

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 13 June 2023

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore  
WDC / WCC Cllr J Matecki  
Parish Clerk: Jennifer Bendall  
Public: One for part of the meeting

### **23/06/13/01 Record of members present**

Noted.

### **23/06/13/02 To receive apologies for absence**

Apologies were received from Cllr M Neale and Cllr R Pocknell, both of whom were away. Accepted.  
Apologies were also received from WDC Cllr P Phillips who was attending another meeting.

### **23/06/13/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

### **23/06/13/04 Minutes of the last meeting(s)**

The minutes of the Annual and Ordinary Meetings held on 9 May 2023 were taken as read, APPROVED and signed by the Chair.

### **23/06/13/05 NLPC councillor vacancies**

1. To co-opt a member of the public to fill one of NLPCs councillor vacancies  
It was unanimously AGREED that Karin Elmhirst would be co-opted back onto Norton Lindsey Parish Council. The Councillors and Clerk welcomed her back.
2. To receive co-opted councillor's Declaration of Acceptance of Office  
RECEIVED.
3. To receive co-opted councillor's Register of Members' Interests form, or to agree a date for completion within 28 days of councillor accepting office  
RECEIVED.

### **23/06/13/06 Clerk's report**

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
  - The Clerk advised that Pollards had added the year of the Queen's passing to the QEII signpost at Red Horse Corner, but not the Jubilee dates. The Clerk to make enquiries with Pollards.
  - Regarding the grant made to NLCP Ltd for the community garden at the New Inn, the Clerk advised that WCC have agreed that the grant can be paid from the Depot Fund. NLPC discussed the disposable funds in the current account along with the improving interest rate on the 95-day account where the Depot Fund is invested. In order to earn more interest, it was AGREED that the grant would be paid from the current account and would only be drawn down from the 95-day account if required.
  - Individual councillor access to WALC's website has now been set up.
2. Items actioned under the NLPC Scheme of Delegation  
None.
3. Any day to day matters that NLPC should be aware of  
The Clerk informed the meeting of two items of interest obtained from the Society of Local Council Clerks: the Community Ownership Fund which has been extended to Local Councils; and new Governance Guidance on Biodiversity.

**23/06/13/07 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.

**23/06/13/08 Parish Council Action Plan**

The Norton Lindsey Parish Council Action Plan for 2023/24 was discussed and approved. The objectives for the year are:

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.

**23/06/13/09 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 footpath from the Church Furlong field to Warwick Road, alongside Littleworth Wood, has a dangerously uneven surface. There was a discussion regarding who had responsibility for maintenance of the footpath – the landowner or the tenant. The Clerk still to make enquiries.
- The damaged manhole cover outside Spring House on Wolverton Road (Wolverton parish) has been replaced.
- Severn Trent has spent a day on Snitterfield Lane (by the property Hi-Loe) carrying out investigations into the sewage leak. They have accepted responsibility for the leak and are now looking for the source of the problems.
- Cllr Matecki has undertaken a walkabout of Norton Curlieu Lace with WCC County Highways who are going to investigate what can be done to repair the road edges. He advised there is not much that can be done regarding traffic speed.

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

- Following recent stormy weather, debris including asbestos has blown out of the Chicken Farm site onto Warwick Road. This has already been reported to WDC.
- There has been fly tipping on the lane down to the sewage works on Canada Lane. It has already been reported to Severn Trent, but it was agreed to find out who the land belongs to in case it happens again.
- There was discussion regarding the flooding at the bottom of Snitterfield Lane, and proposed rectification work which might not solve the problem. The Clerk to forward details and a video of the flooding, which Cllr Brown recorded, to County Highways.
- WCC signage has been left on the verge opposite Littleworth Wood on Warwick Road following recent works. The Clerk to ask County Highways to remove it.
- On Main Street there are a couple of manhole covers which need attention – one is cracked, and the surrounding tarmac is breaking away, and the other one is sunken. To be reported to County Highways.

