

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 14 June 2022

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr A Birch; Cllr R Mann (for part of the meeting)
WDC/WCC Cllr J Matecki (for part of the meeting)

Parish Clerk: Jennifer Bendall

Public: None

22/06/14/01 Record of members present

Noted.

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

Apologies were received from Cllr K Elmhirst and Cllr M Neale who were on holiday. Cllr R Mann and WDC/WCC Cllr Matecki both sent apologies that they would be arriving late due to work commitments.

22/06/14/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

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

The minutes of the Annual and Ordinary Meetings held on 24 May 2022 were taken as read, APPROVED and signed by the Chair.

22/06/14/05 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 been set up and that she would forward details. It was noted that there is a limit on the size of emails received by these email addresses, and it was agreed that all meeting documents would be put on Dropbox and a link forwarded, and that Councillors would have to regularly delete emails that are no longer needed.
- Acquiring quotes for engraving the dates of the Queen's Jubilees onto the stonework of the signpost at Red Horse Corner is still to be done.
- Cllr Brown is looking into an alternative location for displaying the Best Kept Village Noticeboard.

2. Items actioned under the NLPC Scheme of Delegation

None.

3. Any day to day matters that NLPC should be aware of

None.

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.

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

22/06/14/07 Parish Council Action Plan

1. Reduce the speed of traffic through the village

Concerns with speeding traffic along Main Street had been raised at the Parish Assembly, and it was agreed that the resident who raised these concerns would be invited to the July meeting to discuss the problem

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

The Clerk advised that she had been in touch with the volunteer who mows Millennium Green to advise that the area behind the bench is to be left to rewild.

3. Undertake a survey to determine parishioners' attitude to future developments within NL
To be actioned in the future.

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.

- 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 – Cllr Mann to look into.

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

- None.

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

Cllr Brown advised that WCC have advised that they do not own the Signpost, although it is on WCC land, and that it is more likely to be owned by NLPC. It was AGREED that the WCC County Solicitor would be contacted for their opinion, and that the Clerk would make enquiries with Zurich Insurance. It was also AGREED that quotes would be obtained to test the safety of the 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

It was NOTED that the Independent Internal Auditor had reviewed NLPC's records for the year ending 31 March 2021 and had commented that all was in order.

2. To consider, approve and sign the Annual Governance Statement 2021/22

NLPC considered and APPROVED the Annual Governance Statement for 2021/22 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

3. To consider, approve and sign the Accounting Statements 2021/22

The Council considered and APPROVED the Accounting Statements for 2021/22 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

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

Following consideration of the criteria for certifying as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it was unanimously resolved that NLPC will certify as exempt for the year 2021/22.

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.

NOTED.

Correspondence received which gave more information regarding the planning application at Cherrytrees was considered, but NLPC AGREED that its objection still stood.

- Correspondence received from the Coventry Solihull and Warwickshire Resilience Team regarding parish and town council emergency preparedness was discussed and it was AGREED that NLPC's emergency plan would be updated and that the Home Emergency Plan would be promoted to households within the parish.

- Correspondence was also received from Norton Lindsey residents concerned with overgrown hedges, particularly those near Wolverton School where there are a couple of places where it is necessary to walk on the road due to the hedges. It was AGREED that in the first instance NLPC would put a note in the Parish Magazine asking that all hedge owners ensure that their hedges are not causing an obstruction on the pavements and rights of way in both Norton Lindsey and Wolverton parishes.

2. To note any changes to legislation and regulations which relate to parish councils. NONE.

3. Other items for information. NONE.

(Appendix 1 – circulated)

22/06/14/13 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)

22/06/14/14 Planning

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

NOTED.

- NLPC was neutral to the application at Regent Cottage and had no comments.
- It was AGREED that a working party would be formed to discuss the WDC application for 10 affordable houses on land at Gannaway (access to the site only), and that the Clerk would follow up the request for an updated Housing Needs Survey with the Warwickshire Rural Community Council. Cllr Brown to send out a new survey to residents asking for their opinion of these proposed affordable houses.
- The Poultry Farm planning application is due to be considered by the Planning Committee on 22 June, and arrangements for speaking at the Committee Meeting were discussed. WDC Cllr Matecki will be speaking in objection, along with Cllr Stobart. The Clerk will register Cllr Stobart as a speaker with the Planning Committee

(Appendix 3 – circulated)

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

Cllr Matecki advised that there was not much happening within WDC. The new waste service is on schedule to start on 1 August, and residents can now sign up for the green bin collection. Cllr Matecki offered to address community groups to explain how the new service will work.

Warwickshire County Council

Cllr Matecki advised that Warwickshire has been selected to take part in an OFSTED “trial”. WCC are looking to improve electric vehicle parking for people who don’t have parking spaces. Finally, grants have been awarded to Warwickshire to help combat loneliness.

22/06/14/16 Parish Report / Items for next meeting

- The Platinum Jubilee celebrations went well, and the NLPC tree has been planted. The bill for the tree will soon be sent to NLPC.
- The Clerk is to look at the Severn Trent website to see if there is any information regarding the works that are ongoing at the water treatment plant on Canada Lane.

22/06/14/17 Date of Next Meeting

12 July 2022 – Ordinary Meeting

22/06/14/18 Close

The meeting closed at 9.15 pm

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

NORTON LINDSEY PARISH COUNCIL

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	Item	2022/2023	2022/2023	2022/2023
Actual		Budget	Actual YTD	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)