

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 14 March 2023

Present: Cllr J Stobart (Chair); Cllr A Birch; Cllr N Brown; Cllr M Neale

Parish Clerk: Jennifer Bendall

Public: One

23/03/14/01 Record of members present

Noted.

23/03/14/02 To receive apologies for absence

Apologies were received from Cllr K Elmhirst who was ill and Cllr R Mann who was working. Accepted. Apologies were also received from WDC / WCC Cllr J Matecki.

23/03/14/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

23/03/14/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 14 February 2023 were taken as read, APPROVED and signed by the Chair.

23/03/14/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

None.

2. Items actioned under the NLPC Scheme of Delegation

The Local Plan Consultation Response was discussed and approved by email (see agenda item 23/03/14/07-3)

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

The Clerk advised that the NLPC domain name provider Ionos had notified that the payment card on file needed updating. The Clerk is happy to continue paying for this and reclaiming the amount on expenses but wondered if NLPC wanted to move to paying this by direct debit. In view of the Government's plans to move all local government websites to .gov domain names in the future, it was AGREED to continue with the current system.

23/03/14/06 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.

23/03/14/07 Parish Council Action Plan

1. Reduce the speed of traffic through the village

WCC Cllr Matecki has advised that funding is in place for reducing the speed limit on Main Street to 20mph. It was AGREED that County Highways should apprise NLPC of its plans (ie. location and nature of signs, where will the 20mph limit start and finish, etc) before any work commence to enable the plans to be put to the village first.

There was a discussion about speed limit stickers on wheelie bins.

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

The Chair advised that plans are being worked on to have an open meeting for Wolverton and Norton Lindsey residents to discuss the types of things people can do to help combat climate change, including rewilding areas. The location is yet to be agreed upon, depending on Hall availability. Alan

Rhead will attend, along with representatives from WDC. Once the meeting has taken place we will be able to gauge the level of interest in specific areas that can be focussed on. Additionally, there has been a suggestion for electric vehicle points at the Village Hall, and it was AGREED that Cllr Brown would put out a simple questionnaire to find out what environmental areas people want to discuss.

It was noted that the WCC contractors had already mowed at the end of February, but areas that had previously been rewilded were not mowed during this initial cut.

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

- Cllr Brown advised that the Local Plan response from NLPC had been submitted, and that he would put the results presentation onto the PC website.
- It was AGREED that the Housing Needs Survey would only be issued to households in the parish, and the timings suggested by the Warwickshire Rural Community Council were acceptable. The Clerk is to organise distribution of the survey.

23/03/14/08 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

- There was discussion regarding the WCC 2023 road resurfacing programme and concerns that in Norton Lindsey Brittons Lane, a single-track road unsuitable for large vehicles, was marked as a diversion route. The Clerk to advise WCC that it is not suitable for a diversion. Done
- The meeting noted that the footpath from the Church Furlong field to Warwick Road has a very poor, rutted surface. There was a discussion regarding whether it was the landowner or tenant's responsibility? The Clerk to make enquiries.
- The gullies have still not been jetted.
- The rotten manhole cover out of NL parish in the pavement opposite Norton Lea, Wolverton Road has been marked for repair but it has not yet been replaced.

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

- Out of NL parish, but there is a very uneven pavement on Wolverton Road by The Chase which could be a trip hazard. The Clerk to report.

23/03/14/09 Items for consideration and resolution

1. **To consider, and resolve to approve if appropriate, a grant application from Norton Lindsey Village Hall CIO for £100 towards the cost of the King's Coronation celebrations (Local Government Act 1972, s.144)**

AGREED.

2. **Having previously investigated the prices and options of picnic tables and benches, NLPC is to consider, and resolve to approve if appropriate, exactly which item(s) to purchase to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023 (Local Government Act 1972, s.144)**

Cllr Brown advised that NLVH CIO has not yet confirmed that the siting of benches or picnic tables has been approved by the Trustees at a meeting. It was AGREED that a decision should be made on which items to purchase, but that Cllr Brown would ensure that the Village Hall Trustees approve the choice and location before the items are ordered.

It was noted that quotes would be required for securing the items to a base and for supplying suitable commemorative plaques. It was AGREED that the items purchased should be made from recycled plastic due to environmental concerns, ease of maintenance and longevity.

It was AGREED that two 1.8m recycled plastic picnic tables at £805.00 + VAT each should be purchased from Woodberry of Leamington Spa.

23/03/14/10 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.** NONE.
3. **Other items for information.** NONE.

(Appendix 1 – circulated)

23/03/14/11 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)

23/03/14/12 Planning

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

The meeting noted that WDC has received an application for a lawful development certificate for a garden structure at Rose Bank, Snitterfield Lane. There is no requirement for NLPC to respond.

(Appendix 3 – circulated)

23/03/14/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors

District Council

None.

Warwickshire County Council

None.

23/03/14/14 Parish Report / Items for next meeting

There was a discussion regarding the upcoming elections: the Clerk will double check dates and requirements for nomination.

The footpath from Arles Cottage to the Blacon Farm track on Snitterfield Lane was briefly discussed, and it was AGREED to defer further discussion until after the elections.

