

## **DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 11 July 2023**

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

Parish Clerk: Jennifer Bendall

Public: None

### **23/07/11/01 Record of members present**

Noted.

### **23/07/11/02 To receive apologies for absence**

Apologies were received from WDC Cllr P Phillips who had a prior commitment.

### **23/07/11/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

### **23/07/11/04 Minutes of the last meeting(s)**

The minutes of the Ordinary Meeting held on 13 June 2023 were taken as read, APPROVED and signed by the Chair.

### **23/07/11/05 Clerk's report**

To receive a report from the Clerk detailing:

#### **1. Actions taken following the previous meeting**

- The Clerk advised that the Annual Governance and Accountability Return Exemption Certificate had been submitted as required, and that the period of public inspection of the accounts was now open.
- The Clerk still to enquire why Pollards haven't added the jubilee dates to the QEII signpost at Red Horse Corner.

#### **2. Items actioned under the NLPC Scheme of Delegation**

None.

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

None.

### **23/07/11/06 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.

### **23/07/11/07 Parish Council Action Plan**

#### **1. *Improve the safety and quality of roads and footpaths (see also agenda item 23/07/11/08)***

##### **Roads:**

- WCC Cllr Matecki advised that County Highways officers are putting together a scheme and costings for Norton Curlieu Lane.
- Cllr Matecki also advised that plans to reduce the speed limit on Main Street are in hand, and that he is asking for New Road, Canada Lane, etc, to be included in the scheme. The first step is to conduct a speed count, and arrangements for this are in progress. It might be that extra speed calming measures are required. The whole process could take 12-18 months.

##### **Footpaths:**

- It was noted that the footpath through the Brick Kiln Close nature area is overgrown.
- Cllr Neale is to make enquiries about the possibility of extending the footpath on Snitterfield Lane to the Blacon Farm track.

**2. Take steps to improve the environment / address climate change**

The Chairman advised that he has been in talks with Wolverton Parish Councillor Murphy to organise a public Climate Change meeting early in September. It was noted that it is important that specific items are addressed/discussed rather than the meeting turning into a general "chit chat".

**3. Enhance communication with parishioners**

It was agreed that improvements in communicating with parishioners has been made over time with updates to the website, the use of noticeboards and Facebook, and the biennial NLPC report, etc, but it was agreed that there is more that can be done. The Parish Report in the Parish Magazine has gone by the wayside recently and needs to be restarted.

**4. Protect heritage assets**

It was noted that the Stanks horse trough at the end of Canada Lane has recently been unblocked. NLPC expressed thanks to whoever had done it.

**23/07/11/08 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 footpath from the Church Furlong field to Warwick Road, alongside Littleworth Wood, has a dangerously uneven surface. The Clerk advised that both the tenant and landowner have responsibility for maintenance of public footpath. It was AGREED that the tenant would be contacted in the first instance.
- Following recent stormy weather, debris including asbestos has blown out of the Chicken Farm site onto Warwick Road. This has now been cleared.
- There has been fly tipping on the lane down to the sewage works on Canada Lane. Cllr Brown is investigating who owns that particular piece of land.
- There was discussion regarding the flooding at the bottom of Snitterfield Lane, and proposed rectification work which might not solve the problem. The Clerk forwarded details and a video of the flooding to WCC County Highways, who have forwarded it to the engineers investigating the problem.
- WCC signage has been left on the verge opposite Littleworth Wood on Warwick Road following recent works. The Clerk still to ask County Highways to remove it.
- On Main Street there are a couple of manhole covers which need attention – one is cracked, and the surrounding tarmac is breaking away, and the other one is sunken. WCC County Highways have notified Severn Trent who are responsible for the covers.
- Some potholes filled in on Curlieu Lane, marked to be done on Wolverton Road.

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

- The street light by post box on Main Street is not working. The Clerk to report to WDC.

**23/07/11/09 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 is still waiting to meet the Village Hall Trustees to agree where to site the picnic benches. There was a discussion regarding fixing the benches to a base. The Clerk is still to get the specification of the benches from the supplier.

**23/07/11/10 Items for consideration and resolution**

- 1. To consider, and resolve to formally accept if appropriate, the Housing Needs Survey recently undertaken by Warwickshire Rural Community Council**  
ACCEPTED.

**23/07/11/11 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.**  
Cllr Brown advised that following an approach from the Historic Religious Buildings Alliance (HRBA) who had seen the NLPC “discussion paper on continuing grant funding for Holy Trinity ‘churchyard maintenance’ activities” on the website and who has been canvassing for a change in the law pertaining to parish council grants to church property, the Government is putting forward an amendment to the Levelling Up Bill to solve the problem with the 1894 Act regarding giving grants to church property. HRBA believes the amendment will almost certainly pass, given that it's a Government amendment and that there is cross party support. Once passed, there will be no doubt that local councils do have the power to give such grants. The amendment will be discussed at Report stage, probably in September.
3. **Other items for information.** NONE.  
(Appendix 1 – circulated)

**23/07/11/12 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)

**23/07/11/13 Planning**

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

Noted. There was a discussion regarding the planning history and possible overdevelopment at Rose Bank on Snitterfield Lane, and the Clerk confirmed that following the last meeting she had written to WDC to express NLPCs concerns.

