

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held at Norton Lindsey Village Hall at 7.45pm on 7 July 2021

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr K Elmhirst
Parish Clerk: Jennifer Bendall
Public: None

21/07/07/01 Record of members present

Noted.

21/07/07/02 To receive apologies for absence

Apologies were received from Cllr Neale who couldn't attend due to Covid-19 restrictions and Cllr Mann who was working. APPROVED. Apologies were also received from WDC/WCC Cllr Matecki.

21/07/07/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

21/07/07/04 Minutes of the last meeting(s)

The minutes of the Annual and Ordinary Meetings held on 4 May 2021 and the Extra Ordinary Meeting held on 25 June 2021 were taken as read, APPROVED and signed by the Chair.

21/07/07/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

- The Clerk advised that the Annual Governance and Accountability Return (AGAR) Exemption Certificate had been submitted to the external auditor, and that the relevant pages of the AGAR and the Notice of Public Rights had been displayed as required on the notice boards and website.
- WDC have confirmed that they have received no requests for a bye-election to be held following the resignation of Cllr Mace-Leska, and the Clerk advised that she will proceed with advertising the vacancy by co-option.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

None.

21/07/07/06 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.

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

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

It was noted that the WDC Contractors responsible for mowing the verges within the village had mowed the area that is being rewilded outside Copper Crest and Waylands on Wolverton Road. It was AGREED that NLPC would make a formal request that this area is to be left uncut in future, along with the area of verge from the other side of Waylands drive down to the Norton Lindsey sign.

2. Biodiversity audit of the parish and its surroundings.

Nothing to report.

3. Improve communication with parishioners and neighbouring authorities.

Nothing to report.

21/07/07/08 To receive an update on the Local Government Reorganisation

It was noted that a number of residents in Warwickshire are to be contacted for their views on the potential reorganisation, along with Parish Councils.

21/07/07/09 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 – done.

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

Flood signs had to be put out on Snitterfield Lane due to the recent torrential rain. It was noted that the drains had been unable to cope with the amount of water and had overflowed, including sewage. Cllr Brown to report to County Highways.

21/07/07/10 Items for consideration and resolution

1. To consider, and resolve to adopt if appropriate, the LGA model national Councillor Code of Conduct (subject to adoption by WDC)

Defer to next meeting.

2. To receive an update on the application for NatWest Bankline and to consider, and resolve to approve if appropriate, which Councillor should be removed as signatory on the account (*Local Government Act 1972, s.111*)

The Clerk advised that NatWest had not removed all the required signatories due to confusion regarding how one of the names appeared on the account, and that another Councillor needed to be removed to allow NLPC to sign up for online banking. It was AGREED that Cllr Elmhirst would also be removed as a signatory, leaving Cllrs Stobart, Neale and Brown as full signatories, and the Clerk as the administrator.

3. To consider, and resolve to approve if appropriate, how NLPC can celebrate the Queen's Platinum Jubilee in 2022 (*Local Government Act 1972 s.137*)

It was AGREED that a working group would be set up to discuss options and report back in September.

4. To consider, and resolve to agree if appropriate, the location for future meetings of NLPC due to Covid 19 regulations

It was AGREED that future meetings would return to the Church Room.

21/07/07/11 Items for information

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

It was NOTED that a working party had submitted a response regarding the South Warwickshire Local Plan. It was AGREED that details of the Boundary Commission for England 2023 Review would be displayed on Facebook and in the Parish Magazine, and that Cllr Brown would draft a response to the consultation from NLPC.

2. To note any changes to legislation and regulations which relate to parish councils. None.
3. Other items for information. None.

(Appendix 1 – circulated)

21/07/07/12 Finance

1. To receive a report detailing account balances. RECEIVED. It was NOTED that the unrepresented payments were from the previous financial year and it was AGREED that the Clerk would remind the recipients that time was running out for them to be banked.
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)

21/07/07/13 Planning

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

It was AGREED that NLPC supported the proposed fitting of Cedral cement panelling on Foldyard House as it would improve the street scene. The meeting NOTED that the planning application for the Chicken Farm had been withdrawn from the Planning Committee meeting.
(Appendix 3 – circulated)

21/07/07/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
None.

21/07/07/15 Parish Report / Items for next meeting

Cllr Brown advised that the proposed affordable housing in Breech Lane in Claverdon would soon be going before SDC Planning Committee.

