

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

7 November 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 12 November 2024 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

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There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

**24/11/12/01 Record of members present**

**24/11/12/02 To receive apologies for absence**

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

**24/11/12/03 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.

**24/11/12/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meeting held on 8 October 2024.

**24/11/12/05 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.

**24/11/12/06 Items to be taken in private session**

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

**24/11/12/07 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.

- 24/11/12/08 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.
- 24/11/12/09 Items for consideration and resolution**
1. To consider, and resolve to approve if appropriate, a salary increase for the Clerk following receipt of notification from NALC of the National Joint Council for Local Government Services (NJC) pay agreement for 2024/2025, to be back dated to 1 April 2023 (*Local Government Act 1972, s.112*).
  2. To consider, and resolve to agree if appropriate, purchasing a Christmas tree (for display in the village during the festive season) (*Local Government Act 1972, s.144*).
- 24/11/12/10 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)
- 24/11/12/11 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)
- 24/11/12/12 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)
- 24/11/12/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 24/11/12/14 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.
- 24/11/12/15 Date of Next Meetings**
- 10 December 2024 – Ordinary Meeting  
14 January 2025 - Ordinary Meeting
- 24/11/12/16 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

Date	From	Subject
09.10.24	WALC	Weekly Round up 116
15.10.24	MonsterInsights	Website traffic summary
16.10.24	WALC	Weekly Round up 117
23.10.24	WDC	Flooding preparation and information
28.10.24	WDC	Enabling remote attendance and proxy votes at local authority meetings
29.10.24	KHSR	Keep Hatton Station Rural information
30.10.24	WALC	Weekly Round up 118
31.10.24	KHSR	KHSR Interim Report Publication
04.11.24	WCC	Town and Parish Council Reference Group Meeting 12 November
05.11.24	Stansgate	Land at Ward Hill, Warwick Road, Norton Lindsey
06.11.24	WDC (response to query forwarded by Cllr Stobart)	Travellers on the Henley Road

## 2. Legislation / Regulations

Date	Details
-	

## 3. Other items for information

Date	Details
-	

## Appendix 2 – Finance

### 1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 October 2024	£17,864.22
NatWest Reserve Account 1	5 September 2024	£12,855.41
NatWest Reserve Account 2 *	5 September 2024	£88.19
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
<b>TOTAL</b>		<b>£44,515.04</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
4 October 2024	NatWest / Interest (Reserve Account 1)	£15.81
4 October 2024	NatWest / Interest (Reserve Account 2)	£0.11
31 October 2024	Norton Lindsey and Wolverton Cricket Club / return of unused grant	£2,500.00

### 3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 October 2024	Clerk / Salary	£328.38

### 4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
12 November 2024	SLCC / Clerk's membership	£112.00

## Accounts Year To Date as at 12 November 2024

Reconciled to NatWest Current Account bank statement dated 30 October 2024, NatWest Reserve Account 1 statement dated 4 October 2024 and Reserve Account 2 statement dated 4 October 2024, C&C 95 Day Notice Account statement dated 31 July 2024 and Santander Business Everyday Saver Account dated 2 September 2024

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	£ 10,750.00	£ 10,750.00 A
£ -	VAT Refund	£ -	£ -	£ - E
£ 153.19	Bank Interest: Reserve A/C 1	£ 150.00	£ 94.58	£ 190.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.65	£ 1.30 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 371.08	Bank Interest: Cambridge & Counties	£ 400.00	£ 587.22	£ 400.00 E
£ 650.00	Other	£ -	£ 2,500.00	£ - E
£ 11,675.42	<b>TOTAL RECEIPTS</b>	£ 11,301.20	£ 13,932.45	£ 11,341.30 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 A
£ 30.00	Seminars for Councillors	£ 150.00	£ 70.00	£ 150.00 E
£ -	Audit	£ -	£ -	£ - A
£ 3,940.56	Staff costs (includes payments to HMRC)	£ 4,137.59	£ 2,298.66	£ 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	£ 305.00 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	£ 3,405.28	£ 10,894.59 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	£ 17,864.22	£ 16,528.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 17,864.22	£ 16,528.88 E
<b>General Reserves</b>				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,855.41	£ 12,897.64 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	£ 16,355.41	£ 16,397.64 E
<b>Depot Fund</b>				
£ 87.54	Reserve Account 2	£ 88.64	£ 88.19	£ 87.69 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	£ 10,295.41	£ 9,736.61 E
£ 33,987.87	<b>TOTAL CARRIED FORWARD</b>	£ 35,598.76	£ 44,515.04	£ 39,163.13 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	£ 44,515.04	£ 39,163.13 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	£ 10,295.41	£ 10,108.64 E
£ 13,517.66	<b>DISPOSABLE FUNDS</b>	£ 13,077.19	£ 22,256.96	£ 16,641.56 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/24/0926AG	Lower House Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Prior approval notification for the erection of an agricultural building for the storage of hay, straw and machinery	20.11.2024
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 <b>NOTIFICATION OF AMENDED PLANS</b>	20.11.2024

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

Reference	Address	Description	NLPC Comments
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## 3. To note planning application decisions:

Reference	Address	Description	Decision
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	Permission granted
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	Permission refused
W/24/0559	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Extension and alterations to garage (Retrospective Application)	Permission granted

## 4. To receive updates to planning applications and to consider, and resolve to submit additional comments where appropriate:

Reference	Address	Description / Update
APP/T3725/C/24/3350208	Land North of, Henley Road, Budbrooke, Warwick, CV35 8RB	To note that an Enforcement Notice appeal has been made to the Secretary of State following the serving of an Enforcement Notice by WDC <b>NOTIFICATION OF CHANGE OF PROCEDURE</b>

## 5. Planning Appeals: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
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## 6. To note Planning Appeal Decisions received:

Reference	Address	Description	Decision
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## 7. To consider planning policies where appropriate

## 8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)