

# 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 March 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 March 2022 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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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

**22/03/08/01 Record of members present**

**22/03/08/02 To receive apologies for absence**

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

**22/03/08/03 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.

**22/03/08/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meeting held on 8 February 2022

**22/03/08/05 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.

**22/03/08/06 Items to be taken in private session**

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

**22/03/08/07 Parish Council Action Plan**

**22/03/08/08 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.

**22/03/08/09 To receive an update on plans for celebrating the Queen's Platinum Jubilee**

**22/03/08/10 To discuss arrangements for the Parish Assembly**

**22/03/08/11 Items for consideration and resolution**

1. To consider, and resolve to adopt if appropriate, the LGA model national Councillor Code of Conduct as adopted by WDC and SDC, and to agree the implementation date
2. To consider, and resolve to approve if appropriate, renewing NLPC's membership of WALC for the coming year from 1 April 2022 to 31 March 2023 (*Local Government Act 1972, s.111*)
3. To consider, and resolve to approve if appropriate, the request from Wolverton Parish Council for the Clerk to share NLPC's laptop

**22/03/08/12 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)

**22/03/08/13 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)

**22/03/08/14 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)

**22/03/08/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

**22/03/08/16 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.

**22/03/08/17 Date of Next Meeting**

27 April 2022 – Parish Assembly

10 May 2022 – Annual and Ordinary Meeting

**22/03/08/18 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
7.2.22	Resident	Norton Curlieu Lane – proposed improvements
7.2.22	Springfield Mind	Free mental health workshop opportunities
8.2.22	National Highways	A46 Warwick Bypass southbound resurfacing letter to stakeholders
10.2.22	WALC	WALC Members Newsletter
14.2.22	WALC	Feedback required on the levelling up white paper
15.2.22	WALC	Planning training suite 2022
23.2.22	WDC	Support leaflet (energy price rise)
24.2.22	SDC	New 13+ waste service starting August 2022
24.2.22	WALC	WALC Members Newsletter
25.2.22	CCLT	Expressions of interest for affordable housing in Claverdon and surrounding parishes
28.2.22	WALC	Renewal of your WALC membership for 2022/23
28.2.22	WALC	The Queens Green Canopy
28.2.22	WRCC	Housing Needs Survey
2.3.22	WALC	Upcoming Training and Events
2.3.22	WALC	Local Council Climate Action Day
3.3.22	WDC	Adoption and implementation of LGA Councillor Code of Conduct

## 2. Legislation / Regulations

Date	Details
10 Feb 2022	LTN 13   POLICING YOUR AREA

## 3. Other items for information

Date	Details
7 Feb 2022	SECTION 137 EXPENDITURE: LIMIT FOR 2022-2023

# Appendix 2 – Finance

## 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	28 February 2022	£14,759.59
Less unpresented cheques / payments not reconciled to bank statement		£1,542.54
NatWest Reserve Account 1	4 February 2022	£10,162.76
NatWest Reserve Account 2 *	5 January 2022	£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>£36,077.09</b>

\* Depot Fund

## 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
31 January 2022	NatWest / Interest	£0.09

## 3. Payments Made Since Last Meeting:

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

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

Date	To / Details	Amount
8 March 2022	Norton Lindsey Village Hall / hire of hall for July 2021 and January 2022 ordinary meetings, and Parish Assembly April 2022	£67.50

## Accounts Year To Date as at 8 March 2022

Reconciled to NatWest Current Account bank statement dated 28 February 2022, NatWest Reserve Account 1 statement dated 4 February 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	Item	2021/2022	2021/2022	2021/2022
Actual		Budget	Actual YTD	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	£ 0.76	£ 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	£ 10,385.52	£ 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	£ 2,985.84	£ 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	£ 823.53	£ 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	£ 6,928.91	£ 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	£ 14,759.59	£ 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	£ -	£ 1,542.54	£ -
£ 9,565.88		£ 9,741.74	£ 13,217.05	£ 10,389.12
<b>Reserve Account 1</b>				
£ 8,962.00	General Reserves	£ 9,415.74	£ 10,162.76	£ 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	£ 36,077.09	£ 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	£ 36,077.09	£ 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	£ 13,986.17	£ 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
W/22/0155	Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Erection of replacement timber frame detached double garage, erection of new porch and side extension	Neutral, no comments

### 3. To note planning application decisions:

Reference	Address	Description	Decision
W/21/0994	Regent Cottage, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, 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	Refused

### 4. To receive updates to planning applications and to consider, and resolve to submit additional comments where appropriate:

Reference	Address	Description
-		

### 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
W/21/1000 Appeal Ref: APP/T3725/D/21/3286981	Stable Cottage, Main Street, Norton Lindsey, WARWICK CV35 8JA	Erection of rear orangery	Appeal allowed, permission granted

### 7. To consider planning policies where appropriate

### 8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)