

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 July 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell
WDC Cllr P Phillips
Parish Clerk: Jennifer Bendall
Public: Two for part of the meeting

Public participation

- A committee member from the New Inn Community Pub Ltd attended the meeting to discuss the redesigned sign for the community shop to be sited on Millennium Green. See agenda item 24/07/09/15.
- A parishioner attended the meeting to discuss a proposed planning application.

24/07/09/01 Record of members present
Noted.

24/07/09/02 To receive apologies for absence
Apologies were received from WDC/WCC Cllr J Matecki.

24/07/09/03 To receive declarations of interests (existence and nature) on items on the Agenda
As a neighbour to the proposed scheme, Cllr Stobart declared an interest in the planning application at Norton Croft and Cotswold House, Wolverton Road (W/24/0452).

24/07/09/04 Minutes of the last meeting(s)
The minutes of the Ordinary Meeting held on 24 June 2024 were taken as read, APPROVED and signed by the Chair.

24/07/09/05 Clerk's report
To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting
None.
2. Items actioned under the NLPC Scheme of Delegation
None.
3. Any day to day matters that NLPC should be aware of
None.

24/07/09/06 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.

24/07/09/07 Parish Council Action Plan 2024/2025

1. **Improve the safety and quality of roads and footpaths;**
Nothing to report.
2. **Take steps to improve the environment and biodiversity / address climate change;**
Nothing to report.
3. **Enhance communication with parishioners; and**
A note promoting the email subscription service now available on the NLPC website is to be included in the Parish Magazine.
4. **Ensure heritage infrastructure is maintained and protected.**
Nothing to report.

24/07/09/08 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 Clerk is to put a note in the Parish Magazine thanking the property owners who have cut back their hedges and encouraging them to continue to do it regularly.
- The Clerk is still to chase County Highways regarding jetting of the parish gullies.
- The dragons' teeth markings on Wards Hill have been repainted following the recent surface dressing of Wolverton Road / Wards Hill.
- Cllr Brown reported that WDC Cllr Matecki has informed NLPC that permission may be needed for the gate erected across the Blacon Farm track, and that the relevant officers would be making a site inspection.
- Cllr Neale confirmed that he had sent photographs to WCC Cllr Matecki of the parking area outside Fern Cottage on Church Road which had been lost when the road was resurfaced some years ago.

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

- The grit bins in the village have been inspected and it was noted that the one on Millennium Green is damaged and needs replacing. The Clerk is to check the grit bins on Norton Curlieu Lane, and add grit bin replacement to the September meeting agenda.
- There are still a couple of hedges growing out over pavements in the village. The Clerk to write to the owners.
- The streetlight directly opposite Church Road is working intermittently. To be monitored.
- It was noted that the wall over the Stanks horse trough is cracked and that it is subject to an insurance claim.
- The water meter/stop tap cover outside Waylands on Wolverton Road has been replaced but is sitting proud of the pavement and is a trip hazard. The Clerk to report to Severn Trent / County Highways.

24/07/09/09 Report on proposed Hatton New Community development

NLPC held a working party meeting on 2 July with representatives from Turley, the developer of the proposed Hatton New Community, to fully understand the proposals and ascertain the impact of the development on the parish of Norton Lindsey. NLPC was very concerned with the lack of traffic planning regarding vehicles travelling south along Dark Lane and Norton Curlieu Lane towards the A4189, but the Councillors were assured that this is something that is due to be worked on. It was noted that an updated plan is due to be published towards the end of 2024, and that Turley is developing a website which will be launching in the Autumn. The Turley representatives stressed that the development was not a foregone conclusion and that it wouldn't go to planning until the South Warwickshire Local Plan is approved in 2027, assuming this development is included in the Local Plan. If planning permission is granted, the first ground will not be broken until the early 2030s, with the full compliment of houses not being completed until 2050s. It was agreed that the Chair would contact the Chairs of Budbrooke, Shrewley and Hatton Parish Councils to open a dialogue with them regarding the development.

