

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

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr R Mann  
WDC/WCC Cllr Matecki  
Parish Clerk: Jennifer Bendall  
Public: None

NLPC took the opportunity to remember former Councillor Arthur Fowkes who had recently passed away. Mr Fowkes had had a long association with NLPC and other village organisations, and would be sadly missed.

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

**22/03/08/02 To receive apologies for absence**  
Apologies were received from Cllr A Birch who had a prior commitment, and Cllr M Neale who was on holiday.

**22/03/08/03 To receive declarations of interests (existence and nature) on items on the Agenda**  
None.

**22/03/08/04 Minutes of the last meeting(s)**  
The minutes of the Ordinary Meeting held on 8 February 2022 were taken as read, APPROVED and signed by the Chair.

**22/03/08/05 Clerk's report**  
To receive a report from the Clerk detailing:

- 1. Actions taken following the previous meeting**  
The Clerk advised that she had responded to a Freedom of Information request.
- 2. Items actioned under the NLPC Scheme of Delegation**  
See planning.
- 3. Any day to day matters that NLPC should be aware of**  
The meeting noted that the Village Hall Committee felt that the Best Kept Village board, previously on display in the Hall before it was rebuilt, would look out of place in the new Hall and asked if it could be placed in storage at the Hall. There was a discussion about potential alternative locations to display the board, and it was agreed that the board could be placed in storage until an alternative location could be found.

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

**22/03/08/07 To discuss the Parish Council Action Plan for 2022/23**

- It was AGREED that parishioners would be asked what they would like to see in the Parish and how the Parish Council can help to facilitate this. Cllr Brown will include a note in the Parish Report that he is preparing, and it will be raised at the Parish Assembly. See also agenda item 22/03/08/10.
- The Clerk advised that Warwickshire Rural Community Council (WRCC) had responded regarding the process for conducting a new housing needs survey, but that it was unable to undertake one at the present time because WRCC is currently in conversation with WDC about their priorities for updating housing needs surveys. WRCC will get in touch once this is sorted out.

**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.**

- Pothole outside Stowey – done.
- Gullies on Snitterfield Lane – scheduled to be jettied.
- Overgrown hedges – location map to be forwarded to WCC Cllr Matecki for WCC to arrange the inspection of overgrown hedges in the Parish.
- Pedestrian Signs on Snitterfield Lane – now installed.

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

- Wards Hill drains are blocked. The Clerk to arrange with County Highways for them to be jettied.
- The pavement outside Lindsey Lodge on Snitterfield Lane is crumbling away. The Clerk to report to County Highways.
- There is a pothole outside Littleworth Farm. The Clerk to report to County Highways

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

Cllr Brown advised that there was nothing to report regarding the signs. The meeting noted that other suggestions made for a permanent memorial included a signpost finial and replacing the telephone box. It was AGREED to find out how much a phone box would cost. Cllr Brown advised that he has a meeting planned with Village groups to discuss celebrations for the Jubilee weekend. As the next ordinary meeting of the Parish Council doesn't take place until 10 May it was agreed that there would be an informal meeting in the interim to discuss progress.

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

The Parish Assembly is taking place at the Village Hall at 8.00pm on Wednesday 27 April. The Parish Report is being prepared by Cllr Brown and will be issued to all households in the Parish a week or two before the Assembly takes place. There was a discussion regarding the items to be included on the agenda, and it was AGREED that the Chairman's report would be kept separate from the action plan update, and that the Councillor vacancy would be discussed. As well as circulation of the Parish Report, the Assembly will be advertised in the Parish Magazine and on noticeboards. There will be no refreshments. See also agenda item 22/03/07.

**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**

It was AGREED to adopt the LGA model Councillor Code of Conduct to take effect from 1 May 2022.

**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)**

AGREED.

**3. To consider, and resolve to approve if appropriate, the request from Wolverton Parish Council for the Clerk to share NLPC's laptop**

It was noted that this was only possible while both Parish Councils shared the same Clerk. It was AGREED that WPC would be allowed to share the laptop subject to the Clerk ensuring that each Council's documentation be kept separate, and that any future replacement costs should be borne by both Councils. It was noted that there could be other cost savings to be had.

**22/03/08/12 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.** NOTED.
  3. **Other items for information.** NOTED.
- (Appendix 1 – circulated)

**22/03/08/13 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)

**22/03/08/14 Planning**

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

NOTED. It was AGREED that the Clerk should ask WDC Cllr Matecki for an update on the Chicken Farm planning application.

There was discussion regarding planning proposals in other parishes, the proposed affordable housing at Gannaway in Claverdon and notification for prior approval at Blacon Farm in Wolverton:

- The Chairman advised that he had met with the Chairman of Wolverton Parish Council to discuss a possible joint response to the Expression of Interest for Affordable Housing form sent by Claverdon Community Land Trust (CCLT) to all residents of Norton Lindsey, Wolverton and Claverdon. A draft letter to CCLT, asking for a breakdown of responses to the Expression of Interest form, had been circulated to both Norton Lindsey and Wolverton parish councillors for comment. It was noted that this information would be especially important as a new housing needs survey would not be done in time, and it would be very useful to know the level of interest in Norton Lindsey and Wolverton parishes. There was discussion about the size of the “local area” as further parishes had been included in CCLT’s proposals, and it was asked if CCLT had looked for alternative sites in the wider area (their proposals state that the site at Gannaway is the only land available for affordable housing). It was noted that each parish has its own housing needs survey, and concerns were raised that the entire field could be subject to development to meet the needs of all the parishes. There was a discussion regarding other affordable housing being built in Warwick District – at Hampton Magna and Hatton.
- Discussion took place regarding the prior approval notification for conversion of 2no. agricultural units to 5no. dwellings and associated operational development under Class Q(a) and Class Q(b). It was noted that although the planning application states that the development will not be visible, it is clearly visible not only from the footpath immediately next to it but also, due to its elevated position on the top of the hill, from Wolverton Road (by the School). There was discussion regarding the surface of the drive and the possibility of urging the applicant to consider safe access to the Village via Snitterfield Lane, as well as concerns for the safety of people using the footpath during construction. It was AGREED that the Clerk would draft a response and circulate for approval prior to submitting it to Stratford District Council planning department.

(Appendix 3 – circulated)

**22/03/08/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
None.

**22/03/08/16 Parish Report / Items for next meeting**  
None.

**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**  
The meeting closed at 9.10 pm

DRAFT

## 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

NORTON LINDSEY PARISH COUNCIL

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 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	£ 0.76	£ 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
Actual Year End 2020/2021	<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>	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
Actual Year End 2020/2021	<b>DISPOSABLE FUNDS AT YEAR END</b>	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)