

## **DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room immediately following the Annual Meeting on 9 May 2023**

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

Parish Clerk: Jennifer Bendall

Public: One

### **23/05/09/01 Record of members present**

Noted.

### **23/05/09/02 To receive apologies for absence**

None.

### **23/05/09/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

### **23/05/09/04 Minutes of the last meeting(s)**

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

### **23/05/09/05 To provisionally approve the Minutes of the Annual Parish Assembly held on Tuesday 25 April 2023**

Councillors are advised that the Minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2024. The minutes of the Parish Assembly held on 25 April 2023 were taken as read and provisionally signed by the Chair.

### **23/05/09/06 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

None.

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

The Clerk advised that Cambridge & Counties Bank had written asking for up to date information regarding the 95-day notice account that NLPC holds with it. It was agreed that Cllrs Stobart, Brown and Neale would be named as signatories to replace the original signatories who are no longer parish councillors. It was agreed that the Clerk would look into alternative accounts which offer better interest rates.

### **23/05/09/07 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.

### **23/05/09/08 Parish Council Action Plan (2022/23)**

1. Reduce the speed of traffic through the village

The meeting noted that the change of speed limit on Main Street from 30 to 20mph has now been passed to WCC County Highways officers. WCC Cllr Matecki is to advise them that NLPC would like to see the plans before anything is implemented to enable residents to be consulted.

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

The area of verge which has been re-wilded outside Waylands/Copper Crest on Wolverton Road is growing well. There was a discussion about erecting official "re-wilding" signs.

Conversations are still ongoing regarding linking up with Wolverton and Langley parishes to hold a joint Climate Change event, but as NL Village Hall is not available on week nights, alternatives are being looked at.

3. Undertake a survey to determine parishioners' attitude to future developments within NL  
As previously minuted, a survey has been carried out to obtain parishioners' views on the South Warwickshire Local Plan, and the results from that will be uploaded to the PC website. The formal housing needs survey has been handed out to all households in the parish and the closing date for responses is 13 May.

**23/05/09/09 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 meeting noted that the delays to the WCC 2023 road resurfacing programme resulted in the resurfacing of Warwick Road, from the crossroads to Watery Lane, not being carried out as scheduled. However, the work was due to be completed within the following week.
  - The footpath from the Church Furlong field to Warwick Road, alongside Littleworth Wood, has a dangerously uneven surface. There was a discussion regarding who had responsibility for maintenance of the footpath – the landowner or the tenant. The Clerk to make enquiries.
  - Although the gullies have now been jetted, several are still blocked and need more work. To be monitored.
  - The manhole cover opposite Hi-loe on Snitterfield Lane has been leaking sewage. The drain has been cleared out by WCC County Highways and Severn Trent has been made aware of the problem. Investigations by both authorities are ongoing.
  - The Clerk to chase WCC County Highways regarding the rotting manhole cover outside Spring House on Wolverton Road (Wolverton parish).
2. To report any new issues to be notified to the relevant authorities  
None.

**23/05/09/10 To receive an update on picnic benches/tables to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023**

Cllr Brown advised that the Village Hall Trustees would be delighted to have a couple of picnic benches sited on the playing field, and that he would be meeting with the Chair of the Trustees to agree where they could be located. He will report back at the next meeting, and at that time fixings can be discussed. It was agreed that at least one of the benches should be accessible to wheelchair users.

**23/05/09/11 Items for consideration and resolution**  
None.

**23/05/09/12 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)

**23/05/09/13 Finance**

1. To note internal audit of accounts. It was NOTED that the year-end accounts had been audited by Cllr Elmhirst and that no issues had been found.
2. To receive a report detailing account balances. RECEIVED.
3. To note payments received since last meeting. NOTED.
4. To note payments made since last meeting. NOTED.
5. To review and approve items of expenditure. APPROVED.
6. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.

(Appendix 2 – circulated)

**23/05/09/14 Planning**

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

- The meeting noted that planning permission was granted to convert the former pig pens into a single storey work from home office/storeroom at Rickyard Barn, Canada Lane. Also noted was that permitted development had been allowed at Rose Bank on Snitterfield Lane.
- There was a discussion regarding NLPC's communication to Stratford District Council where it had expressed concern that building work was being undertaken without the appropriate planning permissions. The Clerk advised that SDC had not yet responded.

