

NORTON LINDSEY PARISH COUNCIL

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

To All Members of the Council

4 November 2021

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in the Church Room, Church Road, on Tuesday 9 November 2021 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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

21/11/09/01 Record of members present

21/11/09/02 To receive apologies for absence

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

21/11/09/03 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.

21/11/09/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 12 October 2021

21/11/09/05 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.

21/11/09/06 Items to be taken in private session

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

21/11/09/07 To receive an update on the Parish Council Action Plan

1. Review / action to improve aspects of the physical environment of the parish.
2. Biodiversity audit of the parish and its surroundings.
3. Improve communication with parishioners and neighbouring authorities.

21/11/09/08 To receive an update on the Local Government Reorganisation

- 21/11/09/09 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.
 2. To report any new issues to be notified to the relevant authorities.
- 21/11/09/10 Items for consideration and resolution**
1. 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*)
- 21/11/09/11 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)
- 21/11/09/12 Finance**
1. To note internal audit of accounts.
 2. To receive a report detailing account balances.
 3. To note payments received since last meeting.
 4. To note payments made since last meeting.
 5. To review and approve items of expenditure.
 6. To receive, approve and sign bank reconciliations prepared by the RFO.
(Appendix 2 – circulated)
- 21/11/09/13 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)
- 21/11/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 21/11/09/15 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.
- 21/11/09/16 Date of Next Meeting**
- 14 December 2021
- 21/11/09/17 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
14.10.21	WALC	WALC Members Newsletter
18.10.21	WALC	Upcoming finance training
25.10.21	WALC	Resources from WALC Conference
25.10.21	WDC	Public consultation: street trading policy
27.10.21	WDC	Confidential: strictly embargoed ... Commonwealth Games
28.10.21	WALC	WALC Members Newsletter
29.10.21	WALC	Warwickshire Matters feedback form
01.11.21	WALC	Understanding Employment Responsibilities (training event)
03.11.21	WALC	WALC Annual General Meeting
03.11.21	WALC	Code of Conduct – petition to introduce sanctions
04.11.21	Healthwatch Warwickshire	Special invitation from Healthwatch Warwickshire

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		-£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 2021	£1.08
<i>TOTAL</i>		£38,509.91

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
-		

3. Payments Made Since Last Meeting:

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

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
9 November 2021	Society of Local Council Clerks – membership	£95.00
9 November 2021	Information Commissioner – data protection fee renewal	£40.00

Accounts Year To Date as at 9 November 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	£ 1,900.08	£ 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	£ 121.69
£ 9,850.91	TOTAL GENERAL EXPENDITURE	£ 9,727.00	£ 2,965.61	£ 9,266.48
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	£ 10,979.40
£ -	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	£ 16,850.27	£ 10,979.40
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	£ 38,509.91	£ 33,342.53
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	£ 38,509.91	£ 33,342.53
£ 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	£ 20,452.54	£ 14,585.05

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/21/1777	Primrose Corner, Curlieu Lane, Norton Lindsey, Warwick, CV35 8JR	Application for lawful development certificate for the proposed erection of a single storey rear extension	N/A <i>For reference only</i>

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/21/1000	Stable Cottage, Main Street, Norton Lindsey, Warwick, CV35 8JA	Proposed erection of rear orangery	Refused
W/21/1248	3 Mill Close, Norton Lindsey, Warwick, CV35 8JU	Proposed erection of single storey rear extension	Granted

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)