

# 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

8 May 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 13 May 2025 immediately following the Annual Meeting of Norton Lindsey Parish Council being held on the same evening.

The following business will be transacted.

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

**25/05/13/01 Record of members present**

**25/05/13/02 To receive apologies for absence**

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

**25/05/13/03 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.

**25/05/13/04 Minutes of the last meeting(s)**

To approve and sign the minutes of the Ordinary Meetings held on 11 February 2025 and 11 March 2025.

**25/05/13/05 To provisionally approve the Minutes of the Annual Parish Assembly held on Tuesday 8 April 2025**

Councillors are advised that the Minutes of the Annual Parish Assembly will be officially signed at the next Parish Assembly to be held in April 2026.

**25/05/13/06 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.

**25/05/13/07 Items to be taken in private session**

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

**25/05/13/08 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.

**25/05/13/09 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.

**25/05/13/10 Items for consideration and resolution**

1. To consider, and resolve to approve if appropriate, a grant application received from Norton Lindsey Community Pub Ltd, or to agree to defer the decision until December 2025 when all grant applications for the current financial year are considered (*Local Government Act 1972, s.144*)

**25/05/13/11 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)

**25/05/13/12 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)

**25/05/13/13 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)

**25/05/13/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**

**25/05/13/15 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.

**25/05/13/16 Date of Next Meetings**

To be set at Annual Meeting

**25/05/13/17 Close**

# Appendix 1 – Items for Information

## 1. Correspondence

| Date     | From              | Subject  |
|----------|-------------------|--|
| 19.03.25 | WALC              | Round Up – Number 128  |
| 20.03.25 | WDC               | Corporate Complaint 1555: Poultry Farm, Ward Hill, Norton Lindsey      |
| 21.03.25 | WDC               | SWLP consultation stats  |
| 25.03.25 | WDC               | Warwickshire Devolution and Local Government Reorganisation            |
| 01.04.25 | WCC               | Town & Parish Council Reference Group Meeting Notes 13 March           |
| 02.04.25 | WALC              | Round Up – Number 129  |
| 02.04.25 | WCC               | Highways Community Action Fund   |
| 04.04.25 | WDC               | Wildflower Verge Trial   |
| 13.04.25 | MonsterInsights   | Website traffic summary  |
| 16.04.25 | WALC              | New dates for local nature action plan workshops virtual and in person |
| 17.04.25 | National Highways | M40/M42 safety barrier repairs   |
| 23.04.25 | WDC               | Residential Design Guide SPD Update – Consultation                     |
| 23.04.25 | WDC               | Parking Standards SPD Update – Consultation                            |
| 30.04.25 | WALC              | Round up – Number 131  |
| 08.05.25 | WALC              | Deadline extended – survey: parish and town community mapping          |

## 2. Legislation / Regulations

| Date | Details |
|------|---------|
| -    |         |
|      |         |

## 3. Other items for information

| Date     | Details  |
|----------|--|
| 21.03.25 | Section 137 limit 2025-26 ( <i>SLCC news bulleting 21 March 2025</i> ) |
|          |  |

## Appendix 2 – Finance

### 1. Account Balances:

| Account                                      | Statement Date   | Balance           |
|--|------------------|-------------------|
| NatWest Current Account                      | 30 April 2025    | £19,508.99        |
| NatWest Reserve Account 1                    | 30 April 2025    | £12,953.38        |
| NatWest Reserve Account 2 *                  | 30 April 2025    | £88.86            |
| 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>£46,258.45</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    |
|---------------|---|-----------|
| 1 April 2025  | Wolverton Parish Council / WPC ½ share of Village Hall hire for Climate event held in Sept 2023 | £16.00    |
| 28 April 2025 | Warwick District Council / 1 <sup>st</sup> Precept payment                                      | £5,375.00 |
| 31 March 2025 | NatWest / Interest (Reserve Account 1)  | £13.72    |
| 30 April 2025 | NatWest / Interest (Reserve Account 1)  | £12.98    |
| 31 March 2025 | NatWest / Interest (Reserve Account 2)  | £0.09     |
| 30 April 2025 | NatWest / Interest (Reserve Account 2)  | £0.09     |

