

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 12 October 2021

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

21/10/12/01 Record of members present

Noted.

21/10/12/02 To receive apologies for absence

Apologies were received from Cllr Neale who was on holiday. APPROVED. WDC/WCC Cllr Matecki also sent his apologies.

21/10/12/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

21/10/12/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 15 September 2021 were taken as read, APPROVED and signed by the Chair.

21/10/12/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

Nothing to report.

2. Items actioned under the NLPC Scheme of Delegation

See 21/10/12/13 Planning.

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

The Clerk updated the meeting on the maintenance of Millennium Green.

21/10/12/06 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.

21/10/12/07 To receive an update on the Parish Council Action Plan

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

Nothing to report.

2. Biodiversity audit of the parish and its surroundings.

Nothing to report.

3. Improve communication with parishioners and neighbouring authorities.

Nothing to report.

21/10/12/08 To receive an update on the Local Government Reorganisation

It was AGREED that Cllr Brown would co-ordinate a response to the consultation on the proposed South Warwickshire Council.

21/10/12/09 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

- The street light on Church Road is now working.
- The overgrown hedges in need of attention were identified – the Clerk to write to the relevant land owners/authorities.
- Pedestrian signs for Snitterfield Lane – the Clerk is still to forward a location map to WCC Cllr Matecki.
- Cllr Mann has offered to fix the Brittons Lane road sign at the crossroads junction.

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

- The door on one of the Vehicle Activated Speed (VAS) signs by the School is open. The Clerk to report to Wolverton Parish Council and County Highways.
- Cllr Brown is to prune the undergrowth around the dog waste bin on Canada Lane.
- It was AGREED that the Parish Councillors would check the undergrowth around the grit bins and that the Clerk would ask Mr Sparkes if he would be willing to check that the grit bins themselves are sound as he did this when he was a Parish Councillor.

21/10/12/10 Items for consideration and resolution

1. To consider, and resolve to approve if appropriate, which Councillors will be put forward as representatives on the Claverdon & District Nursing Fund and Norton Lindsey Village Hall Committees

It was AGREED that the Chairman would become the NLPC representative on the Claverdon & District Nursing Fund and that Cllr Mann would represent NLPC on the Village Hall Committee.

2. To consider, and resolve to adopt if appropriate, the LGA model national Councillor Code of Conduct

It was AGREED that NLPC would adopt the LGA model national Councillor Code of Conduct.

3. Following the closure of the NatWest Bankline online bank account, to consider, and resolve to approve if appropriate, which online bank account to apply for (*Local Government Act 1972, s.111*)

It was AGREED that the Clerk would apply for the NatWest Community Bank Account first, but if that is not suitable, will then look at accounts with other banks. The Clerk to keep NLPC updated on progress.

4. To consider, and resolve to agree if appropriate, the location of the New Road grit bin (currently opposite Hawkes Hill Close)

It was AGREED that the grit bin would remain in its current position opposite Hawkes Hill Close.

5. To receive an update on how NLPC can celebrate the Queen's Platinum Jubilee and to consider, and resolve to approve if appropriate, how to proceed (*Local Government Act 1972 s.137*)

It was NOTED that parishioners had been consulted, and that there had been suggestions for the planting of a tree or trees, a planter under the "Welcome to Norton Lindsey" sign on Wards Hill, and a new Norton Lindsey sign. There had also been a suggestion that there could be a joint event with Wolverton. It was AGREED that a working party would be set up to discuss options and costs.

21/10/12/11 Items for information

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

NOTED. It was AGREED that the Chairman would draft a response to Green Our Wolverton (GROW) Team and forward for comments.

2. To note any changes to legislation and regulations which relate to parish councils. NONE.

3. Other items for information. NONE.

(Appendix 1 – circulated)

21/10/12/12 Finance

1. To note internal audit of accounts. It was NOTED that Cllr Elmhirst has audited the accounts and found no issues.
2. To receive a report detailing account balances. RECEIVED.
3. To note payments received since last meeting. NOTED.
4. To note payments made since last meeting. NOTED.
5. To review and approve items of expenditure. NONE.
6. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.
(Appendix 2 – circulated)

21/10/12/13 Planning

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

(Appendix 3 – circulated)

NOTED. It was also noted that the Chicken Farm planning application is not on the agenda for forthcoming Planning Committee Meetings.

21/10/12/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
None.

21/10/12/15 Parish Report / Items for next meeting
None.

