

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

9 May 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 14 May 2024 immediately following the Annual Meeting of Norton Lindsey Parish Council being held on the same evening.

The following business will be transacted.

Press and Public are invited to attend.

Signed: *J Bendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

**24/05/14/01 Record of members present**

**24/05/14/02 To receive apologies for absence**

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

**24/05/14/03 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.

**24/05/14/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meeting held on 12 March 2024.

**24/05/14/05 To provisionally approve the Minutes of the Annual Parish Assembly held on Tuesday 16 April 2024**

Councillors are advised that the Minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2025

**24/05/14/06 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.

**24/05/14/07 Items to be taken in private session**

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

**24/05/14/08 Parish Council Action Plan 2023/2024**

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.

**24/05/14/09 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.
2. To report any new issues to be notified to the relevant authorities.

**24/05/14/10 Items for consideration and resolution**

1. To consider, and resolve to approve if appropriate, the request from NLCP Ltd to site a sign for the Community Shop on Millennium Green (*Road Traffic Regulation Act 1984, s.72[1]*)

**24/05/14/11 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)

**24/05/14/12 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)

**24/05/14/13 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)

**24/05/14/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

**24/05/14/15 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.

**24/05/14/16 Date of Next Meeting**

11 June 2024 – Ordinary Meeting

**24/05/14/17 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
10.04.24	WALC	Weekly Roundup 93
17.04.24	WALC	Weekly Roundup 94
24.04.24	WALC	Weekly Roundup 95
29.04.24	WCC	Royal Leamington Spa Town Centre Vision
01.05.24	WALC	Weekly Roundup 96
07.05.24	SWLP	South Warwickshire Local Plan – latest news
08.05.24	WALC	Weekly Roundup 97

## 2. Legislation / Regulations

Date	Details
24.01.24	LTN 87   PROCUREMENT

## 3. Other items for information

Date	Details
01.05.24	WALC – draft Local Councils Charter <i>(to be considered by NLPC at the June 2024 meeting)</i>

# Appendix 2 – Finance

## 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 April 2024	£12,349.92
NatWest Reserve Account 1	5 April 2024	£12,760.83
NatWest Reserve Account 2 *	5 April 2024	£87.54
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
<b>TOTAL</b>		<b>£38,318.29</b>

\* 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
26 April 2024	WDC / Precept (payment 1/2)	£5,375.00

## 3. Payments Made Since Last Meeting:

Date	To / Details	Amount <i>(inc. VAT where applied)</i>
28 March 2024	Clerk / Salary	£328.38
28 April 2024	Clerk / Salary	£328.38
1 May 2024	WALC / annual subscription	£175.20
1 May 2024	WALC / Councillor Training	£42.00
1 May 2024	NL Church Room / hire of Church Room (6.1.20-31.03.24)	£200.00
1 May 2024	Claridges / Parish Report printing	£299.00

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

Date	To / Details	Amount <i>(inc. VAT where applied)</i>
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## Accounts Year To Date as at 14 May 2024

Reconciled to NatWest Current Account bank statement dated 9 May 2024, NatWest Reserve Account 1 statement dated 5 April 2024 and Reserve Account 2 statement dated 5 April 2024, C&C 95 Day Notice Account statement dated 31 July 2023 and Santander Business Everyday Saver Account dated 2 September 2023

