

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 12 September 2023

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr R Pocknell
WDC / WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: None

23/09/12/01 Record of members present
Noted.

23/09/12/02 To receive apologies for absence
Apologies were received from Cllrs M Neale and J Gilmore who were both on holiday. Accepted.
WDC Cllr P Phillips also sent his apologies.

23/09/12/03 To receive declarations of interests (existence and nature) on items on the Agenda
None.

23/09/12/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meeting held on 11 July 2023 were taken as read, APPROVED and signed by the Chair.

23/09/12/05 Clerk's report
To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
The Clerk advised that the Housing Needs Survey had been re-issued due to part 2 of the National Planning Policy Framework (Planning Context) having been misquoted. Warwickshire Rural Community Council who carried out the survey stressed that this did not affect the results of the survey.
2. Items actioned under the NLPC Scheme of Delegation
See Agenda Item 23/09/12/12.2.
3. Any day to day matters that NLPC should be aware of
The Clerk advised that Cambridge & Counties Bank had requested up to date information regarding the account that NLPC has with it. It was agreed that Cllrs Stobart and Brown would be noted as individuals "who run the organisation" and that Cllr Pocknell and the Clerk would be noted as individuals "who run the account". The Clerk to return information to C&C Bank with a copy of the WDC notice of an uncontested election for 2023 and all relevant meeting minutes.

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.
It was RESOLVED that there are no items to be discussed with the public excluded.

23/09/12/07 Parish Council Action Plan

1. Improve the safety and quality of roads and footpaths (see also agenda item 23/09/12/08)

Roads:

- WCC Cllr Matecki advised that he and the County Highways team had visited Norton Lindsey to look into the proposed 20mph speed limit on Main Street, and it had been agreed that the 20mph zone would start at the junction with Wolverton Road and would probably end just south of Canada Lane. It was noted that New Road wasn't suitable to be included in the 20mph zone, but that the 20mph sign could be positioned on the Main Street side of the pub carpark entrance. Discussion took place regarding repeater signs, and Cllr Matecki confirmed that this would be included in the proposed scheme, which NLPC will be able to view before work commences.

Footpaths:

- The Clerk advised that she had made contact with the owners of the land with overgrown footpaths (Church Furlong to Warwick Road and to the north of Brick Kiln Close) to ask that the footpaths be cleared.

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

- There was a reminder of the Climate Community Event in the Village Hall on Friday 15th, and the Chair advised that the WCC Portfolio Holder for Environment, Climate and Culture would be hosting the evening and answering any questions. The Clerk advised that she had not yet received an invoice from NL Village Hall.
- Following a discussion on tree preservation orders (TPOs) and who should be responsible for requesting a TPO, it was agreed that the Clerk would send details of the Dorrel Oak on Main Street and the willow by the Chicken Farm to WDC Planning with a view to putting TPOs on them. Cllr Brown to find out more information about the oak tree in the field behind the properties on Snitterfield Lane and to report back to the October meeting.

3. Enhance communication with parishioners

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4. Protect heritage assets

- Cllr Brown to contact a heritage architect regarding inspection of the Queen Victoria signpost.

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

- Overgrown footpaths – see agenda item 23/09/12/07.1 for update.
- The fly tipping on the lane down to the sewage works on Canada Lane has been cleared. Cllr Brown advised that the piece of land the rubbish was dumped on is likely to belong to Severn Trent.
- The WCC signage that had been left on the verge opposite Littleworth Wood on Warwick Road following recent works has now been removed.
- Potholes on Wolverton Road and down Wards Hill have been marked for repair for several months but they have still not been done. The Clerk to forward details to WCC Cllr Matecki.
- The road gutters in the village have been cleared but the gulleys are still blocked. The Clerk to chase County Highways.
- The streetlight by the post box on Main Street is now working.
- County Highways have installed a new drain on Snitterfield Lane to alleviate the flooding problem.

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

- The broken streetlight by the Church has been made safe but has not yet been replaced.
- The Clerk has requested that the playing field hedge be cut back as it is growing out over the pavement.
- Cllr Elmhirst to contact the owners of The Croft on Main Street regarding their conifer hedge which is overgrowing the pavement.

- 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**
- Cllr Brown advised that he has not yet been able to make contact with the Village Hall Trustees regarding the siting of the picnic tables. The Clerk confirmed the conversation that she had had with Woodberry of Leamington regarding installing and securing the tables, and she advised that Woodberry had provided an official quote of £2,028.60 including VAT for:
 - 2 x 1.8m Greendine A frame tables (flat pack) with a 10% discount
 - 1 x soft ground fixing kit (set of 2 units with a 10% discount
 - free delivery
 - installation on siteIt was agreed that the Clerk would accept the quote with Woodberry, and that Cllr Brown would be able to meet the delivery van at the Village Hall and advise where the tables should be positioned.
 - The Clerk advised that Pollards Memorials had confirmed that the remaining lettering to the Queen Elizabeth signpost was scheduled to be done by the middle of September, weather permitting.
- 23/09/12/10 Items for consideration and resolution**
1. **To review, and resolve to approve if appropriate, the revised NLPC Website Accessibility Statement.**
ACCEPTED.
- 23/09/12/11 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.**
NOTED.
 3. **Other items for information.** NOTED.
(Appendix 1 – circulated)
- 23/09/12/12 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)
- 23/09/12/13 Planning**
- To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate.*
- Noted. The meeting noted that WDC had advised that prior approval was not required for an extension to Rose Bank on Snitterfield Lane.

23/09/23/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
District Council

- WDC Cllr Matecki advised that the 3 month “grace” period for the Poultry Farm owner to clear the site was now up but that no work had been done. The next step is for the owner to be issued with a Section 215 Notice.
- Following the first “NoMowMay” in Warwickshire in 2023, it was noted that some changes would be made to the mowing schedule for next year.
- The meeting noted that the Guardian newspaper had included WDC in its top 20 of Councils with high debt in proportion to the size of the council. Cllr Matecki advised that the report was skewed and did not take assets into consideration.

Warwickshire County Council

WCC Cllr Matecki advised that the Indiegogo demand bus service is now operating in parish, and it was noted that the service is already being used by residents. The Indiegogo service has been nominated for 2 national awards.

Year 6 students are being asked to apply for their year 7 places by 31 October.

There was a discussion regarding the last-minute cancellation of the Green bus school service which had affected circa 550. Although nearly 500 of those affected had been offered alternative transport, but the meeting noted that no alternative bus service has been put in place for school pupils in Norton Lindsey. Cllr Matecki to investigate if there is a bus service that can cover Norton Lindsey.

23/09/23/15 Parish Report / Items for next meeting

Cllr Pocknell advised that he had attended a recent Community Shop meeting, and it was noted that the opening hours had been increased but that currently the shop is not making enough to have paid employees. NLCP Ltd are looking at ways to encourage more people to use the shop.

It was agreed that Cllr Brown would write the Parish Report following the September meeting, and that the Chair would write the next one.

23/09/23/16 Date of Next Meeting
10 October 2023 - Ordinary Meeting

23/09/23/17 Close
The meeting closed at 9.20pm

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
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NORTON LINDSEY PARISH COUNCIL

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 Actual	Item	2023/2024 Budget	2023/2024 Actual YTD	2023/2024 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
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5. Planning Appeals: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
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6. To note Planning Appeal Decisions received:

Reference	Address	Description	Decision
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7. To consider planning policies where appropriate

8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)