

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

9 June 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 14 June 2022 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

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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

22/06/14/01 Record of members present

22/06/14/02 To receive apologies for absence

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

22/06/14/03 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.

22/06/14/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Annual and Ordinary Meetings held on 24 May 2022.

22/06/14/05 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.

22/06/14/06 Items to be taken in private session

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

22/06/14/07 Parish Council Action Plan

22/06/14/08 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.

22/06/14/09 To receive an update on ownership of the Queen Victoria signpost

22/06/14/10 Annual Governance and Accountability Return (AGAR)

1. To note completion of the Internal Audit, and to consider comments made by the Internal Auditor
2. To consider, approve and sign the Annual Governance Statement 2021/22
3. To consider, approve and sign the Accounting Statements 2021/22
4. To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

22/06/14/11 Items for consideration and resolution

None.

22/06/14/12 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)

22/06/14/13 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)

22/06/14/14 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)

22/06/14/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors

22/06/14/16 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.

22/06/14/17 Date of Next Meeting

12 July 2022 – Ordinary Meeting

22/06/14/18 Close

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
24.05.22	WALC	WALC Weekly Roundup Issue 11
31.05.22	WALC	WALC Weekly Roundup Issue 12
01.06.22	WDC	Calendar of meetings
06.06.22	WDC	Audit & Standards Committee Meeting on 14 June 2022
06.06.22	WDC	123+ waste collections are coming!
07.06.22	WALC	WALC Weekly Roundup Issue 13
08.06.22	Resident	Planning Application – WDC Reference W/22/0782
09.06.22	WCAVA	Volunteer Awards Nominations are open
09.06.22	CSW Resilience Team	Parish & Town Council Emergency Preparedness
09.06.22	Residents	Overgrown hedges

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	19 May 2022	£17,394.85
NatWest Reserve Account 1	5 May 2022	£10,164.53
NatWest Reserve Account 2 *	5 May 2022	£86.01
Cambridge & Counties 95-Day Notice Account *	31 July 2021	£12,610.21
Santander Everyday Saving Account *	2 September 2021	£1.08
<i>TOTAL</i>		£40,256.68

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
31 May 2022	NatWest Reserve Account 1 / Interest	£0.89
31 May 2022	NatWest Reserve Account 2 / Interest	£0.01

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 May 2022	Clerk's Salary	£271.44
31 May 2022	Zurich Town & Parish Insurance	£264.00
TBC	Cllr Brown / refund for NLPC report printing costs	£104.00
TBC	WALC / annual subscription	£149.00
TBC	Clerk's Expenses (Jan-May 2022)	£24.25

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
14 June 2022	Clerk / backdated pay	£69.16

Accounts Year To Date as at 14 June 2022

Reconciled to NatWest Current Account bank statement dated 31 May 2022, NatWest Reserve Account 1 statement dated 1 June 2022 and Reserve Account 2 statement dated 1 June 2022, C&C 95 Day Notice Account statement dated 31 July 2021 and Santander Business Everyday Saver Account dated 2 September 2021