### 3. Payments Made Since Last Meeting:

| Date          | To / Details  | Amount  |
|---------------|---|---------|
| 30 April 2025 | Clerk / Salary – April 2025 ( <i>paid at old rate</i> ) | £328.38 |

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

| Date        | To / Details  | Amount  |
|-------------|---|---------|
| 13 May 2025 | WALC / annual subscription  | £182.00 |
| 13 May 2025 | Cllr N Brown / reimbursement of expenses incurred with new website set-up | £239.90 |

## Accounts Year To Date as at 13 May 2025

Reconciled to NatWest Current Account bank statement dated 30 April 2025, NatWest Reserve Accounts 1 and 2 statements dated 30 April 2025, C&C 95 Day Notice Account statement dated 31 July 2024 and Santander Business Everyday Saver Account dated 2 September 2024

| 2024/2025<br>Actual Year End                | Item   | 2025/2026<br>Budget                       | 2025/2026<br>Actual YTD | 2025/2026<br>Likely out-turn         |
|---|--|---|-------------------------|--------------------------------------|
| <b>BROUGHT FORWARD: BALANCE OF ACCOUNTS</b> |  |   |                         |                                      |
| £ 8,019.50                                  | Current A/C  | £ 13,306.03                               | £ 14,446.37             |                                      |
| £ 12,760.83                                 | General Reserves, Asset Fund, Electoral Expenses (Reserve A/C 1)                 | £ 13,912.69                               | £ 12,940.40             |                                      |
| £ 3,500.00                                  | General Reserves (Cambridge & Counties 95 Day Notice A/C)                        | £ 3,500.00                                | £ 3,500.00              |                                      |
| £ 87.54                                     | Depot Fund (Reserve A/C 2)   | £ 88.39                                   | £ 88.77                 |                                      |
| £ 1.08                                      | Depot Fund (Santander A/C)   | £ 1.08                                    | £ 1.08                  |                                      |
| £ 9,618.92                                  | Depot Fund (Cambridge & Counties 95 Day Notice Account)                          | £ 10,206.14                               | £ 10,206.14             |                                      |
| £ 33,987.87                                 | <b>TOTAL BROUGHT FORWARD</b>   | £ 41,014.33                               | £ 41,182.76             |                                      |
| <b>RECEIPTS</b>                             |  |   |                         |                                      |
| £ 10,750.00                                 | Precept  | £ 10,750.00                               | £ 5,375.00              | £ 10,750.00 A                        |
| £ -   | VAT Refund   | £ 632.08                                  | £ -                     | £ 632.08 E                           |
| £ 179.57                                    | Bank Interest: Reserve A/C 1   | £ 150.00                                  | £ 12.98                 | £ 150.00 E                           |
| £ 1.23                                      | Bank Interest: Reserve A/C 2   | £ 1.20                                    | £ 0.09                  | £ 1.20 E                             |
| £ -   | Bank Interest: Santander   | £ -                                       | £ -                     | £ - E                                |
| £ 587.22                                    | Bank Interest: Cambridge & Counties  | £ 400.00                                  | £ -                     | £ 400.00 E                           |
| £ 2,500.00                                  | Other  | £ -                                       | £ 16.00                 | £ 16.00 E                            |
| £ 14,018.02                                 | <b>TOTAL RECEIPTS</b>  | £ 11,933.28                               | £ 5,404.07              | £ 11,949.28 E                        |
| <b>GENERAL EXPENDITURE</b>                  |  |   |                         |                                      |
| £ 151.00                                    | WALC Subscription  | £ 154.00                                  | £ -                     | £ 154.00 E                           |
| £ 300.00                                    | Insurance  | £ 400.00                                  | £ -                     | £ 400.00 E                           |
| £ 70.00                                     | Seminars for Councillors   | £ 150.00                                  | £ -                     | £ 150.00 E                           |
| £ -   | Audit  | £ -                                       | £ -                     | £ - E                                |
| £ 4,137.12                                  | Staff costs (includes payments to HMRC)  | £ 4,344.47                                | £ 328.38                | £ 4,344.47 E                         |
| £ 20.25                                     | Clerk's travel expenses  | £ 50.00                                   | £ -                     | £ 50.00 E                            |
| £ 52.50                                     | Home working allowance   | £ 42.00                                   | £ -                     | £ 42.00 E                            |
| £ -   | Admin Expenses: Stationery/Printing/Postage/etc                                  | £ 125.00                                  | £ -                     | £ 125.00 E                           |
