

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room immediately following the Annual Meeting on 14 May 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell
WCC/WDC Cllr J Matecki; WDC Cllr P Phillips

Parish Clerk: Jennifer Bendall

Public: None

Public participation
None.

24/05/14/01 Record of members present
Noted.

24/05/14/02 To receive apologies for absence
None.

24/05/14/03 To receive declarations of interests (existence and nature) on items on the Agenda
As NLCP Ltd shareholders, Cllrs Stobart, Brown, Elmhirst, Gilmore and Neale declared an interest in agenda item 24/05/14/10.1.

24/05/14/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meeting held on 12 March 2024 were taken as read, APPROVED and signed by the Chair.

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.
The minutes of the Parish Assembly held on 16 April 2024 were taken as read and provisionally signed by the Chair.

24/05/14/06 Clerk's report
To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
The Clerk advised that the Government webinar on .gov.uk domain names is taking place on 20 May 2024, and that she will report back at the June meeting.
2. Items actioned under the NLPC Scheme of Delegation
None.
3. Any day to day matters that NLPC should be aware of
None.

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

24/05/14/08 Parish Council Action Plan

1. Improve the safety and quality of roads and footpaths (see also agenda item 24/05/14/08)

Roads:

- At the Parish Assembly in April, Lower Norton residents had raised concerns about the poor state of Norton Curlieu Lane. Cllr Matecki updated the meeting to confirm that he is aware of the problems and will be meeting with the area surveyor to work on a solution, which could include painting new lines and ensuring the road edges are defined.
- The meeting noted that Cllr Matecki was due to visit a resident at Littleworth to discuss what measures could be put in place to prevent large vehicles driving on a piece of garden which adjoins the verge.

Footpaths:

- Nothing new to report.

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

- Nothing new to report.

3. Enhance communication with parishioners

- The Chair advised that he had had a discussion with some residents regarding issuing Parish Council news to those who don't use Facebook and it had been suggested that the Neighbourhood Watch email addresses could be utilised. It was confirmed that this is not possible due to GDPR rules. Cllr Brown advised that a new silent mailing list (eg. Mailchimp) would need to be set up and this would ensure NLPC was GDPR compliant. Cllr Brown to organise.
- The meeting noted that the biennial Parish Report had been generally well received.

4. Protect heritage assets

- Nothing new to report.

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

- County Highways has advised that the broken wooden Norton Lindsey sign at the top of Wards Hill, at the junction of Wolverton and Warwick Roads and Main Street, is scheduled to be repaired but it could take up to 12 months to do.
- A note regarding overgrown hedges obstructing footpaths and pavements has been put in the Parish Magazine, and homeowners have been proactive by cutting back their hedges. It was agreed that NLPC would write to say thank you, and to ask if the next time hedges were cut, they could be taken back a little further.
- NLPC has been advised that the gullies in the Parish should be jetted by June. It was agreed to monitor the situation.

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

- There was a discussion about the pothole on Church Road outside Highland House, and the parking area outside Fern Cottage which was reduced when Church Road was resurfaced some years ago. Cllr Neale to take pictures and send to Cllr Matecki with a note asking for the works to be done out of his delegated budget

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])

Following discussion NLPC concluded that as the request was for a community non-profit enterprise a special dispensation would be made to allow a sign to be sited on land owned by the Parish Council. Although it was AGREED in principle that NLCP Ltd could site a sign on Millennium Green (not the triangle with the Queen Victoria signpost on it, which is owned by WCC), the sign suggested was not in-keeping and an alternative would need to be presented to the Parish Council. Also, NLCP Ltd will need to ensure the sign was covered by its liability insurance.

24/05/14/11 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.** NOTED.
 3. **Other items for information.** NOTED.
- (Appendix 1 – circulated)

24/05/14/12 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.** NONE.
 5. **To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.
- (Appendix 2 – circulated)

24/05/14/13 Planning

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

NOTED.

There was a discussion regarding the Poultry Farm planning appeal and the subsequent parishioners meeting to determine if they wanted to contest the successful appeal. At that meeting the parishioners agreed that a resident would write to WDC expressing their concerns with the process and outcome, but at this stage NLPC is not aware of any intention by residents to appeal the planning inspectorate decision.

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

- The first round of the WCC Grant Fund opens on 20 May, with applications invited through the website by 30 June. If any funds remain, there will be a second round.
- An extra £3.4m has been earmarked for the bus service improvement plan for 2024/25. This is in addition to the £4.5m from the zero emissions grant, which will be used for the purchase of electric buses.

Warwick District Council

- The WDC AGM is taking place on 15 May.
- Regarding the South Warwickshire Local Plan (SWLP), the consultation on preferred options takes place during the 2nd part of the year. The proposed Hatton new community development, on land which has been put forward in the SWLP, was discussed.

24/05/14/15 Parish Report / Items for next meeting

- Cllr Brown offered to cut the grass growing around the Jubilee/Coronation picnic benches on the playing field.
- Cllr Brown to write the report for the Parish Magazine.

24/05/14/16 Date of Next Meeting

18 June 2024 –Ordinary Meeting

24/05/14/17 Close

The meeting closed at 10.15pm

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 under scheme of delegation for Clerk to submit any response by deadline)</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
TOTAL		£38,318.29

* 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>
-		

NORTON LINDSEY PARISH COUNCIL

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
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	£ -	£ 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	TOTAL RECEIPTS	£ 11,301.20	£ 5,375.00	£ 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	£ 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	TOTAL GENERAL EXPENDITURE	£ 10,613.59	£ 1,044.58	£ 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	£ 12,349.92	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 12,349.92	£ 16,633.88 E
General Reserves				
£ 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
Depot Fund				
£ 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	TOTAL CARRIED FORWARD	£ 35,598.76	£ 38,318.29	£ 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	£ 38,318.29	£ 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	DISPOSABLE FUNDS	£ 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)