

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 January 2024

Present: Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell
WDC / WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: None

Cllr Neale proposed that Cllr Brown be elected Acting Chair, seconded by Cllr Elmhirst. Agreed.

24/01/09/01 Record of members present

Noted.

24/01/09/02 To receive apologies for absence

Apologies were received from Cllr J Stobart who was unwell. Accepted.

24/01/09/03 To receive declarations of interests (existence and nature) on items on the Agenda

As the applicant of the planning application for Big House Farm, Cllr Pocknell declared an interest in agenda item 24/01/09/12.1.

All Councillors declared an interest in Agenda item 24/01/09/09 as residents of the Parish.

24/01/09/04 Minutes of the last meeting(s)

It was agreed to defer signing of the minutes of the Ordinary Meeting held on 12 December 2023 until the next meeting when all Councillors had had chance to read them.

24/01/09/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
None.
2. Items actioned under the NLPC Scheme of Delegation
None.
3. Any day to day matters that NLPC should be aware of
None.

24/01/09/06 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.

24/01/09/07 Parish Council Action Plan

1. **Improve the safety and quality of roads and footpaths (see also agenda item 24/01/09/08)**

Roads:

- Nothing new to report.

Footpaths:

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

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

- Nothing new to report.

3. Enhance communication with parishioners

- It was agreed that Cllr Elmhirst would forward the Parish Report as it appears in the Parish Magazine to Cllr Brown and the Clerk for uploading to Facebook and displaying on the parish noticeboards.

4. Protect heritage assets

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

24/01/09/08 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 working intermittently. The Clerk to contact WDC Rural Street Lighting to discuss.
- The dangerous pothole on Wards Hill has still not been filled in. The Clerk to chase WCC County Highways.
- The Parish gullies have still not been emptied. The Clerk to chase WCC County Highways.
- The streetlight opposite Church Road is now working.

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

- The streetlight by The Old Post Office on Wolverton Road is not working. The Clerk to report to WCC County Highways.
- Following heavy rainfall at the beginning of January, the WDC Emergency Team had issued guidance regarding flooding of roads and properties. There was a discussion concerning parish councils stocking sandbags, and the Clerk advised that she had no empty sandbags left following the flooding in August 2020 when they were distributed to residents in need.
- The wooden Norton Lindsey sign at the top of Wards Hill, at the junction of Wolverton and Warwick Roads and Main Street, is broken and is at risk of falling over. The Clerk to report to WCC County Highways.

24/01/09/09 Items for consideration and resolution

1. To consider, and resolve to accept if appropriate, the proposed budget for the financial year 2024/25 (circulated to Councillors prior to the meeting) (*Local Government Finance Act 1992 s.41*)
The proposed budget for the forthcoming financial year was discussed and APPROVED.

2. To consider, and resolve to approve if appropriate, the Precept requirement for the 2024/25 financial year (*Local Government Finance Act 1992 s.41*)

Following discussion and consideration of budget requirements for the forthcoming financial year, it was AGREED that the Precept requirement for the year 2024/25, to meet NLPCs financial obligations, was £10,750.00 (an increase of £250.00 on last year's figure). The Clerk to submit the Precept request to WDC.

24/01/09/10 Items for information

1. To note and consider correspondence received and resolve to action if appropriate.

NOTED.

- It was agreed that the NLPC response to the Warwickshire Fire & Rescue Service Consultation would be considered at the February meeting.
- Cllr Pocknell is to attend the WALC Councillor training session being held in March, as detailed in the WALC Weekly Roundup. The Clerk to confirm the date and book.

2. To note any changes to legislation and regulations which relate to parish councils. NONE.

3. Other items for information. NOTED.

(Appendix 1 – circulated)

24/01/09/11 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)

24/01/09/12 Planning

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

- NLPC was neutral to the construction of a stable block on land north of Curlieu Farmhouse, Norton Curlieu Lane, but questioned if the materials being used for the construction were suitable for the green belt and asked what plans were in place for the disposal of sewage from the toilet.
- Cllr Pocknell, as applicant, left the meeting prior to NLPC considering the application at Big House Farm, Church Road.
Following consideration, NLPC was also neutral to the proposed internal and external alterations to Big House Farm, which is a listed building, and replacement windows and new bi-fold doors. However, it was agreed that the Clerk would make enquiries with the Planning Department as to why this new application had been submitted when it appeared that planning permission had been granted for the works in 2022.

24/01/09/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
District Council

- WDC Cllr Matecki advised that the owner of the poultry farm had until 21 January to comply with the legal notice to clear the site.

Warwickshire County Council

- WCC Cllr Matecki stated that there are not enough reserved fire fighters to man the available engines, and that there were no plans to close any fire stations following the Fire and Rescue Service consultation which is open until March.

24/01/09/14 Parish Report / Items for next meeting

- It was agreed that action points for Councillors would be “highlighted” on future draft minutes to ensure that none are missed.
- Cllr Elmhirst to write the January Parish Report.
- Following a discussion on when NLPC grants should be paid, it was agreed that the Grants Policy would be reviewed at the February meeting.

