

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 10 October 2023

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr J Gilmore; Cllr R Pocknell
WDC / WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: None

23/10/10/01 Record of members present

Noted.

23/10/10/02 To receive apologies for absence

Apologies were received from Cllr M Neale who was on holiday and Cllr K Elmhirst who was unwell. Accepted. WDC Cllr P Phillips also sent his apologies.

23/10/10/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

23/10/10/04 Minutes of the last meeting(s)

Minor amendments to the minutes of the Ordinary Meeting held on 12 September 2023 were APPROVED and the minutes were signed by the Chair.

23/10/10/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

The Clerk advised that following agreement at the last meeting, payments had been made to Woodberry of Leamington Spa for the picnic tables, and the Village Hall for hire of the Hall for the Climate Event (see also agenda item 23/10/10/12.3).

2. Items actioned under the NLPC Scheme of Delegation

None

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

None

23/10/10/06 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.

23/10/10/07 Parish Council Action Plan

1. *Improve the safety and quality of roads and footpaths (see also agenda item 23/10/10/08)*

Roads:

- As part of the process of reducing speed on Main Street to 20mph, traffic monitoring has recently taken place and the results are now being analysed.
- Residents have expressed concern regarding parking on the pavement by the Village Hall, primarily on some Saturday mornings when football is taking place on the playing field. It was AGREED that the Clerk would contact the Village Hall Trustees to ask them to have a word with the Football Club about the situation and to suggest the use of an A-frame noticeboard which can be put out on match days.

Footpaths:

- -

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

- The joint NLPC/WPC Climate Event held in September was attended by approximately 20 people, and the information discussed was both useful and practical, with links to more helpful resources provided. There will be a report in the November Parish Magazine, and more detailed information and the links will be uploaded to both Parish Council websites. There was a discussion regarding electric vehicle charging and the WCC initiative to install charging points in rural areas. Possible locations in Norton Lindsey are the Pub and the Village Hall, and it was AGREED that the Clerk would pass the scheme information onto the relevant committees.
- The meeting noted that the verges in the village had recently been mowed, but that the contractors had mowed the areas that are being rewilded. Cllr Matecki to investigate.

3. Enhance communication with parishioners

- The meeting noted that the Parish Report had been resurrected, with a summary of the September Parish Council meeting appearing in the October Parish Magazine.

4. Protect heritage assets

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

23/10/10/08 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

- Potholes on Wolverton Road and down Wards Hill have been marked for repair for several months, but they have still not been done. WCC Cllr Matecki confirmed that entire road is due to be resurfaced in 2024.
- The road gutters in the village have been cleared but the gullies are still blocked. The Clerk has chased County Highways but has not yet had a response. If County Highways doesn't reply, the Clerk to forward details to Cllr Matecki.
- The broken streetlight by the Church has been made safe but has been replaced with a modern light fitment. As this light is in the conservation area and NLPC contributed towards the costs of installing the original fitments, Cllr Matecki offered to investigate. The Clerk to forward details to Cllr Matecki.
- The playing field hedge has been cut back.
- Cllr Elmhirst to contact the owners of The Croft on Main Street regarding their conifer hedge which is overgrowing the pavement. No update available.

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

- The streetlight by the post box on Main Street is once again not working.

23/10/10/09 To receive an update on picnic benches/tables to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023, and the additional engraving to the Queen Elizabeth II signpost

- The picnic tables are to be delivered and installed on Friday 13 October, and Cllr Brown will get final agreement from the Trustees regarding the positioning before then. Once the tables are installed, commemorative plaques will be organised.
- The engraving on the QEII signpost has now been completed. Once the invoice has been received, details will be passed on to the resident who has offered to donate towards the cost of the engraving.

23/10/10/10 Items for consideration and resolution

1. To consider, and resolve to agree if appropriate, purchasing a Christmas tree and replacement batteries to power Christmas lights (for display in the village during the festive season) to a maximum value of £65 (*Local Government Act 1972, s.144*)

AGREED.

2. **To consider, and resolve to agree if appropriate, the purchase of replacement Christmas lights and a sign for display next to the Christmas tree, to a maximum value of £150 to be funded from the Asset Renewal Fund (Local Government Act 1972, s.144)**
AGREED.

