

## Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 24 June 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr J Gilmore  
WDC Cllr P Phillips  
Parish Clerk: Jennifer Bendall  
Public: One

### Public participation

None.

#### **24/06/24/01 Record of members present**

Noted.

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

Apologies were received from Cllrs K Elmhirst and R Pocknell, who both had prior commitments, and from Cllr M Neale who was away. Approved. Apologies were also received from WDC/WCC Cllr J Matecki who was attending another meeting.

#### **24/06/24/03 To receive declarations of interests (existence and nature) on items on the Agenda**

None.

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

The minutes of the Annual and Ordinary Meetings held on 14 May 2024 were taken as read, APPROVED and signed by the Chair.

#### **24/06/24/05 Clerk's report**

To receive a report from the Clerk detailing:

##### 1. Actions taken following the previous meeting

The Clerk gave a brief report on the Government domain name webinar that she recently attended, and it was agreed that adopting a .gov.uk domain name would be added to the July ordinary meeting agenda.

##### 2. Items actioned under the NLPC Scheme of Delegation

None.

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

None.

#### **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.*

It was RESOLVED that there are no items to be discussed 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;**

Nothing to report.

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

Nothing to report.

##### **3. Enhance communication with parishioners; and**

Cllr Brown advised that the email subscription service on the NLPC website is now set up.

##### **4. Protect heritage assets.**

Nothing to report.

**24/06/24/08 To agree the Parish Council Action Plan for 2024/25**

The suggested Action Plan for the forthcoming year was agreed.

**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**

- It was agreed that a note would be put in the Parish Magazine thanking the property owners who have cut back their hedges and encouraging them to continue to do it on regularly.
- The gullies in the Parish have not been jetted as advised by County Highways. The Clerk is to chase again.

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

- The recent surface dressing of Wolverton Road / Wards Hill was noted. Monitor the repainting of the white lines to ensure that the dragons teeth markings on Wards Hill are repainted.

**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**

It was NOTED that the Independent Internal Auditor had reviewed NLPC's records for the year ending 31 March 2024 and that all was in order.

**2. To consider, approve and sign the Annual Governance Statement 2023/24**

NLPC considered and APPROVED the Annual Governance Statement for 2023/24 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 2023/24**

The Council considered and APPROVED the Accounting Statements for 2023/24 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 2023/24.

**24/06/24/11 Items for consideration and resolution**

None.

**24/06/24/11 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. NONE.**

**3. Other items for information. NOTED.**

(Appendix 1 – circulated)

**24/06/24/12 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. APPROVED.**

**5. To receive, approve and sign bank reconciliations prepared by the RFO. APPROVED.**

(Appendix 2 – circulated)

**24/06/24/13 Planning**

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

- The meeting NOTED that the WDC Planning Department had advised that prior approval was not required for the proposed extension of an agricultural building for storage of additional machinery, hay and straw storage at Littleworth Farm.
- Regarding the planning application for the change of use of land to use as a residential caravan site for 12 gypsy/traveller families on land north of Henley Road, Cllr Phillips advised that he was in contact with the WDC Enforcement Officers to ensure that the issued enforcement notice, which is valid for 56 days, is adhered to, and that due to the size of the site, WDC has declared that this is a major application. WCC Highways has submitted a formal objection. The number of traveller sites in the district and county was considered. Following discussion, NLPC agreed that it strongly objects to this development for the following reasons: it is inappropriate development in the green belt, the site does not have an appropriate safe access to the highway, there is a lack of safe pedestrian/cycle routes to services, there is no clear fire safety scheme.

**24/06/24/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors  
Warwickshire County Council**

- No update.

Warwick District Council

- Cllr Phillips recommended that residents should be made aware of the proposed Hatton New Community development, and it was noted that NLPC had invited the developers to attend a working party meeting on 2 July.
- WDC has approved the establishment of the West Midlands Investment Zone at Baginton.

**24/06/24/15 Parish Report / Items for next meeting**

- The Chairman to write the Parish Report following the June and July ordinary meetings.

**24/06/24/16 Date of Next Meeting**

9 July 2024 –Ordinary Meeting

**24/06/24/17 Close**

The meeting closed at 9.05pm

## 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
<b>TOTAL</b>		<b>£38,022.60</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
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

NORTON LINDSEY PARISH COUNCIL

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
<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	£ 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	<b>TOTAL RECEIPTS</b>	£ 11,301.20	£ 5,407.69	£ 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	£ 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	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,613.59	£ 1,372.96	£ 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	£ 12,021.54	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 12,021.54	£ 16,633.88 E
<b>General Reserves</b>				
£ 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
<b>Depot Fund</b>				
£ 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	<b>TOTAL CARRIED FORWARD</b>	£ 35,598.76	£ 38,022.60	£ 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	£ 38,022.60	£ 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	<b>DISPOSABLE FUNDS</b>	£ 13,077.19	£ 16,352.17	£ 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/24/0671/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)