24/01/09/15 Date of Next Meeting

13 February 2024 - Ordinary Meeting

24/01/09/16 Close

The meeting closed at 9.30pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
11.12.23	WCC	Warwickshire F&R Service consultation on proposed service delivery model
14.12.23	WALC	Weekly roundup 80
20.12.23	WALC	Weekly roundup 81
20.12.23	WCC	WFRS Resourcing to risk public consultation
20.12.23	WDC	Calendar of meetings for 2024-2025 municipal year
02.01.24	WDC	Response to risk of flooding
02.01.24	WDC	Probity in planning
04.01.24	WDC	Notification of moving office
05.01.24	WALC	New WALC website

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
05.12.2023	Article from the SLCC Newsletter dated 13 December 2023: Parish Council Funding for Places of Worship

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	7 January 2024	£10,491.17
NatWest Reserve Account 1	30 November 2023	£11,206.33
NatWest Reserve Account 2 *	30 November 2023	£87.13
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£34,904.63

* 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 November 2023	NatWest / interest on Reserve Account 1	£13.70
30 November 2023	NatWest / interest on Reserve Account 2	£0.10
12 December 2023	Resident / donation for additional engraving to QEII Jubilee signpost	£650.00

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
14 December 2023	ICO / annual fee	£35.00
28 December 2023	Clerk / Salary	£302.38
29 December 2023	Clerk / Salary increase (missed from regular payment)	£26.00
2 January 2024	NL Village Hall / defibrillator maintenance grant	£250.00
2 January 2024	NL Church Room / grant	£250.00
2 January 2024	NL & W Cricket Club / grant	£2,500.00
2 January 2024	N Peall / Millennium Green maintenance grant	£50.00
2 January 2024	NL Playground / grant	£375.00
2 January 2024	W, NL and L PCC / Church clock grant	£200.00
2 January 2024	W, NL and L PCC / Churchyard maintenance grant	£250.00
2 January 2024	NL Community Pub / Shop grant	£3,000.00
2 January 2024	WDC / non-contested election fee	£300.00
2 January 2024	Clerk / expenses July to December (£76.37) and November pay rise (£26.00)	£102.37

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
9 January 2024	C Glover / Christmas Tree	£50.00

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 9 January 2024

Reconciled to NatWest Current Account bank statement dated 7 January 2024, NatWest Reserve Account 1 statement dated 30 November 2023 and Reserve Account 2 statement dated 30 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
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	
£ -	General Reserves (Cambridge & Counties 95 Day Notice A/C)	£ -	£ -	
£ 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	£ 10,500.00	£ 10,500.00 A
£ 550.87	VAT Refund	£ -	£ -	£ - E
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ 98.69	£ 135.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.74	£ 1.05 E
£ -	Bank Interest: Santander	£ -	£ -	£ - A
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ 371.08	£ 371.08 A
£ -	Other	£ -	£ 650.00	£ 650.00 E
£ 10,733.61	TOTAL RECEIPTS	£ 10,670.50	£ 11,620.51	£ 11,657.13 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	£ 2,955.42	£ 3,813.00 E
£ 25.65	Clerk's travel expenses	£ 50.00	£ 24.08	£ 50.00 E
£ 52.50	Home working allowance	£ 42.00	£ 31.50	£ 42.00 E
£ 62.60	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 81.41	£ 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	£ 112.00 A
£ 35.00	Information Commissioners Office (data protection)	£ 40.00	£ 35.00	£ 35.00 A
£ -	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	£ 3,250.00	£ 3,250.00 E
£ 1,002.00	Grants under Discretionary Powers	£ 1,500.00	£ 3,725.00	£ 3,725.00 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	£ 2,340.50 E
£ -	Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)	£ -	£ -	£ 468.10 E
£ 44.92	VAT paid out on general expenditure (to be reclaimed)	£ 100.00	£ 507.39	£ 39.29 E
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 13,532.30	£ 17,287.89 E
EXPENDITURE FROM RESERVES				
£ -	Depot Fund ***	£ -	£ 3,500.00	£ 3,500.00 E
£ -	Election Costs	£ 300.00	£ 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	£ 3,800.00	£ 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	£ 10,491.17	£ 10,535.58 E	
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	
£ 16,673.47		£ 10,491.17	£ 10,535.58 E	
General Reserves				
£ 11,407.64	Reserve Account 1	£ 11,206.33	£ 12,910.74 E	
£ -	Cambridge & Counties 95 Day Notice Account	£ 3,500.00	£ 3,500.00 A	
£ 11,407.64		£ 14,706.33	£ 16,410.74 E	
Depot Fund				
£ 86.39	Reserve Account 2	£ 87.13	£ 87.44 E	
£ 1.08	Santander Account	£ 1.08	£ 1.08 A	
£ 12,747.84	Cambridge & Counties 95 Day Notice Account ***	£ 13,118.92	£ 13,118.92 A	
£ 12,835.31		£ 13,207.13	£ 13,207.44 E	
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 34,904.63	£ 36,653.76 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	£ 34,904.63	£ 36,653.76 E	
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,200.00	£ 3,200.00 A	
£ 5,494.83	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 8,012.93	£ 7,162.93 E	
£ 12,835.31	Less Depot Fund	£ 13,207.13	£ 13,207.44 E	
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 10,484.57	£ 13,083.39 E

*** The grant of £3,500 to NLCP Ltd for the community garden 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, due to the C&C account paying interest. Therefore, £3,500 in the C&C belongs to general reserves, NOT the depot fund.

A = actual
E = estimate

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/23/1719	Land North of Curlieu Farmhouse, Norton Curlieu Lane, Norton Lindsey, Warwick, CV35 8RD	Construction of a stable block	08.01.2024 <i>NB. NLPC has been given an extension to the deadline</i>
W/23/1814 LB	Big House Farm, Church Road, Norton Lindsey, Warwick, CV35 8JE	Internal and external alterations to listed building. Replacement windows and new bi-fold doors.	23.01.2024

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
-			

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)