

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 10 September 2024

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell
WDC/WCC Cllr J Matecki
Parish Clerk: Jennifer Bendall
Public: -

Public participation

None.

24/09/10/01 Record of members present

Noted.

24/09/10/02 To receive apologies for absence

None.

24/09/10/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

24/09/10/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 9 July 2024 were taken as read, APPROVED and signed by the Chair.

24/09/10/05 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
See Agenda Item 24/09/10/12.2 (planning).
3. Any day to day matters that NLPC should be aware of
None.

24/09/10/06 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.

24/09/10/07 Parish Council Action Plan 2024/2025

1. **Improve the safety and quality of roads and footpaths;**
WCC Cllr Matecki gave a brief status report on the proposed speed limit reduction on Main Street.
2. **Take steps to improve the environment and biodiversity / address climate change;**
There was a discussion regarding the WALC Developing a Local Nature Action Plan webinar taking place on 13 September.
3. **Enhance communication with parishioners; and**
To date, the new email subscription service has attracted about 15 subscribers, and a monthly update on planning applications had been sent out and had received a good response.
4. **Ensure heritage infrastructure is maintained and protected.**
There was a brief discussion regarding ownership of the Queen Victoria Signpost and the current situation regarding arranging an inspection by a suitably qualified stonemason.

- 24/09/10/08 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**
 - Jetting of the parish gullies - the Clerk advised that she had spoken to WCC County Highways who explained that there are only three jetting vehicles for the entire County but as a stopgap they will send a team to dig out any drains in the parish that are completely silted up. The Clerk to provide a list of these drains to County Highways with a copy to WCC Cllr Matecki.
 - Blacon Farm track – no update.
 - Hedges – the hedges growing out over pavements in the village have now been cut back.
 - The streetlight directly opposite Church Road which was working intermittently now seems to be ok.
 - The water meter/stop tap cover outside Waylands on Wolverton Road, which was sitting proud of the pavement and causing a potential trip hazard, has been removed.
 - 2. To report any new issues to be notified to the relevant authorities**
 - The streetlight outside Hi-Loe on Snitterfield Lane had stopped working but this had been reported directly to WDC who had fixed it.
- 24/09/10/09 Items for consideration and resolution**
- 1. To consider, and resolve to approve if appropriate, the purchase of grit bins to replace any that are damaged (Local Government Act 2000, S.19 [Discharge of functions of and by another local authority] and Highways Act 1980, S.185 [placing grit storage containers on the highway])**

There are three damaged grit bins in the parish – the one on Millennium Green and both bins on Norton Curlieu Lane. It was agreed that a new bin would be purchased for Millennium Green, and that the ones on Norton Curlieu Lane would be inspected to see if they are repairable. The Clerk advised that WCC County Highways will take delivery of new bins, install them and take the old ones away.
- 24/09/10/10 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)
- 24/09/10/11 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)
- 24/09/10/12 Planning**
To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate.
Noted.
- WDC Cllr Matecki gave a brief update on the retrospective planning application for the travellers site on the Henley Road, and also the Chicken Farm on Warwick Road.
 - There was a brief discussion regarding whose responsibility it is to remove planning site notices from street furniture when the deadline has passed.
- 24/09/10/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
Warwickshire County Council

- Cllr Matecki advised that financial pressures at end of the 1st quarter had caused a £12m overspend and WCC is now in special measures.
- The WCC survey seeking residents thoughts on a Nature Recovery Strategy for Warwickshire is available on the Ask Warwickshire webpage until 29 September.
- 99% of school children have been offered their 1st choice of school.
- The scheme for planting new orchards or micro woods, open to community groups, has been extended to the end of the year.
- Covid is on the increase.
- Seventeen residents, all passionate about helping others, have completed a series of training sessions with WCC ready to help deliver food projects across the county, and to become ambassadors for the Warwickshire Food Strategy.
- WCC is trialling the Families First for Children Pathfinder Programme which aims to improve services to help more children stay with their families in safe and loving homes and protect vulnerable children from harm where needed.
- WCC is moving closer to its ambitions to be net zero by 2050 following the announcement that the county has commissioned 27 all electric buses, funded primarily by Department for Transport, Stagecoach Midlands, and Section 106 developer contributions from WDC.

Warwick District Council

- Nothing to report.

24/09/10/14 Parish Report / Items for next meeting

- Cllr Brown will attend a meeting at Hatton Village Hall on 27 September regarding the proposed Hatton New Community.
- There was a discussion regarding web links not working on correspondence converted to pdf files. The Clerk to rectify.
- There has been no update regarding the Community Shop sign for Millennium Green.
- Cllr Stobart to write the Parish Report.
- Apologies for the October meeting were received from Cllrs Elmhirst and Neale.

