

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 November 2022

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

Parish Clerk: Jennifer Bendall

Public: None

### 22/11/08/01 Record of members present

Noted.

### 22/11/08/02 To receive apologies for absence

Apologies were received from Cllr Elmhirst who had a prior commitment, and Cllr Birch who was ill. Accepted.

### 22/11/08/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

### 22/11/08/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 20 October 2022 were taken as read, APPROVED and signed by the Chair.

### 22/11/08/05 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. The Clerk to enquire if there is a standard letter NLPC should use to accompany the survey.
2. Items actioned under the NLPC Scheme of Delegation  
Following recommendation from the resident making a donation to add the dates of all of Queen Elizabeth's jubilees and the date of her death on the stone signpost at Red Horse Corner, the meeting noted that under the Scheme of Delegation Councillors had agreed to use Pollards instead of Stonemasons of Worcester (see October 2022 minutes, agenda item 22/10/20/10.1). Pollards quote was slightly cheaper than Stonemasons of Worcester.
3. Any day to day matters that NLPC should be aware of  
The Clerk advised that the Domain Management team from the Cabinet Office has a target of making sure that every council, no matter its size, has a .gov.uk domain, and they will be contacting parish councils in due course.

### 22/11/08/06 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.

### 22/11/08/07 Parish Council Action Plan

1. Reduce the speed of traffic through the village  
Cllr Neale advised that he had attended an online meeting of the Warwickshire Town & Parish Council Reference Group, the meeting focussing on highways issues. There was a discussion regarding potential limitations of introducing a 20mph limit on Main Street, and WCC Cllr Matecki advised that he would be prepared to look at financing road marking as an alternative.
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

**22/11/08/08 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. The Clerk has reported again.
  - Parking on Wolverton Road during football matches – Cllr Mann has not discovered why there so many cars parked on Wolverton Road on the weekend in October, but suspected that it was because the Football Club was hosting additional teams, which is not a frequent occurrence.
2. To report any new issues to be notified to the relevant authorities
  - The road sign at the end of Brittons Lane where it joins Warwick Road has been knocked over – the Clerk has reported to County Highways.
  - 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 reported to County Highways.

**22/11/08/09 To receive an update on Platinum Jubilee village signpost**

The meeting considered styles and prices of a village sign, and there was discussion regarding the need for planning permission along with location restrictions due to the conservation area and highways visibility, etc. It was noted that the design of a village sign is very subjective and is a very costly project to be undertaken with the ongoing cost-of-living crisis. Alternatives to a sign were considered, including a plaque for the Parish Council tree or a memorial bench to be sited near the tree. It was AGREED that the Clerk would investigate bench prices and options for materials, ie. wood, recycled plastic, etc.

**22/11/08/10 Items for consideration and resolution**

1. To consider, and resolve to approve if appropriate, a salary increase for the Clerk following receipt of notification from NALC of the NJC 2022-2023 national salary award, to be back dated to 1 April 2022 (Local Government Act 1972, s.112)  
Approved.

**22/11/08/11 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)

**22/11/08/12 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. APPROVED.
5. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.

(Appendix 2 – circulated)

**22/11/08/13 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 Rose Bank (W/22/1674) and had no comments to make.
- The meeting noted that the Poultry Farm hybrid planning application (W/19/1133) was due to be considered at the Planning Committee meeting on 9 November but had been withdrawn due to additional information being submitted by the applicant.

(Appendix 3 – circulated)

**22/11/08/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

Warwick District Council

WDC Cllr Matecki advised that Warwick District has declared an ecological emergency to go along with the previously declared climate emergency. Cllr Matecki also advised that WDC was looking to freeze council tax and car parking charges next year. There was discussion regarding WDC scrapping its pest and vermin control services, and there was an update on the new waste service.

Warwickshire County Council

WCC Cllr Matecki gave an update on WCC matters, including the push to get everyone who is eligible to have their Covid and flu jabs, and news that WCC's library service has been successful in a bid to become a National Portfolio Organisation (NPO) in Arts Council England's funding plans for 2023-26. Small businesses can benefit from a new Warwickshire County Council grant scheme offering up to £20,000 towards the cost of installing energy efficiency measures. A cost of living crisis seminar is being held in conjunction with District and Borough Councils to look at ways in which councils can join forces to provide help to residents over winter.

**22/11/08/15 Parish Report / Items for next meeting**

The meeting noted that Cllr Brown was to bring the Best Kept Village noticeboard to the Church Room for safe keeping.

**22/11/08/16 Date of Next Meeting**

13 December 2022 – Ordinary Meeting

10 January 2023 – Ordinary Meeting (*focus: budget/precept calculation*)

**22/11/08/17 Close**

The meeting closed at 8.55pm

## Appendix 1 – Items for Information

### 1. Correspondence

| Date     | From | Subject  |
|----------|------|--|
| 18.10.22 | WALC | Weekly Round-up 32   |
| 18.10.22 | WDC  | Warm Hubs  |
| 25.10.22 | WALC | Weekly Round-up 33   |
| 26.10.22 | WCC  | Warwickshire Cost of Living Summit, 25 November                          |
| 31.10.22 | WCC  | Draft Local Transport Plan Consultation                                  |
| 01.11.22 | WCC  | Our Places Survey  |
| 01.11.22 | WALC | Weekly Round-up 34   |
| 03.11.22 | WALC | DLUHC Committee Funding Inquiry  |
| 03.11.22 | WALC | Updated Pay Scales from NALC   |
| 03.11.22 | SDC  | Consultation on Development Requirements SPD Revised Part L (Open Space) |
|          |      |  |

### 2. Legislation / Regulations

| Date     | Details                                |
|----------|--|
| 14.10.22 | LTN 9E   HANDLING COMPLAINTS [ENGLAND] |
|          |  |
|          |  |

### 3. Other items for information

| Date     | Details                          |
|----------|----------------------------------|
| 26.10.22 | NALC Legal Update – October 2022 |
|          |                                  |

## Appendix 2 – Finance

### 1. Account Balances:

| Account                                      | Statement Date   | Balance           |
|--|------------------|-------------------|
| NatWest Current Account                      | 3 November 2022  | £20,725.47        |
| 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>£43,729.39</b> |

\* Depot Fund

### 2. Payments Received Since Last Meeting:

| Date | From / Details | Amount |
|------|----------------|--------|
| -    |                |        |
|      |                |        |

### 3. Payments Made Since Last Meeting:

| Date            | To / Details   | Amount  |
|-----------------|----------------|---------|
| 28 October 2022 | Clerk's Salary | £276.38 |
|                 |                |         |

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

| Date            | To / Details  | Amount  |
|-----------------|---|---------|
| 8 November 2022 | Information Commissioner's Office / annual fee        | £40.00  |
| 8 November 2022 | Society of Local Council Clerks / annual subscription | £112.00 |
|                 |   |         |

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 8 November 2022

Reconciled to NatWest Current Account bank statement dated 3 November 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<br>Actual                         | Item   | 2022/2023<br>Budget | 2022/2023<br>Actual YTD | 2022/2023<br>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          | £ 1,993.94              | £ 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         | £ 2,753.51              | £ 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          | £ 20,725.47             | £ 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          | £ 20,725.47             | £ 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         | £ 43,729.39             | £ 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         | £ 43,729.39             | £ 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          | £ 21,899.58             | £ 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/22/1677/TCA | Foldyard House, Church Road, Norton Lindsey, Warwick, CV35 8JE  | Prunus - Removal of tree including stump                    | For information only, no response needed |
| W/22/1674     | Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ | Erection of garage to replace existing timber framed garage | 22.11.22                                 |

### 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 / 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)