

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 12 July 2022

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr M Neale
WDC/WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: One

22/07/12/01 Record of members present
Noted.

22/07/12/02 To receive apologies for absence
Apologies were received from Cllr A Birch and Cllr R Mann who both had prior work commitments. Accepted.

22/07/12/03 To receive declarations of interests (existence and nature) on items on the Agenda
None.

22/07/12/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meetings held on 14 June 2022 were taken as read, APPROVED and signed by the Chair.

22/07/12/05 Clerk's report
To receive a report from the Clerk detailing:

- 1. Actions taken following the previous meeting**
 - The Clerk advised that NLPC email addresses had now been set up, and that she would forward details to councillors.
 - The meeting noted that the Annual Governance and Accountability Return exemption certificate had been submitted, that the necessary documents had been put on display on the website and noticeboards, and that the period of public inspection was now active.
- 2. Items actioned under the NLPC Scheme of Delegation**

It was noted that the planning application at Cherrytrees had been reconsidered following receipt of further information from the applicant and WDC, and that NLPC was now neutral to the application.
- 3. Any day to day matters that NLPC should be aware of**

The Clerk advised that she had attended a Documents and Policies webinar for Wolverton PC which had been very informative. At the webinar it had been stated that parish councils should have enough money in savings to cover 1 year, and that council's should have a Reserves Policy. The Clerk will look into this.

22/07/12/06 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.

22/07/12/07 Parish Council Action Plan

- 1. Reduce the speed of traffic through the village**
 - The resident who raised concerns at the Parish Assembly about speeding on Main Street was invited to the meeting but had advised he was unable to attend for a couple of months.
 - The VAS signs in the village will no longer be repaired or replaced by WCC. WCC Cllr Matecki to enquire as to the exact policy regarding this.

2. Continue with efforts to rewild suitable areas within the parish

The areas that had been left to rewild during the spring and summer would be cut at the end of the season.

3. Undertake a survey to determine parishioners' attitude to future developments within NL

It was agreed that this would be actioned in early 2023, and that the possibility of undertaking a Neighbourhood Plan would be considered.

22/07/12/08 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.

- Gullies on Snitterfield Lane/Wards Hill – although scheduled to be jetted some months ago, this has still not been done. Clerk to chase County Highways.
- Trees overhanging pavement by Village Hall – the Village Hall are looking into this.

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

- Footpath from Warwick Road to Church Furlong overgrown. Cllr Mann to be asked to contact the farmer.

22/07/12/09 To receive an update on ownership of the Queen Victoria Signpost

The Clerk reported on the response received from the WCC County Solicitor to enquiries she had made regarding ownership of the signpost. It was noted that WCC Highways was not obligated to replace the stone signpost should it become damaged, but that it had no objection to the signpost being there or being maintained by NLPC. It was agreed that Cllr Brown would get quotes from conservation stone masons for inspection/repair of the stonework, and that enquiries would be made to Zurich Insurance regarding adding the signpost to our insurance if we don't own it.

22/07/12/10 Items for consideration and resolution

1. To consider quotes for engraving the stonework of the Queen Elizabeth Signpost with the dates of the Queen's Jubilees, and to resolve to accept one quote (*Local Government Act 1972 s.137*)

As only one quote had been received, it was agreed to defer the matter to the September meeting.

22/07/12/11 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)

22/07/12/12 Finance

1. To receive a report detailing account balances. RECEIVED.

2. To note payments received since last meeting. NONE.

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)

22/07/12/13 Planning

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

NOTED.

- NLPC objected to the planning applications with both Warwick and Stratford District Councils for affordable housing on Gannaway Farm land off Curlieu Lane, and it was agreed that Cllr Brown, in conjunction with the Chairman, would draft comments to be submitted with the objections to both authorities.
- NLPC was neutral to the erection of a new general purpose building for agricultural storage at Lower House Farm.
- WDC Cllr Matecki gave an update on actions he has taken since the Planning Committee meeting where a decision regarding the hybrid application at the Poultry Farm was deferred due to further consideration by WCC Highways.

(Appendix 3 – circulated)

22/07/12/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors

Warwick District Council

Cllr Matecki gave a reminder that the new waste service is due to start on 1 August.

Warwickshire County Council

Nothing to report.

22/07/12/15 Parish Report / Items for next meeting

None.

22/07/12/16 Date of Next Meeting

13 September 2022 – Ordinary Meeting

22/07/12/17 Close

The meeting closed at 9.30 pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
14.06.22	WALC	WALC Weekly Roundup Issue 14
16.06.22	NALC	Dementia Survey
16.06.22	SDC	Revised Preferred Options SAP Consultation
16.06.22	WDC	South Warwickshire Local Plan – growth directions workshops
20.06.22	WCC	Local cycling and walking infrastructure plan
21.06.22	WALC	WALC Weekly Roundup Issue 15
21.06.22	Cambridge & Counties Bank	Increase in the interest rate on savings account
22.06.22	WALC	UK Shared Prosperity Fund
28.06.22	WALC	WALC Weekly Roundup Issue 16
28.06.22	Zurich	Change to our UK legal status
01.07.22	WALC	Understanding employment responsibilities training
04.07.22	WCC	Warwickshire Fire & Rescue Service Prevention Protection and Response Strategy
05.07.22	WALC	WALC Weekly Roundup Issue 17
06.07.22	Cambridge & Counties Bank	Updated T&C of savings account and tariff of charges

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	£16,999.31
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>		£39,861.14

* Depot Fund

2. Payments Received Since Last Meeting:

Date	From / Details	Amount
-		

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 June 2022	Clerk's Salary	£271.44
30 June 2022	Clerk / backdated pay	£74.10
30 June 2022	Cllr Brown / refund for NLPC report printing costs	£104.00
30 June 2022	WALC / annual subscription	£149.00
30 June 2022	Clerk's Expenses (Jan-May 2022)	£24.25
30 June 2022	N Peall / Millennium Green maintenance costs	£50.00

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
12 July	Clerk / refund for website domain registration	£19.32

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 12 July 2022

Reconciled to NatWest Current Account bank statement dated 30 June 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	£ 888.42	£ 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	£ 50.00	£ 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	£ 1,479.67	£ 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	£ 16,999.31	£ 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	£ -	£ -	£ - A
£ 12,928.11		£ 8,925.82	£ 16,999.31	£ 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	£ 39,861.14	£ 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	£ 39,861.14	£ 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	£ 18,169.01	£ 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/22/0750	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 <i>(WDC have extended the deadline)</i>
22/01197/FUL (SDC)	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	7.7.22 <i>(SDC have extended the deadline)</i>
W/22/1093AG	Lower House Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Agricultural notification for the erection of a new general purpose building for agricultural storage	22.07.22

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
W/22/0390	The Barn, Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Erection of timber framed garden room	Refused

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

Reference	Address	Description / Update
W/19/1133	Land at Ward Hill, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8JD	Hybrid planning application Following consideration at the WDC Planning Committee meeting on 22 June, the decision was deferred to enable further comment to be obtained from WCC highways including the highways matters raised by the Ward Member.

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)