**23/05/09/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
District Council

Cllrs Matecki and Phillips advised that following the election there was nothing to report. WDC will have a new administration but it is not yet known what the political makeup of the administration will be. Cllr Matecki briefed the meeting that a Section 215 Notice (a clearance notice) is being prepared to be issued shortly to the owner of the Poultry Farm site on Warwick Road.

Warwickshire County Council

Cllr Matecki advised that the Barrack Street and Cape Road council carparks had been open to public for free but that Barrack Street will be reverting back to being for WCC staff only during the day but open to public in the evenings and at weekends. Cape Road will remain free to use. There was a general discussion about the difficulty in paying for parking with cash. The meeting noted that at the moment, there are still some machines which accept cash, but in future it will likely be that all local parking will be payable by card/phone app.

**23/05/09/16 Parish Report / Items for next meeting**

- The meeting noted that the official opening of Norton Lindsey's new community shop was taking place on 9 June. AS NLPC had contributed towards the shop, there was a discussion about how it could encourage people to use the shop. It was agreed that signage to the shop from the local roads would be useful.
- The meeting discussed asking the owner of Blacon Farm if they would consider allowing a strip of their field where it joins Snitterfield Lane to be used for a permissive footpath.

**23/05/09/17 Date of Next Meeting**

13 June 2023 - Ordinary Meeting

**23/05/09/18 Close**

The meeting closed at 9.35pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
15.03.23	WALC	Weekly Roundup 51
22.03.23	WALC	Weekly Roundup 52
29.03.23	C&C Bank	We've increased the interest rate on your account
29.03.23	WALC	Weekly Roundup 53
18.04.23	WCC	Surface dressing programme
19.04.23	Warwickshire Vision	Warwickshire Association for the Blind introduction
19.04.23	WALC	Weekly Roundup 54
26.04.23	WALC	Weekly Roundup 55
03.05.23	WALC	Weekly Roundup 56

### 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	3 May 2023	£21,482.10
NatWest Reserve Account 1	3 March 2023	£11,407.64
NatWest Reserve Account 2 *	3 March 2023	£86.39
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>£45,725.05</b>

\* Depot Fund

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
26 April 2023	Warwick District Council / 1 <sup>st</sup> precept payment 23/24	£5,250.00

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
3 April 2023	Clerk's expenses October 2022 – March 2023	£29.10
19 April 2023	Norton Lindsey Village Hall / grant for Coronation	£100.00
19 April 2023	Clerk's expenses / ink for printer	£38.99
28 April 2023	Clerk's salary	£302.38

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

Date	To / Details	Amount
9 May 2023	WALC / annual subscription	£161.00
9 May 2023	Zurich Insurance *	£300.00

\* See Annual Meeting minutes, agenda item 23/05/09-AM/19

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 9 May 2023

Reconciled to NatWest Current Account bank statement dated 3 May 2023, NatWest Reserve Account 1 statement dated 5 April 2023 and Reserve Account 2 statement dated 5 April 2023, C&C 95 Day Notice Account statement dated 31 July 2022 and Santander Business Everyday Saver Account dated 2 September 2022

