

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 February 2022

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

Parish Clerk: Jennifer Bendall

Public: None

### **22/02/08/01 Record of members present**

Noted.

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

None.

### **22/02/08/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

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

The minutes of the Ordinary Meeting held on 19 January 2022 were taken as read, APPROVED and signed by the Chair.

### **22/02/08/05 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**

None.

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

None.

### **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.*

It was RESOLVED that there are no items to be discussed with the public excluded.

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

It was AGREED that the NLPC focus for the forthcoming year would be to request an up-to-date Housing Needs Survey from Warwickshire Rural Community Council (the Clerk to find out costs, processes, etc), and to undertake a survey of the parish/parish plan (a working party is to be set up to formulate how to proceed).

### **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.**

- Pothole outside Stowey – reported to County Highways.
- Gullies on Snitterfield Lane – reported to County Highways.
- Overgrown hedges – following discussion WCC Cllr Matecki offered to arrange an inspection of hedges in the Parish by WCC.
- Pedestrian Signs on Snitterfield Lane – WCC Cllr Matecki advised these should be installed by the end of March.

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

- Fly tipping on Dark Lane – the Clerk advised this could not be reported to WDC as it was on private land. It was AGREED to contact the landowner

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

Cllr Brown is investigating costs of planters. Cllrs Brown and Elmhirst have looked into options for a village sign, and it was agreed that more details of what is required are needed before costs can be obtained. There was discussion about including a picture of a windmill, “Norton Lindsey” and a plaque honouring the Queen’s Platinum Jubilee. A village sign could possibly replace the old Norton Lindsey sign by Red Horse Corner, and it was agreed that County Highways should be consulted about the location and that underground services needed to be considered. Cllr Brown is still to speak to local organisations about holding a street party.

**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)**

Following discussion and consideration of budget constraints it was AGREED that second round grants would be awarded as follows:

Application From	Brief Description	Sum approved 08/02/22	Legislation
NLCP Public Access Defibrillator	Donation towards installation of a defibrillator at the New Inn	£ 200.00	Local Government Act 1972, s.137(4)(a)

- 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)**

There was discussion regarding GDPR and the benefits of having dedicated email addresses for Councillors, and it was AGREED that the Clerk would make arrangements to set these up.

**22/02/08/11 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)

**22/02/08/12 Finance**

- To receive a report detailing account balances. RECEIVED.
- To note payments received since last meeting. NOTED.
- To note payments made since last meeting. NOTED.
- To review and approve items of expenditure. NONE.
- To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.

(Appendix 2 – circulated)

**22/02/08/13 Planning**

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

NOTED. WDC Cllr Matecki gave a brief update on the Chicken Farm planning application, advising that he had requested a meeting with the Head of Planning to find out why there was a delay, and that his request to the Head of Highways at WCC for an urgent review of their withdrawal of objection to the application needed to come from WDC Planning rather than from him.

The meeting noted that the Appeal application for affordable housing behind Brick Kiln Close had been withdrawn, and that a new planning application could be expected. It was AGREED that NLPC might need to re-survey the Parish.

There was discussion about the building works at Blacon Farm that are causing concern, and it was AGREED that either NLPC or WPC should contact SDC Planning to ensure that everything is in order. (Appendix 3 – circulated)

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

Cllr Matecki advised that applications for Omicron grants were still being accepted. The budget papers for WDC have been published: the WDC element of Council Tax is not increasing, but in the budget there is a green bin charge due to start in August. The budget is still be approved by Committee.

**Warwickshire County Council**

The WCC budget has been passed, with Council Tax increasing by 3.75%. This includes 2% ringfenced for adult social care and 1.75% for normal council tax services. The Councillors Grant scheme is increasing to £8k per year.

**22/02/08/15 Parish Report / Items for next meeting**

- There were concerns about the number of rats in the Parish.
- The Clerk advised that an agenda item for the March meeting would be a request from Wolverton Parish Council to share the NLPC laptop.
- There was discussion regarding the Parish Assembly taking place in April, and the Clerk advised that the Village Hall was not available on Tuesday 5 April, the date originally agreed for the Assembly. It was agreed that the meeting would be moved to Wednesday 27 April.

**22/02/08/16 Date of Next Meeting**

8 March 2022

**22/02/08/17 Close**

The meeting closed at 9.40 pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
19.01.22	WALC	WALC Focus on Council Audits
20.01.22	WCC	Pedestrian road signs
25.01.22	WALC	Energy Scheme with WALC
25.01.22	Highways England	A46 Sherbourne roundabout and links resurfacing
26.01.22	WALC	Parish Online How Digital Mapping Can Help You (2 emails)
27.01.22	WALC	Members newsletter
27.01.22	WALC	Coventry, Solihull and Warwickshire Local Access Forum
01.02.22	WALC	Change of County Officer at WALC
02.02.22	WALC	WALC upcoming training and events
03.02.22	WALC	Essential training – understanding council governance

### 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	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>		<b>£36,548.44</b>

\* 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
-		

NORTON LINDSEY PARISH COUNCIL

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
<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	£ -	£ 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	<b>TOTAL RECEIPTS</b>	£ 10,557.87	£ 10,385.43	£ 10,959.27
<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	£ 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	<b>TOTAL GENERAL EXPENDITURE</b>	£ 9,727.00	£ 6,457.47	£ 10,000.27
<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 Year End 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	£ 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
<b>Reserve Account 1</b>				
£ 8,962.00	General Reserves	£ 9,415.74	£ 10,162.67	£ 9,763.26
<b>Depot Fund</b>				
£ 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	<b>TOTAL CARRIED FORWARD</b>	£ 31,843.99	£ 36,548.44	£ 32,849.66
<b>DISPOSABLE FUNDS AT YEAR END</b>				
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	<b>DISPOSABLE FUNDS</b>	£ 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
-			

### 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)