

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
(tel: 01926 843534, email: nortonlindseyipc@outlook.com)

To All Members of the Council

28 April 2021

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held via Zoom on Tuesday 4 May 2021 immediately following the Annual Meeting of Norton Lindsey Parish Council being held on the same evening.

Join via the Internet by going to <https://us04web.zoom.us/j/78175489279?pwd=STcyY2NxUm5vOEZqUFJpU3VvcVFVdz09>, or join by telephone by dialling 0330 088 5830 (note that charges will apply), and entering Meeting ID: 781 7548 9279 and Passcode: QX1F1b. 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

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

## Agenda

**21/05/04/01 Record of members present**

**21/05/04/02 To receive apologies for absence**

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

**21/05/04/03 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.

**21/05/04/04 Minutes of the last meeting(s)**

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

**21/05/04/05 To provisionally approve the Minutes of the Annual Parish Assembly held on Thursday 29 April 2021**

*Councillors are advised that the Minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2022*

**21/05/04/06 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.

**21/05/04/07 Items to be taken in private session**

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

**21/05/04/08 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)

**21/05/04/09 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)

**21/05/04/10 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)

**21/05/04/11 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

**21/05/04/12 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.

**21/05/04/13 Date of Next Meeting**

Wednesday 7 July 2021 – to be confirmed

**21/05/04/14 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
10.03.21	WALC	WALC members newsletter – 10 March
23.03.21	WCC	Director of Public Health – annual report
24.03.21	WALC	WALC members newsletter – 24 March
24.03.21	Keep Britain Tidy	The Great British Spring Clean 2021
31.03.21	WALC	Government consultation on remote meetings
07.04.21	WCC	Warwickshire School Admissions Service
14.04.21	WALC	WALC members newsletter – 14 April
14.04.21	WALC	National Code of Conduct
16.04.21	Resident	Poultry Farm
21.04.21	WALC	National Code of Conduct
26.04.21	WALC	DCMS rural broadband consultation
27.04.21	WDC	WDC Annual Meeting 5 May
28.04.21	WALC	WALC members newsletter – 28 April
28.04.21	WALC	Training event: understanding council meetings

## 2. Legislation / Regulations

Date	Details
01.03.21	LTN 31   LOCAL COUNCIL GENERAL POWERS
01.04.21	LTN 37   FREEDOM OF INFORMATION
12.04.21	F01-21   VAT REVERSE CHARGING RULES
12.04.21	F02-21   CHANGES TO PUBLIC PROCUREMENT THRESHOLDS

## 3. Other items for information

Date	Details
-	

# Appendix 2 – Finance

## 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	26 February 2021	£9,321.23
Less unpresented cheques / payments not reconciled to bank statement		-£557.08
NatWest Reserve Account 1	5 February 2021	£8,962.00
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>£30,288.67</b>

\* Depot Fund

## 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
26 February 2021	NatWest – Interest on Reserve Account 1	£0.07
31 March 2021	NatWest – Interest on Reserve Account 1	£0.08

## 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 February 2021	Clerk's Salary	£271.44
28 March 2021	Clerk's Salary	£271.44
15 April 2021	Clerk – advance for purchase of WW1 memorial signs	£382.29
15 April 2021	WALC – annual subscription	£148.00

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

Date	To / Details	Amount

## Accounts Year To Date as at 30 April 2021

Reconciled to NatWest Current Account bank statement dated 30 March 2021, NatWest Reserve Account 1 statement dated 1 April 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