2021/2022 Actual	Item	2022/2023 Budget	2022/2023 Actual YTD	2022/2023 Likely out-turn
BROUGHT FORWARD: BALANCE OF ACCOUNTS				
£ 9,995.96	Current A/C	£ 11,752.82	£ 12,928.11	£ 12,928.11 A
£ 430.08	Less unrepresented cheques / payments not reconciled to statement	£ -	£ -	£ - A
£ 8,962.00	General Reserves, Asset Fund, Electoral Expenses (Reserve A/C 1)	£ 9,763.26	£ 10,162.93	£ 10,162.93 A
£ 85.97	Depot Fund (Reserve A/C 2)	£ 85.99	£ 85.99	£ 85.99 A
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	£ 1.08 A
£ 12,475.47	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,610.21	£ 12,610.21	£ 12,610.21 A
£ 31,090.40	TOTAL BROUGHT FORWARD	£ 34,213.36	£ 35,788.32	£ 35,788.32 A
RECEIPTS				
£ 10,000.00	Precept	£ 10,000.00	£ 5,000.00	£ 10,000.00 A
£ -	VAT Refund	£ -	£ 550.87	£ 573.51 A
£ 0.93	Bank Interest: Reserve A/C 1	£ 0.84	£ 1.60	£ 1.00 E
£ 0.02	Bank Interest: Reserve A/C 2	£ -	£ 0.02	£ 0.02 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 134.74	Bank Interest: Cambridge & Counties	£ 125.00	£ -	£ - E
£ 250.00	Other	£ -	£ -	£ 250.00 E
£ 10,385.69	TOTAL RECEIPTS	£ 10,125.84	£ 5,552.49	£ 10,824.53 E
GENERAL EXPENDITURE				
£ 127.00	WALC Subscription	£ 140.00	£ 128.00	£ 128.00 A
£ 274.32	Insurance	£ 350.00	£ 264.00	£ 264.00 A
£ -	Seminars for Councillors	£ 100.00	£ -	£ 100.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,257.28	Staff costs (includes payments to HMRC)	£ 3,550.00	£ 542.88	£ 3,550.00 E
£ 20.17	Clerk's travel expenses	£ 50.00	£ 6.75	£ 50.00 E
£ 31.50	Home working allowance	£ 42.00	£ 17.50	£ 42.00 E
£ 4.37	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ -	£ 125.00 E
£ -	Miscellaneous / Contingencies Fund	£ 500.00	£ -	£ 500.00 E
£ 67.50	Hire of Rooms	£ 250.00	£ -	£ 250.00 E
£ 95.00	Society of Local Council Clerks Membership	£ 100.00	£ -	£ 95.00 E
£ 40.00	Information Commissioners Office (data protection)	£ 45.00	£ -	£ 40.00 E
£ -	Clerk's Training	£ 100.00	£ -	£ 100.00 E
£ -	Website	£ 75.00	£ -	£ 75.00 E
£ -	Election Costs Fund annual increase	£ -	£ -	£ - A
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ -	£ 1,200.00 A
£ 823.53	Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00 E
£ 1,155.49	Grants under Discretionary Powers	£ 1,500.00	£ -	£ 1,500.00 E
£ -	Annual Parish Council Report	£ 100.00	£ 104.00	£ 100.00 E
£ -	Parish Plan	£ 500.00	£ -	£ 500.00 E
£ -	Platinum Jubilee Memorial	£ 3,000.00	£ -	£ 3,000.00 E
£ -	Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)	£ -	£ -	£ - E
£ 121.69	VAT paid out on general expenditure (to be reclaimed)	£ 100.00	£ 21.00	£ 100.00 E
£ 7,217.85	TOTAL GENERAL EXPENDITURE	£ 12,827.00	£ 1,084.13	£ 12,719.00 E
EXPENDITURE FROM RESERVES				
£ -	Depot Fund	£ -	£ -	£ - E
£ -	Election Costs	£ -	£ -	£ - E
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -	£ - E
£ -	VAT paid out on Assets Fund expenditure (to be reclaimed)	£ -	£ -	£ - E
£ -	TOTAL EXPENDITURE FROM RESERVES	£ -	£ -	£ - E
BALANCE OF ACCOUNTS CARRIED FORWARD				
Actual Year End 2021/2022		Budget 2022/2023	Actual YTD 2022/2023	Likely Year End Out-Turn 31.03.23
Current Account				
£ 12,928.11	Current A/C	£ 8,925.82	£ 17,672.10	£ 11,032.62 E
£ -	Less unrepresented cheques / payments not reconciled to statement from previous year	£ -	£ -	£ - A
£ -	Less unrepresented cheques / payments not reconciled to statement from current year	£ -	£ 277.25	£ - A
£ 12,928.11		£ 8,925.82	£ 17,394.85	£ 11,032.62 E
Reserve Account 1				
£ 10,162.93	General Reserves	£ 10,964.10	£ 10,164.53	£ 11,363.93 E
Depot Fund				
£ 85.99	Reserve Account 2	£ 85.99	£ 86.01	£ 86.01 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 E
£ 12,610.21	Cambridge & Counties 95 Day Notice Account	£ 12,735.21	£ 12,610.21	£ 12,610.21 E
£ 12,697.28		£ 12,822.28	£ 12,697.30	£ 12,697.30 E
£ 35,788.32	TOTAL CARRIED FORWARD	£ 32,712.20	£ 40,256.68	£ 35,093.85 E
DISPOSABLE FUNDS AT YEAR END				
Actual Year End 2021/2022		Budget 2022/2023	Actual YTD 2022/2023	Likely Year End Out-Turn 31.03.23
£ 35,788.32	Total balance of accounts	£ 32,712.20	£ 40,256.68	£ 35,093.85 E
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,500.00	£ 3,500.00	£ 3,500.00 E
£ 5,893.64	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 6,693.90	£ 5,494.83	£ 7,093.64 E
£ 12,697.28	Less Depot Fund	£ 12,822.28	£ 12,697.30	£ 12,697.30 E
£ 13,697.40	DISPOSABLE FUNDS	£ 9,696.02	£ 18,564.55	£ 11,802.91 E

A = actual
E = estimate

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/22/0596	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	14.06.22 <i>(WDC extended deadline)</i>
W/22/0750	Land off Gannaway Farm off Curlieu Lane and rear of Brick Kiln Close, Norton Lindsey, Stratford on Avon, Warwick, CV35 8JR	Erection of 10no. affordable (discount market sales) homes	28.06.22

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
W/19/1133	Land at Ward Hill, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8JD	Hybrid planning application Due to go to WDC Planning Committee 21/22 June: NLPC attendance / comments at the meeting to be discussed

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)