

## **DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 November 2021**

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr M Neale; Cllr R Mann  
WDC Cllr Rhead; WDC/WCC Cllr Matecki

Parish Clerk: Jennifer Bendall

Public: None

### **21/11/09/01 Record of members present**

Noted.

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

Apologies were received from Cllr Birch who was unwell and Cllr Elmhist who had a prior commitment. APPROVED.

### **21/11/09/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

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

The minutes of the Ordinary Meeting held on 12 October 2021 were taken as read, APPROVED and signed by the Chair.

### **21/11/09/05 Clerk's report**

To receive a report from the Clerk detailing:

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

- The meeting noted that after many months, WDC Planning Enforcement had responded to NLPCs report that the Horsley House Farm hedges had been ripped out in breach of the granted planning permission. In consultation with WCC and following a site visit/examination of historical data it had been decided that the hedges had been of a "low quality" and there were insufficient grounds to take any further enforcement action.
- The Clerk reported that NatWest had once again opened applications for Bankline, their online banking facility, and that she would apply.

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

The meeting noted that the response to the consultation on the proposed South Warwickshire Council has been submitted.

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

- The Clerk advised Councillors that although their home address needed to be included on their disclosable pecuniary interest forms, this information could be withheld from publication if they or a family member could be subject to violence or intimidation as a result of it being disclosed online. Councillors are to put any requests to the Monitoring Officer. WDC had also provided a guide on councillor safety.
- The Clerk advised that she would soon be depositing historical minutes at the County Records Office but that the more recent minutes held in a loose-leaf folder would need binding beforehand. It was noted that none of the Councillors had access to a binding machine and that the Clerk would find a shop/business able to carry out the binding.

### **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.*

It was RESOLVED that there are no items to be discussed 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.**  
It was noted that the Chair would respond to the Wolverton Grow Team regarding verges, and there was discussion on the WCC consultation on rewilding verges.
  - 2. Biodiversity audit of the parish and its surroundings.**  
Nothing to report.
  - 3. Improve communication with parishioners and neighbouring authorities.**  
Nothing to report.
- 21/11/09/08 To receive an update on the Local Government Reorganisation**  
It was noted that WDC are meeting on 13 December to decide if they wish to merge with Stratford District Council. If both councils agree to the merger, it then goes to the Local Government Minister for Government approval.
- 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**
    - Broken VAS sign by Wolverton School – this has been reported to County Highways. WCC Cllr Matecki advised that WCC only have a small budget for repairs to VAS signs, and it will take time to get around all the signs in need of repair. The Clerk to forward location details to Cllr Matecki.
    - Pedestrian signs – a location map has been forwarded to WCC Cllr Matecki and we are now awaiting County Highways.
    - Overgrown hedges – the Clerk will forward draft letters to Councillors for approval.
    - Grit bin maintenance – awaiting response.
    - Dog bin on Canada lane – Cllr Brown still to cut back undergrowth from around the bin.
  - 2. To report any new issues to be notified to the relevant authorities**
    - Cllr Brown to keep an eye on the street light by the Cattery on Snitterfield Lane as it seems to be switching on early.
- 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*)**  
There was discussion regarding options for a memorial, possible locations, prices, etc, and it was AGREED that all Councillors would be polled as to their preferred options and then a working party set up to work out detailed proposals of the most popular options. Cllr Brown to arrange. There was also discussion regarding the suggestion of a joint event with Wolverton Parish Council, street parties, etc. WCC Cllr Matecki offered to find out what WCC policies were for road closures for jubilee events. Cllr Brown to discuss with local groups and WPC to see if they want to be included.
- 21/11/09/11 Items for information**
- 1. To note and consider correspondence received and resolve to action if appropriate.**  
NOTED.
  - 2. To note any changes to legislation and regulations which relate to parish councils.** NONE.
  - 3. Other items for information.** NONE.  
(Appendix 1 – circulated)

**21/11/09/12 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.** APPROVED.
5. **To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.  
(Appendix 2 – circulated)

**21/11/09/13 Planning**

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

(Appendix 3 – circulated)

NOTED. WDC Cllr Matecki advised that some months ago he had approached the WDC Legal Team with several issues that he asked them to look into regarding the Chicken Farm planning application. It was noted that he has chased the Legal Team for an update but has not yet received a response.

**21/11/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
Warwick District Council

WDC Cllr Rhead advised that WDC, working with Stratford District Council, have approved the climate emergency action plan. As part of this plan, funds have been made available to upgrade the heating in three council buildings and to install clean air monitors outside schools, people are to be persuaded to stop idling vehicles, and £18m is to be made available for sustainable housing. A consultation is ongoing to make developers address sustainability issues with housing developments. More relevant to Norton Lindsey is that the WDC Cabinet have approved the revised grant for a shop at the pub, and details of the new joint waste contract with SDC have been announced. The contract has been awarded to Biffa and it commences in August 2022. Collections break down as: food waste every week; garden/recycling waste every two weeks; and the grey bin every three weeks. The existing green and grey bins are to be retained for the new collections, and residents will be encouraged to reuse the existing recycling boxes/bags as they will not be collected. WDC has not yet made a decision regarding charging for green bin collections (Stratford District does charge), and it will encourage people to compost more. The green waste collection was suspended during the October half-term due to a shortage of HGV drivers, and it was noted that, whilst it is important to ensure that recycling contracts are not affected by such shortages, green waste collection is not compulsory. Cllr Rhead also discussed plans for a new Kenilworth Leisure Centre and the South Warwickshire Local Plan which is being worked on by both Warwick and Stratford District Councils.

Warwickshire County Council

WCC Cllr Matecki discussed the ongoing review of 20mph speed limits, the review of on-street parking and resident passes, and the outdoor centres review following the closure of Marle Hall in North Wales. It was noted that recycling centres now have a live booking system in place to enable last minute bookings subject to availability, but that opening hours are the same as the pandemic hours. It was noted that there has been an increase in fly tipping during the pandemic. Cllr Matecki also advised that the Fire & Rescue Service is looking to recruit on-call fire fighters, and that the WCC Grant Fund will be available in January 2022.

**21/11/09/15 Parish Report / Items for next meeting**

- Cllr Brown will arrange for a Christmas tree to be displayed on the corner of New Road/ Snitterfield Lane.
- Cllr Neale to write the Parish Report for the December magazine.
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**21/11/09/16 Date of Next Meeting**

14 December 2021

**21/11/09/17 Close**

The meeting closed at 9.25 pm

## 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>		<b>£38,509.91</b>

\* 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

NORTON LINDSEY PARISH COUNCIL

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
<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	£ 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	<b>TOTAL RECEIPTS</b>	£ 10,557.87	£ 10,385.12	£ 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	£ 1,900.08	£ 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	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,727.00	£ 2,965.61	£ 9,266.48
<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>Actual YTD 2020/2021</b>	<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>	<b>Budget 2021/2022</b>	<b>Actual YTD 2021/2022</b>	<b>Likely Year End Out-Turn 31.03.22</b>
<b>Current Account</b>				
£ 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
<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	£ 38,509.91	£ 33,342.53
<b>Actual YTD 2020/2021</b>	<b>DISPOSABLE FUNDS AT YEAR END</b>	<b>Budget 2021/2022</b>	<b>Actual YTD 2021/2022</b>	<b>Likely Year End Out-Turn 31.03.22</b>
£ 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	<b>DISPOSABLE FUNDS</b>	£ 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)