

# 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)

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To All Members of the Council

8 December 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 13 December 2022 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

**22/12/13/01 Record of members present**

**22/12/13/02 To receive apologies for absence**

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

**22/12/13/03 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.

**22/12/13/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meeting held on 8 November 2022.

**22/12/13/05 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.

**22/12/13/06 Items to be taken in private session**

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

**22/12/13/07 Parish Council Action Plan**

1. Reduce the speed of traffic through the village;
2. Continue with efforts to rewild suitable areas within the parish;
3. Undertake a survey to determine parishioners' attitude to future developments within NL.

- 22/12/13/08 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.
- 22/12/13/09 To receive an update on Platinum Jubilee memorial**
- 22/12/13/10 Items for consideration and resolution**
1. To consider, and resolve to approve if appropriate, the grant applications received for the financial year 2022/23 (*various legislation*)
- 22/12/13/11 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)
- 22/12/13/12 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.
  6. To receive the draft budget/precept calculation for the financial year 2023/2024 for initial comments (*to be considered at the January 2023 meeting*)  
(Appendix 2 – circulated)
- 22/12/13/13 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)
- 22/12/13/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 22/12/13/15 Parish Report / Items for next meeting**
- 22/12/13/16 Date of Next Meeting**  
10 January 2023 – Ordinary Meeting
- 22/12/13/17 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
08.11.22	WALC	Weekly Round-up 35
15.11.22	WALC	Weekly Round-up 36
22.11.22	WALC	Weekly Round-up 37
29.11.22	WALC	Weekly Round-up 37
30.11.22	Warwickshire P&CC	Parish and Town Council Policing and Budget Engagement Session
05.12.22	SDC/WDC	South Warwickshire Local Plan Briefing Sessions
05.12.22	WCC	SEND Service offer / SEND Home to School Transport Consultations
06.12.22	WALC	Weekly Round-up 39

## 2. Legislation / Regulations

Date	Details
December 2022	LTN 13   POLICING YOUR AREA
November 2022	LTN 40   LOCAL COUNCIL DOCUMENTS AND RECORDS (amendment to include missing annex and link)
November 2022	LTN 54   PROTECTION OF OWNERLESS COMMON LAND AND VILLAGE GREENS

## 3. Other items for information

Date	Details

## Appendix 2 – Finance

### 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 November 2022	£20,094.09
NatWest Reserve Account 1	5 October 2022	£10,172.26
NatWest Reserve Account 2 *	5 October 2022	£86.09
Cambridge & Counties 95-Day Notice Account *	31 July 2022	£12,747.84
Santander Everyday Saving Account *	2 September 2022	£1.08
<b>TOTAL</b>		<b>£43,101.36</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
31 October 2022	NatWest / Interest on Reserve Accounts 1 and 2	£3.35

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
09 December 2022	Clerk / Backdated Pay	£182.00
-	Information Commissioner's Office / annual fee *	£35.00
09 December 2022	Society of Local Council Clerks / annual subscription	£112.00

\* Awaiting Direct Debit set up

### 4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

## Accounts Year To Date as at 13 December 2022

Reconciled to NatWest Current Account bank statement dated 30 November 2022, NatWest Reserve Account 1 statement dated 4 November 2022 and Reserve Account 2 statement dated 4 November 2022, C&C 95 Day Notice Account statement dated 31 July 2022 and Santander Business Everyday Saver Account dated 2 September 2022

