

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 13 December 2022

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

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

**22/12/13/02 To receive apologies for absence**  
Apologies were received from Cllr R Mann who was working and Cllr M Neale who was away.  
Accepted.

**22/12/13/03 To receive declarations of interests (existence and nature) on items on the Agenda**  
None.

**22/12/13/04 Minutes of the last meeting(s)**  
The minutes of the Ordinary Meeting held on 8 November 2022 were taken as read, APPROVED and signed by the Chair.

**22/12/13/05 Clerk's report**  
To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting  
The Clerk advised that the Warwickshire Rural Community Council (WRCC) have provided a cover letter to accompany the Housing Needs Survey which the Clerk will tailor to Norton Lindsey.
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 Moore UK have been appointed as the new external auditors for Warwickshire and the West Midlands
  - The Clerk advised that she had completed a Local Climate Engagement Programme Survey on behalf of NLPC which had been forwarded by WALC.
  - WALC has recommended that parish councils give careful consideration to budget setting in view of the cost-of-living crisis, and to not reduce the budget/keep it the same as costs are rising in line with inflation and the next couple of years will be difficult.
  - WALC has advised that it has relaunched the "Become a Councillor" page on its website in preparation for the elections in May 2023.

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

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

1. Reduce the speed of traffic through the village

The resident who had previously raised concerns about traffic speeding along Main Street was invited to join the discussion on what can be done to alleviate the problem. WCC Cllr Matecki explained the rules regarding displaying signs on council posts, etc, and it was noted that if the average speed of traffic travelling in an area is 24 mph, there is a legal requirement to introduce a 20mph limit. Cllr Matecki has some money in his budget which could be used to paint "signs" on the road or provide pedestrian warning signs. Cllr Matecki will investigate how to go about officially reducing the speed limit on Main Street, and will also check costs of installing speed monitoring "wires" across the road.

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

WALC has received some free resources from South Gloucestershire Council specifically designed to help Parish and Town Councils who own or manage land to set up a Local Nature Action Plan. The Clerk to forward the information to Councillors.

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

See Agenda Item 22/12/13/05.1 regarding the Housing Needs Survey.

**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

- The gullies on Snitterfield Lane have still not been emptied. To be chased again.
- The road sign at the junction of Brittons Lane and Warwick Road has been reinstated.
- There are areas of the road surface of Snitterfield Lane from Canada Lane down the hill that are in very poor condition – the Clerk has not had a response from County Highways and will chase.

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

The waste bins by the bus shelter and outside the Village Hall are rusting and sharp bits of metal are protruding. As these bins are owned by WDC, Cllr Matecki will look into replacing them.

**22/12/13/09 To receive an update on Platinum Jubilee memorial**

Defer to next meeting.

**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*)

It was AGREED to defer until the January meeting due to the low number of applications. A new deadline for applications was set at 20 December 2022.

**22/12/13/11 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.** NOTED.

3. **Other items for information.** NONE.

(Appendix 1 – circulated)

**22/12/13/12 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. NONE.
5. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.
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*). RECEIVED.  
(Appendix 2 – circulated)

**22/12/13/13 Planning**

To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate. NOTED.  
NLPC was neutral to the Rickyard Barn application and made no comments.  
WDC Cllr Matecki advised that the Poultry Farm application is expected to return to the WDC Planning Committee in January 2023.  
There was a discussion regarding the building works ongoing at Blacon Farm in Wolverton Parish. Concerns have been raised about the speed of traffic on the farm track, the cameras/loud speakers that have been installed overlooking the track, the floodlights and possible installation of a block paving drive without planning permission. It was AGREED that the Clerk would report these concerns to the SDC Planning Enforcement team.  
(Appendix 3 – circulated)

**22/12/13/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
Warwick District Council

Cllr Matecki advised that a country park and new school in Bishops Tachbrook had both received planning permission. In order to help those people struggling with the cost-of-living crisis, WDC has removed carpark fees in the run-up to Christmas and is expected to adjust Council Tax for 2023/24. The 123 service is going well, with the amount of recycling rising and a reduction in rubbish put in the grey bins.

Warwickshire County Council

Cllr Matecki reported that WCC has budgets available for those people who are struggling with energy costs, etc. These grants are for everyone, not just those on benefits. The County, District and Borough Councils are working together to organise support during these difficult times. WCC has not yet set its Council Tax for the forthcoming year.

**22/12/13/15 Parish Report / Items for next meeting**

- NLPC has received a report from Severn Trent regarding the ongoing works at the sewage plant on Canada Lane. It was agreed that this report would be uploaded to Facebook and the website, and copies displayed on noticeboards.
- Cllr Brown advised that he has put the NLPC Christmas tree on Millennium Green, and was able to repair the lights rather than purchase new ones.
- Claverdon & District Nursing Association has asked that its parish council representatives raise awareness of the Association within their parishes. The Association provides financial assistance for the sick and needy within the villages of Claverdon, Langley and Norton Lindsey, and would encourage applications for small donations towards, for example, heating costs, mobility aids, etc.

**22/12/13/16 Date of Next Meeting**

10 January 2023 – Ordinary Meeting (*focus: budget/precept calculation*)  
RESERVE DATE 11 January 2023 – in case of clash with WDC Planning Committee Meeting

**22/12/13/17 Close**

The meeting closed at 9.30pm

## 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
<i>TOTAL</i>		<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
-		

NORTON LINDSEY PARISH COUNCIL

**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
-			

### 3. To note planning application decisions:

Reference	Address	Description	Decision
W/22/1557	High Paddock, 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)