23/03/14/15 Date of Next Meeting

Parish Assembly – 25 April 2023 in the Church Room

23/03/14/16 Close

The meeting closed at 9.10pm

Appendix 1 – Items for Information

1. Correspondence

| Date | From | Subject |
|----------|----------|--|
| 15.02.23 | C&C Bank | Interest rate increase |
| 15.02.23 | WALC | Weekly Roundup 48 |
| 17.02.23 | SDC | Wellesbourne University Innovation Campus Framework consultation |
| 27.02.23 | WCC | Night works Norton Curlieu Lane |
| 28.02.23 | WDC | TV Licensing – dispensation for Coronation |
| 01.03.23 | WALC | Weekly Roundup 49 |
| 07.03.23 | WDC | South Warwickshire Economic Strategy Consultation |
| 07.03.23 | WCC | Would you like to join our Residents panel? |
| 08.03.23 | WALC | Weekly Roundup 50 |
| | | |
| | | |

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 | 28 February 2023 | £18,204.95 |
| NatWest Reserve Account 1 | 3 March 2023 | £10,198.98 |
| NatWest Reserve Account 2 * | 3 March 2023 | £86.32 |
| Cambridge & Counties 95-Day Notice Account * | 31 July 2022 | £12,747.84 |
| Santander Everyday Saving Account * | 2 September 2022 | £1.08 |
| <i>TOTAL</i> | | £41,239.17 |

* Depot Fund

2. Payments Received Since Last Meeting:

| Date | From / Details | Amount |
|--------------|--|--------|
| 3 March 2023 | NatWest / Interest on Reserve Accounts 1 and 2 | £14.30 |
| | | |

3. Payments Made Since Last Meeting:

| Date | To / Details | Amount |
|------------------|---|---------|
| 28 February 2023 | Clerk's Salary | £302.38 |
| 13 March 2023 | NL Village Hall (defibrillator maintenance grant) | £30.00 |
| 13 March 2023 | Norton Lindsey Playground (grant) | £375.00 |
| 13 March 2023 | Wolverton, Norton Lindsey, Langley PCC Central (Church clock maintenance) | £185.00 |
| 13 March 2023 | Norton Lindsey Church Room (grant) | £100.00 |
| 13 March 2023 | Wolverton, Norton Lindsey, Langley PCC Central (Churchyard maintenance) | £200.00 |
| 13 March 2023 | C Glover (Christmas tree) | £30.00 |
| 13 March 2023 | N Peall (Millennium Green maintenance costs) | £50.00 |
| 13 March 2023 | Cllr Brown (refund) | £12.00 |

4. Items of Expenditure to be reviewed and approved:

| Date | To / Details | Amount |
|---------------|--|--------|
| 14 March 2023 | Clerk's expenses October 2022 – March 2023 | £29.10 |
| | | |

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 14 March 2023

Reconciled to NatWest Current Account bank statement dated 28 February 2023, NatWest Reserve Account 1 statement dated 3 March 2023 and Reserve Account 2 statement dated 3 March 2023, 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 |
|---|--|---------------------|-------------------------|-----------------------------------|
| BROUGHT FORWARD: BALANCE OF ACCOUNTS | | | | |
| £ 9,995.96 | Current A/C | £ 11,752.82 | £ 12,928.11 | |
| £ 430.08 | Less unrepresented cheques / payments not reconciled to statement | £ - | £ - | |
| £ 8,962.00 | General Reserves, Asset Fund, Electoral Expenses (Reserve A/C 1) | £ 9,763.26 | £ 10,162.93 | |
| £ 85.97 | Depot Fund (Reserve A/C 2) | £ 85.99 | £ 85.99 | |
| £ 1.08 | Depot Fund (Santander A/C) | £ 1.08 | £ 1.08 | |
| £ 12,475.47 | Depot Fund (Cambridge & Counties 95 Day Notice Account) | £ 12,610.21 | £ 12,610.21 | |
| £ 31,090.40 | TOTAL BROUGHT FORWARD | £ 34,213.36 | £ 35,788.32 | |
| RECEIPTS | | | | |
| £ 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 | £ 36.05 | £ 15.00 E |
| £ 0.02 | Bank Interest: Reserve A/C 2 | £ - | £ 0.33 | £ 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 | TOTAL RECEIPTS | £ 10,125.84 | £ 10,724.88 | £ 10,703.62 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 | £ - | £ - | £ - A |
| £ 3,257.28 | Staff costs (includes payments to HMRC) | £ 3,550.00 | £ 3,385.46 | £ 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 | £ 30.00 | £ 1,000.00 E |
| £ 1,155.49 | Grants under Discretionary Powers | £ 1,500.00 | £ 1,002.00 | £ 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 | TOTAL GENERAL EXPENDITURE | £ 12,827.00 | £ 5,274.03 | £ 12,813.56 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 | £ 18,204.95 | £ 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 | £ - | £ - | £ - A |
| £ 12,928.11 | | £ 8,925.82 | £ 18,204.95 | £ 10,665.42 E |
| Reserve Account 1 | | | | |
| £ 10,162.93 | General Reserves | £ 10,964.10 | £ 10,198.98 | £ 11,377.93 E |
| Depot Fund | | | | |
| £ 85.99 | Reserve Account 2 | £ 85.99 | £ 86.32 | £ 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 | £ 12,835.24 | £ 12,835.04 E |
| £ 35,788.32 | TOTAL CARRIED FORWARD | £ 32,712.20 | £ 41,239.17 | £ 34,878.39 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 | £ 41,239.17 | £ 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 | £ 12,835.24 | £ 12,835.04 E |
| £ 13,697.40 | DISPOSABLE FUNDS | £ 9,696.02 | £ 19,409.10 | £ 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 |
|-----------|---------|-------------|----------|
| - | | | |
| | | | |

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)