**23/07/11/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

District Council

WDC Cllr Matecki advised that the office move from Riverside House to the WCC offices at Saltisford, Warwick, has been delayed until September. It was noted that a skeleton staff will remain in Leamington to be the “front door of WDC” at the Pump Rooms, and that the main offices will be moving to Warwick.

Warwickshire County Council

In his capacity as County Councillor, Cllr Matecki advised that any pot holes that have been marked with yellow paint should be fixed within 30 days. There has been a 12 month trial on concessionary bus passes where those with a disabled pass can travel all day, and in January WCC is introducing a companion pass to certain disabled people. Cllr Matecki is launching a “highways community action fund” which is worth £250,000. Local parishes and communities can apply for a grant which they must match fund. Cllr Matecki attended a meeting regarding the possibility of Warwickshire joining the West Midlands Combined Authority. The advantages of joining were discussed, including access to funding and infrastructure, etc. Cllr Matecki believes there are minimal negatives for Warwickshire, but it is agreed that there must be a benefit to all the communities in the combined authority. A decision will be made by the WDC cabinet on 13 July 2023 as to whether or not a report should be commissioned to investigate further.

**23/07/11/15 Parish Report / Items for next meeting**

- There was a discussion regarding signage for the community shop: Cllr Pocknell to discuss the matter with the NLPC Ltd Committee to find out what is planned and to ask if NLPC can help to find a solution to help promote the shop.

- NLPC has been asked if it is possible to put a Tree Preservation Order (TPO) on the weeping willow tree at the entrance to the Chicken Farm. Other trees that have been mentioned in recent months regarding TPOs are the oak tree in the field behind the properties on Snitterfield Lane and the Dorrel Oak on Main Street. It was noted that hedges cannot be protected by TPOs. The Clerk to contact WDC to discuss TPOs with the relevant team, and to add it to the agenda for discussion at the September meeting.

**23/07/11/16** **Date of Next Meeting**  
12 September 2023 - Ordinary Meeting

**23/07/11/17** **Close**  
The meeting closed at 9.45pm

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## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
12.06.23	NLCP Ltd	Acknowledgement of receipt of grant
25.06.23	Warwick Rural West Safer Neighbourhood Team	Engagement meeting
27.06.23	WDC	Warwick District Council update
28.06.23	WDC	2023 Parliamentary Boundary Review
05.07.23	Cambridge & Counties Bank	Increase in interest rates

### 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 June 2023	£16,916.34
NatWest Reserve Account 1	3 March 2023	£11,427.54
NatWest Reserve Account 2 *	3 March 2023	£86.54
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>£41,179.34</b>

\* Depot Fund

*NB. The grant of £3,500 to NLCP Ltd has been paid from the current account. It was agreed that funds would only be transferred to the current account from the C&C 95-Day Notice Account to cover this payment if the current account runs low, as the C&C account pays interest.*

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
05 May 2023	NatWest / Interest on Reserve Accounts	£8.88
05 June 2023	NatWest / Interest on Reserve Accounts	£11.17

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 June 2023	Clerk's salary	£302.38

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

Date	To / Details	Amount
11 July 2023	Clerk's expenses April – June 2023	£37.92

NORTON LINDSEY PARISH COUNCIL

**Accounts Year To Date as at 11 July 2023**

Reconciled to NatWest Current Account bank statement dated 30 June 2023, NatWest Reserve Account 1 statement dated 5 June 2023 and Reserve Account 2 statement dated 5 June 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	£ 19.90	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.15	£ 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	£ 5,270.05	£ 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	£ 907.14	£ 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	£ 1,507.13	£ 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	£ 16,916.34	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 16,916.34	£ 17,095.47 E
<b>Reserve Account 1</b>				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,427.54	£ 12,327.64 E
<b>Depot Fund</b>				
£ 86.39	Reserve Account 2	£ 86.62	£ 86.54	£ 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	£ 12,835.46	£ 9,485.54 E
£ 40,916.42	<b>TOTAL CARRIED FORWARD</b>	£ 37,018.58	£ 41,179.34	£ 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	£ 41,179.34	£ 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	£ 12,835.46	£ 9,485.54 E
£ 19,086.28	<b>DISPOSABLE FUNDS</b>	£ 12,539.40	£ 19,349.05	£ 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
W/23/0943/TCA	The White House, Main Street, Norton Lindsey, Warwick, CV35 8JA	1 x Cotoneaster - Prune branch back to the trunk to prevent it snapping off and reduce its incursion into the road	N/A <i>No response required, for information only</i>
W/23/0923 <i>(this supersedes W/23/0631 which has been withdrawn)</i>	Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Notification for prior approval for a proposed larger home extension for erection of single storey rear extension; 7.50m depth; 3.50m height and 3.00m to the eaves	Expiry Date 04.08.23

### 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
W/23/0631	Rose Bank, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Application withdrawn <i>NB. NLPC wrote to WDC Planning Dept to express concerns that this proposed extension is substantially larger than the proposal on planning app. W/22/0155 which was refused due to being a disproportionate addition to the original building and inappropriate development in the Green Belt.</i>

### 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)