

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 14 January 2025

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

Public participation

None.

25/01/14/01 Record of members present

Noted.

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

None. WDC Cllr Phillips sent his apologies.

25/01/14/03 To receive declarations of interests (existence and nature) on items on the Agenda

As residents of the parish, all Councillors declared an interest in agenda item 25/01/14/09.2 and 3.

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

The minutes of the Ordinary Meeting held on 10 December 2024 were discussed and amended as agreed, APPROVED and signed by the Chair.

25/01/14/05 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
None.
3. Any day to day matters that NLPC should be aware of
None.

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.

It was RESOLVED that there are no items to be discussed with the public excluded.

25/01/14/07 Parish Council Action Plan 2024/2025

1. Improve the safety and quality of roads and footpaths;

- Cllr Matecki advised that, in his opinion, progress on changing the speed limit on Main Street to 20mph was taking too long, and that he has met with officials to try to speed up the process. He has also requested a meeting with the Chief Executive to discuss the TRO (Traffic Regulation Order) process.
- Following discussion at the December meeting, Cllr Matecki advised that generally if a tree is blown down it is the landowner's responsibility to clear it, and if the tree was already dead and falls and WCC has to clear it, the landowner will be recharged. However, if a tree falls onto a road during a storm it is a priority for WCC to ensure roads are kept clear and therefore the landowner won't be recharged.

2. Take steps to improve the environment and biodiversity / address climate change;

Nothing to report.

3. **Enhance communication with parishioners; and**
Nothing to report.
4. **Ensure heritage infrastructure is maintained and protected.**
Nothing to report.

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

- There is still no update regarding jetting of the parish gullies.
- Work on the streetlight by the post box on Main Street is in hand.
- The Clerk has written to the WCC Rights of Way Team regarding the missing bridge over the stream on footpath 236/W93/1 (Briery Land), requesting that the bridge be repaired as a matter of urgency. WCC has advised that the request has been passed onto the relevant person.
- Regarding the retaining wall at Rose Bank on Snitterfield Lane which is collapsing onto the pavement, Cllr Matecki has made a report to WCC but has not yet heard back.
- Work to replace the small area of verge outside Fern Cottage, on Church Road with hardstanding has been scheduled to be done.
- There is no update regarding the blocked gullies at the bottom of the hill on Snitterfield Lane.
- Cllr Matecki advised that the Blacon Farm landowner is within his rights to install a "concrete beam" across the track to prevent unauthorised vehicles from using it.

2. To report any new issues to be notified to the relevant authorities

- Following the recent flooding by the M40 bridge on the Warwick Road and on Watery Lane (both areas in Budbrooke parish), a lot of debris and traffic cones, etc, have been left, and there is also a dangerous pothole on Watery Lane. Cllr Matecki to arrange for these areas to be cleared.
- The streetlight by Piglets Place on New Road is on all the time. The Clerk to report.
- There are potholes outside Highland House on Church Road. The Clerk to report.
- There is a tree by Ashward House on the Warwick Road which is leaning dangerously across the road. It has been reported by a resident, but the Clerk is to report as well.

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 25/01/14/09.2)

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

Following a discussion on the benefits of moving to a gov.uk domain, there was a vote with 4 Councillors to 1 in favour of moving. The Clerk advised that there is limited choice of names, and that she would circulate options via email for the Councillors to approve once she has spoken to an approved registrar. The current domain will be retained for the time being and will be mapped to the gov.uk one.

1.2 Approved Registrar - to consider appointing an Approved Registrar to register the new domain name and provide support

It was agreed that Cloudnext would be appointed approved registrar.

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)

The proposed budget for the forthcoming financial year was discussed and APPROVED.

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)

Following discussion and consideration of budget requirements for the forthcoming financial year, it was AGREED that the Precept requirement for the year 2025/26, to meet NLPCs financial obligations, was £10,750.00. The Clerk to submit the Precept request to WDC.

25/01/14/10 Items for information

1. **To note and consider correspondence received and resolve to action if appropriate.**
NOTED. There was a discussion regarding the South Warwickshire Local Plan Preferred Options Consultation, and it was agreed that Cllr Brown would arrange a working party to formulate NLPCs response. A note will be put in the Parish Magazine to advise residents of the consultation, particularly mentioning the two sites that will have the most impact on Norton Lindsey.
2. **To note any changes to legislation and regulations which relate to parish councils.** NONE.
3. **Other items for information.** NOTED. (Appendix 1 – circulated)

25/01/14/11 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.** APPROVED.
5. **To receive, approve and sign bank reconciliations prepared by the RFO.** APPROVED.
(Appendix 2 – circulated)

25/01/14/12 Planning

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

Noted.

- NLPC was neutral to the planning application at Curlieu Farmhouse (W/24/1594) for the construction of a stable block for private use and made no comment.
- Regarding the application at Lower House Farm (W/24/1684) for the for a change of use of existing agricultural building into 4no. units for storage or workshop space, NLPC was neutral to the change but would ask the Planning Team to consider that access to this site is via Canada Lane, a straight single-track road with no footpath, which is used extensively by pedestrians. If the units are to be used commercially, there is potential for a substantial increase in traffic, some of which may be large vehicles.
- Following discussion, it was agreed that no further action was needed at this time regarding the planning appeal on land north of Henley Road (APP/T3725/W/24/ 3356326).

25/01/14/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwickshire County Council

WCC Cllr Matecki gave a brief report on current WCC matters: primary school applications for September 2025 are due by to close on 15 January; WCC Registration Service is inviting prospective couples to attend the next open day at Judges' House in Warwick on Saturday 1 February; and flu is on the increase and people are being encouraged to have the flu vaccination if they are eligible. Cllr Matecki also discussed the proposed local government reform, where WCC has asked the Government to choose Warwickshire to be one of the country's first new unitary authorities which would see all services being provided by one single Warwickshire Council, rather than separate District and County Councils. If Warwickshire is picked, there could be an impact on the May 2025 elections.

Warwick District Council

In his role as District Councillor, Cllr Matecki advised that the South Warwickshire Local Plan consultation is live, and residents, businesses and other stakeholders are now invited to have their say on the Preferred Options version of the South Warwickshire Local Plan (2050) for the combined areas of Warwick and Stratford-on-Avon District Councils for the next 25 years. Residents are also being asked to share their views on St Nicholas Park and what changes they'd like to see in WDCs survey, the results of which will be used to shape the future development of this popular park.

25/01/14/15 Parish Report / Items for next meeting

- A motion to approve the planting of a Christmas Tree on Millennium Green is to be considered at the February meeting.
- Cllr Brown to write the Parish Report for the February edition of the Parish Magazine.

25/01/14/16 Date of Next Meeting

11 February 2025 - Ordinary Meeting (Cllr Neale gave his apologies for this meeting)
11 March 2025 - Ordinary Meeting (Cllr Stobart gave his apologies for this meeting)

25/01/14/17 Close

The meeting closed at 9.35pm

DRAFT

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

NORTON LINDSEY PARISH COUNCIL

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	Curlieu Farmhouse, Norton Curlieu 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