

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 20 October 2022

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

Parish Clerk: Jennifer Bendall

Public: None

### 22/10/20/01 Record of members present

Noted.

### 22/10/20/02 To receive apologies for absence

Apologies were received from Cllr Neale and Cllr Elmhirst who were both on holiday. Accepted.

### 22/10/20/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

### 22/10/20/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 12 July 2022 were taken as read, APPROVED and signed by the Chair.

### 22/10/20/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
  - Warwickshire Rural Community Council (WRCC) have advised that WDC have approved a new housing needs survey for NLPC. It was AGREED that the councillors would review the questionnaire and then give WRCC the go-ahead for issue the survey.
2. Items actioned under the NLPC Scheme of Delegation
  - See agenda item 22/10/20/13 Planning, Appendix 3.
3. Any day to day matters that NLPC should be aware of
  - The Clerk advised that she had completed a re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 on behalf of NLPC.
  - The Clerk reminded councillors that safety checks of NLPC assets should be carried out.
  - The Clerk advised that when she had recently set up two payments on Bankline she had mistakenly done the first required authorisation, with the Chair doing the second one. The meeting noted that she had advised the Chair of this as soon as it came to light, and that she would take precautions to ensure it did not happen in the future.

### 22/10/20/06 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.

### 22/10/20/07 Parish Council Action Plan

1. Reduce the speed of traffic through the village  
Nothing to report.
2. Continue with efforts to rewild suitable areas within the parish  
Nothing to report.
3. Undertake a survey to determine parishioners' attitude to future developments within NL  
Nothing to report.

**22/10/20/08 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**

- It was noted that WCC will no longer be updating or maintaining Vehicle Activated Signs (VAS). If repairs are needed, parish councils can potentially apply to the relevant WCC councillor grant fund.
- The gullies on Snitterfield Lane have still not been emptied. The Clerk will chase again.
- The trees by the Village Hall have been cut back and are no longer hanging over the pavement.
- The footpath alongside Littleworth Wood has been cut back and is now passable.

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

- The meeting noted the recent extensive parking on the pavement along Wolverton Road outside the Village Hall, and it was suggested that it could have been due to football matches taking place on the playing field. Cllr Mann to make enquiries.

**22/10/20/09 To receive an update on Platinum Jubilee village signpost**

Deferred to next meeting.

**22/10/20/10 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 the date of her death, and to resolve to accept one quote; to also note that a resident wishes to make a donation towards the engraving costs (Road Traffic Regulation Act 1984, S.72(1))**

Three quotes for engraving were received from stonemasons (Geo Clifford & Sons, Pollard Memorials and Stonemasons of Worcester). It was AGREED to accept the quote of £810 from Stonemasons of Worcester as they are the stonemasons who originally engraved the signpost. The Chair is to enquire how much the resident wishes to donate, and it was AGREED that NLPC would contribute £300 plus VAT if the donation doesn't cover the full amount of the engraving. It was also AGREED to request a separate quote from Stonemasons of Worcester for engraving the date of the Queen's death only, which NLPC will pay for.

**2. To consider, and resolve to agree if appropriate, purchasing Christmas trees (for display in the village during the festive season) and replacement lights/batteries (Local Government Act 1972, s.144)**

It was AGREED that Cllr Brown could spend a maximum of £50 on replacement lights and batteries, which would be funded from the Asset Renewal Fund, and a Christmas Tree for display at the Pub (on the corner of New Road and Main Street).

**3. To consider, and resolve to agree if appropriate, opting out of the SAAA central external auditor appointment arrangements**

It was AGREED that NLPC would not opt out of the SAAA central external auditor appointment arrangements.

**4. To review, and resolve to approve if appropriate, the revised NLPC Website Accessibility Statement**

The revised NLPC Website Accessibility Statement was reviewed and approved.

**22/10/20/11 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. NOTED.**

(Appendix 1 – circulated)

**22/10/20/12 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.  
(Appendix 2 – circulated)

**22/10/20/13 Planning**

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

NOTED.

- Following discussion, it was AGREED that NLPC was neutral to the application at High Paddox (W/22/1557) and had no comments to make.
- It was noted that the application for the erection of 10 affordable (discount market sales) homes on land behind Brick Kiln Close (W/22/0750) has been withdrawn.
- The meeting noted that the Poultry Farm hybrid planning application (W/19/1133) was expected to shortly return to the Planning Committee for determination.

(Appendix 3 – circulated)

**22/10/20/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

Warwick District Council

WDC Cllr Matecki advised that in response to the startling decline in our natural world, an Ecological Emergency was unanimously declared by WDC, which agreed to develop a Biodiversity Action Plan. He also reported that additional licensing was to be made available for HMOs (Houses in Multiple Occupation). Finally he stated the importance of parish and ward councillors who object to planning applications attending planning committee meetings where the application will be determined.

Warwickshire County Council

WCC Cllr Matecki advised that a grant has been set up for small and medium-sized enterprises (SMEs) for energy saving measures.

**22/10/20/15 Parish Report / Items for next meeting**

Cllr Brown is to check with the PCC if the potted plants left in memoriam on the Queen Elizabeth signpost can be planted in the garden of remembrance in the Churchyard. The Book of Remembrance for Queen Elizabeth is to be stored temporarily with the Clerk and then deposited with County Archives when convenient.