23/10/10/11 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.** NONE.
- (Appendix 1 – circulated)

23/10/10/12 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)

23/10/10/13 Planning

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

- NLPC was neutral to the planning application for replacement stables and the addition of a horse walker at Lower Norton Farm, Henley Road, and made no comments.
- The Clerk advised that a planning application notification for the proposed conversion of an existing garage into a Granny Annexe at Curlew Rise, Wolverton Road, had been received after the agenda for this meeting had been issued. It was AGREED that this application would be considered under delegated powers, and that a response was due to the Clerk by Tuesday 17 October 2023.
- The meeting noted that an appeal has been made to the Secretary of State against the decision of Warwick District Council to refuse permission for a hybrid planning application on Land at Ward Hill, Norton Lindsey (Ref. W/19/1133) – the Chicken Farm on Warwick Road. WDC Cllr Matecki confirmed that the appeal had been lodged within the required timeframe in June 2023, and that the Section 215 clearance notice which has been issued to the owner is still enforceable. Discussion took place regarding the information submitted about operational vehicle movement on to/off the site. It was AGREED that the Clerk would circulate to the Parish Councillors details of NLPC's original representation to the WDC as well as other information regarding the application so that consideration can be given to making representations to the Secretary of State. Cllr Matecki advised that he will be submitting further representation in response to new information submitted with the appeal.

23/10/10/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
District Council

- WDC Cllr Matecki advised that redevelopment of the Abbey Fields swimming pool in Kenilworth is at risk due to the discovery of medieval artifacts on the site and the large costs involved if work continues. The matter is to be debated at the WDC meeting in December.
- Cllr Matecki also advised that extra resources are being put in place to combat fly tipping.

Warwickshire County Council

- As well as the scheme to provide electric vehicle charging points in rural locations (discussed under agenda item 23/10/10/07.2), WCC Cllr Matecki reported that WCC is running a 6-month trial scheme for anyone who wants to charge an electric vehicle but who doesn't have a drive, whereby WCC will supply cable protectors. It was noted that, due to the need for safety, there are strict requirements to qualify.

- Regarding the cancelled school bus service, Cllr Matecki advised that he has spoken to WCC officers who are now talking to another operator to see if it can include Norton Lindsey in its route.
- Cllr Matecki advised that WCC is trialling a Safer Schools scheme in north Warwickshire whereby cars will be prohibited from parking near the school at the start or the end of the school day.

23/10/10/15 Parish Report / Items for next meeting

-

23/10/10/16 Date of Next Meeting

14 November 2023 - Ordinary Meeting

23/10/10/17 Close

The meeting closed at 9.20pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
18.09.23	WALC	D-Day 80 June 2024
20.09.23	WALC	New central reporting system for speed concerns in Warwickshire
21.09.23	SDC	Consultation on draft revised Statement of Community Involvement
22.09.23	WDC	WDC Corporate Strategy Consultation (plus two attachments)
26.09.23	WDC	Review of Polling Districts, Polling Places and Polling Stations
26.09.23	WALC	Warwick Area Meeting
28.09.23	Cambridge & Counties	The interest rate on your savings account has increased
02.10.23	WDC	Notice of Polling District and Place Review (plus one attachment)

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	29 September 2023	£19,160.68
NatWest Reserve Account 1	4 August 2023	£11,464.83
NatWest Reserve Account 2 *	4 September 2023	£86.82
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£43,832.33

* 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 July 2023	Cambridge & Counties / interest	£371.08
5 September 2023	NatWest / Interest on Reserve Accounts	£13.73
29 September 2023	WDC / 2 nd Precept payment	£5,250.00

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
18 September 2023	Clerk / expenses April – June 2023	£37.92
18 September 2023	NL Village Hall / hire of Hall for Climate Event *	£32.00
28 September 2023	Clerk's salary	£302.38
6 October 2023	Woodberry of Leamington Spa / picnic tables	£2,028.60

* Wolverton Parish Council are to be billed for half of the Village Hall hire

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 10 October 2023

Reconciled to NatWest Current Account bank statement dated 29 September 2023, NatWest Reserve Account 1 statement dated 5 September 2023 and Reserve Account 2 statement dated 5 September 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	
£ 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	£ 57.19	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ 0.43	£ 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	£ 10,928.70	£ 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	£ 1,814.28	£ 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	£ -	£ 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	£ -	£ 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	£ 370.82	£ 100.00 E
£ 6,805.51	TOTAL GENERAL EXPENDITURE	£ 10,078.00	£ 4,512.79	£ 10,078.00 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	£ 19,160.68	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 16,673.47		£ 12,950.11	£ 19,160.68	£ 17,095.47 E
Reserve Account 1				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,464.83	£ 12,327.64 E
Depot Fund				
£ 86.39	Reserve Account 2	£ 86.62	£ 86.82	£ 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	£ 13,206.82	£ 9,485.54 E
£ 40,916.42	TOTAL CARRIED FORWARD	£ 37,018.58	£ 43,832.33	£ 38,908.65 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	£ 43,832.33	£ 38,908.65 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	£ 13,206.82	£ 9,485.54 E
£ 19,086.28	DISPOSABLE FUNDS	£ 12,539.40	£ 21,630.68	£ 19,228.28 E

A = actual
E = estimate

Appendix 3 – Planning

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

Reference	Address	Description	Deadline
W/23/1204	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Replacement of stables and addition of a horse walker	17 October 2023

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)