2022/2023 Actual	Item	2023/2024 Budget	2023/2024 Actual YTD	2023/2024 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 12,928.11	Current A/C	£ 12,928.11	£ 16,673.47	
£ -	Less unrepresented cheques / payments not reconciled to statement	£ -	£ -	
£ 10,162.93	General Reserves, Asset Fund, Electoral Expenses (Reserve A/C 1)	£ 10,162.93	£ 11,407.64	
£ 85.99	Depot Fund (Reserve A/C 2)	£ 86.12	£ 86.39	
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	
£ 12,610.21	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,747.84	£ 12,747.84	
£ 35,788.32	<b>TOTAL BROUGHT FORWARD</b>	£ 35,926.08	£ 40,916.42	
<b>RECEIPTS</b>				
£ 10,000.00	Precept	£ 10,500.00	£ 5,250.00	£ 10,500.00 A
£ 550.87	VAT Refund	£ -	£ -	£ - E
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ -	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ -	£ 0.50 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ -	£ 150.00 E
£ -	Other	£ -	£ -	£ - E
£ 10,733.61	<b>TOTAL RECEIPTS</b>	£ 10,670.50	£ 5,250.00	£ 10,670.50 E
<b>GENERAL EXPENDITURE</b>				
£ 128.00	WALC Subscription	£ 138.00	£ -	£ 138.00 E
£ 264.00	Insurance	£ 300.00	£ -	£ 300.00 E
£ -	Seminars for Councillors	£ 150.00	£ -	£ 150.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,687.84	Staff costs (includes payments to HMRC)	£ 3,813.00	£ 302.38	£ 3,813.00 E
£ 25.65	Clerk's travel expenses	£ 50.00	£ -	£ 50.00 E
£ 52.50	Home working allowance	£ 42.00	£ -	£ 42.00 E
£ 62.60	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 32.49	£ 125.00 E
£ -	Miscellaneous / Contingencies Fund	£ 500.00	£ -	£ 500.00 E
£ -	Hire of Rooms	£ 200.00	£ -	£ 200.00 E
£ 112.00	Society of Local Council Clerks Membership	£ 120.00	£ -	£ 120.00 E
£ 35.00	Information Commissioners Office (data protection)	£ 40.00	£ -	£ 40.00 E
£ -	Clerk's Training	£ 100.00	£ -	£ 100.00 E
£ -	Website	£ 75.00	£ -	£ 75.00 E
£ -	Election Costs Fund annual increase	£ -	£ -	£ - E
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ -	£ 1,200.00 E
£ 30.00	Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00 E
£ 1,002.00	Grants under Discretionary Powers	£ 1,500.00	£ 100.00	£ 1,500.00 E
£ 104.00	Annual Parish Council Report	£ 125.00	£ -	£ 125.00 E
£ -	Parish Plan	£ 500.00	£ -	£ 500.00 E
£ 57.00	Platinum Jubilee Memorial	£ -	£ -	£ - E
£ -	Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)	£ -	£ -	£ - E
£ 44.92	VAT paid out on general expenditure (to be reclaimed)	£ 100.00	£ 6.50	£ 100.00 E
£ 6,805.51	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,078.00	£ 441.37	£ 10,078.00 E
<b>EXPENDITURE FROM RESERVES</b>				
£ -	Depot Fund	£ -	£ -	£ - E
£ -	Election Costs	£ 300.00	£ -	£ 300.00 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>	£ 300.00	£ -	£ 300.00 E
<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
Actual Year End 2022/2023		Budget 2023/2024	Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
<b>Current Account</b>				
£ 17,902.57	Current A/C	£ 12,950.11	£ 21,482.10	£ 17,095.47 E
£ -	Less unrepresented cheques / payments not reconciled to statement from previous year	£ -	£ -	£ - E
£ 1,229.10	Less unrepresented cheques / payments not reconciled to statement from current year	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 21,482.10	£ 17,095.47 E
<b>Reserve Account 1</b>				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,407.64	£ 12,327.64 E
<b>Depot Fund</b>				
£ 86.39	Reserve Account 2	£ 86.62	£ 86.39	£ 86.12 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 E
£ 12,747.84	Cambridge & Counties 95 Day Notice Account	£ 12,897.84	£ 12,747.84	£ 12,897.84 E
£ 12,835.31		£ 12,985.54	£ 12,835.31	£ 12,985.04 E
£ 40,916.42	<b>TOTAL CARRIED FORWARD</b>	£ 37,018.58	£ 45,725.05	£ 42,408.15 E
<b>DISPOSABLE FUNDS AT YEAR END</b>				
Actual Year End 2022/2023		Budget 2023/2024	Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
£ 40,916.42	Total balance of accounts	£ 37,018.58	£ 45,725.05	£ 42,408.15 E
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,200.00	£ 3,500.00	£ 3,500.00 E
£ 5,494.83	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 8,293.64	£ 5,494.83	£ 6,694.83 E
£ 12,835.31	Less Depot Fund	£ 12,985.54	£ 12,835.31	£ 12,985.04 E
£ 19,086.28	<b>DISPOSABLE FUNDS</b>	£ 12,539.40	£ 23,894.91	£ 19,228.28 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
W/22/1719	Rickyard Barn, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Re-instate former pig pens converting them into a single storey work from home office/storeroom to be used by occupants of Rickyard Barn.	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)