

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 11 February 2025

Present: Cllr J Stobart (Chairman); Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr R Pocknell
WDC/WCC Cllr Matecki
Parish Clerk: Jennifer Bendall
Public: One

Public participation

The member of public in attendance introduced himself as the prospective local council candidate for the Reform Party.

25/02/11/01 Record of members present

Noted.

25/02/11/02 To receive apologies for absence

Apologies were received from Cllr M Neale who was on holiday. Accepted. WDC Cllr Phillips also sent his apologies.

25/02/11/03 To receive declarations of interests (existence and nature) on items on the Agenda

None.

25/02/11/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 14 January 2025 were taken as read, APPROVED and signed by the Chair.

25/02/11/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting (not covered elsewhere on the agenda)
None.
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 the annual data protection fee payable to the Information Commissioner's Office is set to rise from £40 to £52, but that the £5 discount for paying by direct debit was to be retained.

25/02/11/06 Items to be taken in private session

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

Cllr Matecki requested that his update on the implementation of the 20mph speed limit on Main Street be held in private session due to the confidential nature of the update. It was RESOLVED that this item would be discussed with the public excluded.

25/02/11/07 Parish Council Action Plan 2024/2025

1. **Improve the safety and quality of roads and footpaths;**
 - Cllr Matecki gave an update on the introduction of a 20mph speed limit on Main Street under private session.
2. **Take steps to improve the environment and biodiversity / address climate change;**
 - The meeting noted that the thermal imaging camera is now on loan from WDC for 18 months and a notice will be put in the Parish Magazine and on Facebook when it is available for public use. It was noted that it must be used when the temperature is below 10°C.

3. Enhance communication with parishioners; and

Cllr Brown advised that the regular planning update had been issued as well as information regarding the South Warwickshire Local Plan consultation.

4. Ensure heritage infrastructure is maintained and protected.

Cllr Brown gave an update on the proposed inspection of the Queen Victoria Signpost and advised that to meet listed building standards anyone carrying out the inspection is required to have specific qualifications.

25/02/11/08 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: the meeting noted that the drains on Snitterfield Lane have been jetted up to and including the Stanks. The contractor advised Cllr Brown that many of the drains have got tree roots growing in them, and that some of the gullies drain into the stream by Willowdale. The stream, which runs towards the sewage works, is blocked and this is preventing the gullies draining properly, which is exacerbating the flooding on the bend by Willowdale. Ensuring the stream is clear is the landowners responsibility, and by contractor will raise a report for WCC County Highways who will take the matter up. NLPC to monitor the situation to make sure the clearance work is carried out.
- The streetlight by the post box on Main Street is now fixed.
- 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. WCC Cllr Matecki has reported this but, as the debris is still there, he will chase County Highways.
- The streetlight by Piglets Place on New Road is on all the time. The Clerk has reported.
- The Clerk has reported the potholes outside Highland House on Church Road.
- The tree by Ashward House on the Warwick Road which was leaning dangerously across the road has been cut back.

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

- The streetlight by The Corbells on Main Street is not working. The Clerk to report.
- There was a discussion regarding the Norton Lindsey sign by Arles Cottage on Snitterfield Lane which has been knocked over by a car, and Cllr Brown suggested moving the sign to keep it safe.
- There is a pothole on Warwick Road between the Norton Lindsey village sign and Littleworth wood. The Clerk to report.
- The road edges on Dark Lane, from the A4189 Henley Road to Norton Curlieu Lane are breaking away and in very poor condition. The Clerk to report.
- The meeting noted that some potholes at the end of Curlieu Lane where it joins Wolverton Road have been marked for filling, but there are others in the same area that haven't been marked. Cllr Elmhirst to email WCC Cllr Matecki the details and he will ensure they are all filled at the same time.

25/02/11/09 To receive an update on the new website, domain name and email

The meeting noted that the transfer to the new gov.uk domain is progressing well despite there being a few technical difficulties which are now sorted. Cllr Brown to sort out new email addresses and to investigate migrating the old emails to the new service.

- 25/02/11/10 To receive and consider information from WDC Environmental Health regarding light pollution**
- Further to agreement at the December 2024 ordinary meeting that the Clerk would contact the owners of Furlong on Canada Lane about their floodlights, and following discussion inter meeting when it was suggested that the Clerk get advice from WDC Environmental Health in the first instance, the Clerk updated the meeting. Environmental Health advised that WDC are able to look into issues with nuisance from lights and take action under the Environmental Act 1990, if the light is excessive and significantly impacting neighbouring properties. The Clerk reported that although she had only been seeking advice, Environmental Health had actually logged the issue at Furlong. The meeting noted that nobody lives at the property so a note would be put through the door advising the owners that complaints had been received, and asking if they can reduce the intensity of the floodlights and restrict the time that they are on.

25/02/11/11 Items for consideration and resolution

- 1. To consider, and resolve to approve if appropriate, the permanent planting of a Christmas tree on Millennium Green (*Open Spaces Act 1906, ss.9-10: Local Government Act 1972, s.144*)**

Following discussion, it was noted that: planting a Christmas tree on Millennium Green would have an impact on sight lines at the road junction; Millennium Green being in the Conservation Area would complicate matters; and Christmas trees are a non-native species. Therefore, it was unanimously AGREED that a Christmas tree would not be planted.

