

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 8 October 2024

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

Public participation

None.

24/10/08/01 Record of members present

Noted.

24/10/08/02 To receive apologies for absence

Apologies were received from Cllr K Elmhirst and Cllr M Neale who were away. Accepted. Apologies were also received from WDC Cllr P Phillips.

24/10/08/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

24/10/08/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 10 September 2024 were taken as read, APPROVED and signed by the Chair.

24/10/08/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting

- Following agreement at the September meeting to purchase a replacement grit bin for Millennium Green, the Clerk recommended the Nestor™ 400 Grit Bin from Glasdon, costing £313.14 inclusive of VAT and delivery. Agreed.
- The Clerk advised that she had attended the WALC webinar regarding Gov.uk domain names but that no new information had been presented.
- The Clerk advised that she had failed to confirm that the grant application for a permanent poppy display had been successful (approved during the 2023/2024 financial year), with the result that it was now too late for 2024. It was agreed that the application could be resubmitted during the 2024 grant round.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

The Clerk advised that a summary of traffic to the website had been received from MonsterInsights, the WordPress analytics plugin used on the NLPC website. This is to be forwarded to the councillors for information.

24/10/08/06 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.

24/10/08/07 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**
Cllr Brown advised that the monthly planning update had been issued via email and had been uploaded to Facebook. Residents can sign up for email notifications on the NLPC website.
- 4. Ensure heritage infrastructure is maintained and protected.**
Nothing to report.

24/10/08/08 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 – no update. There was a discussion about standing water on the bend on Snitterfield Lane caused by blocked gullies. A photograph is to be forwarded to Cllr Matecki who will contact County Highways. The Clerk to confirm to County Highways which drains are to be dug out (see previous minutes).
 - Gate across Blacon Farm track – no update.
- 2. To report any new issues to be notified to the relevant authorities**
 - The footpath at the top of Brick Kiln Close is overgrown, and the footpath in the field beyond has once again been ploughed up. The Clerk to report to Warwickshire Rural Housing Association/WCC.
 - The streetlight by the post box on Main Street is not working again.

24/10/08/09 To receive an update on the picnic benches/tables commemorating Queen Elizabeth's Platinum Jubilee in 2022 and the King's Coronation in 2023: installation of plaques, and groundworks

Concerns have been raised regarding grass growing under the picnic tables on the playing field. It was noted that it will be difficult to lift them as they are very heavy and have large ground spikes, and as the legs are made of plastic they won't rot. It was agreed that councillors would monitor the situation and cut the grass a couple of times a year.
The plaques are to be ordered – Cllr Brown to forward details to the Clerk.

24/10/08/10 Items for consideration and resolution

None.

24/10/08/11 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)

24/10/08/12 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)

24/10/08/13 Planning

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

Noted.

- It was agreed that no action was required regarding the planning application on Land North of Henley Road where an Enforcement Notice appeal has been made to the Secretary of State following the serving of an Enforcement Notice by WDC.
- Cllr Brown reported on the meeting he had attended regarding the proposed Hatton New Community. The meeting had been organised by WDC for the parish councils in the affected and surrounding areas. It was also attended by representatives from Keep Hatton Station Rural (KHSR). This site is likely to become one of WDC's preferred options, but it was agreed to wait until it has officially been chosen before commenting. KHSR is trying to stop the site becoming a preferred option and to this end is putting pressure on parish councils. It was noted that there is to be a WDC Green Belt review early in 2025.
- Regarding the retrospective planning application W/24/0558 (Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey), Cllr Matecki advised that a traffic survey would be required.
- Cllr Matecki advised that WDC had received an application for Discharge of Condition 6 (Tree Protection) for planning permission W/19/1133 (Land at Ward Hill, Warwick Road, Littleworth, Norton Lindsey).
- The meeting noted that Sports England had submitted an objection to planning application W/24/0452 (Norton Croft and Cotswold House, Wolverton Road, Norton Lindsey).
- The Clerk advised that a retrospective planning application for a two storey extension at Blacon Farm, Wolverton, had been received by Stratford District Council.

