

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held on Zoom following the Annual Meeting on 4 May 2021

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

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

Noted.

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

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

### **21/05/04/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

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

The minutes of the Ordinary Meetings held on 9 February 2021 and 9 March 2021 were taken as read, APPROVED and signed by the Chair.

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

Councillors were advised that the minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2022. A typing error in Appendix 1 of the minutes of the Annual Parish Assembly was corrected, and then they were APPROVED and provisionally signed.

### **21/05/04/06 Clerk's report**

To receive a report from the Clerk detailing:

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

- The purchase of blue plaques to mark the fallen WW1 soldiers, as agreed at the February meeting, had been made. As the purchase of these signs had come in well under the approved budget, NLPC had been asked if they would consider the purchase of an additional plaque for the fallen WW2 soldier, and this was AGREED.
- The Clerk advised that the seed for the rewilding of the verge on Wolverton Road had been purchased.

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

The Clerk advised that she had received Cllr Mace-Leska's resignation and that she would start the process of notifying the District Council of the casual vacancy and displaying the necessary notices. Thanks were given to Cllr Mace-Leska for all that she had done whilst a Parish Councillor.

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

- It was noted that the first half of the precept had been paid by WDC.
- The Clerk advised that recent High Court action to extend the legislation allowing parish councils to hold virtual meetings after 7 May had failed.
- The Clerk advised that the Joint Panel on Accountability and Governance (JPAG) were recommending that smaller authorities should have their own secure email addresses for their councillors rather than relying on the use of personal e-mail addresses, and that smaller authorities should also use gov.uk web sites. The Clerk will obtain further information and report back at the July or September meeting.

**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. It was RESOLVED that there are no items to be discussed with the public excluded.

**21/05/04/08 Items for information**

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

Noted.

- Following discussion regarding the Government consultation on remote meetings, it was agreed that NLPC would not respond.
- The meeting noted that the Local Government Association had proposed a new national Code of Conduct which has been adopted by the National Association of Local Councils (NALC), and as Districts Boroughs, Unitaries and County Councils will be following suit, it is recommended that parish councils also adopt it once the District Council have done so.
- Correspondence from residents concerning the Poultry Farm planning application had been copied to NLPC, and whilst no action is required at this time NLPC discussed the comments made by residents.
- It was agreed the DCMS rural broadband consultation should be forwarded to the resident who has recently been looking into the broadband provision in the parish.
- The date of the South Warwickshire Local Plan Q&A was noted, and it was agreed to wait for further information and advertise the session to the public if necessary.

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

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

(Appendix 1 – circulated)

**21/05/04/09 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.** None.

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

(Appendix 2 – circulated)

**21/05/04/10 Planning**

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

It was AGREED that NLPC was neutral to the planning application at Paddox Hollow and had no comments to make. An application for tree works at High Paddox was noted, along with the decision that prior approval was not required for the application at Millfield.

(Appendix 3 – circulated)

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

WDC Cllr Matecki advised that leisure facilities have now re-opened, with socially distanced gyms and one-way systems in place, etc. It is planned that the Spa Centre and Pump Rooms will be re-opened in the next few months.

WCC Cllr Caborn advised that the new property company set up by WCC is interviewing for a Chief Executive and a Chief Operating Director, and that WCC is looking at public health to see about getting back to “some sort of normal”. He also gave an update on Covid, including information about a recent outbreak in Dordon in north Warwickshire and the withdrawal of Government funding from 6 lateral flow test sites in June resulting in their closure. People can now take lateral flow tests at home, and it was noted that issues may arise as Covid restrictions start to be lifted and people relax their guard. WCC will deal with any issues as they crop up.

Cllr Caborn also gave a brief review of his road safety budget for the year 2020/21 and advised that the funding for pedestrian signs on Snitterfield Lane is secure but that NLPC will need to walk the route with either the County Highways Minor Works Team or the Locality Officer.

**21/05/04/12 Parish Report / Items for next meeting**

- It was suggested that investigations into the creation of a safe footpath on Snitterfield Lane from Arles Cottage to the Blacon Farm track could be added to the Action Plan for 2021/22.
- Cllr Brown advised that he had walked Snitterfield Lane with the WCC Locality Officer, looking at the areas where the road and pavement surfaces need repairs, particularly outside St Hild, Ramdon and Tracery. The Locality Officer advised that WCC will look at replacing the entire pavement on Snitterfield Lane but it was noted that it will be subject to budget restraints.
- Cllr Brown asked if NLPC should look at doing something to celebrate the Queen's Platinum Jubilee in 2022 as we have celebrated each of the previous jubilees. To be discussed at the July meeting.
- As this would be the last meeting attended by WCC Cllr Caborn, who is retiring, the Chairman expressed thanks to him on behalf of NLPC for his many years of service as both District and County representative for Norton Lindsey.

**21/05/04/13 Date of Next Meeting**  
Wednesday 7 July 2021

**21/05/04/14 Close**  
The meeting closed at 9.12pm

## 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
29.04.21	WALC	Update on virtual council meetings
29.04.21	WCC	Delegated budget 2020/21
30.04.21	WDC	Litter campaign Spring 2021
04.05.21	WDC	South Warwickshire Local Plan consultation

### 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 unrepresented 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

NORTON LINDSEY PARISH COUNCIL

**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 Neutral, no comments	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)