

NORTON LINDSEY PARISH COUNCIL

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

To All Members of the Council

9 January 2025

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 14 January 2025 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

25/01/14/01 Record of members present

25/01/14/02 To receive apologies for absence

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

25/01/14/03 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.

25/01/14/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Ordinary Meeting held on 10 December 2024.

25/01/14/05 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.

25/01/14/06 Items to be taken in private session

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

25/01/14/07 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.

- 25/01/14/08 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.
- 25/01/14/09 Items for consideration and resolution**
1. Parish Council website (*Local Government Act 1972 s.142*)
(*see also December 2024 Ordinary Meeting Minutes, agenda item 24/12/10/09.2*)
 - 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
 - 1.2 Approved Registrar - to consider appointing an Approved Registrar to register the new domain name and provide support
 2. To consider, and resolve to accept if appropriate, the proposed budget for the financial year 2025/26 (circulated to Councillors prior to the meeting) (*Local Government Finance Act 1992 s.41*)
 3. To consider, and resolve to approve if appropriate, the Precept requirement for the 2025/26 financial year (*Local Government Finance Act 1992 s.41*)
- 25/01/14/10 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)
- 25/01/14/11 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)
- 25/01/14/12 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)
- 25/01/14/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 25/01/14/14 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.
- 25/01/14/15 Date of Next Meetings**
- 11 February 2025 - Ordinary Meeting
11 March 2025 - Ordinary Meeting
- 25/01/14/16 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
14.12.24	MonsterInsights	Website traffic summary
16.12.24	WDC	2025/26 Municipal Year – Calendar of Meetings
18.12.24	WALC	Weekly Round up 122
18.12.24	SWLP@SDC	South Warwickshire Local Plan Preferred Options approved for Consultation
18.12.24	WDC	SWLP Preferred Sites consultation – non-included sites
19.12.24	WDC	Strengthening the standards and conduct framework for local authorities in England
19.12.24	SWLP@SDC	Preferred Options Version of the Part 1 South Warwickshire Local Plan briefing session presentation slides
23.12.24	Warwickshire Police	Police Budget Consultation – your community’s views wanted
07.01.25	WCC	21/01/2025 22/01/2025 Snitterfield Lane, Norton Lindsey
07.01.25	WCC	Town and Parish Council Reference Group meeting 14 January
08.01.25	WDC	Joint Statement – Devolution White Paper
08.01.25	WALC	Weekly Round Up 123

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
17.12.24	SLCC News Bulletin: Key Points of the New National Planning Policy Framework (NPPF)

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	30 December 2024	£16,929.42
NatWest Reserve Account 1	5 December 2024	£12,884.51
NatWest Reserve Account 2 *	5 December 2024	£88.39
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£43,609.54

* 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 December 2024	NatWest / Interest (Reserve Account 1)	£13.80
5 December 2024	NatWest / Interest (Reserve Account 2)	£0.09

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
13 December 2024	Information Commissioners Office / Annual Fee	£35.00
30 December 2024	Clerk / Salary – December 2024	£328.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
14 January 2025	Christine Glover / Christmas Tree	£40.00
14 January 2025	Neil Brown / Batteries for Christmas Lights and Straps for Christmas Tree	£37.10

Accounts Year To Date as at 14 January 2025

Reconciled to NatWest Current Account bank statement dated 30 December 2024, NatWest Reserve Account 1 statement dated 5 December 2024 and Reserve Account 2 statement dated 5 December 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	£ 123.68	£ 190.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.85	£ 1.30 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 371.08	Bank Interest: Cambridge & Counties	£ 400.00	£ 587.22	£ 587.22 A
£ 650.00	Other	£ -	£ 2,500.00	£ - E
£ 11,675.42	TOTAL RECEIPTS	£ 11,301.20	£ 13,961.75	£ 11,528.52 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	£ 3,086.46	£ 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	£ 112.00	£ 112.00 A
£ 35.00	Information Commissioners Office (data protection)	£ 40.00	£ 35.00	£ 35.00 A
£ -	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	£ 4,340.08	£ 10,881.59 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	£ 16,929.42	£ 16,541.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 16,929.42	£ 16,541.88 E
General Reserves				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,884.51	£ 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	£ 16,384.51	£ 16,397.64 E
Depot Fund				
£ 87.54	Reserve Account 2	£ 88.64	£ 88.39	£ 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	£ 9,835.06 E
£ 9,707.54		£ 10,108.64	£ 10,295.61	£ 9,923.83 E
£ 33,987.87	TOTAL CARRIED FORWARD	£ 35,598.76	£ 43,609.54	£ 39,363.35 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	£ 43,609.54	£ 39,363.35 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	£ 10,295.61	£ 10,108.64 E
£ 13,517.66	DISPOSABLE FUNDS	£ 13,077.19	£ 21,351.26	£ 16,841.78 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/24/1594	Curliou Farmhouse, Norton Curliou Lane, Norton Lindsey, Warwick, CV35 8RD	Construction of a stable block for private use	09.01.25 <i>extension to deadline requested</i>
W/24/1684	Lower House Farm, Canada Lane, Norton Lindsey, Warwick, CV35 8JH	Notification under Schedule 2, Part 3, Class R of the General Permitted Development Order for a change of use of existing agricultural building into 4no. units for storage or workshop space (Use Class B2).	13.01.25 <i>extension to deadline requested</i>

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
-			

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

Reference	Address	Description / Update
APP/T3725/W/24/3356326	Land North of Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Follow up to discussion at previous meeting and via email

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)