21/07/07/16 Date of Next Meeting

Wednesday 15 September 2021 - Ordinary Meeting

21/07/07/17 Close

The meeting closed at 8.25pm

Appendix 1 – Items for Information

1. Correspondence

| Date | From | Subject |
|----------|-------------------------|--|
| 06.05.21 | WDC | Information brochure available on WDC website on CIL |
| 10.05.21 | WDC / SDC (2 emails) | South Warwickshire Local Plan – Scoping and Call for Sites Consultation |
| 12.05.21 | WALC | Members Newsletter |
| 12.05.21 | WDC | The Guide to the 2023 Review of Parliamentary Boundaries |
| 21.05.21 | WDC | New Civic Year |
| 26.05.21 | WALC | Members Newsletter |
| 09.06.21 | WALC | Members Newsletter |
| 08.06.21 | Matt Western MP | Boundary Commission for England 2023 Review |
| 11.06.21 | WALC | Finance for Councillors training |
| 14.06.21 | WCAVA | Birmingham 2022 Commonwealth Games Volunteer Programme |
| 22.06.21 | WALC | South Warwickshire Local Plan |
| 23.06.21 | WALC | Members Newsletter |
| 28.06.21 | WALC | All Churches Alliance – Plunkett Foundation |
| 29.06.21 | Highways England | Advanced notification of A46 northbound Warwick Bypass resurfacing |
| 02.07.21 | WDC | Commonwealth Collective Posters for Birmingham 2022 Commonwealth Games Volunteer Programme |

2. Legislation / Regulations

| Date | Details |
|------|---------|
| - | |
| | |
| | |

3. Other items for information

| Date | Details |
|------|---------|
| - | |
| | |
| | |

Appendix 2 – Finance

1. Account Balances:

| Account | Statement Date | Balance |
|--|------------------|-------------------|
| NatWest Current Account | 28 June 2021 | £13,308.08 |
| Less unpresented cheques / payments not reconciled to bank statement | | -£330.08 |
| NatWest Reserve Account 1 | 4 June 2021 | £8,962.14 |
| 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 | | £34,502.66 |

* Depot Fund

2. Payments Received Since Last Meeting:

| Date | From / Details | Amount |
|---------------|---|-----------|
| 30 April 2021 | NatWest – Interest on Reserve Account 1 | £0.07 |
| 30 April 2021 | Warwick District Council – first half of Precept | £5,000.00 |
| 28 May 2021 | NatWest – Interest on Reserve Account 1 | £0.07 |
| 4 June 2021 | Aviva – repayment of insurance excess (Millennium Green accident) | £250.00 |
| | | |

3. Payments Made Since Last Meeting:

| Date | To / Details | Amount |
|---------------|--|---------|
| 28 April 2021 | Clerk's Salary | £271.44 |
| 7 May 2021 | Clerk – advance for purchase of WW2 memorial sign and seed for rewilding verge | £218.95 |
| 28 May 2021 | Clerk's Salary | £271.44 |
| 18 June 2021 | Norris & Fisher – insurance | £274.32 |
| 28 June 2021 | Clerk's Salary | £271.44 |
| | | |

4. Items of Expenditure to be reviewed and approved:

| Date | To / Details | Amount |
|------|--------------|--------|
| - | | |
| | | |

