger with SDC, the new homelessness policy which is out for consultation, the climate emergency, and the current position of the Poultry Farm planning application.

21/03/09/15 Parish Report / Items for next meeting
None.

21/03/09/16 Date of Next Meeting
Tuesday 9 March 2021 - Ordinary Meeting

21/03/09/17 Close
The meeting closed at 9.40pm

DRAFT

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 Curliu 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)
		Rewilding
		Watery Lane
		WALC training

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 unrepresented 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
TOTAL		£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

NORTON LINDSEY PARISH COUNCIL

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 un-presented 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 un-presented 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)