**22/10/20/16 Date of Next Meeting**

8 November 2022 – Ordinary Meeting

**22/10/20/17 Close**

The meeting closed at 8.50pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
8.7.22	WCC	Warwickshire Minerals Local Plan 2018-2032
12.7.22	WALC	WALC Weekly Roundup Issue 18
14.7.22	WALC	WALC have new contact details
19.7.22	WALC	WALC Weekly Roundup Issue 19
25.7.22	WCC	Warwickshire Minerals Local Plan 2018-2032: Adoption
26.7.22	WALC	WALC Weekly Roundup Issue 20
2.8.22	WALC	WALC Weekly Roundup Issue 21
4.8.22	Warwickshire Wildlife Trust	Warwickshire Wildlife Trust
9.8.22	WALC	WALC Weekly Roundup Issue 22
11.8.22	SAAA	SAAA 2022 Opt-Out Communication
16.8.22	WALC	WALC Weekly Roundup Issue 23
23.8.22	WALC	WALC Weekly Roundup Issue 24
30.8.22	WALC	WALC focus on Operation London Bridge
31.8.22	WALC	WALC Weekly Roundup Issue 25
6.9.22	WALC	WALC Weekly Roundup Issue 26
8.9.22	WDC	Council Meeting Statement from Leader of WDC
8.9.22	WCC	Intention to process road closure: Canada Lane
12.9.22	WDC	WDC update following the passing of Her Majesty The Queen
13.9.22	WALC	WALC Weekly Roundup Issue 27
15.9.22	WALC	Form letter of condolence to the Royal Family
20.9.22	WALC	WALC Weekly Roundup Issue 28
26.9.22	Cambridge & Counties Bank	We're increasing the interest rate on your savings account
26.09.22	WCC	Consultation on draft local transport plan
27.9.22	WALC	WALC Weekly Roundup Issue 29
4.10.22	WALC	WALC Weekly Roundup Issue 30
5.10.22	WCC	Town & Parish Councils Reference Group with Highways
7.10.22	WALC	Risk assessments an online practical sessions

### 2. Legislation / Regulations

Date	Details
21.7.22	LTN 7   NON-COUNCILLOR MEMBERS OF COMMITTEES
8.7.22	LTN 8   ELECTIONS AND CO-OPTION
3.8.22	LTN 40   LOCAL COUNCIL DOCUMENTS AND RECORDS

### 3. Other items for information

Date	Details
4.8.22	LGA Briefing note: Elections Act 2022

## Appendix 2 – Finance

### 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 September 2022	£21,001.85
NatWest Reserve Account 1	5 October 2022	£10,168.94
NatWest Reserve Account 2 *	5 October 2022	£86.06
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>£44,005.77</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
31 July 2022	Cambridge & Counties Bank / Interest on Depot Fund	£137.63
30 September 2022	Warwick District Council / 2 <sup>nd</sup> half of Precept	£5,000.00
Various	NatWest Bank / Interest on Reserve A/C 1	£4.41
Various	NatWest Bank / Interest on Reserve A/C 2	£0.05

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 July 2022	Clerk's Salary	£271.44
30 August 2022	Clerk's Salary inc backdated pay	£281.32
16 September 2022	Clerk / expenses (June-Sept 2022)	£99.92
16 September 2022	WCC / Jubilee tree	£68.40
28 September 2022	Clerk's Salary	£276.38

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

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 20 October 2022

Reconciled to NatWest Current Account bank statement dated 30 September 2022, NatWest Reserve Account 1 statement dated 5 October 2022 and Reserve Account 2 statement dated 5 October 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	£ 6.01	£ 15.00 E
£ 0.02	Bank Interest: Reserve A/C 2	£ -	£ 0.07	£ 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	£ 10,694.58	£ 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	£ -	£ -	£ - E
£ 3,257.28	Staff costs (includes payments to HMRC)	£ 3,550.00	£ 1,717.56	£ 3,550.00 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	£ -	£ 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	£ 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	£ 2,477.13	£ 12,723.00 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	£ 21,001.85	£ 10,755.98 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	£ 21,001.85	£ 10,755.98 E
<b>Reserve Account 1</b>				
£ 10,162.93	General Reserves	£ 10,964.10	£ 10,168.94	£ 11,377.93 E
<b>Depot Fund</b>				
£ 85.99	Reserve Account 2	£ 85.99	£ 86.06	£ 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	£ 12,834.98	£ 12,835.04 E
£ 35,788.32	<b>TOTAL CARRIED FORWARD</b>	£ 32,712.20	£ 44,005.77	£ 34,968.95 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	£ 44,005.77	£ 34,968.95 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	£ 12,834.98	£ 12,835.04 E
£ 13,697.40	<b>DISPOSABLE FUNDS</b>	£ 9,696.02	£ 22,175.96	£ 11,540.27 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/22/1557	High Paddox, Main Street, Norton Lindsey, Warwick, CV35 8JA	Replace existing timber cladding to front elevation of property with new cladding painted in a Warwick Stone colour to match replacement windows and doors due to be fitted.	24.10.22

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

Reference	Address	Description	NLPC Comments
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 farmhouse. Associated layout and fenestration revisions.	Support plus comments
W/22/1291	Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Erection of detached double garage to replace existing, erection of new porch and erection of single storey side extension	Neutral
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 additional 6 solar panels to the existing rear array	NLPC revised its response due to new information received. NLPC is now neutral with comments

### 3. To note planning application decisions:

Reference	Address	Description	Decision
W/22/0155 W/22/1291	Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Erection of detached double garage to replace existing, erection of new porch and erection of single storey side extension	Refused
W/22/0524 W/22/0525/LB W/22/0528	Horsley House Farm, Norton Curliou Lane, Norton Lindsey	Various	Granted
W/22/0596	Regent Cottage, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Lawful development certificate	Granted
W/22/0689 W/22/0690/LB	Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Alteration of Big House Farm to create revised family accommodation, minor extension to rear creating boot room and sun room.	Granted
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 additional 6 solar panels to the existing rear array	Granted
W/22/1093/AG	Lower House Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Agricultural notification for the erection of a new general purpose building for agricultural storage purposes	Prior Approval not required

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

Reference	Address	Description / Update
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
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)**