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 7 July 2021

Reconciled to NatWest Current Account bank statement dated 28 June 2021, NatWest Reserve Account 1 statement dated 4 June 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 |
|---|---|---------------------|-------------------------|--------------------------------------|
| BROUGHT FORWARD: BALANCE OF ACCOUNTS | | | | |
| £ 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, Asset Fund, Electoral Expenses (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 | TOTAL BROUGHT FORWARD | £ 30,563.24 | £ 31,090.40 | £ 31,090.40 |
| RECEIPTS | | | | |
| £ 10,000.00 | Precept | £ 10,000.00 | £ 5,000.00 | £ 10,000.00 |
| £ - | VAT Refund | £ 430.00 | £ - | £ - |
| £ 3.97 | Bank Interest: Reserve A/C 1 | £ 3.75 | £ 0.14 | £ 3.75 |
| £ 0.03 | Bank Interest: Reserve A/C 2 | £ 0.12 | £ - | £ 0.12 |
| £ - | Bank Interest: Santander | £ - | £ - | £ - |
| £ 204.13 | Bank Interest: Cambridge & Counties | £ 124.00 | £ - | £ 124.00 |
| £ - | Other | £ - | £ 250.00 | £ - |
| £ 10,208.13 | TOTAL RECEIPTS | £ 10,557.87 | £ 5,250.14 | £ 10,127.87 |
| GENERAL EXPENDITURE | | | | |
| £ 127.00 | WALC Subscription | £ 140.00 | £ 127.00 | £ 127.00 |
| £ 274.32 | Insurance | £ 350.00 | £ 274.32 | £ 274.32 |
| £ 15.00 | Seminars for Councillors | £ 100.00 | £ - | £ 100.00 |
| £ 200.00 | Audit | £ - | £ - | £ - |
| £ 5,267.96 | Staff costs (includes payments to HMRC) | £ 3,450.00 | £ 814.32 | £ 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 | £ 393.53 | £ 1,606.47 |
| £ 1,350.00 | Grants under Discretionary Powers | £ 500.00 | £ 107.50 | £ 500.00 |
| £ - | Annual Parish Council Report | £ 100.00 | £ - | £ 100.00 |
| £ - | Parish Plan | £ 500.00 | £ - | £ 500.00 |
| £ - | Transfer to Assets Fund (eg. VAT refund on asset purchases, insurance repayment, etc) | £ - | £ - | £ 250.00 |
| £ 132.15 | VAT paid out on general expenditure (to be reclaimed) | £ 100.00 | £ 121.21 | £ 121.21 |
| £ 9,850.91 | TOTAL GENERAL EXPENDITURE | £ 9,727.00 | £ 1,837.88 | £ 9,266.00 |
| EXPENDITURE FROM RESERVES | | | | |
| £ - | 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) | £ 125.00 | £ - | £ 125.00 |
| £ 3,517.19 | TOTAL EXPENDITURE FROM RESERVES | £ 750.00 | £ - | £ 750.00 |
| BALANCE OF ACCOUNTS CARRIED FORWARD | | | | |
| Actual YTD 2020/2021 | | Budget 2021/2022 | Actual YTD 2021/2022 | Likely Year End Out-Turn 31.03.22 |
| Current Account | | | | |
| £ 9,995.96 | Current A/C | £ 9,741.74 | £ 13,308.08 | £ 10,299.88 |
| £ - | Less unrepresented cheques / payments not reconciled to statement from previous year | £ - | £ 330.08 | £ - |
| £ 430.08 | Less unrepresented cheques / payments not reconciled to statement from current year | £ - | £ - | £ - |
| £ 9,565.88 | | £ 9,741.74 | £ 12,978.00 | £ 10,299.88 |
| Reserve Account 1 | | | | |
| £ 3,601.90 | General Reserves | £ 3,601.90 | £ 3,602.04 | £ 3,605.65 |
| £ 666.46 | Sum retained for Electoral Expenses | £ 666.46 | £ 666.46 | £ 666.46 |
| £ 4,693.64 | Sum retained for Asset Purchase, Renewal and Inspection | £ 4,693.64 | £ 4,693.64 | £ 5,393.64 |
| £ 8,962.00 | | £ 8,962.00 | £ 8,962.14 | £ 9,665.75 |
| Depot Fund | | | | |
| £ 85.97 | Reserve Account 2 | £ 85.96 | £ 85.97 | £ 86.09 |
| £ 1.08 | Santander Account | £ 1.08 | £ 1.08 | £ 1.08 |
| £ 12,475.47 | Cambridge & Counties 95 Day Notice Account | £ 12,599.47 | £ 12,475.47 | £ 12,599.47 |
| £ 12,562.52 | | £ 12,686.51 | £ 12,562.52 | £ 12,686.64 |
| £ 31,090.40 | TOTAL CARRIED FORWARD | £ 31,390.25 | £ 34,502.66 | £ 32,652.27 |
| DISPOSABLE FUNDS AT YEAR END | | | | |
| Actual YTD 2020/2021 | | Budget 2021/2022 | Actual YTD 2021/2022 | Likely Year End Out-Turn 31.03.22 |
| £ 31,090.40 | Total balance of accounts | £ 31,390.25 | £ 34,502.66 | £ 32,652.27 |
| £ 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 | £ 5,393.64 |
| £ 12,562.52 | Less Depot Fund | £ 12,537.39 | £ 12,562.52 | £ 12,686.64 |
| £ 13,167.78 | DISPOSABLE FUNDS | £ 12,088.85 | £ 16,580.04 | £ 13,905.53 |

Appendix 3 – Planning

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

| Reference | Address | Description | Deadline |
|---------------|---|---|------------|
| W/21/0407 | Foldyard House, Church Road, Norton Lindsey, Warwick, CV35 8JE | Proposed fit of Cedral cement panelling to top half of house and application of white render to the bottom half | 07.07.2021 |
| W/21/1152/TCA | Rainbow Cottage, Main Street, Norton Lindsey, Warwick, CV35 8JA | T1 x Holly - Take to ground <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 |
|-----------|---|-----------------------------|
| W/19/1133 | Land at Ward Hill, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8JD | Hybrid planning application |

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)