

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 13 February 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore
WDC / WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: One

24/02/13/01 Record of members present

Noted.

24/02/13/02 To receive apologies for absence

Apologies were received from Cllr M Neale who was away. Accepted.

24/02/13/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

24/02/13/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meetings held on 12 December 2023 and 9 January 2024 were taken as read, APPROVED and signed by the Chair.

24/02/13/05 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
 - The Clerk advised that she had missed the December 2023 RTI (Real Time Information) payroll submission deadline with HMRC, and that a fine may be issued. Notification of any fine could take up to two years to arrive. The Clerk to keep the Councillors advised of any update.
 - The Clerk advised that she was revising the website to ensure it continued to meet Accessibility requirements.

24/02/13/06 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.

24/02/13/07 Parish Council Action Plan

1. Improve the safety and quality of roads and footpaths (see also agenda item 24/02/13/08)

Roads:

- Nothing new to report.

Footpaths:

- The Clerk advised that she had now reported to WCC the footpath from Brick Kiln Close to Gannaway Wood which has been ploughed over.
- It was agreed that Cllr Brown would arrange a working party via Zoom to consider NLPC's response to the WCC Rights of Way survey.

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

- Nothing new to report.

3. Enhance communication with parishioners

- There was a discussion about the NLPC website and adopting a secure .gov.uk domain name which would ensure the security of both personal and professional information as well as reputation. The Clerk to make enquiries. (See also item 24/02/13/05.3 - changes to website).

4. Protect heritage assets

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

24/02/13/08 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 has not yet contacted WDC Rural Street Lighting to discuss.
- The dangerous pothole on Wards Hill has been filled in.
- The Clerk has contacted WCC County Highways regarding emptying of the parish gullies and has been assured that it is scheduled to be done.
- The streetlight by The Old Post Office on Wolverton Road is now working.
- 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 has reported this to WCC County Highways.

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

- There was a discussion regarding the recent frequent instances of flooding which has occasionally resulted in the village being cut off. It was noted that little could be done as the ground was saturated, although it was noted that WCC County Highways is investigating the reason for the large flood by the M40 bridge on the Warwick Road (in Budbrooke parish).
- There was concern regarding overgrown hedges obstructing footpaths and pavements, and it was agreed that the Clerk would write to the relevant homeowners to ask them to cut their hedges back. The meeting noted that if the residents didn't do this themselves, WCC would and would charge them for doing it. A note is also to be put in the Parish Magazine.
- It was agreed that a note would be put in the Parish Magazine from NLPC asking residents to let their visitors or contractors know that they shouldn't park on the pavements.
- There is a broken bridge on footpath 177/SD139b/1 (Briery Lands). The Clerk to report.

24/02/13/09 Items for consideration and resolution

1. To consider, and resolve to approve if appropriate, reimbursing an ex-Councillor for expenses incurred in December 2020 (LGA 1972 s.137(4)(a))

NB: the expenses (£50.08) were originally reimbursed on cheque no. 000634 dated 29 January 2021, but before it could be banked the cheque was lost and was subsequently cancelled. It has now been found and returned to the Clerk. Minute Book pages 276/279 (meeting February 2021) refer to the expenditure.

Agreed.

2. To consider, and resolve to approve if appropriate, the NLPC response to the Warwickshire F&R Service consultation on proposed service delivery model

It was agreed that NLPC would not make a collective response to the consultation.

3. To review the Grants Policy, and resolve to approve any amendments if appropriate

It was agreed that the Grants Policy adequately details the terms of any grants made, but that the Clerk should write to all grant recipients to ask for confirmation of expenditure and reminding them that repayment is required if the grant is not spent. In addition, contact will be made with the recipients of large grants 10 months after the grant is paid to ask if they are likely to spend the money.

24/02/13/10 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)

24/02/13/11 Finance

1. **To note the internal audit of accounts.** NOTED
 2. **To receive a report detailing account balances.** RECEIVED.
 3. **To note payments received since last meeting.** NOTED.
 4. **To note payments made since last meeting.** NOTED.
 5. **To review and approve items of expenditure.** APPROVED.
 6. **To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.
- (Appendix 2 – circulated)

24/02/13/12 Planning

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

24/02/13/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
District Council

- Cllr Matecki advised that the owner of the poultry farm had been given until 21 January to comply with the Section 215 Notice to clear the site, but that he had appealed that notice. The appeal is due to be considered in early March. Cllr Matecki has advised Building Inspectors that the site contains debris which is a risk to road users, particularly in high winds when it is blown across the road. The Building Inspectors are to examine the site.