24/10/08/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors

Warwickshire County Council

- Cllr Matecki advised that the new Government has confirmed that the devolution agreement made with the previous Government will still go ahead.
- There has been a spate of parking ticket scams where people are receiving messages advising that fines have been incurred when they haven't been, and stickers have been put on pay and display parking meters with fake QR codes.
- Applications for secondary school places for 2025 can be made until 31 October.
- People struggling to pay utility bills are advised that there is help on the WCC website.
- New white lines have been painted on Norton Curlieu Lane as a traffic calming measure.
- The 20 mph speed limit change on Main Street is progressing.
- Cllr Matecki advised that replacing the verge outside Fern Cottage on Church Road is progressing and that County Highways has asked for details. This will be paid for out of Cllr Matecki's delegated budget.
- WCC is looking for volunteers to become Independent Panel Members to hear school admission appeals. Details are available on warwickshire.gov.uk.
- Anybody who keeps any number of ducks, chickens or geese now needs to register them with DEFRA. Birds that never go outside don't need to be registered.
- Round 2 of the County Councillor's grant fund is now open until 3 November.

Warwick District Council

- Cllr Matecki advised that soft bags, etc, can now go in the blue recycling bins. It was noted that Warwick District is the first to trial this latest recycling initiative.

24/10/08/15 Parish Report / Items for next meeting

- The meeting received a brief update regarding the Community Shop sign and noted that progress was slow going and that the intention is to make use of the existing wooden Norton Lindsey sign on Wards Hill rather than Millennium Green.
- Cllr Stobart to write the Parish Report for the November edition of the Parish Magazine.
- The purchase of a Christmas tree is to be added to the November meeting agenda.

24/10/08/16 **Date of Next Meeting**
12 November 2024 - Ordinary Meeting
10 December 2024 – Ordinary Meeting

24/10/08/17 **Close**
The meeting closed at 9.00pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
11.09.24	WALC	Weekly Round up 112
16.09.24	SOADC / WDC	South Warwickshire Local Climate Engagement Programme Newsletter
17.09.24	WDC	Police and Crime Plan Survey
18.09.24	WALC	Weekly Round up 113
22.09.24	RLSAS	Local archery club search for land
25.09.24	WALC	Weekly Round up 114
02.10.24	WALC	Weekly Round up 115

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 September 2024	£15,692.60
NatWest Reserve Account 1	5 September 2024	£12,839.60
NatWest Reserve Account 2 *	5 September 2024	£88.08
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£42,327.50

* 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
5 September 2024	NatWest / Interest (Reserve Account 1)	£15.28
5 September 2024	NatWest / Interest (Reserve Account 2)	£0.11
27 September 2024	WDC / Precept 2 nd payment	£5,375.00

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 September 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 8 October 2024

Reconciled to NatWest Current Account bank statement dated 30 September 2024, NatWest Reserve Account 1 statement dated 5 September 2024 and Reserve Account 2 statement dated 5 September 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
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	£ 10,750.00	£ 10,750.00 A
£ -	VAT Refund	£ -	£ -	£ - E
£ 153.19	Bank Interest: Reserve A/C 1	£ 150.00	£ 78.77	£ 190.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.54	£ 1.30 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	£ 11,416.53	£ 11,341.30 E
GENERAL EXPENDITURE				
£ 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	£ 1,970.28	£ 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	TOTAL GENERAL EXPENDITURE	£ 10,613.59	£ 3,076.90	£ 10,894.59 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	£ 15,692.60	£ 16,528.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 15,692.60	£ 16,528.88 E
General Reserves				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,839.60	£ 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	£ 16,339.60	£ 16,397.64 E
Depot Fund				
£ 87.54	Reserve Account 2	£ 88.64	£ 88.08	£ 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	£ 10,295.30	£ 9,736.61 E
£ 33,987.87	TOTAL CARRIED FORWARD	£ 35,598.76	£ 42,327.50	£ 39,163.13 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	£ 42,327.50	£ 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	£ 10,295.30	£ 10,108.64 E
£ 13,517.66	DISPOSABLE FUNDS	£ 13,077.19	£ 20,069.53	£ 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
-			

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/24/0823/LB	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	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

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)