**23/06/13/10 To receive an update on picnic benches/tables to commemorate the Queen's Platinum Jubilee in 2022 and the King's Coronation in 2023**

Cllr Brown advised that he is arranging a meeting with the Village Hall Trustees to agree the location for the benches, and it was AGREED that in the meantime the order could be placed for the benches. It was noted that NLPC needs to work out who will put in the appropriate footings. The Clerk to ask the supplier for the relevant data sheet for the benches.

**23/06/13/11 Annual Governance and Accountability Return (AGAR)**

**1. To note completion of the Internal Audit, and to consider comments made by the Internal Auditor**

It was NOTED that the Independent Internal Auditor had reviewed NLPC's records for the year ending 31 March 2023 and that all was in order.

**2. To consider, approve and sign the Annual Governance Statement 2022/23**

NLPC considered and APPROVED the Annual Governance Statement for 2022/23 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

**3. To consider, approve and sign the Accounting Statements 2022/23**

The Council considered and APPROVED the Accounting Statements for 2022/23 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

**4. To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015**

Following consideration of the criteria for certifying as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it was unanimously resolved that NLPC will certify as exempt for the year 2022/23.

**23/06/13/12 Items for consideration and resolution**

**1. To appoint a councillor to conduct regular reviews of NLPC's accounts**

It was AGREED that Cllr Elmhist would continue to undertake this task.

**23/06/13/13 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)

**23/06/13/14 Finance**

- To receive a report detailing account balances. RECEIVED.
- To note payments received since last meeting. NOTED.
- To note payments made since last meeting. NOTED.
- To review and approve items of expenditure. NONE.
- To receive, approve and sign bank reconciliations prepared by the RFO. DONE.

(Appendix 2 – circulated)

**23/06/13/15 Planning**

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

- Concerns were raised regarding the Notification for Prior Approval for “a proposed larger home extension for erection of single storey rear extension” at Rose Bank on Snitterfield Lane (W/23/0631). NLPC considers this an overdevelopment of the plot, and it was noted that the proposal is bigger than the planning application W/22/0155 which was refused in 2022. The Clerk to contact WDC with these concerns.
- WDC Cllr Matecki advised that WDC had given the owner of the Poultry Farm site on Warwick Road three months to clear the site. If it is not cleared by 1 September, the owner will be issued with a Section 215 Notice which is ready to go.

**23/06/13/16 To receive reports from Warwick District Council and Warwickshire County Council Councillors**  
District Council

As well as updating the meeting regarding the Poultry Farm site (see agenda item 23/06/13/15) WDC Cllr Matecki advised that WDC is currently interviewing for a Deputy Chief Executive.

Warwickshire County Council

In his role as Warwickshire County Councillor, Cllr Matecki advised that people in the County are being encouraged to take the MMR vaccine, and parents and carers are to check if their children are eligible for free school meals. He also noted that the refurbished library at Shire Hall had reopened, and that Warwickshire's Lord Lieutenant is encouraging companies across the County to apply for the King's Awards for Enterprise 2024. Cllr Matecki also updated the meeting on Warwickshire's Active Travel schemes.

**23/06/13/17 Parish Report / Items for next meeting**  
None.

**23/06/13/17 Date of Next Meeting**  
11 July 2023 - Ordinary Meeting

**23/06/13/18 Close**  
The meeting closed at 9.10pm

## Appendix 1 – Items for Information

### 1. Correspondence

Date	From	Subject
18.05.23	Cambridge & Counties	Increase to interest rate on savings account
22.05.23	WCC	Consultation on housing related support services in Warwickshire
05.06.23	WDC	Main modifications consultation on the WDC net zero carbon development plan
07.06.23	Heart of England Forest	Support for tree planting around Norton Lindsey
Various	WALC	Newsletters

### 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 May 2023	£17,218.72
NatWest Reserve Account 1	3 March 2023	£11,407.64
NatWest Reserve Account 2 *	3 March 2023	£86.39
Cambridge & Counties 95-Day Notice Account *	31 July 2022	£12,747.84
Santander Everyday Saving Account *	2 September 2022	£1.08
<b>TOTAL</b>		<b>£41,461.67</b>

\* Depot Fund

NB. The grant of £3,500 to NLCP Ltd has been paid from the current account. Funds will be transferred to the current account from the C&C 95-Day Notice Account to cover this payment.

