

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
(tel: 01926 843534, email: nortonlindseypc@outlook.com)

---

To All Members of the Council

5 September 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 Tuesday 10 September 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

**24/09/10/01 Record of members present**

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

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

**24/09/10/03 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.

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

To approve and sign the minutes of the Annual and Ordinary Meetings held on 9 July 2024.

**24/09/10/05 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.

**24/09/10/06 Items to be taken in private session**

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

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

1. Improve the safety and quality of roads and footpaths;
2. Take steps to improve the environment and biodiversity / address climate change;
3. Enhance communication with parishioners; and
4. Ensure heritage infrastructure is maintained and protected.

- 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.
  2. To report any new issues to be notified to the relevant authorities.
- 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]*)
- 24/09/10/10 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)
- 24/09/10/11 Finance**
1. To 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)
- 24/09/10/12 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)
- 24/09/10/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 24/09/10/14 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.
- 24/09/10/15 Date of Next Meetings**
- 8 October 2024 – Ordinary Meeting  
12 November 2024 - Ordinary Meeting
- 24/09/10/16 Close**

# 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
<b>TOTAL</b>		<b>£37,265.49</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
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
-		

## 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
<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	£ 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	<b>TOTAL RECEIPTS</b>	£ 11,301.20	£ 6,026.14	£ 11,301.20 E
<b>GENERAL EXPENDITURE</b>				
£ 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	<b>TOTAL GENERAL EXPENDITURE</b>	£ 10,613.59	£ 2,748.52	£ 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	£ 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
<b>General Reserves</b>				
£ 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
<b>Depot Fund</b>				
£ 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	<b>TOTAL CARRIED FORWARD</b>	£ 35,598.76	£ 37,265.49	£ 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	£ 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	<b>DISPOSABLE FUNDS</b>	£ 13,077.19	£ 15,007.63	£ 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
-			

## 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)