

**DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 14 November 2023**

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale  
WDC / WCC Cllr J Matecki (for part of the meeting)  
Parish Clerk: Jennifer Bendall  
Public: None

**23/11/14/01 Record of members present**

Noted.

**23/11/14/02 To receive apologies for absence**

Apologies were received from Cllr Pocknell who had a prior commitment. Accepted.

**23/11/14/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

**23/11/14/04 Minutes of the last meeting(s)**

The minutes of the Ordinary Meeting held on 10 October 2023 were taken as read, APPROVED and signed by the Chair.

**23/11/14/05 Clerk's report**

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

The Clerk advised the meeting that the Data Protection fee of £35.00 would be paid by direct debit to the Information Commissioner's Office by 14 December 2023.

2. Items actioned under the NLPC Scheme of Delegation

The meeting noted that the planning application appeal for the proposed development at the Chicken Farm was considered under the Scheme of Delegation (agenda item 23/11/14/13.5).

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

None.

**23/11/14/06 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.

**23/11/14/07 Parish Council Action Plan**

1. **Improve the safety and quality of roads and footpaths (see also agenda item 23/11/14/08)**

**Roads:**

- WCC Cllr Matecki advised that the results of the speed survey on Main Street were now available and showed that the average speed was 24mph or lower. This result means the scheme to introduce a 20mph speed limit on Main Street can go ahead and is now in the design stage.

**Footpaths:**

- See agenda item 23/11/14/08.2.

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

- The meeting noted that the WCC Town & Parish Councils Reference Group meeting taking place on 16 November will focus on Net Zero. Cllr Neale will try to attend.
- Cllr Brown advised that the picnic benches purchased to commemorate Queen Elizabeth II Jubilee and the King's Coronation are now in place on the playing field and being put to good use.

**3. Enhance communication with parishioners**

- Nothing to report.

**4. Protect heritage assets**

- Cllr Brown is still trying to find a heritage architect to inspect the Queen Victoria signpost.

**23/11/14/08 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**

- Potholes on Wards Hill – although the road is due to be resurfaced next year some of the potholes are getting quite dangerous. The Clerk has reported this to County Highways.
- The Clerk has contacted County Highways regarding gully clearing and has been assured that it is still scheduled to be done. Following the departure of the previous Area Surveyor for Norton Lindsey, the Clerk now has details of the new Surveyor and will get in touch to discuss the matter.
- Regarding the replacement of the original streetlight by the Church with a modern light fitment, the Clerk has forwarded details of the Rural Lighting Scheme in Norton Lindsey to Cllr Matecki.
- Cllr Elmhirst to contact the owners of The Croft on Main Street regarding their conifer hedge which is overgrowing the pavement. No update available.
- The streetlight by the post box on Main Street is once again not working and has been reported to WDC.

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

- There has been a report from a resident who lives on the Henley Road about a wide vehicle causing damage to a fence. Cllr Matecki is investigating the feasibility of installing reflective bollards.
- It was noted that the footpath across the field from Curlieu Lane to Gannaway Wood has once again been ploughed over. Although this footpath is in Claverdon parish, the Clerk will report it via the WCC website, and will also send details to Cllr Matecki who will ask the relevant officer to write to the landowner as this is a recurring problem.

**23/11/14/09 Items for consideration and resolution**

- 1. To consider, and resolve to approve if appropriate, a salary increase for the Clerk following receipt of notification from NALC of the NJC 2023-2024 national salary award, to be back dated to 1 April 2023 (*Local Government Act 1972, s.112*)**

AGREED.

**23/11/14/10 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. NOTED.**
- (Appendix 1 – circulated)

**23/11/14/11 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)

**23/11/14/12 Planning**

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

Noted.

- NLPC was neutral to the planning application for the erection of a steel frame agricultural building on land at Littleworth Farm.
- There was a discussion regarding the number of permitted development and certificate of lawful development applications at Rose Bank, Snitterfield Lane, and NLPC expressed concern with the piecemeal over-development at the site. The Clerk to contact the planning department regarding these concerns and a recently submitted application for a Lawful Development Certificate for the proposed erection of a new enclosed porch application (W/23/1512).
- There was a brief discussion regarding the planning appeal for the Poultry Farm. The meeting noted that NLPC's response had been considered under its Scheme of Delegation due to time restrictions. Cllr Matecki advised that he had submitted a detailed letter of objection with documentation and evidence. It was noted that all submissions to the Planning Inspectorate will be passed to the applicant to allow for their right of reply. It is hoped that a decision will be available in a few months. NLPC expressed thanks to Cllr Matecki for all his efforts regarding this application.

**23/11/14/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
District Council

- Cllr Matecki advised that new dates are available for the next phase of the South Warwickshire Local Plan consultation.
- The cost of the new swimming pool in Kenilworth is escalating due to the discovery of archaeological ruins at the site. However, the WDC Cabinet has agreed that the pool should remain in Abbey Fields, and the Full Council will consider releasing the necessary funds at its meeting on 15 November.
- There was a discussion regarding the submission of land at Hatton Country World through the South Warwickshire Local Plan Call for Sites process. Cllr Matecki advised that he does not know if it will go through, but if it does it will become a new village with a doctors', school and shop due to the size of the development.

Warwickshire County Council

- Cllr Matecki advised that a 13-week-long consultation on a new fire service will be taking place shortly. The current fire service isn't really functioning as it should, mostly due to the lack of on-call volunteer firefighters.
- A trial for new safe school streets has been launched in Rugby and it appears to be going quite well. If it is successful, it is hoped that it can be rolled out in other areas.
- There was a discussion regarding the vehicle activated speed sign by Wolverton School which is not working. The Clerk will raise the issue with Wolverton Parish Council, with the suggestion that Ian Shenton, the County Councillor for Wolverton, could look at funding a replacement from his delegated budget.
- Cllr Matecki will ask for an update on the school bus service in Norton Lindsey.