### 2. Payments Received Since Last Meeting:

Date	From / Details	Amount
-		

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 May 2023	Clerk's salary	£302.38
7 June 2023	WALC / annual subscription	£161.00
7 June 2023	Zurich Insurance	£300.00
7 June 2023	Norton Lindsey Community Pub Ltd	£3,500.00

### 4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

**Accounts Year To Date as at 13 June 2023**

Reconciled to NatWest Current Account bank statement dated 30 May 2023, NatWest Reserve Account 1 statement dated 5 April 2023 and Reserve Account 2 statement dated 5 April 2023, C&C 95 Day Notice Account statement dated 31 July 2022 and Santander Business Everyday Saver Account dated 2 September 2022

2022/2023 Actual	Item	2023/2024 Budget	2023/2024 Actual YTD	2023/2024 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 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	<b>TOTAL BROUGHT FORWARD</b>	£ 35,926.08	£ 40,916.42	
<b>RECEIPTS</b>				
£ 10,000.00	Precept	£ 10,500.00	£ 5,250.00	£ 10,500.00 A
£ 550.87	VAT Refund	£ -	£ -	£ - E
£ 44.71	Bank Interest: Reserve A/C 1	£ 20.00	£ -	£ 20.00 E
£ 0.40	Bank Interest: Reserve A/C 2	£ 0.50	£ -	£ 0.50 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 137.63	Bank Interest: Cambridge & Counties	£ 150.00	£ -	£ 150.00 E
£ -	Other	£ -	£ -	£ - E
£ 10,733.61	<b>TOTAL RECEIPTS</b>	£ 10,670.50	£ 5,250.00	£ 10,670.50 E
<b>GENERAL EXPENDITURE</b>				
£ 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	£ 604.76	£ 3,813.00 E
£ 25.65	Clerk's travel expenses	£ 50.00	£ -	£ 50.00 E
£ 52.50	Home working allowance	£ 42.00	£ -	£ 42.00 E
£ 62.60	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ 32.49	£ 125.00 E
£ -	Miscellaneous / Contingencies Fund	£ 500.00	£ -	£ 500.00 E
£ -	Hire of Rooms	£ 200.00	£ -	£ 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	£ -	£ -	£ - 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	£ 29.50	£ 100.00 E
£ 6,805.51	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,078.00	£ 1,204.75	£ 10,078.00 E
<b>EXPENDITURE FROM RESERVES</b>				
£ -	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
£ -	<b>TOTAL EXPENDITURE FROM RESERVES</b>	£ 300.00	£ 3,500.00	£ 3,800.00 E
<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
Actual Year End 2022/2023		Budget 2023/2024	Actual YTD 2023/2024	Likely Year End Out-Turn 31.03.24
<b>Current Account</b>				
£ 17,902.57	Current A/C	£ 12,950.11	£ 21,179.72	£ 17,095.47 E
£ 1,229.10	Less payments not reconciled to statement	£ -	£ 3,961.00	£ - E
£ 16,673.47		£ 12,950.11	£ 17,218.72	£ 17,095.47 E
<b>Reserve Account 1</b>				
£ 11,407.64	General Reserves	£ 11,082.93	£ 11,407.64	£ 12,327.64 E
<b>Depot Fund</b>				
£ 86.39	Reserve Account 2	£ 86.62	£ 86.39	£ 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	£ 12,747.84	£ 9,397.84 E
£ 12,835.31		£ 12,985.54	£ 12,835.31	£ 9,485.54 E
£ 40,916.42	<b>TOTAL CARRIED FORWARD</b>	£ 37,018.58	£ 41,461.67	£ 38,908.65 E
<b>DISPOSABLE FUNDS AT YEAR END</b>				
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	£ 41,461.67	£ 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	£ 12,835.31	£ 9,485.54 E
£ 19,086.28	<b>DISPOSABLE FUNDS</b>	£ 12,539.40	£ 19,631.53	£ 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
-			

### 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)