

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in Norton Lindsey Church Room immediately following the Annual Meeting on 24 May 2022

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr K Elmhirst
WDC Cllr J Matecki for part of the meeting
Parish Clerk: Jennifer Bendall
Public: 2 members of the public for part of the meeting

22/05/24/01 Record of members present
Noted.

22/05/24/02 To receive apologies for absence
Apologies were received from Cllr Neale who was on holiday and Cllr Mann who was working.
APPROVED.

22/05/24/03 To receive declarations of interests (existence and nature) on items on the Agenda
None.

22/05/24/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meetings held on 8 March 2022 were taken as read, APPROVED and signed by the Chair.

22/05/24/05 To provisionally approve the minutes of the Annual Parish Assembly held on Wednesday 27 April 2022
Councillors were advised that the minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2023. The minutes of the Annual Parish Assembly were taken as read, APPROVED and provisionally signed.

22/05/24/06 Clerk's report
To receive a report from the Clerk detailing:

- 1. Actions taken following the previous meeting**
None.
- 2. Items actioned under the NLPC Scheme of Delegation**
None.
- 3. Any day to day matters that NLPC should be aware of**
 - The Clerk advised that following adoption of the NALC model Code of Conduct, the Councillors were required to sign new Disclosable Pecuniary Interest (DPI) Forms.
 - Wolverton Parish Council (WPC) have requested to borrow the projector and screen for their forthcoming Parish Assembly. AGREED.
 - The Clerk advised that she had discussed the maintenance of Millennium Green with the volunteer who has been mowing the grass there, and along Main Street towards the Dorrel Oak because it wasn't mowed by the WCC contractors. NLPC AGREED that the area behind the bench of Millennium Green could be left to rewild. The Clerk to let the volunteer know, and also to arrange a bank transfer of the sum budgeted for the costs involved in maintaining Millennium Green.

22/05/24/07 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.

22/05/24/08 Parish Council Action Plan

As the Action Plan for the forthcoming year had only been adopted at the Annual Meeting there was not much to report. It was noted that rewilding, which was carried over from the previous year's Action Plan, was going well. Speeding traffic on Main Street had been raised at the Parish Assembly by a concerned resident and consequently had been added to the Action Plan, and it was AGREED that the resident should be invited to a future meeting to discuss the matter.

22/05/24/09 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.**
 - Main street overgrown hedges - Cllr Matecki to chase WCC County Highways.
 - Uneven pavement on Snitterfield Lane – now resurfaced.
 - Gullies on Snitterfield Lane to be jetted – still not done, Clerk to chase.
- 2. To report any new issues to be notified to the relevant authorities.**
 - Tree overhanging pavement by Village Hall entrance – can Cllr Mann arrange for it to be trimmed back?

22/05/24/10 To receive an update on plans for celebrating the Queen's Platinum Jubilee
(see also 22/05/24/11.1)

The meeting noted that the plans for a permanent memorial to the Queen were discussed at the Parish Assembly, and that a positive response had been given to the suggestion of a village sign. Also discussed were the planting of a tree in support of the Queen's Green Canopy initiative, and the suggestion that the stonework of the Queen Elizabeth signpost at Red Horse Corner could be engraved with the dates of all the Queen's Jubilees. The Clerk to get quotes for engraving the stonework. Cllr Elmhirst to make enquiries regarding the village sign.

22/05/24/11 Items for consideration and resolution

- 1. To consider, and resolve to approve if appropriate, the purchase of a tree to celebrate the Queen's Platinum Jubilee (Local Government Act 1972, s.137)**

It was AGREED that NLPC would purchase a Wild Service tree. Cllr Brown advised that a representative from NLPC would be required for photographs of the "unveiling" of the tree.
- 2. To consider concerns from parishioners regarding displaying the Best Kept Village Certificate Noticeboard, and to resolve to agree the best way forward**

Cllr Brown to explore options for displaying the BKV noticeboard.
- 3. To consider, and resolve to approve if appropriate, a salary increase for the Clerk following receipt of notification from NALC of the NJC 2021-2022 national salary award, to be back dated to 1 April 2021 (Local Government Act 1972, s.112)**

AGREED.

22/05/24/12 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.** NONE.
- (Appendix 1 – circulated)

22/05/24/13 Finance

1. **To note the internal audit of the accounts for 2021/22.** NOTED. Cllr Elmhirst advised that all is in order.
2. **To receive a report detailing account balances.** RECEIVED.
3. **To note payments received since last meeting.** NOTED.
4. **To note payments made since last meeting.** NOTED.
5. **To review and approve items of expenditure.** APPROVED.
6. **To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.
(Appendix 2 – circulated)

22/05/24/14 Planning

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

NOTED.