2021/2022 Actual	Item	2022/2023 Budget	2022/2023 Actual YTD	2022/2023 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 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	<b>TOTAL BROUGHT FORWARD</b>	£ 34,213.36	£ 35,788.32	£ 35,788.32 A
<b>RECEIPTS</b>				
£ 10,000.00	Precept	£ 10,000.00	£ 10,000.00	£ 10,000.00 A
£ -	VAT Refund	£ -	£ 550.87	£ 550.87 A
£ 0.93	Bank Interest: Reserve A/C 1	£ 0.84	£ 9.33	£ 15.00 E
£ 0.02	Bank Interest: Reserve A/C 2	£ -	£ 0.10	£ 0.12 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 134.74	Bank Interest: Cambridge & Counties	£ 125.00	£ 137.63	£ 137.63 A
£ 250.00	Other	£ -	£ -	£ - E
£ 10,385.69	<b>TOTAL RECEIPTS</b>	£ 10,125.84	£ 10,697.93	£ 10,703.62 E
<b>GENERAL EXPENDITURE</b>				
£ 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	£ -	£ -	£ - A
£ 3,257.28	Staff costs (includes payments to HMRC)	£ 3,550.00	£ 2,478.32	£ 3,628.56 E
£ 20.17	Clerk's travel expenses	£ 50.00	£ 17.55	£ 50.00 E
£ 31.50	Home working allowance	£ 42.00	£ 31.50	£ 42.00 E
£ 4.37	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 62.60	£ 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	£ 112.00	£ 112.00 E
£ 40.00	Information Commissioners Office (data protection)	£ 45.00	£ 35.00	£ 35.00 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	£ 104.00 A
£ -	Parish Plan	£ 500.00	£ -	£ 500.00 E
£ -	Platinum Jubilee Memorial	£ 3,000.00	£ 57.00	£ 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	£ 44.92	£ 100.00 E
£ 7,217.85	<b>TOTAL GENERAL EXPENDITURE</b>	£ 12,827.00	£ 3,384.89	£ 12,813.56 E
<b>EXPENDITURE FROM RESERVES</b>				
£ -	Depot Fund	£ -	£ -	£ - E
£ -	Election Costs	£ -	£ -	£ - E
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -	£ - E
£ -	VAT paid out on Assets Fund expenditure (to be reclaimed)	£ -	£ -	£ - E
£ -	<b>TOTAL EXPENDITURE FROM RESERVES</b>	£ -	£ -	£ - E
<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
Actual Year End 2021/2022		Budget 2022/2023	Actual YTD 2022/2023	Likely Year End Out-Turn 31.03.23
<b>Current Account</b>				
£ 12,928.11	Current A/C	£ 8,925.82	£ 20,423.09	£ 10,665.42 E
£ -	Less unrepresented cheques / payments not reconciled to statement from previous year	£ -	£ -	£ - A
£ -	Less unrepresented cheques / payments not reconciled to statement from current year	£ -	£ 329.00	£ - A
£ 12,928.11		£ 8,925.82	£ 20,094.09	£ 10,665.42 E
<b>Reserve Account 1</b>				
£ 10,162.93	General Reserves	£ 10,964.10	£ 10,172.26	£ 11,377.93 E
<b>Depot Fund</b>				
£ 85.99	Reserve Account 2	£ 85.99	£ 86.09	£ 86.12 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 E
£ 12,610.21	Cambridge & Counties 95 Day Notice Account	£ 12,735.21	£ 12,747.84	£ 12,747.84 E
£ 12,697.28		£ 12,822.28	£ 12,835.01	£ 12,835.04 E
£ 35,788.32	<b>TOTAL CARRIED FORWARD</b>	£ 32,712.20	£ 43,101.36	£ 34,878.39 E
<b>DISPOSABLE FUNDS AT YEAR END</b>				
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	£ 43,101.36	£ 34,878.39 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	£ 12,835.01	£ 12,835.04 E
£ 13,697.40	<b>DISPOSABLE FUNDS</b>	£ 9,696.02	£ 21,271.52	£ 11,449.71 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/22/1719	Rickyard Barn, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Conversion/re-instate former pig pens into a single storey work from home office and storeroom to be used by occupants of Rickyard Barn.	09.12.22 <i>Note: NLPC have been allowed an extension to the deadline</i>
W/22/1873/TCA	The Croft, Main Street, Norton Lindsey, Warwick, CV35 8JA	38 x leylandii conifers – fell	For information only, no response required

### 2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments
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### 3. To note planning application decisions:

Reference	Address	Description	Decision
W/22/1557	High Paddox, Main Street, Norton Lindsey, Warwick, CV35 8JA	Replace existing timber cladding to front elevation of property with new timber cladding painted in a Warwick Stone	Granted
W/22/1132	Cannings Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Proposed change of use of former agricultural building to residential and incorporation within the main farm house	Granted

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

Reference	Address	Description / Update
-		

### 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)