24/09/10/15 Date of Next Meeting

8 October 2024 – Ordinary Meeting

12 November 2024 - Ordinary Meeting

24/09/10/16 Close

The meeting closed at 9.10pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
10.07.24	WALC	Weekly Roundup #106
17.07.24	WALC	Weekly Roundup #107
31.07.24	WALC	Weekly Roundup #108
14.08.24	WALC	Weekly Roundup #109
22.08.24	WDC	Letter from WDC to residents on Henley Road regarding illegal encampment
28.08.24	WALC	Weekly Roundup #110
04.09.24	WALC	Weekly Roundup #111

2. Legislation / Regulations

Date	Details
08.07.24	LTN 79 STAFF PENSIONS: AUTO-ENROLMENT

3. Other items for information

Date	Details
23.07.24	NALC updated guidance: planning relating to local councils

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 August 2024	£10,645.98
NatWest Reserve Account 1	5 August 2024	£12,824.32
NatWest Reserve Account 2 *	5 August 2024	£87.97
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2023	£1.08
TOTAL		£37,265.49

* 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
28 June 2024	NatWest / Interest (Reserve Account 1)	£14.23
31 July 2024	NatWest / Interest (Reserve Account 1)	£16.79
28 June 2024	NatWest / Interest (Reserve Account 2)	£0.10
31 July 2024	NatWest / Interest (Reserve Account 2)	£0.11
31 July 2024	Cambridge & Counties 95-Day Notice Account / Interest	£587.22

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
15 July 2024	Clerk / Expenses	£48.42
15 July 2024	WALC / Webinar for Cllr Elmhirst	£42.00
29 July 2024	Clerk / Salary	£328.38
28 August 2024	Clerk / Salary	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
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NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 10 September 2024

Reconciled to NatWest Current Account bank statement dated 30 August 2024, NatWest Reserve Account 1 statement dated 5 August 2024 and Reserve Account 2 statement dated 5 August 2024, C&C 95 Day Notice Account statement dated 31 July 2024 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	£ 63.49	£ 150.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.43	£ 1.20 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 371.08	Bank Interest: Cambridge & Counties	£ 400.00	£ 587.22	£ 400.00 E
£ 650.00	Other	£ -	£ -	£ - E
£ 11,675.42	TOTAL RECEIPTS	£ 11,301.20	£ 6,026.14	£ 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	£ 70.00	£ 150.00 E
£ -	Audit	£ -	£ -	£ - E
£ 3,940.56	Staff costs (includes payments to HMRC)	£ 4,137.59	£ 1,641.90	£ 4,137.59 E
£ 24.08	Clerk's travel expenses	£ 50.00	£ 8.10	£ 50.00 E
£ 31.50	Home working allowance	£ 42.00	£ 21.00	£ 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	£ 16.10	£ 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	£ 41.42	£ 100.00 E
£ 16,003.97	TOTAL GENERAL EXPENDITURE	£ 10,613.59	£ 2,748.52	£ 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	£ 10,645.98	£ 16,633.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 10,645.98	£ 16,633.88 E
General Reserves				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,824.32	£ 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	£ 16,324.32	£ 16,357.64 E
Depot Fund				
£ 87.54	Reserve Account 2	£ 88.64	£ 87.97	£ 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	£ 10,206.14	£ 9,647.84 E
£ 9,707.54		£ 10,108.64	£ 10,295.19	£ 9,736.51 E
£ 33,987.87	TOTAL CARRIED FORWARD	£ 35,598.76	£ 37,265.49	£ 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	£ 37,265.49	£ 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	£ 10,295.19	£ 10,108.64 E
£ 13,517.66	DISPOSABLE FUNDS	£ 13,077.19	£ 15,007.63	£ 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
-			

2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Response
W/24/0796	Gannaway Farm, Curlieu Lane, Norton Lindsey, Warwick, CV35 8JR	Erection of 2no. agricultural buildings for the storage of hay/grain and for machinery/general purpose. Associated formation of new access	Neutral with comments
W/24/0558	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Change of use of equine yard to commercial use to include retail sale, service, repair, body work and preparation for the sale of motor cars, vans, trailers, lorries and motorcycles and plant together with the retail sale of these vehicles together with the demolition of a stable building and the erection of a steel framed commercial building (retrospective application)	Objection with comments
W/24/0559	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Extension and alterations to garage (Retrospective Application)	Objection with comments
W/24/0560	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Erection of a stable building, retention of machinery and dry store and construction of a menage (retrospective)	Objection with comments
W/24/0973	Tregarthen, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Demolition of existing conservatory, erection of a single storey side extension, and material alterations to front elevation	Neutral no comments
W/24/0823LB	Church Cottage, 3 Church Road, Norton Lindsey, Warwick, CV35 8JE	Re-roof existing cottages to include replacing any rotten timbers in hardwood with profiles to match existing	Support with 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)