

## **Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 15 September 2021**

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst  
WDC/WCC Cllr Matecki

Parish Clerk: Jennifer Bendall

Public: None

### **21/09/15/01 Record of members present**

Noted.

### **21/09/15/02 To receive apologies for absence**

Apologies were received from Cllr Neale who was on holiday and Cllr Cllr Birch who was working.  
APPROVED.

### **21/09/15/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

### **21/09/15/04 Minutes of the last meeting(s)**

The minutes of the Ordinary Meeting held on 7 July 2021 were taken as read, APPROVED and signed by the Chair.

### **21/09/15/05 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) for the year ended 31 March 2021 was now complete and that no-one had come forward to inspect the accounts.
- The Clerk advised that she had received a reply from WDC regarding suspending the cutting of verges in the village that NLPC wanted to rewild, and the meeting noted that WDC would not change the cutting schedule whilst WCC is carrying out a review of its verge cutting policy. It was agreed there is little more that can be done at this time.
- The Clerk advised that NatWest had withdrawn applications for its Bankline account. It was agreed that alternative online bank accounts would be investigated for discussion at the October meeting.

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

- See Planning.

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

- The Clerk reminded NLPC that assets should be inspected and that undergrowth around several assets (grit bins, noticeboards, etc) needed to be trimmed back.
- The Clerk notified NLPC of her holiday dates.

### **21/09/15/06 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.

### **21/09/15/07 To receive an update on the Parish Council Action Plan**

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

See Clerk's report re rewilding verges

#### **2. Biodiversity audit of the parish and its surroundings.**

Do any councillors want to take this on following Cllr Mace-Leska's resignation earlier in the year? Defer to future meeting when more Councillors are present.

**3. Improve communication with parishioners and neighbouring authorities.**

Nothing to report.

**21/09/15/08 To receive an update on the Local Government Reorganisation**

It was noted that both Warwick and Stratford District Councils have agreed to carry out a consultation on the proposal to form a joint South Warwickshire District Council. There was nothing to report regarding the proposal for a county-wide unitary authority. It was agreed that Cllr Brown would set up a working party to discuss the response to the consultation.

**21/09/15/09 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**

- Regarding pedestrian signs on Snitterfield Lane between Arles Cottage and Blacon Farm track, WCC have approved funding for the signs. The Clerk to forward a map showing the general location of the signs to Cllr Matecki who will pursue with WCC.

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

- The streetlight outside the Church is not working. It has been reported to WDC twice. The Clerk will chase.
- There was discussion regarding an email from a resident who was concerned with the amount of dog poo on the pavement, and overgrown hedges and parked cars blocking the pavements and making it difficult to pass with pushchairs. It was AGREED that NLPC would write to home owners to ask them to cut hedges and also to the Pub to ask them to request that their customers don't park on the pavement. It was noted that although it is not an offence to park on the pavement, it is an offence to cause an obstruction. A notice will be put in the Parish Magazine and on Facebook, and the Clerk to draft a letter to homeowners and forward for approval.
- There is a pothole forming on Wolverton Road. Cllr Brown to let the Clerk know where it is for reporting to County Highways.
- The Brittons Lane road sign at the crossroads has been knocked over. To be reported to County Highways.

**21/09/15/10 Items for consideration and resolution**

1. To receive a report on how NLPC can celebrate the Queen's Platinum Jubilee in 2022 and to consider, and resolve to approve if appropriate, how to proceed (*Local Government Act 1972 s.137*) RECEIVED. It was AGREED that Cllr Brown would write a notice for the Parish Magazine, noticeboards and Facebook, and that a working party would be set up to discuss suggestions before the next meeting.
2. To consider potential lost footpaths in Norton Lindsey parish, and to resolve to agree if appropriate, what actions if any should be taken  
Following discussion of the Don't Lose Your Way campaign to register over 49,000 miles of lost footpaths before the Government cut-off date of January 2026, it was AGREED that Cllr Elmhirst would resend to Councillors the information on lost footpaths within Norton Lindsey parish in case anyone wanted to pursue registering these footpaths.
3. To review, and resolve to approve if appropriate, the revised NLPC Website Accessibility Statement REVIEWED and APPROVED.
4. To note that there have been no applications for the vacant councillor position and to consider, and resolve if appropriate, further action to be taken (*Statutory Instrument 2006 No. 3302 Rule 5 [5] and [6]*)  
It was AGREED to wait 6 months and, if no-one has come forward in that time, the vacancy would be re-advertised.