21/10/12/16 Date of Next Meeting
9 November 2021

21/10/12/17 Close
The meeting closed at 8.55pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
21.09.21	WALC	WALC Annual Conference 2021
23.09.21	WALC	WALC Members Newsletter
24.09.21	WCC	Help make Warwickshire be the best it can be
28.09.21	NALC	Election Survey
28.09.21	Green Our Wolverton (GROW) Team	Roadside Verge Grass management
03.10.21	Resident	Platinum Jubilee
05.10.21	WALC	Highway Verge Management Policy
07.10.21	WALC	Joint Stratford/Warwick Area Committee Meeting – Follow Up
08.10.21	Highways England	A45/A46 Festival Interchange footbridge replacement scheme update 8 October 2021
11.10.21	WCC	Warwickshire Road Safety Partnership supports Open Letter to commercial vehicle drivers
12.10.21	WALC	How to engage with younger members of the community

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	30 September 2021	£17,451.79
Less unpresented cheques / payments not reconciled to bank statement		-£330.08
NatWest Reserve Account 1	3 September 2021	£8,962.37
NatWest Reserve Account 2 *	5 July 2021	£85.98
Cambridge & Counties 95-Day Notice Account *	31 July 2021	£12,610.21
Santander Everyday Saving Account *	2 September 2021	£1.08
<i>TOTAL</i>		£38,781.35

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
29 September 2021	WDC – Precept	£5,000.00

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
15 September 2021	Clerk's expenses (April – September 2021)	£40.97
28 September 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 12 October 2021

Reconciled to NatWest Current Account bank statement dated 30 September 2021, NatWest Reserve Account 1 statement dated 3 September 2021 and Reserve Account 2 statement dated 5 July 2021, C&C 95 Day Notice Account statement dated 31 July 2021 and Santander Business Everyday Saver Account dated 2 September 2021

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	£ 10,000.00	£ 10,000.00
£ -	VAT Refund	£ 430.00	£ -	£ 430.00
£ 3.97	Bank Interest: Reserve A/C 1	£ 3.75	£ 0.37	£ 3.75
£ 0.03	Bank Interest: Reserve A/C 2	£ 0.12	£ 0.01	£ 0.12
£ -	Bank Interest: Santander	£ -	£ -	£ -
£ 204.13	Bank Interest: Cambridge & Counties	£ 124.00	£ 134.74	£ 134.74
£ -	Other	£ -	£ 250.00	£ 250.00
£ 10,208.13	TOTAL RECEIPTS	£ 10,557.87	£ 10,385.12	£ 10,818.61
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	£ 1,628.64	£ 3,450.00
£ 35.55	Clerk's travel expenses	£ 50.00	£ 16.12	£ 50.00
£ 42.00	Home working allowance	£ 42.00	£ 21.00	£ 42.00
£ 245.06	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 4.37	£ 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	£ 121.69	£ 121.21
£ 9,850.91	TOTAL GENERAL EXPENDITURE	£ 9,727.00	£ 2,694.17	£ 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	£ 17,451.79	£ 10,979.88
£ -	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	£ 17,121.71	£ 10,979.88
Reserve Account 1				
£ 3,601.90	General Reserves	£ 3,601.90	£ 3,602.27	£ 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	£ 8,962.37	£ 9,665.75
Depot Fund				
£ 85.97	Reserve Account 2	£ 85.96	£ 85.98	£ 86.09
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08
£ 12,475.47	Cambridge & Counties 95 Day Notice Account	£ 12,599.47	£ 12,610.21	£ 12,610.21
£ 12,562.52		£ 12,686.51	£ 12,697.27	£ 12,697.38
£ 31,090.40	TOTAL CARRIED FORWARD	£ 31,390.25	£ 38,781.35	£ 33,343.01
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	£ 38,781.35	£ 33,343.01
£ 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	£ 12,697.27	£ 12,697.38
£ 13,167.78	DISPOSABLE FUNDS	£ 12,088.85	£ 20,723.98	£ 14,585.53

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
W/21/1248	3 Mill Close, Norton Lindsey, Warwick, CV35 8JU	Single storey rear extension.	Neutral, no comments
W/21/1483	The Willows, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Proposed erection of single storey side extension. Proposed erection of front detached garage.	Objection, comments available on WDC planning portal

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/21/0588	The Barn, Curlieu Lane, Norton Lindsey, Warwick, CV35 8JR	Application for the demolition of hut and replacement with prefabricated, 3 bedroom dwelling <i>Application withdrawn</i>

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)