Warwickshire County Council

- WCC has launched a new platform to support the way customers can report a problem with highways or log customer feedback through its website. Customers can report a range of highway problems from potholes to streetlights; traffic signals to rights of way. Links to all the reporting options can be found at -www.warwickshire.gov.uk/reporthighwayproblem.
- WCC has set its budget for 2024/25 along with its medium-term financial strategy. A 4.99% Council Tax increase was agreed. This increase includes a 2% increase from the adult social care levy and a 2.99% core council tax increase for all services. This is equivalent to an increase of £1.59p per week for a Band D dwelling.
- Cllr Matecki reported that there is a rise in cases of measles in the County.
- There was a discussion regarding tree saplings which are surplus to requirements from the HS2 project and which are available for community groups in Warwickshire.

24/02/13/14 Parish Report / Items for next meeting

- The Clerk suggested that rather than highlight agreed actions on the minutes (as requested at the January meeting), an "Action Log" could be made available to all Councillors on Dropbox immediately after meetings. Agreed.
- Cllr Brown to write the February parish report.

24/02/13/15 Date of Next Meeting

12 March 2024 - Ordinary Meeting

24/02/13/16 Close

The meeting closed at 9.00pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
08.01.24	Blackwood Bayne	Views sought – Warwickshire Rights of Way Improvement Plan
10.01.24	WALC	Weekly Roundup #82
10.01.24	NLCP Ltd	Letter of thanks
17.01.24	WALC	Weekly Roundup #83
24.01.24	WALC	Weekly Roundup #84
31.01.24	WALC	Weekly Roundup #85
01.02.24	WCC	Reminder – Fire & Rescue Service Consultation
08.02.24	WALC	Weekly Roundup #86

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
10.01.24	NALC Update – New Model Employment (WALC Weekly Roundup #82 and #83)
17.01.24	WALC Update – Town & Parish Council emails and domain names (WALC Weekly Roundup #83)
17.01.24	NALC Update - Parish (and Town) exclusion from referendum principles for the 2024/25 financial year (WALC Weekly Roundup #83)
24.01.24	NALC Update – Section 137 expenditure limit for 2024/25 (WALC Weekly Roundup #84)
26.01.24	SLCC News Bulletin 31 January - Changes to website accessibility compliance to WCAG 2.2AA and the adoption of .gov.uk Domains for Improved Authenticity of Message & Security

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 January 2024	£10,162.79
NatWest Reserve Account 1	5 January 2024	£11,219.59
NatWest Reserve Account 2 *	30 January 2024	£87.23
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£34,589.61

* 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
29 December 2023	NatWest / interest on Reserve Account 1	£13.26
29 December 2023	NatWest / interest on Reserve Account 2	£0.10

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 January 2024	Clerk / Salary	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
13 February 2024	WALC / Councillor Training	£36.00
13 February 2024	N Brown / Reimbursement of Christmas expenses	£150.45

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 13 February 2024

Reconciled to NatWest Current Account bank statement dated 30 January 2024, NatWest Reserve Account 1 statement dated 5 January 2024 and Reserve Account 2 statement dated 5 January 2024, 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	£ -	£ -	£ 507.39 E
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ 111.95	£ 135.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.84	£ 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	£ 11,633.87	£ 12,164.52 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	£ -	£ -	£ - A
£ 3,687.84	Staff costs (includes payments to HMRC)	£ 3,813.00	£ 3,283.80	£ 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	£ 13,860.68	£ 17,287.89 E
EXPENDITURE FROM RESERVES				
£ -	Depot Fund ***	£ -	£ 3,500.00	£ 3,500.00 E
£ -	Election Costs	£ 300.00	£ 300.00	£ 300.00 A
£ -	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	£ 10,162.79	£ 7,242.97 E	
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	
£ 16,673.47		£ 10,162.79	£ 7,242.97 E	
General Reserves				
£ 11,407.64	Reserve Account 1	£ 11,219.59	£ 12,910.74 E	
£ -	Cambridge & Counties 95 Day Notice Account	£ 3,500.00	£ 3,500.00 A	
£ 11,407.64		£ 14,719.59	£ 16,410.74 E	
Depot Fund				
£ 86.39	Reserve Account 2	£ 87.23	£ 87.44 E	
£ 1.08	Santander Account	£ 1.08	£ 1.08 A	
£ 12,747.84	Cambridge & Counties 95 Day Notice Account ***	£ 9,618.92	£ 9,618.92 A	
£ 12,835.31		£ 9,707.23	£ 9,707.44 E	
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 34,589.61	£ 29,861.15 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	£ 34,589.61	£ 29,861.15 E
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,200.00	£ 3,200.00	£ 3,200.00 A
£ 5,494.83	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 8,293.64	£ 7,912.93	£ 7,162.93 E
£ 12,835.31	Less Depot Fund	£ 12,985.54	£ 13,207.23	£ 9,707.44 E
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 10,269.45	£ 9,790.78 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
-			

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
W/23/1719	Land North of Curlieu Farmhouse, Norton Curlieu Lane, Norton Lindsey, Warwick, CV35 8RD	Construction of a stable block APPLICATION WITHDRAWN

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)