**21/09/15/11 Items for information**

- 1. To note and consider correspondence received and resolve to action if appropriate.**  
NOTED. Correspondence received from a resident regarding dog poo and blocked pavements was discussed under agenda item 21/09/15/09.
- 2. To note any changes to legislation and regulations which relate to parish councils. NONE.**
- 3. Other items for information. NONE.**  
(Appendix 1 – circulated)

**21/09/15/12 Finance**

- 1. To receive a report detailing account balances. RECEIVED.** There was a discussion regarding the timing of grant applications and it was AGREED that future applications need to be received by 30 November for consideration at the December meeting.
- 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)

**21/09/15/13 Planning**

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

Following discussion, it was AGREED that NLPC was neutral to the planning applications at Regent Cottage and Littleworth Farm, and that it had no comments to make on either application.  
Cllr Matecki gave the meeting an update on the Chicken Farm planning application (land at Ward Hill) regarding concerns he had with WCC Highways withdrawing its original objections to the application based on new drawings which were only uploaded to the planning portal a day or two before the application was due to go to Committee, and also his concerns with the planning officer's report. It was also noted there was a discrepancy between the responses of statutory consultees Ecology and Highways – Ecology said the hedge should not be touched due to being classed as "important" under paragraph 7 of the Hedgerow Regulations 199, Highways were in support of a new entrance being made which would result in part of the hedge being removed. It was noted that the legal team had been involved regarding the planning officer's report, and that Cllr Matecki was waiting for a response. The meeting noted that the planning application for a change of use of land to a camping and caravanning site at Hatton Country World had been granted, but that NLPC's concerns regarding the increased use of Dark Lane and Norton Curlieu Lane had been noted by the Committee.  
(Appendix 3 – circulated)

**21/09/15/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

- WCC – Cllr Matecki gave an update on Covid vaccine rates within the county and advised that a recovery fund was in place to help businesses recover. He advised that a consultation on 20mph speed limits was ongoing, and that WCC had approved a £50k fund to kickstart a new five-year waterways strategy to promote and protect the county's waterways
- WDC – Cllr Matecki briefed the meeting on the WDC housing company which has signed its first joint venture and the Riverside House consultation which is ongoing.

**21/09/15/15 Parish Report / Items for next meeting**

It was AGREED that Cllr Brown would start work on the 2021 Parish Update for distribution to all households in the parish.

**21/09/15/16 Date of Next Meeting**

12 October 2021

**21/09/15/17 Close**

The meeting closed at 9.50pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
15.07.21	WALC	Members Newsletter
26.07.21	WCC	Bus service improvement plan
26.07.21	WDC	Draft Net Zero Carbon Development Plan Document – Regulation 18 Consultation
29.07.21	WALC	Members Newsletter
12.08.21	WALC	Members Newsletter
19.08.21	WALC	Members Newsletter
24.08.21	WDC	Name a street sweeper
26.08.21	WALC	Members Newsletter
02.09.21	WCC	WRSP Strategy Public Consultation
02.09.21	Resident	Hedges and poo
06.09.21	WALC	WALC Annual Conference 2021
07.09.21	Highways England	A46 Northbound Warwick Bypass Resurfacing update
08.09.21	SDC	Consultation on Proposed South Warwickshire Council
08.09.21	WALC	Members Newsletter
09.09.21	WCC	Temporary Closure of C93 Norton Curlieu Lane