- 2. To consider, and resolve to approve if appropriate, the NLPC response to the South Warwickshire Local Plan (SWLP) Preferred Options Consultation**

The Working Party comprising Cllrs Stobart, Neale and Brown advised that they had met to discuss NLPC's response to the SWLP response and had agreed which of the proposed sites would most affect Norton Lindsey:

- the two large developments in Hatton and Bearley will generate a large amount of traffic through Norton Lindsey; and
- there are five sites in the village itself - opposite Ashward House on Warwick Road, on the land currently occupied by SPEAR, land off Curlieu Lane (between Wood House and the bungalows), the field running down the length of New Road, and the field that used to be Wolverton School's playing field. Of these, the one opposite Ashward House is the least desirable due to how it would alter the shape and size of the village, and the strip down New Road is the least-worst option.

It was AGREED that Cllr Brown would formulate NLPC's response and circulate it by email for comments and approval prior to submitting to SWLP.

25/02/11/12 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)

25/02/11/13 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)

25/02/11/14 Planning

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

Noted. There was a discussion regarding the recent application for the change of use of an agricultural building at Lower House Farm and the concerns expressed by NLPC in its response to WDC that Canada Lane was unsuitable for a substantial increase in traffic. The meeting noted with disappointment that WCC Highways had made no representation to WDC.

25/02/11/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwickshire County Council

- Cllr Matecki advised that WCC had approved the budget for 2025/26 and that the Council Tax increase from April will be capped at the Government's national limit of 4.99%, including a 2% rise for adult social care.
- Following notification from the Government that Warwickshire would not be one of the first to become a unitary authority, on 5 February 2025 the Minister of State for Local Government and English Devolution wrote to the leaders of the six councils in Warwickshire to invite them to develop a joint submission proposing local government reorganisation in the county. Following a meeting of WCC on 18 February County Councillors unanimously reached agreement on the key points that will underpin the development of a proposal for local government reorganisation in Warwickshire.
- Carers can continue to enjoy free travel on Warwickshire's buses, when accompanying eligible concessionary passholders after WCC confirmed the continuation of the Companion (+1) Travel Pass add-on scheme.

Warwick District Council

- The South Warwickshire Local Plan Preferred Options consultation is now live.

25/02/11/16 Parish Report / Items for next meeting

- The Chairman to write the Parish Report for the March edition of the Parish Magazine.

The Chair closed the meeting to enable the member of public to leave, then reopened the meeting for the private session.

25/02/11/17 PRIVATE SESSION

Cllr Matecki updated the meeting on the lack of progress on the 20mph speed limit on Main Street.

25/02/11/18 Date of Next Meeting

11 March 2025 - Ordinary Meeting – The Chair gave apologies for this meeting.

8 April 2025 – Parish Assembly

13 May 2025 – Annual / Ordinary Meetings

25/02/11/19 Close

The meeting closed at 9.05 pm

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
10.01.25	SWLP@SDC	South Warwickshire Local Plan Preferred Options approved for Consultation
11.01.25	WDC	Strengthening the standards and conduct framework for local authorities in England
13.01.25	MonsterInsights	Website traffic summary
22.01.25	WALC	Weekly Round up 124
23.01.25	WCC	Town and Parish Council Reference Group 14 January meeting minutes
27.01.25	SDC & WDC	South Warwickshire Local Climate Engagement Programme Newsletter – issue 3
05.02.25	SWLP@SDC	Small sites in the South Warwickshire Local Plan
05.02.25	WALC	Weekly Round Up 125
06.02.25	WALC	The King's Garden Party - Nominations

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 January 2025	£16,601.04
NatWest Reserve Account 1	3 January 2025	£12,899.76
NatWest Reserve Account 2 *	3 January 2025	£88.49
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£43,296.51

* 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
31 December 2024	NatWest / Interest (Reserve Account 1)	£15.25
31 December 2024	NatWest / Interest (Reserve Account 2)	£0.10

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 January 2025	Clerk / Salary – January 2025	£328.38
TBC	Christine Glover - Christmas Tree	£40.00
TBC	Neil Brown - Batteries for Christmas Lights and Straps for Christmas Tree	£37.10
TBC	Norton Lindsey Playground - grant	£400.00
TBC	PCC / NL Church Clock - grant	£234.00
TBC	PCC / NL Churchyard - grant	£250.00

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 11 February 2025

Reconciled to NatWest Current Account bank statement dated 30 January 2025, NatWest Reserve Account 1 statement dated 3 January 2025 and Reserve Account 2 statement dated 3 January 2025, 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	£ 138.93	£ 190.00 E
£ 1.15	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.95	£ 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	£ 13,977.10	£ 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	£ 3,414.84	£ 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	£ 4,668.46	£ 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 at 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	£ 16,601.04	£ 16,541.88 E
£ -	Less payments not reconciled to statement	£ -	£ -	£ - E
£ 8,019.50		£ 7,379.38	£ 16,601.04	£ 16,541.88 E
General Reserves				
£ 12,760.83	Reserve Account 1	£ 14,360.74	£ 12,899.76	£ 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	£ 16,399.76	£ 16,397.64 E
Depot Fund				
£ 87.54	Reserve Account 2	£ 88.64	£ 88.49	£ 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	£ 10,295.71	£ 9,923.83 E
£ 33,987.87	TOTAL CARRIED FORWARD	£ 35,598.76	£ 43,296.51	£ 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	£ 43,296.51	£ 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	£ 10,295.71	£ 10,108.64 E
£ 13,517.66	DISPOSABLE FUNDS	£ 13,077.19	£ 21,038.13	£ 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
-			

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/24/1684	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).	Prior approval is given

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)