

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 12 March 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr J Gilmore; Cllr R Pocknell
Parish Clerk: Jennifer Bendall
Public: Four (three for part of the meeting)

Public participation

- The Parish Council was thanked for arranging for work to be carried out on Snitterfield Lane to alleviate the flooding at the bottom of the hill.
- A member of the public raised concern about an unfenced lawn alongside the verge which had been damaged by vehicles driving on it during recent flooding. Details to be passed to WCC Cllr Matecki.

24/03/12/01 Record of members present

Noted.

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

Apologies were received from Cllr M Neale and Cllr K Elmhirst who were away. Accepted. Apologies were also received from WDC/WCC Cllr Matecki and WDC Cllr Phillips.

24/03/12/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

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

The minutes of the Ordinary Meeting held on 13 February 2024 were taken as read, APPROVED and signed by the Chair.

24/03/12/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

The Clerk advised that she has signed up for an official Government webinar on .gov.uk domain names.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

None.

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.

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

24/03/12/07 Parish Council Action Plan

1. Improve the safety and quality of roads and footpaths (see also agenda item 24/03/12/08)

Roads:

- Nothing new to report.

Footpaths:

- There are no new issues to report, but the meeting noted that NLPC had completed the WCC Rights of Way survey (see also agenda item 24/03/12/09).

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

- Regarding the availability of tree saplings which were surplus to requirements from the HS2 project and which were available for community groups in Warwickshire (as previously advised), the meeting noted that Norton Lindsey did not qualify for any of the saplings as the Parish has not been impacted by HS2.

3. Enhance communication with parishioners

- It was agreed that the biennial Parish Report would be issued in time for the Parish Assembly. Cllr Brown to draft report and circulate for approval (*see also agenda item 24/03/12/10*).

4. Protect heritage assets

- Nothing new to report.

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

- The broken wooden Norton Lindsey sign at the top of Wards Hill, at the junction of Wolverton and Warwick Roads and Main Street, has been reported to WCC County Highways but no action has yet been taken. The Clerk to chase.
- A note regarding overgrown hedges obstructing footpaths and pavements has been put in the Parish Magazine. The Clerk is still to write to relevant homeowners.
- 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. Done.
- There is a broken bridge on footpath 177/SD139b/1 (Briery Lands). Reported.
- The streetlight by the post box on Main Street is working.
- The Clerk is to telephone County Highways to discuss jetting of the gullies in the Parish as this work has still not been done. A confirmation email is then to be sent to County Highways, copied to Cllr Matecki.

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

- The meeting noted that a spring has appeared on land owned by Cannings Farm on Snitterfield Lane. Severn Trent Water have advised that it is unlikely to be caused by a leak. To be monitored.

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

WCC issued separate Rights of Way Surveys for the public and local authorities, with the only real difference between the two surveys being that the local authority survey asked if the local authority would be prepared to look after footpaths. The meeting noted that NLPC responded yes to this question, subject to suitable resources being made available to the Parish Council.

24/03/12/10 To discuss arrangements for the Parish Assembly

The Parish Assembly is taking place at 7.00pm on 16 April, and it will be held in the Church Room due to a prior booking at the Village Hall on that day. It was agreed that the meeting would be advertised on Facebook, notice boards and the website, and that the biennial Annual Parish Report would be issued to every household in the Parish prior to the meeting. Cllr Brown is to prepare the Report. The agenda was approved, and it was agreed that a representative from NLCP Ltd would be invited to present a report on the Community Shop.

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]*)

The meeting noted that now that drain repairs had been undertaken on Snitterfield Lane, the low lying area by the property Willowdale no longer seemed to flood. It was therefore agreed that one of the warning signs retained for this area would be moved to Littleworth, and that if flooding once again became an issue on Snitterfield Lane a new sign would be ordered.

- 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*)**

NLPC agreed that the book should remain available, and it was noted that it was previously printed by the Parochial Church Council (PCC). Cllr Brown to contact the PCC and report back to a future meeting.

24/03/12/10 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.** NONE.
- (Appendix 1 – circulated)

24/03/12/11 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.** NONE.
 - 5. To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.
- (Appendix 2 – circulated)

24/03/12/12 Planning

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

NOTED.

Concerns were raised regarding the ongoing development at Lower Norton Farm, Lower Norton. The Clerk to check with WDC Planning Enforcement that all the correct permissions are in place.

24/03/12/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors

Cllr Matecki provided email reports prior to the meeting, as follows:

Warwickshire County Council

- Measles is on the increase and residents are being encouraged to check with their GPs if they or their children have been fully vaccinated.
- The WCC Local Cycling and Wheeling Infrastructure Plan (LCWIP), has been passed by Cabinet. It prioritises over 300 schemes across the county, which are split into sections by district and borough boundaries. It shows WCCs ambitions, will help meet the County's net zero target, and should help obtain outside funding for these schemes.
- The County has a new Multiply Program which is targeted at adults over the age of 19 without Maths GCSE C or above qualification. The course is open to anyone who wants to build up their basic skills or needs to improve their skills for workplace progression. The course is both face to face and online.
- The Council's Local Welfare Scheme opened on 4th March, and it is for eligible residents who are experiencing financial hardship. This one-off voucher payment will be available to those struggling to afford energy and water bills. Applications need to be in by 22nd March.
- WCC has agreed to a Level 2 Devolution Deal. Although this will not mean extra funding, it will enable WCC to have more control of where spending on certain specific areas.

- WCC has voted to accept the West Midlands Investment Zone at the Coventry Airfield site. This could bring in 9,000 new jobs and £millions into the local economy. This has been agreed by all the local authorities involved, including all those in the WMCA which has 3 zones identified, with the exception of WDC who, having initially agreed the terms are now having second thoughts. This would be a fantastic opportunity missed for Warwickshire, and especially for WDC residents, if WDC do not sign the deal. WDC are looking to have an emergency Cabinet meeting on 20 March to decide on the deal, having pulled it from their Cabinet meeting last week.

Warwick District Council

- See item above regarding the West Midlands Investment Zone. There are currently no other WDC updates.

24/03/12/14 Parish Report / Items for next meeting

- NLCP Ltd has asked if it can put a moveable sign on Millennium Green for the Community Shop. To be an agenda item for the May ordinary meeting.
- There was a discussion regarding the broken VAR sign by Wolverton School. The Clerk advised that the WCC councillor for Wolverton, Ian Shenton, was looking into funding the repair.
- Cllr Brown to write the Parish Report.

24/03/12/15 Date of Next Meeting

16 April 2024 – Parish Assembly (start time 7.00pm)

14 May 2024 – Annual / Ordinary Meetings

24/03/12/16 Close

The meeting closed at 9.05pm

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
-		

NORTON LINDSEY PARISH COUNCIL

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 NLPC 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)