2023/2024 Actual	Item	2024/2025 Budget	2024/2025 Actual YTD	2024/2025 Likely out-turn
<b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b>				
£ 17,902.57	Current A/C	£ 7,242.97	£ 8,019.50	
£ 1,229.10	Less unrepresented cheques / payments not reconciled to statement	£ -	£ -	
£ 11,407.64	General Reserves, Asset Fund, Electoral Expenses (Reserve A/C 1)	£ 12,910.74	£ 12,760.83	
£ -	General Reserves (Cambridge & Counties 95 Day Notice A/C)	£ 3,500.00	£ 3,500.00	
£ 86.39	Depot Fund (Reserve A/C 2)	£ 87.44	£ 87.54	
£ 1.08	Depot Fund (Santander A/C)	£ 1.08	£ 1.08	
£ 12,747.84	Depot Fund (Cambridge & Counties 95 Day Notice Account)	£ 9,618.92	£ 9,618.92	
£ 40,916.42	<b>TOTAL BROUGHT FORWARD</b>	£ 33,361.15	£ 33,987.87	
<b>RECEIPTS</b>				
£ 10,500.00	Precept	£ 10,750.00	£ 5,375.00	£ 10,750.00 A
£ -	VAT Refund	£ -	£ -	£ - E
£ 153.19	Bank Interest: Reserve A/C 1	£ 150.00	£ -	£ 150.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ -	£ 1.20 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 371.08	Bank Interest: Cambridge & Counties	£ 400.00	£ -	£ 400.00 E
£ 650.00	Other	£ -	£ -	£ - E
£ 11,675.42	<b>TOTAL RECEIPTS</b>	£ 11,301.20	£ 5,375.00	£ 11,301.20 E
<b>GENERAL EXPENDITURE</b>				
£ 138.00	WALC Subscription	£ 149.00	£ 151.00	£ 151.00 A
£ 300.00	Insurance	£ 400.00	£ -	£ 400.00 E
£ 30.00	Seminars for Councillors	£ 150.00	£ 35.00	£ 150.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,940.56	Staff costs (includes payments to HMRC)	£ 4,137.59	£ 328.38	£ 4,137.59 E
£ 24.08	Clerk's travel expenses	£ 50.00	£ -	£ 50.00 E
£ 31.50	Home working allowance	£ 42.00	£ -	£ 42.00 E
£ 81.41	Admin Expenses: Stationery/Printing/Postage/etc	£ 125.00	£ -	£ 125.00 E
£ -	Miscellaneous / Contingencies Fund	£ 500.00	£ -	£ 500.00 E
£ 32.00	Hire of Rooms	£ 200.00	£ 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	£ 100.00	£ -	£ 100.00 E
£ 1,200.00	Assets Fund annual increase	£ 1,200.00	£ -	£ 1,200.00 A
£ 3,250.00	Section 137 Grants	£ 1,000.00	£ -	£ 1,000.00 E
£ 3,950.45	Grants under Discretionary Powers	£ 1,500.00	£ -	£ 1,500.00 E
£ -	Annual Parish Council Report	£ 125.00	£ 299.00	£ 299.00 A
£ -	Parish Plan	£ 500.00	£ -	£ 500.00 E
£ 2,340.50	Platinum Jubilee Memorial	£ -	£ -	£ - E
£ -	Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)	£ -	£ -	£ - E
£ 538.47	VAT paid out on general expenditure (to be reclaimed)	£ 100.00	£ 31.20	£ 100.00 E
£ 16,003.97	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,613.59	£ 1,044.58	£ 10,789.59 E
<b>EXPENDITURE FROM RESERVES</b>				
£ 3,500.00	Depot Fund ***	£ -	£ -	£ - E
£ 300.00	Election Costs	£ -	£ -	£ - A
£ -	Assets Fund (purchase, repair, renewal, inspection)	£ -	£ -	£ - E
£ -	VAT paid out on Assets Fund expenditure (to be reclaimed)	£ -	£ -	£ - E
£ 3,800.00	<b>TOTAL EXPENDITURE FROM RESERVES</b>	£ -	£ -	£ - E
<b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>				
Actual 2023/2024		Budgeted Year End Out-Turn 31.03.25	Actual YTD 2024/2025	Likely Year End Out-Turn 31.03.25
<b>Current Account</b>				
£ 8,019.50	Current A/C	£ 7,379.38	£ 12,349.92	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 12,349.92	£ 16,633.88 E
<b>General Reserves</b>				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,760.83	£ 12,857.64 E
£ 3,500.00	Cambridge & Counties 95 Day Notice Account	£ 3,750.00	£ 3,500.00	£ 3,500.00 E
£ 16,260.83		£ 18,110.74	£ 16,260.83	£ 16,357.64 E
<b>Depot Fund</b>				
£ 87.54	Reserve Account 2	£ 88.64	£ 87.54	£ 87.59 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 E
£ 9,618.92	Cambridge & Counties 95 Day Notice Account ***	£ 10,018.92	£ 9,618.92	£ 9,647.84 E
£ 9,707.54		£ 10,108.64	£ 9,707.54	£ 9,736.51 E
£ 33,987.87	<b>TOTAL CARRIED FORWARD</b>	£ 35,598.76	£ 38,318.29	£ 39,228.03 E
<b>DISPOSABLE FUNDS AT YEAR END</b>				
Actual 2023/2024		Budgeted Year End Out-Turn at 31.03.25	Actual YTD 2024/2025	Likely Year End Out-Turn 31.03.25
£ 33,987.87	Total balance of accounts	£ 35,598.76	£ 38,318.29	£ 39,228.03 E
£ 3,200.00	Less Sum retained for Electoral Expenses	£ 3,300.00	£ 3,200.00	£ 3,300.00 A
£ 7,562.67	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 9,112.93	£ 8,762.67	£ 9,112.93 E
£ 9,707.54	Less Depot Fund	£ 10,108.64	£ 9,707.54	£ 10,108.64 E
£ 13,517.66	<b>DISPOSABLE FUNDS</b>	£ 13,077.19	£ 16,648.08	£ 16,706.46 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
W/24/0425	Norton Croft, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Application for prior approval under Part 1, Class AA of the GPDO 2015 (as amended) for proposed enlargement of a dwellinghouse by construction of an additional storey, with the maximum height of the additional storey being 7.4 metres	<i>For information only, no response required</i>
W/24/0451/TCA	The Flat, New Inn, Main Street, Norton Lindsey, Warwick, CV35 8JA	2 x Leyland Cypress - Fell	<i>For information only, no response required</i>

## 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
APP/T3725/W/23/3324807 (W/19/1133)	Land at Ward Hill, Warwick Road, Norton Lindsey, Warwickshire CV35 8JD	Hybrid planning application consisting of: - Full planning application for the erection of two replacement poultry houses for poultry rearing (pullets) and the repositioning of existing access; and - Outline planning application for the erection of a farm manager's dwelling	Appeal allowed

## 7. To consider planning policies where appropriate

## 8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)