

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

19 June 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 Monday 24 June 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

24/06/24/01 Record of members present

24/06/24/02 To receive apologies for absence

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

24/06/24/03 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.

24/06/24/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Annual and Ordinary Meetings held on 14 May 2024.

24/06/24/05 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.

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

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

24/06/24/07 Parish Council Action Plan 2023/2024 (final update)

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.

- 24/06/24/08 To agree the Parish Council Action Plan for 2024/25**
Deferred from Annual Meeting
- 24/06/24/09 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.
- 24/06/24/10 Annual Governance and Accountability Return (AGAR)**
1. To note completion of the Internal Audit, and to consider comments made by the Internal Auditor
2. To consider, approve and sign the Annual Governance Statement 2023/24
3. To consider, approve and sign the Accounting Statements 2023/24
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
- 24/06/24/11 Items for consideration and resolution**
None.
- 24/06/24/12 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)
- 24/06/24/13 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)
- 24/06/24/14 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)
- 24/06/24/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 24/06/24/16 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.
- 24/06/24/17 Date of Next Meeting**
9 July 2024 – Ordinary Meeting
- 24/06/24/18 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
10.05.24	West Midlands Police	Counter Terrorism Policing – Summer Campaign
15.05.24	WALC	Weekly Roundup #98
17.05.24	SWLP	Parish Briefing Presentation Slides – May 2024
22.05.24	WALC	Weekly Roundup #99
24.05.24	WDC	Consultation – draft University of Warwick SPD
24.05.24	WDC	Home Energy Help Scheme
29.05.24	WALC	Weekly Roundup #100
05.06.24	WALC	Weekly Roundup #101
07.06.24	Resident	Travellers site
12.06.24	WALC	Weekly Roundup #102
19.06.24	Resident	Travellers site
19.06.24	WALC	Weekly Roundup #103

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
05.06.24	WALC WEEKLY ROUNDUP #101: Useful information regarding Section 137 of the Local Government Act 1972

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 May 2024	£12,021.54
NatWest Reserve Account 1	5 June 2024	£12,793.30
NatWest Reserve Account 2 *	5 June 2024	£87.76
Cambridge & Counties 95-Day Notice Account *	31 July 2023	£13,118.92
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£38,022.60

* 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
30 April 2024	NatWest / interest on Reserve Account 1	£16.73
30 April 2024	NatWest / interest on Reserve Account 2	£0.11
31 May 2024	NatWest / interest on Reserve Account 1	£15.74
31 May 2024	NatWest / interest on Reserve Account 2	£15.74

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 May 2024	Clerk / Salary	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
24 June 2024	WALC / Planning Nuts & Bolts webinar (Cllr Elmhirst)	£42.00
24 June 2024	Clerk / Expenses January to June 2024	£48.42

Accounts Year To Date as at 24 June 2024

Reconciled to NatWest Current Account bank statement dated 30 May 2024, NatWest Reserve Account 1 statement dated 5 June 2024 and Reserve Account 2 statement dated 5 June 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
BROUGHT FORWARD: BALANCE OF ACCOUNTS				
£ 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	TOTAL BROUGHT FORWARD	£ 33,361.15	£ 33,987.87	
RECEIPTS				
£ 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	£ 32.47	£ 150.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.22	£ 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	TOTAL RECEIPTS	£ 11,301.20	£ 5,407.69	£ 11,301.20 E
GENERAL EXPENDITURE				
£ 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	£ 656.76	£ 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	TOTAL GENERAL EXPENDITURE	£ 10,613.59	£ 1,372.96	£ 10,789.59 E
EXPENDITURE FROM RESERVES				
£ 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	TOTAL EXPENDITURE FROM RESERVES	£ -	£ -	£ - E
BALANCE OF ACCOUNTS CARRIED FORWARD				
Actual 2023/2024		Budgeted Year End Out-Turn 31.03.25	Actual YTD 2024/2025	Likely Year End Out-Turn 31.03.25
Current Account				
£ 8,019.50	Current A/C	£ 7,379.38	£ 12,021.54	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 12,021.54	£ 16,633.88 E
General Reserves				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,793.30	£ 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	£ 16,293.30	£ 16,357.64 E
Depot Fund				
£ 87.54	Reserve Account 2	£ 88.64	£ 87.76	£ 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	£ 9,707.76	£ 9,736.51 E
£ 33,987.87	TOTAL CARRIED FORWARD	£ 35,598.76	£ 38,022.60	£ 39,228.03 E
DISPOSABLE FUNDS AT YEAR END				
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	£ 38,022.60	£ 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	£ 9,707.76	£ 10,108.64 E
£ 13,517.66	DISPOSABLE FUNDS	£ 13,077.19	£ 16,352.17	£ 16,706.46 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
W/24/0671/TCA	Glebe House, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	T1 x Cedar - Reduce height by 4m. Remove split branches x 4	<i>For info only No response required</i>
W/24/0711	Land North of Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Change of use of land to use as residential caravan site for 12 gypsy/traveller families, each with two caravans including no more than one static caravan/mobile home, together with laying of hardstanding and improvement of existing access (Retrospective)	24.06.24
W/24/0713AG	Littleworth Farm, Brittons Lane, Norton Lindsey	Prior approval notification for the proposed extension of an agricultural building for storage of additional machinery, hay and straw storage	25.06.24

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)