2020/2021 Actual	Item	2021/2022 Budget	2021/2022 Actual YTD	2021/2022 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 10,352.80	Current A/C	£ 9,038.74	£ 9,995.96	£ 9,995.96
-£ 115.64	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 430.08	£ 430.08
£ 10,591.57	General Reserves (Reserve A/C 1)	£ 8,961.99	£ 8,962.00	£ 8,962.00
£ 85.94	Depot Fund (Reserve A/C 2)	£ 85.96	£ 85.97	£ 85.97
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	£ 1.08
£ 12,271.34	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,475.47	£ 12,475.47	£ 12,475.47
£ 33,187.09	<b>TOTAL BROUGHT FORWARD</b>	£ 30,563.24	£ 31,090.40	£ 31,090.40
<b>RECEIPTS</b>				
£ 10,000.00	Precept	£ 10,000.00	£ -	£ 10,000.00
£ -	VAT Refund	£ 430.00	£ -	£ -
£ 3.97	Bank Interest: Reserve A/C 1	£ 3.75	£ -	£ 3.96
£ 0.03	Bank Interest: Reserve A/C 2	£ 0.12	£ -	£ 0.02
£ -	Bank Interest: Santander	£ -	£ -	£ -
£ 204.13	Bank Interest: Cambridge & Counties	£ 124.00	£ -	£ 204.13
£ -	Other	£ -	£ -	£ -
£ 10,208.13	<b>TOTAL RECEIPTS</b>	£ 10,557.87	£ -	£ 10,208.11
<b>GENERAL EXPENDITURE</b>				
£ 127.00	WALC Subscription	£ 140.00	£ 127.00	£ 127.00
£ 274.32	Insurance	£ 350.00	£ -	£ 350.00
£ 15.00	Seminars for Councillors	£ 100.00	£ -	£ 100.00
£ 200.00	Audit	£ -	£ -	£ -
£ 5,267.96	Staff costs (includes payments to HMRC)	£ 3,450.00	£ 271.44	£ 3,450.00
£ 35.55	Clerk's travel expenses	£ 50.00	£ -	£ 50.00
£ 42.00	Home working allowance	£ 42.00	£ -	£ 42.00
£ 245.06	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ -	£ 125.00
£ 99.58	Miscellaneous	£ 500.00	£ -	£ 500.00
£ -	Hire of Rooms	£ 250.00	£ -	£ -
£ 92.00	Society of Local Council Clerks Membership	£ 100.00	£ -	£ 100.00
£ 40.00	Information Commissioners Office (data protection)	£ 45.00	£ -	£ 45.00
£ 135.00	Clerk's Training	£ 100.00	£ -	£ 100.00
£ -	Website	£ 75.00	£ -	£ 75.00
£ -	Election Costs Fund annual increase	£ -	£ -	£ -
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ -	£ 1,200.00
£ 595.29	Section 137 Grants	£ 2,000.00	£ 382.29	£ 1,617.71
£ 1,350.00	Grants under Discretionary Powers	£ 500.00	£ -	£ 500.00
£ -	Annual Parish Council Report	£ 100.00	£ -	£ 100.00
£ -	Parish Plan	£ 500.00	£ -	£ 500.00
£ 132.15	VAT paid out on general expenditure (to be reclaimed) (NB. 2019/20 costs are shown with VAT included)	£ 100.00	£ 21.00	£ 100.00
£ 9,850.91	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,727.00	£ 801.73	£ 9,081.71
<b>EXPENDITURE FROM RESERVES</b>				
£ -	Depot Fund	£ -	£ -	£ -
£ 2,833.54	Election Costs	£ -	£ -	£ -
£ 683.65	Assets Fund (purchase, repair, renewal, inspection)	£ 625.00	£ -	£ 625.00
£ 136.72	VAT paid out on Assets Fund expenditure (to be reclaimed) (NB. 2019/20 costs are shown with VAT included)	£ 125.00	£ -	£ 125.00
£ 3,517.19	<b>TOTAL EXPENDITURE FROM RESERVES</b>	£ 750.00	£ -	£ 750.00
<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
Actual YTD 2020/2021		Budget 2021/2022	Actual YTD 2021/2022	Likely Year End Out-Turn 31.03.22
£ 9,995.96	Current A/C	£ 9,741.74	£ 9,321.23	£ 10,594.33
£ 430.08	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 557.08	£ -
£ 8,962.00	General Reserves (Reserve A/C 1)	£ 9,415.74	£ 8,962.00	£ 10,165.96
£ 85.97	Depot Fund (Reserve A/C 2)	£ 85.96	£ 85.97	£ 85.99
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	£ 1.08
£ 12,475.47	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,599.47	£ 12,475.47	£ 12,679.60
£ 31,090.40	<b>TOTAL CARRIED FORWARD</b>	£ 31,843.99	£ 30,288.67	£ 33,526.96
<b>DISPOSABLE FUNDS AT YEAR END</b>				
Actual YTD 2020/2021		Budget 2021/2022	Actual YTD 2021/2022	Likely Year End Out-Turn 31.03.21
£ 31,090.40	Total balance of accounts	£ 31,843.99	£ 30,288.67	£ 33,526.96
£ 666.46	Less Sum retained for Electoral Expenses	£ 1,000.00	£ 666.46	£ 666.46
£ 4,693.64	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 5,764.01	£ 4,693.64	£ 4,693.64
£ 12,562.52	Less Depot Fund	£ 12,537.39	£ 12,562.52	£ 12,766.67
£ 13,167.78	<b>DISPOSABLE FUNDS</b>	£ 12,542.59	£ 12,366.05	£ 15,400.19

## Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/21/0135	Paddox Hollow, Main Street, Norton Lindsey, Warwick CV35 8JA	Two storey side extension and first floor extension over sitting room	11.05.21
W/21/0740/TCA	High Paddox, Main Street, Norton Lindsey, Warwick, CV35 8JA	Various tree works <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
W/20/1846	Millfield, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Application for proposed Lawful Development Certificate for erection of single storey rear extension	Prior approval not required

### 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)