### 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 July 2021	£13,036.64
Less unrepresented cheques / payments not reconciled to bank statement		-£601.52
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 2020	£1.08
<b>TOTAL</b>		<b>£34,094.76</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
30 June 2021	NatWest – Interest on Reserve Account 2	£0.01
30 June 2021	NatWest – Interest on Reserve Account 1	£0.08
28 July 2021	NatWest – Interest on Reserve Account 1	£0.07
31 July 2021	Cambridge & Counties – Interest	£134.74
31 August 2021	NatWest – Interest on Reserve Account 1	£0.08

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 July 2021	Clerk's Salary	£271.44
28 August 2021	Clerk's Salary	£271.44

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

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

NORTON LINDSEY PARISH COUNCIL

**Accounts Year To Date as at 15 September 2021**

Reconciled to NatWest Current Account bank statement dated 30 July 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 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, 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	<b>TOTAL BROUGHT FORWARD</b>	£ 30,563.24	£ 31,090.40	£ 31,090.40
<b>RECEIPTS</b>				
£ 10,000.00	Precept	£ 10,000.00	£ 5,000.00	£ 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	<b>TOTAL RECEIPTS</b>	£ 10,557.87	£ 5,385.12	£ 10,818.61
<b>GENERAL EXPENDITURE</b>				
£ 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	£ 1,357.20	£ 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	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,727.00	£ 2,380.76	£ 9,266.00
<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)	£ 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
<b>Current Account</b>				
£ 9,995.96	Current A/C	£ 9,741.74	£ 13,036.64	£ 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	£ -	£ 271.44	£ -
£ 9,565.88		£ 9,741.74	£ 12,435.12	£ 10,979.88
<b>Reserve Account 1</b>				
£ 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
<b>Depot Fund</b>				
£ 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	<b>TOTAL CARRIED FORWARD</b>	£ 31,390.25	£ 34,094.76	£ 33,343.01
<b>DISPOSABLE FUNDS AT YEAR END</b>				
Actual YTD 2020/2021		Budget 2021/2022	Actual YTD 2021/2022	Likely Year End Out-Turn 31.03.22
£ 31,090.40	Total balance of accounts	£ 31,390.25	£ 34,094.76	£ 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	<b>DISPOSABLE FUNDS</b>	£ 12,088.85	£ 16,037.39	£ 14,585.53

## Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/21/0994	Regent Cottage, 20 Henley Road, Lower Norton, Norton Lindsey, CV35 8RB	Application for existing lawful development certificate for use of existing site as retail sale, service, repair, body work and preparation for the sale of motor cars, vans, trailers, lorries and motorcycles and plant together with the retail sale of these vehicles for a continuous period of ten years	15.09.21
W/21/1448	Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, CV35 8HD	Erection of a 36m X 12m agricultural livestock building to facilitate a reduction in cattle numbers in the existing livestock buildings and moving cattle away from neighbouring residential properties to mitigate smell and noise impacts.	24.09.21

### 2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments
W/21/0588	The Barn, Curlieu Lane, Norton Lindsey, CV35 8JR	Application for the demolition of hut and replacement with prefabricated, 3 bedroom dwelling	Neutral, no comments
W/21/1000	Stable Cottage, Main Street, Norton Lindsey, Warwick, CV35 8JA	Proposed erection of rear orangery	Neutral, no comments

### 3. To note planning application decisions:

Reference	Address	Description	Decision
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	Granted
W/21/0135	Paddox Hollow, Main Street, Norton Lindsey, Warwick, CV35 8JA	Erection of two storey side extension and first floor extension over sitting room	Granted

### 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
W/20/1783	Hatton Country World, Dark Lane, Hatton, Warwick, CV35 8XA	Application for change of use of land to camping and caravanning site.

### 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)