- NLPC was neutral and made no comments to the applications at Horsley House Farm and Big House Farm. However, the application for Cherrytrees was considered to be overdevelopment in a green belt location outside the village boundary and NLPC also felt that the proposal appeared to be excessive for the purpose for which it is being built. Consequently, NLPC objected to this application.
- The meeting noted that the hybrid application at the poultry farm is likely to be going before the Planning Committee in June (either 21st/22nd) and that the Officers are recommending that it should be approved. Cllr Matecki advised that he will be writing to all members of the Planning Committee beforehand, and it was agreed that he will liaise with NLPC to co-ordinate the approaches at the Committee meeting. To be discussed at the NLPC ordinary meeting on 14 June, and the Clerk to register with WDC that NLPC will be speaking at the relevant Planning Committee meeting.
- The Chair advised that he had met with representatives from WPC, Claverdon Community Land Trust (CCLT) and Stratford District Council (SDC) regarding the proposed affordable housing behind Brick Kiln Close. CCLT are looking to provide discounted houses for sale, and they are willing to have a public meeting regarding the proposal. They have now submitted full plans to SDC which are currently awaiting verification. The Chair to circulate the information he has received following the meeting.

(Appendix 3 – circulated)

22/05/24/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors

Nothing to report.

22/05/24/16 Parish Report / Items for next meeting

There was concern with the works being undertaken at the water treatment plant on Canada Lane. To be monitored.

22/05/24/17 Date of Next Meeting

Tuesday 14 June 2022 – Ordinary Meeting
Apologies were received from Cllr Elmhirst.

22/05/24/18 Close

The meeting closed at 9.50pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
10.03.22	WALC	WALC Weekly Roundup Issue 1
17.03.22	WALC	WALC Weekly Roundup Issue 2
21.03.22	WCC	Warwickshire Road Safety Partnership asks the public not to buy an e-scooter
24.03.22	NALC	Make a change
24.03.22	WALC	WALC Weekly Roundup Issue 3
25.03.22	WCC	Stratford-upon-Avon town centre proposals – consultation
30.03.22	NALC	Utility Aid
30.03.22	WDC	Platinum Jubilee events
31.03.22	WALC	WALC Weekly Roundup Issue 4
02.04.22	SDC	New 123 waste service
05.04.22	WALC	WALC Weekly Roundup Issue 5
12.04.22	WALC	WALC Weekly Roundup Issue 6
14.04.22	Village Hall	Village Hall
26.04.22	WALC	WALC Weekly Roundup Issue 7
27.04.22	WDC	Net zero carbon development plan documents – regulation 19 consultation
03.05.22	WALC	WALC Weekly Roundup Issue 8
05.05.22	Groundwork	West Mids Community Flood Resilience – calendar of free training
09.05.22	WDC	Model Code of Conduct
10.05.22	WALC	WALC Weekly Roundup Issue 9
13.05.22	WALC	Warwickshire and West Midlands ALC Ltd – Company Limited by Guarantee
16.05.22	WALC	Warwickshire Town and Parish Council Reference Group – June meeting with Warwickshire Fire & Rescue
17.05.22	WALC	WALC Weekly Roundup Issue 10
18.05.22	WALC	Chairman update and training in June
18.05.22	WDC	Open letter – Warwick District Council Merger Statement
19.05.22	MOD	ATO100 Kineton Station Open Day
19.05.22	Cambridge & Counties Bank	Increasing the interest rate on your 95 day business notice account

2. Legislation / Regulations

Date	Details
21.03.22	LTN 31 LOCAL COUNCIL GENERAL POWERS
24.03.22	LTN 89 SUSTAINABLE ENERGY AND ELECTRIC VEHICLE CHARGING
24.03.22	LTN 87 PROCUREMENT
06.05.22	LTN 80 MEMBERS' CONDUCT AND THE REGISTRATION AND DISCLOSURE OF THEIR INTERESTS (ENGLAND)

3. Other items for information

Date	Details
-	

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	19 May 2022	£18,207.54
NatWest Reserve Account 1	5 May 2022	£10,163.64
NatWest Reserve Account 2 *	5 May 2022	£86.00
Cambridge & Counties 95-Day Notice Account *	31 July 2021	£12,610.21
Santander Everyday Saving Account *	2 September 2021	£1.08
TOTAL		£41,068.47

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
29 April 2022	Warwick District Council / 1 st Half of Precept Payment	£5,000.00
28 February 2022	NatWest Reserve Account 1 / Interest	£0.08
31 March 2022	NatWest Reserve Account 1 / Interest	£0.09
05 May 2022	NatWest Reserve Account 1 / Interest	£0.71
05 May 2022	NatWest Reserve Account 2 / Interest	£0.01
19 May 2022	HMRC / VAT reclaim	£550.87

