

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

3 February 2022

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in Norton Lindsey Church Room, Church Road, on Tuesday 8 February 2022 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

22/02/08/01 Record of members present

22/02/08/02 To receive apologies for absence

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

22/02/08/03 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.

22/02/08/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 19 January 2022

22/02/08/05 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.

22/02/08/06 Items to be taken in private session

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

22/02/08/07 To discuss the Parish Council Action Plan for 2022/23

22/02/08/08 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.

22/02/08/09 To receive an update on plans for celebrating the Queen's Platinum Jubilee

22/02/08/10 Items for consideration and resolution

1. To consider, and resolve to approve if appropriate, the second round of grant applications received for the financial year 2021/22 (*various legislation*)
2. To consider, and resolve to approve if appropriate, setting up dedicated Parish Council email addresses for each Councillor (*Local Government Act 1972, s.111*)

22/02/08/11 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)

22/02/08/12 Finance

1. To receive a report detailing account balances.
2. To note payments received since last meeting.
3. To note payments made since last meeting.
4. To review and approve items of expenditure.
5. To receive, approve and sign bank reconciliations prepared by the RFO.
(Appendix 2 – circulated)

22/02/08/13 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)

22/02/08/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors

22/02/08/15 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.

22/02/08/16 Date of Next Meeting

8 March 2022

22/02/08/17 Close

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	29 November 2021	£15,031.03
Less unpresented cheques / payments not reconciled to bank statement		£1,342.54
NatWest Reserve Account 1	3 September 2021	£10,162.67
NatWest Reserve Account 2 *	5 July 2021	£85.99
Cambridge & Counties 95-Day Notice Account *	31 July 2021	£12,610.21
Santander Everyday Saving Account *	2 September 2021	£1.08
<i>TOTAL</i>		£36,548.44

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
-		

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 January 2022	Clerk's Salary	£271.44

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

Accounts Year To Date as at 8 February 2022

Reconciled to NatWest Current Account bank statement dated 28 January 2022, NatWest Reserve Account 1 statement dated 5 January 2022 and Reserve Account 2 statement dated 5 January 2022, 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	£ -	£ 573.51
£ 3.97	Bank Interest: Reserve A/C 1	£ 3.75	£ 0.67	£ 1.00
£ 0.03	Bank Interest: Reserve A/C 2	£ 0.12	£ 0.02	£ 0.02
£ -	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	£ 10,385.43	£ 10,959.27
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	£ 2,714.40	£ 3,450.00
£ 35.55	Clerk's travel expenses	£ 50.00	£ 20.17	£ 50.00
£ 42.00	Home working allowance	£ 42.00	£ 31.50	£ 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	£ -	£ 250.00
£ 92.00	Society of Local Council Clerks Membership	£ 100.00	£ 95.00	£ 95.00
£ 40.00	Information Commissioners Office (data protection)	£ 45.00	£ 40.00	£ 40.00
£ 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	£ 1,200.00
£ 595.29	Section 137 Grants	£ 2,000.00	£ 623.53	£ 2,000.00
£ 1,350.00	Grants under Discretionary Powers	£ 500.00	£ 1,205.49	£ 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, etc)	£ -	£ -	£ 350.26
£ 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	£ 6,457.47	£ 10,000.27
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 Year End 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	£ 15,031.03	£ 10,389.12
£ -	Less unrepresented cheques / payments not reconciled to statement from previous year	£ -	£ -	£ -
£ 430.08	Less unrepresented cheques / payments not reconciled to statement from current year	£ -	£ 1,342.54	£ -
£ 9,565.88		£ 9,741.74	£ 13,688.49	£ 10,389.12
Reserve Account 1				
£ 8,962.00	General Reserves	£ 9,415.74	£ 10,162.67	£ 9,763.26
Depot Fund				
£ 85.97	Reserve Account 2	£ 85.96	£ 85.99	£ 85.99
£ 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	£ 12,697.28	£ 12,697.28
£ 22,128.40	TOTAL CARRIED FORWARD	£ 31,843.99	£ 36,548.44	£ 32,849.66
DISPOSABLE FUNDS AT YEAR END				
Actual Year End 2020/2021		Budget 2021/2022	Actual YTD 2021/2022	Likely Year End Out-Turn 31.03.22
£ 31,090.40	Total balance of accounts	£ 31,843.99	£ 36,548.44	£ 32,849.66
£ 666.46	Less Sum retained for Electoral Expenses	£ 3,500.00	£ 3,500.00	£ 3,500.00
£ 4,693.64	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 5,143.64	£ 5,893.64	£ 5,493.90
£ 12,562.52	Less Depot Fund	£ 12,599.47	£ 12,697.28	£ 12,697.28
£ 13,167.78	DISPOSABLE FUNDS	£ 10,600.88	£ 14,457.52	£ 11,158.48

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
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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
19/01618/OUT APP/J3720/W/21/3282198	Land On Gannaway Farm, Rear Of Brick Kiln Close, Norton Lindsey	Outline planning application for the development of 10 local needs dwellings with all matters reserved except for access <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)