24/07/09/10 Items for consideration and resolution

1. Parish Council website (*Local Government Act 1972 s.142*)

1.1 Website domain name - to consider a proposal to change to a gov.uk domain name, to agree the name of the new domain and to continue to own the current domain

Following discussion regarding costs involved and whether it was a legal requirement to have a government domain name, it was AGREED that at this time NLPC would not change to a .gov.uk domain name.

1.2 Approved Registrar - to consider appointing an Approved Registrar to register the new domain name and provide support

Not applicable.

- 1.3 Website provider - to review the current provision of the website hosting and consider a quotation to convert the current website to gov.uk**
Not applicable.

24/07/09/11 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.** NONE.
- (Appendix 1 – circulated)

24/07/09/12 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)

24/07/09/13 Planning

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

- As a close neighbour to the proposed development at Cotswold House and Norton Croft, Cllr Stobart declared an interest in the development and did not take part in the discussion. The Clerk read out a statement from the applicant who was unable to attend the meeting. Following discussion, it was agreed that NLPC objects to this application on the following grounds:
 - Norton Lindsey is washed over by the greenbelt and under the Local Plan is a category 3 village, subject to limited infill only and the application creates a precedent for housing behind existing houses;
 - The negative impact on the street scene caused by a large garage on the frontage;
 - Inconsistencies in the footprint size of the proposed houses;
 - Increased traffic movements adjacent to the pedestrian access to the playing field;
 - Concerns with the potential for future additional developments.It was AGREED that Cllr Brown would formulate NLPC's response to the application and email it to all Councillors for approval prior to submission to WDC.

24/07/09/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwickshire County Council

- No update available.

Warwick District Council

- WDC Cllr Phillips gave an update on the retrospective planning application for a travellers site north of Henley Road and advised that work is continuing to find a legal resolution to this situation. He was unable to give a time scale.

24/07/09/15 Parish Report / Items for next meeting

- Having previously agreed in principle for a community shop sign to be situated on Millennium Green but having resolved that the original proposal was not suitable, NLPC considered the revised design which was for a permanent sign to match the wooden Norton Lindsey sign on the other side of the road. Following discussion, it was agreed that this revised design was still not in-keeping with the village, being situated in the conservation area and next to a listed monument. The Councillors believed the sign to be too big and the yellow background too garish, and there was a strong feeling that the sign should include mention of the pub as well as the shop. Whilst there weren't too many concerns with whether the sign is permanent or temporary, it was noted that planning permission would be required for a permanent sign. Whilst the Councillors support the concept of the sign and understand the reasons for it to be noticeable to passing traffic, they firmly believe that the sign should fit into its surroundings and not be overly obtrusive. Therefore, NLPC would support a design for a smaller black and white sign which includes mention of the pub, perhaps on a temporary A board or fixed to the existing wooden Norton Lindsey sign (subject to permission from WCC).
- Cllr Neale to write the Parish Report.

24/07/09/16 Date of Next Meeting

10 September 2024 –Ordinary Meeting

24/07/09/17 Close

The meeting closed at 10.10pm

DRAFT

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
26.06.24	WALC	Weekly Roundup #104
03.07.24	WALC	Weekly Roundup #105

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
-	

DRAFT

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	28 June 2024	£11,393.16
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		£37,394.22

* 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
-		

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
10 June 2024	Zurich Insurance / annual premium	£300.00
28 June 2024	Clerk / Salary	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 9 July 2024

Reconciled to NatWest Current Account bank statement dated 28 June 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	£ 300.00	£ 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	£ 985.14	£ 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	£ 2,001.34	£ 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
Actual 2023/2024	BALANCE OF ACCOUNTS CARRIED FORWARD	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	£ 11,393.16	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 11,393.16	£ 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	£ 37,394.22	£ 39,228.03 E
Actual 2023/2024	DISPOSABLE FUNDS AT YEAR END	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	£ 37,394.22	£ 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	£ 15,723.79	£ 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/24/0452	Norton Croft and Cotswold House, Wolverton Road, Norton Lindsey, Warwick, CV35 8JL	Re-development of the site comprising: Demolition of Norton Croft and other buildings on site. Erection of 3no. single dwellings. Extensions and alterations to Cotswold House. Erection of detached garages and associated works.	18.07.24

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
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	Prior approval not required

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)