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 March 2022	Clerk's Salary	£271.44
31 March 2022	Wolverton Primary School (grant for defibrillator)	£200.00
31 March 2022	Wolverton, Norton Lindsey, Langley PCC Central (Church clock maintenance)	£198.00
31 March 2022	Norton Lindsey Village Hall (hire costs)	£67.50
31 March 2022	Clerk's Expenses (Oct-Dec 2021)	£14.55
31 March 2022	Cllr Brown (refund)	£49.99
31 March 2022	Norton Lindsey Community Pub Ltd (grant for defibrillator)	£200.00
31 March 2022	Wolverton, Norton Lindsey, Langley PCC Central (Churchyard maintenance)	£250.00
31 March 2022	Norton Lindsey Playground (grant)	£350.00
31 March 2022	Norton Lindsey Church Room (grant)	£200.00
31 March 2022	Norton Lindsey Village Hall (defibrillator maintenance grant)	£30.00
28 April 2022	Clerk's Salary	£271.44

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
24 May 2022	Cllr Brown (refund)	£104.00
24 May 2022	WALC (subscription)	£149.00
24 May 2022	Clerk's Expenses (Jan-May 2022)	£24.25

Accounts Year To Date as at 19 May 2022

Reconciled to NatWest Current Account bank statement dated 19 May 2022, NatWest Reserve Account 1 statement dated 5 May 2022 and Reserve Account 2 statement dated 5 May 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	£ 0.71	£ 1.00 E
£ 0.02	Bank Interest: Reserve A/C 2	£ -	£ 0.01	£ 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	£ 5,551.59	£ 10,824.53 E
GENERAL EXPENDITURE				
£ 127.00	WALC Subscription	£ 140.00	£ -	£ 128.00 A
£ 274.32	Insurance	£ 350.00	£ -	£ 350.00 E
£ -	Seminars for Councillors	£ 100.00	£ -	£ 100.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,257.28	Staff costs (includes payments to HMRC)	£ 3,550.00	£ 271.44	£ 3,550.00 E
£ 20.17	Clerk's travel expenses	£ 50.00	£ -	£ 50.00 E
£ 31.50	Home working allowance	£ 42.00	£ -	£ 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	£ -	£ 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	£ -	£ 100.00 E
£ 7,217.85	TOTAL GENERAL EXPENDITURE	£ 12,827.00	£ 271.44	£ 12,805.00 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	£ 18,207.54	£ 10,946.62 E
£ -	Less unrepresented cheques / payments not reconciled to statement from previous year	£ -	£ -	£ - A
£ -	Less unrepresented cheques / payments not reconciled to statement from current year	£ -	£ -	£ - A
£ 12,928.11		£ 8,925.82	£ 18,207.54	£ 10,946.62 E
Reserve Account 1				
£ 10,162.93	General Reserves	£ 10,964.10	£ 10,163.64	£ 11,363.93 E
Depot Fund				
£ 85.99	Reserve Account 2	£ 85.99	£ 86.00	£ 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	£ 12,697.29	£ 12,697.30 E
£ 35,788.32	TOTAL CARRIED FORWARD	£ 32,712.20	£ 41,068.47	£ 35,007.85 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	£ 41,068.47	£ 35,007.85 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	£ 12,697.29	£ 12,697.30 E
£ 13,697.40	DISPOSABLE FUNDS	£ 9,696.02	£ 19,376.35	£ 11,716.91 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/22/0524	Horsley House Farm, Norton Curlieu Lane, Norton Lindsey	Single-storey extension to threshing barn to provide plant room and outdoor store; extension of noise attenuation garden wall	27.05.22
W/22/0525 LB	Horsley House Farm, Norton Curlieu Lane, Norton Lindsey	Listed building consent for single-storey extension to threshing barn to provide plant room and outdoor store; erection of adjacent noise attenuation garden wall, insertion of new internal staircase to create loft storage area; inclusion of ensuite facilities within two previously-consented bedrooms; and erection of wall within former farmyard.	27.05.22
W/22/0528	Horsley House Farm, Norton Curlieu Lane, Norton Lindsey	Variation of condition 2 (approved plans) of planning permission W/18/1332, which removed condition 3 (dovecote details) and varied associated condition 2 (plan numbers) of planning permission W/16/1725	02.06.22
W/22/0689	Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Reorganisation and alteration of Big House Farm to create revised family accommodation	31.05.22
W/22/0690 LB	Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Reorganisation and alteration of Big House Farm to create revised family accommodation	31.05.22
W/22/0782	Cherrytrees, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Erection of extensions to stable building and installation of 14no solar panel array to side roof slope and 24no solar panel array to rear roof slope	09.06.22

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
22/00471/COUQ (Stratford District)	Blacon Farm, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JJ	Prior approval notification for conversion of 2no. agricultural units to 5no. dwellings and associated operational development under Class Q(a) and Class Q(b)	Refused

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

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)