

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

8 June 2023

You are hereby summoned to attend an Ordinary Meeting of Norton Lindsey Parish Council to be held in Norton Lindsey Church Room, Church Road on Tuesday 13 June 2023 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

**23/06/13/01 Record of members present**

**23/06/13/02 To receive apologies for absence**

To receive, and consider for approval, apologies for absence and reasons given.

**23/06/13/03 To receive declarations of interests (existence and nature) on Items on the Agenda**

Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest, at this point or at any point during the meeting. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.

**23/06/13/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Annual and Ordinary Meeting held on 9 May 2023.

**23/06/13/05 NLPC councillor vacancies**

1. To co-opt a member of the public to fill one of NLPCs councillor vacancies
2. To receive co-opted councillor's Declaration of Acceptance of Office
3. To receive co-opted councillor's Register of Members' Interests form, or to agree a date for completion within 28 days of councillor accepting office

**23/06/13/06 Clerk's report**

To receive a report from the Clerk detailing:

1. actions taken following the previous meeting;
2. items actioned under the NLPC Scheme of Delegation; and
3. any day to day matters that NLPC should be aware of.

**23/06/13/07 Items to be taken in private session**

To determine which items, if any, of the Agenda should be taken with the public excluded.

**23/06/13/08 Parish Council Action Plan**

To agree the Parish Council Action Plan for 2023/24

- 23/06/13/09 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.
  2. To report any new issues to be notified to the relevant authorities.
- 23/06/13/10 To receive an update on picnic benches/tables to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023**
- 23/06/13/11 Annual Governance and Accountability Return (AGAR)**
1. To note completion of the Internal Audit, and to consider comments made by the Internal Auditor
  2. To consider, approve and sign the Annual Governance Statement 2022/23
  3. To consider, approve and sign the Accounting Statements 2022/23
  4. To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- 23/06/13/12 Items for consideration and resolution**
1. To appoint a councillor to conduct regular reviews of NLPC's accounts.
- 23/06/13/13 Items for information**
1. To note and consider correspondence received and resolve to action if appropriate.  
*Please note that following the issue of this agenda any correspondence received up to 5pm on the day before the meeting will be considered.*
  2. To note any changes to legislation and regulations which relate to parish councils.
  3. Other items for information.  
(Appendix 1 – circulated)
- 23/06/13/14 Finance**
1. To receive a report detailing account balances.
  2. To note payments received since last meeting.
  3. To note payments made since last meeting.
  4. To review and approve items of expenditure.
  5. To receive, approve and sign bank reconciliations prepared by the RFO.  
(Appendix 2 – circulated)
- 23/06/13/15 Planning**
- To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate.
- Please note that following the issue of this agenda any applications received up to 5pm on the day before the meeting will be considered.*
- (Appendix 3 – circulated)
- 23/06/13/16 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 23/06/13/17 Parish Report / Items for next meeting**
- Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate nor decision making.
- 23/06/13/18 Date of Next Meeting**
- 11 July 2023 – Ordinary Meeting
- 23/06/13/19 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
18.05.23	Cambridge & Counties	Increase to interest rate on savings account
22.05.23	WCC	Consultation on housing related support services in Warwickshire
05.06.23	WDC	Main modifications consultation on the WDC net zero carbon development plan
07.06.23	Heart of England Forest	Support for tree planting around Norton Lindsey
Various	WALC	Newsletters

## 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	30 May 2023	£17,218.72
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>£41,461.67</b>

\* Depot Fund

NB. The grant of £3,500 to NLCP Ltd has been paid from the current account. Funds will be transferred to the current account from the C&C 95-Day Notice Account to cover this payment.

## 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
-		

## 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 May 2023	Clerk's salary	£302.38
7 June 2023	WALC / annual subscription	£161.00
7 June 2023	Zurich Insurance	£300.00
7 June 2023	Norton Lindsey Community Shop Ltd	£3,500.00

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

Date	To / Details	Amount
-		

## Accounts Year To Date as at 13 June 2023

Reconciled to NatWest Current Account bank statement dated 30 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	£ 17,902.57	
£ -	Less unrepresented cheques / payments not reconciled to statement	£ -	£ 1,229.10	
£ 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	£ 138.00 A
£ 264.00	Insurance	£ 300.00	£ 300.00	£ 300.00 A
£ -	Seminars for Councillors	£ 150.00	£ -	£ 150.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,687.84	Staff costs (includes payments to HMRC)	£ 3,813.00	£ 604.76	£ 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	£ 29.50	£ 100.00 E
£ 6,805.51	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,078.00	£ 1,204.75	£ 10,078.00 E
<b>EXPENDITURE FROM RESERVES</b>				
£ -	Depot Fund	£ -	£ 3,500.00	£ 3,500.00 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	£ 3,500.00	£ 3,800.00 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	£ 21,179.72	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ 3,961.00	£ - E
£ 16,673.47		£ 12,950.11	£ 17,218.72	£ 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	£ 86.62 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	£ 9,397.84 E
£ 12,835.31		£ 12,985.54	£ 12,835.31	£ 9,485.54 E
£ 40,916.42	<b>TOTAL CARRIED FORWARD</b>	£ 37,018.58	£ 41,461.67	£ 38,908.65 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	£ 41,461.67	£ 38,908.65 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	£ 9,485.54 E
£ 19,086.28	<b>DISPOSABLE FUNDS</b>	£ 12,539.40	£ 19,631.53	£ 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
-			

**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)**