**23/11/14/14 Parish Report / Items for next meeting**

- Cllr Brown advised that due to poor growing conditions this year, he might have to source a Parish Council Christmas tree for Millennium Green from an alternative supplier.

- The meeting noted that a car which appeared to have been abandoned at the end of Canada Lane was being dealt with.
- There was a discussion regarding a recent post on Facebook about dogs being exercised in the playground, and it was confirmed that the playground is subject to a dog control order under The Dogs Exclusion (Warwick District Council) Order 2020. Details of this Order had been posted on Facebook as a gentle reminder to parishioners.
- There was a discussion regarding out-of-date telephone numbers for the Police in the Parish magazine.
- It was agreed that Cllr Gilmore would attend the WALC Introduction to Local Councils course.
- Cllr Neale will prepare the Parish Report for the Parish Magazine.

**23/11/14/15**    **Date of Next Meeting**  
12 December 2023 - Ordinary Meeting

**23/11/14/16**    **Close**  
The meeting closed at 9.40pm

DRAFT

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
14.10.23	WCC	Intention to Process Main Street, Norton Lindsey
18.10.23	WDC	Consultation – Draft Net Zero Carbon SPD
19.10.23	WDC	Consultation on Net Zero Carbon SPD
23.10.23	Resident	Wideload vehicles and speed limits
30.10.23	Warwickshire Police	Parish and Town Council Policing and Budget Engagement Sessions
31.10.23	SDC	South Warwickshire Local Plan – Publication of the Consultation Statement and Timetable update
1.11.23	WALC	WALC AGM and Annual Conference
8.11.23	WALC	Weekly roundup 76
8.11.23	Warwickshire Police	Your Police, Your Views budget consultation

### 2. Legislation / Regulations

Date	Details
-	

### 3. Other items for information

Date	Details
26.10.23	Article from the SLCC Newsletter dated 1 November 2023: Remote Meetings

## Appendix 2 – Finance

### 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 October 2023	£18,858.30
NatWest Reserve Account 1	3 November 2023	£11,492.63
NatWest Reserve Account 2 *	3 November 2023	£87.03
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
<b>TOTAL</b>		<b>£43,557.96</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
5 October 2023	NatWest / Interest on Reserve Accounts	£13.31
3 November 2023	NatWest / Interest on Reserve Accounts	£14.70

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 October 2023	Clerk's salary	£302.38

\* Wolverton Parish Council are to be billed for half of the Village Hall hire

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

Date	To / Details	Amount
14 November 2023	SLCC / Clerk's Membership	£112.00
14 November 2023	Pollard Memorials / engraving to QEII Jubilee sign post	£780.00

## NORTON LINDSEY PARISH COUNCIL

## Accounts Year To Date as at 14 November 2023

Reconciled to NatWest Current Account bank statement dated 30 October 2023, NatWest Reserve Account 1 statement dated 3 November 2023 and Reserve Account 2 statement dated 3 November 2023, C&C 95 Day Notice Account statement dated 31 July 2023 and Santander Business Everyday Saver Account dated 2 September 2023

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	£ 10,500.00	£ 10,500.00 A
£ 550.87	VAT Refund	£ -	£ -	£ - E
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ 84.99	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.64	£ 0.50 E
£ -	Bank Interest: Santander	£ -	£ -	£ - A
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ 371.08	£ 150.00 A
£ -	Other	£ -	£ -	£ - E
£ 10,733.61	<b>TOTAL RECEIPTS</b>	£ 10,670.50	£ 10,956.71	£ 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	£ 2,116.66	£ 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	£ 32.00	£ 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	£ -	£ 1,690.50	£ - 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	£ 370.82	£ 100.00 E
£ 6,805.51	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,078.00	£ 4,815.17	£ 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	£ 18,858.30	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 18,858.30	£ 17,095.47 E
<b>Reserve Account 1</b>				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,492.63	£ 12,327.64 E
<b>Depot Fund</b>				
£ 86.39	Reserve Account 2	£ 86.62	£ 87.03	£ 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	£ 13,118.92	£ 9,397.84 E
£ 12,835.31		£ 12,985.54	£ 13,207.03	£ 9,485.54 E
£ 40,916.42	<b>TOTAL CARRIED FORWARD</b>	£ 37,018.58	£ 43,557.96	£ 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	£ 43,557.96	£ 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	£ 13,207.03	£ 9,485.54 E
£ 19,086.28	<b>DISPOSABLE FUNDS</b>	£ 12,539.40	£ 21,356.10	£ 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/23/1528 AG	Land at Littleworth Farm, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD	Prior approval notification under Schedule 2, Part 6, Class A for ag. development consisting of the erection of a steel frame agricultural building	16 November 2023 Neutral, no comments

### 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/23/1268	Curlew Rise, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL		Granted
	Lower Norton Farm	Replacement of stables and addition of a horse walker	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
W/19/1133 Appeal reference: APP/T3725/W/23/3324807	Land at Ward Hill, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8JD	Hybrid planning application consisting of: Full planning application for the erection of two replacement poultry houses for poultry rearing (pullets) and the repositioning of existing access; Outline planning application for the erection of a farm manager's dwelling.	13 November 2023  (NB. Appeal considered by NLPC under delegated powers due to 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)