

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindseyipc@outlook.com)

To All Members of the Council

7 September 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 12 September 2023 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

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

Agenda

23/09/12/01 Record of members present

23/09/12/02 To receive apologies for absence

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

23/09/12/03 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.

23/09/12/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 11 July 2023.

23/09/12/05 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.

23/09/12/06 Items to be taken in private session

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

23/09/12/07 Parish Council Action Plan

1. Improve the safety and quality of roads and footpaths;
2. Take steps to improve the environment / address climate change;
3. Enhance communication with parishioners; and
4. Protect heritage assets.

- 23/09/12/08 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.
 2. To report any new issues to be notified to the relevant authorities.
- 23/09/12/09 To receive an update on picnic benches/tables to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023, and the additional engraving to the Queen Elizabeth II signpost**
- 23/09/12/10 Items for consideration and resolution**
1. To review, and resolve to approve if appropriate, the revised NLPC Website Accessibility Statement.
- 23/09/12/11 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)
- 23/09/12/12 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)
- 23/09/12/13 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)
- 23/09/12/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 23/09/12/15 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.
- 23/09/12/16 Date of Next Meeting**
- 10 October 2023 – Ordinary Meeting
- 23/09/12/17 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
24.07.23	SDC	South Warwickshire Local Plan
10.08.23	Cambridge & Counties	Changes to your interest rate
16.08.23	WCC	Consultation on new proposal for health visiting service
18.08.23	WCC	County Highways Area Surveyor David Cross
30.08.23	WALC	AGM

2. Legislation / Regulations

Date	Details
07.08.23	LTN 78 THE EQUALITY ACT 2010

3. Other items for information

Date	Details
13.07.23	NALC Legal Update: guidance on biodiversity duty

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 August 2023	£16,273.66
NatWest Reserve Account 1	4 August 2023	£11,451.20
NatWest Reserve Account 2 *	4 August 2023	£86.72
Cambridge & Counties 95-Day Notice Account *	31 July 2022	£12,747.84
Santander Everyday Saving Account *	2 September 2022	£1.08
TOTAL		£40,560.50

* 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
30 June 2023	NatWest / Interest on Reserve Accounts	£10.88
31 July 2023	NatWest / Interest on Reserve Accounts	£12.96

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 July 2023	Clerk's salary	£302.38
29 August 2023	Clerk's salary	£302.38
TBC	Clerk's expenses April – June 2023	£37.92

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

Accounts Year To Date as at 12 September 2023

Reconciled to NatWest Current Account bank statement dated 30 August 2023, NatWest Reserve Account 1 statement dated 4 August 2023 and Reserve Account 2 statement dated 4 August 2023, C&C 95 Day Notice Account statement dated 31 July 2022 and Santander Business Everyday Saver Account dated 2 September 2022

2022/2023	Item	2023/2024	2023/2024	2023/2024
Actual		Budget	Actual YTD	Likely out-turn
BROUGHT FORWARD: BALANCE OF ACCOUNTS				
£ 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	TOTAL BROUGHT FORWARD	£ 35,926.08	£ 40,916.42	
RECEIPTS				
£ 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	£ 43.56	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.33	£ 0.50 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ -	£ 150.00 E
£ -	Other	£ -	£ -	£ - E
£ 10,733.61	TOTAL RECEIPTS	£ 10,670.50	£ 5,293.89	£ 10,670.50 E
GENERAL EXPENDITURE				
£ 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	£ 1,511.90	£ 3,813.00 E
£ 25.65	Clerk's travel expenses	£ 50.00	£ 8.10	£ 50.00 E
£ 52.50	Home working allowance	£ 42.00	£ 10.50	£ 42.00 E
£ 62.60	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 48.59	£ 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	£ 32.72	£ 100.00 E
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 2,149.81	£ 10,078.00 E
EXPENDITURE FROM RESERVES				
£ -	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
£ -	TOTAL EXPENDITURE FROM RESERVES	£ 300.00	£ 3,500.00	£ 3,800.00 E
BALANCE OF ACCOUNTS CARRIED FORWARD				
Actual Year End 2022/2023		Budget 2023/2024	Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
Current Account				
£ 17,902.57	Current A/C	£ 12,950.11	£ 16,273.66	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 16,273.66	£ 17,095.47 E
Reserve Account 1				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,451.20	£ 12,327.64 E
Depot Fund				
£ 86.39	Reserve Account 2	£ 86.62	£ 86.72	£ 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	£ 12,835.64	£ 9,485.54 E
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 40,560.50	£ 38,908.65 E
DISPOSABLE FUNDS AT YEAR END				
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	£ 40,560.50	£ 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	£ 12,835.64	£ 9,485.54 E
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 18,730.03	£ 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/23/1070	The Rosary, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Application for a Lawful Development Certificate for conversion of garage and alterations to fenestration and 4no. rooflights as shown on drawing(s) PD01/04 submitted to the Local Planning Authority on 24th July 2023	N/A <i>No response required, for information only</i>

2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments
W/23/1118 AG	Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Prior notification under Schedule 2, Part 6, Class A for ag dev consisting of concrete track/ apron	Neutral
W/23/1165 AG	Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Prior approval notification under Schedule 2, Part 6, Class A for ag dev for the erection of an agricultural building/ roof over silage clamp	Neutral

3. To note planning application decisions:

Reference	Address	Description	Decision
W/23/1118 AG	Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Prior notification under Schedule 2, Part 6, Class A for ag dev consisting of concrete track/ apron	Prior approval not required
W/23/1165 AG	Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Prior approval notification under Schedule 2, Part 6, Class A for ag dev for the erection of an agricultural building/ roof over silage clamp	Prior approval not required

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)