

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 March 2024

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 March 2024 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

24/03/12/01 Record of members present

24/03/12/02 To receive apologies for absence

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

24/03/12/03 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.

24/03/12/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 13 February 2024.

24/03/12/05 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.

24/03/12/06 Items to be taken in private session

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

24/03/12/07 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.

- 24/03/12/08 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.
- 24/03/12/09 To receive feedback from the working party formed to consider NLPC's response to the WCC Rights of Way Survey, and to note submission of the response**
- 24/03/12/10 To discuss arrangements for the Parish Assembly**
- 24/03/12/11 Items for consideration and resolution**
1. To consider, and resolve to approve if appropriate, the purchase of a replacement flood warning sign for Littleworth (*Road Traffic Regulation Act 1984, s.72[1]*)
 2. To consider, and resolve to approve if appropriate, arranging and paying for the reprinting of the Ken Chapman book "The History of Norton Lindsey and District" on behalf of the parish (*Local Government Act 1972, s.137*)
- 24/03/12/12 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)
- 24/03/12/13 Finance**
1. 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)
- 24/03/12/14 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)
- 24/03/12/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 24/03/12/16 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.
- 24/03/12/17 Date of Next Meeting**
- 16 April 2024 – Parish Assembly (start time 7.00pm)
14 May 2024 – Annual / Ordinary Meetings
- 24/03/12/18 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
21.02.24	WALC	Weekly Roundup #87
28.02.24	WALC	Weekly Roundup #88
06.03.24	WALC	Weekly Roundup #89

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
-	

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 January 2024	£9,547.88
NatWest Reserve Account 1	5 January 2024	£11,534.69
NatWest Reserve Account 2 *	30 January 2024	£87.34
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£34,289.91

* 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
31 January 2024	NatWest / interest on Reserve Account 1	£15.10
31 January 2024	NatWest / interest on Reserve Account 2	£0.11

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
15 February 2024	WALC / Councillor Training	£36.00
15 February 2024	N Brown / Reimbursement of Christmas expenses	£150.45
15 February 2024	C Glover / Christmas tree	£50.00
15 February 2024	A Birch / historic expenses	£50.08
28 February 2024	Clerk / Salary	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

Accounts Year To Date as at 12 March 2024

Reconciled to NatWest Current Account bank statement dated 29 February 2024, NatWest Reserve Account 1 statement dated 5 February 2024 and Reserve Account 2 statement dated 5 February 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	£ 127.05	£ 135.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.95	£ 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	£ 11,649.08	£ 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	£ 30.00	£ 150.00 E
£ -	Audit	£ -	£ -	£ - A
£ 3,687.84	Staff costs (includes payments to HMRC)	£ 3,813.00	£ 3,612.18	£ 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	£ 3,950.45	£ 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	£ 538.47	£ 39.29 E
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 14,475.59	£ 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	£ 12,950.11	£ 9,547.88	£ 7,242.97 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 9,547.88	£ 7,242.97 E
General Reserves				
£ 11,407.64	Reserve Account 1	£ 11,082.93	£ 11,534.69	£ 13,210.74 E
£ -	Cambridge & Counties 95 Day Notice Account	£ -	£ 3,500.00	£ 3,500.00 A
£ 11,407.64		£ 11,082.93	£ 15,034.69	£ 16,710.74 E
Depot Fund				
£ 86.39	Reserve Account 2	£ 86.62	£ 87.34	£ 87.44 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 A
£ 12,747.84	Cambridge & Counties 95 Day Notice Account ***	£ 12,897.84	£ 9,618.92	£ 9,618.92 A
£ 12,835.31		£ 12,985.54	£ 9,707.34	£ 9,707.44 E
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 34,289.91	£ 30,161.15 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	£ 34,289.91	£ 30,161.15 E
£ 3,500.00	Less Sum retained for Electoral Expenses	£ 3,200.00	£ 3,200.00	£ 3,200.00 A
£ 5,894.57	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 8,293.64	£ 7,562.67	£ 7,562.67 E
£ 12,835.31	Less Depot Fund	£ 12,985.54	£ 9,707.34	£ 9,707.44 E
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 13,819.90	£ 9,691.04 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
-		

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)