

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

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr M Neale
WDC Cllr P Phillips; WDC / WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: Two

23/12/12/01 Record of members present

Noted.

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

Apologies were received from Cllr J Gilmore who had a prior commitment and from Cllr R Pocknell who was away. Accepted.

23/12/12/03 To receive declarations of interests (existence and nature) on items on the Agenda

As residents of the Parish and involved with local organisations, all Councillors declared an interest in Agenda item 23/12/12/09.1 (grant applications).

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

The minutes of the Ordinary Meeting held on 14 November 2023 were taken as read, APPROVED and signed by the Chair.

23/12/12/05 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 has now been paid by direct debit to the Information Commissioner's Office.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

None.

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.

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

23/12/12/07 Parish Council Action Plan

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

Roads:

- Nothing new to report.

Footpaths:

- The Clerk advised that she still had to report to WCC the footpath from Brick Kiln Close to Gannaway Wood which has been ploughed.

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

- Cllr Neale reported on the WCC Town & Parish Councils Ref Group meeting which took place in November, and which focussed on Net Zero. He advised that he has forwarded details to NLCP Ltd.

3. Enhance communication with parishioners

- It was agreed that a note would be put into the Parish Magazine to encourage members of the public to attend meetings, especially to discuss planning applications or planning concerns. It was also agreed that the monthly Parish Report would be put on Facebook.

4. Protect heritage assets

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

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

- The streetlight by the post box on Main Street is still not working – WDC Cllr Phillips to chase.
- The modern lantern which had been fitted to the streetlight by the Church has now been replaced with a new traditional-style lantern fitting.
- The pothole on Wards Hill has still not been filled in. The Clerk to chase County Highways.
- The Parish gullies have still not been emptied. The Clerk to chase County Highways.

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

- The streetlight opposite Church Road is not working. It has been reported to WDC.
- There was a discussion regarding flooding when it rains which subsequently cuts off the village, and it was agreed that not much could be done as the ground is waterlogged.

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 2023/24 (various legislation)

Following discussion and consideration of budget constraints it was agreed that grants would be awarded as follows:

Application	Brief Description	Sum approved	Legislation
NL Public Access Defibrillator (by Village Hall)	Defibrillator maintenance (cost of replacement pads and new battery)	£ 250.00	Local Government Act 1972, s.137
Norton Lindsey Playground	Donation towards running costs of playground	£ 375.00	Local government (Miscellaneous Provisions) Act 1976, s.19
PCC / NL Church Clock	Donation to cover the costs of servicing	£ 200.00	Parish Councils Act 1957, s.2
NL Church Room	Donation towards insurance and electricity costs	£ 250.00	Local Government Act 1972, S.133
PCC / NL Churchyard	Donation towards maintenance costs	£ 250.00	Local Government Act 1972, s.214(6)
NLCP Ltd Community Shop	Donation towards the purchase of retailing fixtures, fittings and equipment to enable to Community Shop to remain open	£ 3,000.00	Local Government Act 1972, s.137
Poppy display	Materials required to create large poppy displays that can be used on an annual basis	£ 100.00	Local Government Act 1972, s.144
Norton Lindsey Cricket Club	Artificial pitch for junior players	£ 2,500.00	Local Government (Miscellaneous Provisions) Act 1976, s.19

The meeting noted that the Christmas display expenditure (tree, lights / batteries and a reuseable sign) would come from the budget for grants made under discretionary powers (Local Government Act 1972, s.144), and that the annual honorarium/donation to costs of £50 for the maintenance of Millennium Green would also come from the budget for grants made under discretionary powers (Open Spaces Act 1906, ss.9-10).

23/12/12/10 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)

23/12/12/11 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)

23/12/12/12 Planning

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

Noted.

The meeting was attended by two residents who wished to discuss the planned improvements to their property and their contact with the WDC Planning Department. It was agreed that a reminder would be put into the Parish Magazine to encourage parishioners to attend meetings to discuss their planning applications with Councillors.

23/12/12/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
District Council

- WDC Cllrs Matecki and Phillips advised that WDC had given its support to the NL Community Shop.
- Funding has been approved by WDC for the swimming pool at Abbey Fields in Kenilworth.
- There was a discussion regarding the potential of a new village on land at Hatton Country World and what that would mean to traffic on Dark Lane.
- It was noted that the owner of the Poultry Farm has another month to clear the site.

Warwickshire County Council

- WCC Cllr Matecki advised that WCC has been awarded grants to help plant trees, and town and parish councils in the district are being asked to express interest if they would like to develop micro woods or community orchards.
- The Fire and Rescue Consultation is now open and will run until 10 March 2024. Cllr Matecki stressed that there is no intention to close any fire stations, and that the aim is the better management of staff.
- WCC is reviewing on-street parking fees from £1.10 to £1.40 per hour.

