

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 December 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 December 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

23/12/12/01 Record of members present

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

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

23/12/12/03 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.

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

To approve and sign the minutes of the Ordinary Meeting held on 14 November 2023.

23/12/12/05 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.

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

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

23/12/12/07 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.

- 23/12/12/08 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.
- 23/12/12/09 Items for consideration and resolution**
1. To consider, and resolve to approve if appropriate, the grant applications received for the financial year 2022/23 (*various legislation*)
- 23/12/12/10 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)
- 23/12/12/11 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)
- 23/12/12/12 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)
- 23/12/12/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 23/12/12/14 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.
- 23/12/12/15 Date of Next Meeting**
- 9 January 2024 – Ordinary Meeting
- 23/12/12/16 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
22.11.23	WALC	Weekly roundup 77
29.11.23	WALC	Weekly roundup 78
06.12.23	WALC	Weekly roundup 79

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
22.11.23	Article from the WALC Weekly Roundup No 77: Access to NALC Members Area
28.11.23	Article from the SLCC Newsletter dated 28 November 2023: .gov.uk domains
29.11.23	Article from the WALC Weekly Roundup No 78: Biodiversity Duty on Town and Parish Councils

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	7 December 2023	£17,481.92
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
TOTAL		£42,181.58

* 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
-		

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
16 November 2023	SLCC / Clerk's Membership	£112.00
16 November 2023	Pollard Memorials / engraving to QEII Jubilee sign post	£780.00
16 November 2023	Clerk / Backdated pay	£182.00
30 November 2023	Clerk / Salary	£302.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
12 December 2023	Clerk / expenses July to December (£76.37) and November pay rise (£26.00) *	£102.37

* Standing order not amended in time for November payment

Accounts Year To Date as at 12 December 2023

Reconciled to NatWest Current Account bank statement dated 7 December 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	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	£ 16,673.47
£ -	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	£ 11,407.64
£ 85.99	Depot Fund (Reserve A/C 2)	£ 86.12	£ 86.39	£ 86.39
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	£ 1.08
£ 12,610.21	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 12,747.84	£ 12,747.84	£ 12,747.84
£ 35,788.32	TOTAL BROUGHT FORWARD	£ 35,926.08	£ 40,916.42	£ 40,916.42
RECEIPTS				
£ 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	TOTAL RECEIPTS	£ 10,670.50	£ 10,956.71	£ 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	£ 2,601.04	£ 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	£ 112.00	£ 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	£ -	£ 2,340.50	£ 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	£ 500.82	£ 370.82 E
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 6,191.55	£ 12,039.32 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	£ 17,481.92	£ 15,134.15 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 17,481.92	£ 15,134.15 E
Reserve Account 1				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,492.63	£ 12,327.64 E
Depot Fund				
£ 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	TOTAL CARRIED FORWARD	£ 37,018.58	£ 42,181.58	£ 36,947.33 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	£ 42,181.58	£ 36,947.33 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	DISPOSABLE FUNDS	£ 12,539.40	£ 19,979.72	£ 17,266.96 E

A = actual
E = estimate

Appendix 3 – Planning

1. Planning Applications: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
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2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments
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3. To note planning application decisions:

Reference	Address	Description	Decision
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	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)