23/12/12/14 Parish Report / Items for next meeting

- The Chairman to write the December Parish Report.
- NLPC expressed thanks to the anonymous donor who had funded the additional signwriting on the Queen Elizabeth II Jubilee signpost at Red Horse Corner.

23/12/12/15 Date of Next Meeting

9 January 2024 - Ordinary Meeting

23/12/12/16 Close

The meeting closed at 9.20pm

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

NORTON LINDSEY PARISH COUNCIL

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
£ 550.87	VAT Refund	£ -	£ -	£ -
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ 84.99	£ 20.00
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.64	£ 0.50
£ -	Bank Interest: Santander	£ -	£ -	£ -
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ 371.08	£ 150.00
£ -	Other	£ -	£ -	£ -
£ 10,733.61	TOTAL RECEIPTS	£ 10,670.50	£ 10,956.71	£ 10,670.50
GENERAL EXPENDITURE				
£ 128.00	WALC Subscription	£ 138.00	£ 138.00	£ 138.00
£ 264.00	Insurance	£ 300.00	£ 300.00	£ 300.00
£ -	Seminars for Councillors	£ 150.00	£ -	£ 150.00
£ -	Audit	£ -	£ -	£ -
£ 3,687.84	Staff costs (includes payments to HMRC)	£ 3,813.00	£ 2,601.04	£ 3,813.00
£ 25.65	Clerk's travel expenses	£ 50.00	£ 8.10	£ 50.00
£ 52.50	Home working allowance	£ 42.00	£ 10.50	£ 42.00
£ 62.60	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 48.59	£ 125.00
£ -	Miscellaneous / Contingencies Fund	£ 500.00	£ -	£ 500.00
£ -	Hire of Rooms	£ 200.00	£ 32.00	£ 200.00
£ 112.00	Society of Local Council Clerks Membership	£ 120.00	£ 112.00	£ 120.00
£ 35.00	Information Commissioners Office (data protection)	£ 40.00	£ -	£ 40.00
£ -	Clerk's Training	£ 100.00	£ -	£ 100.00
£ -	Website	£ 75.00	£ -	£ 75.00
£ -	Election Costs Fund annual increase	£ -	£ -	£ -
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ -	£ 1,200.00
£ 30.00	Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00
£ 1,002.00	Grants under Discretionary Powers	£ 1,500.00	£ 100.00	£ 1,500.00
£ 104.00	Annual Parish Council Report	£ 125.00	£ -	£ 125.00
£ -	Parish Plan	£ 500.00	£ -	£ 500.00
£ 57.00	Platinum Jubilee Memorial	£ -	£ 2,340.50	£ 1,690.50
£ -	Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)	£ -	£ -	£ -
£ 44.92	VAT paid out on general expenditure (to be reclaimed)	£ 100.00	£ 500.82	£ 370.82
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 6,191.55	£ 12,039.32
EXPENDITURE FROM RESERVES				
£ -	Depot Fund	£ -	£ 3,500.00	£ 3,500.00
£ -	Election Costs	£ 300.00	£ -	£ 300.00
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -	£ -
£ -	VAT paid out on Assets Fund expenditure (to be reclaimed)	£ -	£ -	£ -
£ -	TOTAL EXPENDITURE FROM RESERVES	£ 300.00	£ 3,500.00	£ 3,800.00
BALANCE OF ACCOUNTS CARRIED FORWARD			Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
Actual Year End 2022/2023		Budget 2023/2024		
Current Account				
£ 17,902.57	Current A/C	£ 12,950.11	£ 17,481.92	£ 15,134.15
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ -
£ 16,673.47		£ 12,950.11	£ 17,481.92	£ 15,134.15
Reserve Account 1				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,492.63	£ 12,327.64
Depot Fund				
£ 86.39	Reserve Account 2	£ 86.62	£ 87.03	£ 86.62
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08
£ 12,747.84	Cambridge & Counties 95 Day Notice Account	£ 12,897.84	£ 13,118.92	£ 9,397.84
£ 12,835.31		£ 12,985.54	£ 13,207.03	£ 9,485.54
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 42,181.58	£ 36,947.33
DISPOSABLE FUNDS AT YEAR END			Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
Actual Year End 2022/2023		Budget 2023/2024		
£ 40,916.42	Total balance of accounts	£ 37,018.58	£ 42,181.58	£ 36,947.33
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,200.00	£ 3,500.00	£ 3,500.00
£ 5,494.83	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 8,293.64	£ 5,494.83	£ 6,694.83
£ 12,835.31	Less Depot Fund	£ 12,985.54	£ 13,207.03	£ 9,485.54
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 19,979.72	£ 17,266.96

A = actual
E = estimate

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
-			

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/23/1528 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)

DRAFT