| £ -   | Miscellaneous / Contingencies Fund   | £ 500.00                                  | £ -                     | £ 500.00 E                           |
| £ 264.50                                    | Hire of Rooms  | £ 120.00                                  | £ -                     | £ 120.00 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                           |
| £ 16.10                                     | Website  | £ 215.88                                  | £ -                     | £ 215.88 E                           |
| £ -   | Election Costs Fund annual increase  | £ 100.00                                  | £ -                     | £ 100.00 E                           |
| £ -   | Assets Fund annual increase  | £ 1,200.00                                | £ -                     | £ 1,200.00 E                         |
| £ -   | Section 137 Grants   | £ 1,000.00                                | £ -                     | £ 1,000.00 E                         |
| £ 1,011.10                                  | Grants under Discretionary Powers  | £ 1,500.00                                | £ -                     | £ 1,500.00 E                         |
| £ 299.00                                    | Biennial Parish Council Report   | £ -                                       | £ -                     | £ - E                                |
| £ -   | Parish Plan  | £ 500.00                                  | £ -                     | £ 500.00 E                           |
| £ -   | Transfer to Assets Fund (eg. VAT refund on asset purchases, etc)                 | £ 390.29                                  | £ -                     | £ 390.29 E                           |
| £ 41.42                                     | VAT paid out on general expenditure (to be reclaimed)                            | £ 100.00                                  | £ -                     | £ 100.00 E                           |
| £ 6,509.99                                  | <b>TOTAL GENERAL EXPENDITURE</b>   | £ 11,151.64                               | £ 328.38                | £ 11,151.64 E                        |
| <b>EXPENDITURE FROM RESERVES</b>            |  |   |                         |                                      |
| £ -   | Depot Fund ***   | £ -                                       | £ -                     | £ - E                                |
| £ -   | Election Costs   | £ -                                       | £ -                     | £ - A                                |
| £ 260.95                                    | Assets Fund (purchase, repair, renewal, inspection)                              | £ -                                       | £ -                     | £ - E                                |
| £ 52.19                                     | VAT paid out on Assets Fund expenditure (to be reclaimed)                        | £ -                                       | £ -                     | £ - E                                |
| £ 313.14                                    | <b>TOTAL EXPENDITURE FROM RESERVES</b>   | £ -                                       | £ -                     | £ - E                                |
| <b>BALANCE OF ACCOUNTS CARRIED FORWARD</b>  |  |   |                         |                                      |
| Actual YTD<br>2024/2025                     |  | Budgeted Year End<br>Out-Turn 31.03.25    | Actual YTD<br>2024/2025 | Likely Year End Out-Turn<br>31.03.25 |
| <b>Current Account</b>                      |  |   |                         |                                      |
| £ 14,446.37                                 | Current A/C  | £ 13,536.47                               | £ 19,508.99             | £ 16,919.91 E                        |
| £ 14,446.37                                 |  | £ 13,536.47                               | £ 19,508.99             | £ 16,919.91 E                        |
| <b>General Reserves</b>                     |  |   |                         |                                      |
| £ 12,940.40                                 | Reserve Account 1  | £ 15,752.98                               | £ 12,953.38             | £ 14,547.93 E                        |
| £ 3,500.00                                  | Cambridge & Counties 95 Day Notice Account                                       | £ 3,750.00                                | £ 3,500.00              | £ 3,500.00 E                         |
| £ 16,440.40                                 |  | £ 19,502.98                               | £ 16,453.38             | £ 18,047.93 E                        |
| <b>Depot Fund</b>                           |  |   |                         |                                      |
| £ 88.77                                     | Reserve Account 2  | £ 89.59                                   | £ 88.86                 | £ 87.59 E                            |
| £ 1.08                                      | Santander Account  | £ 1.08                                    | £ 1.08                  | £ 1.08 E                             |
| £ 10,206.14                                 | Cambridge & Counties 95 Day Notice Account ***                                   | £ 10,606.14                               | £ 10,206.14             | £ 9,647.84 E                         |
| £ 10,295.99                                 |  | £ 10,696.81                               | £ 10,296.08             | £ 9,736.51 E                         |
| £ 41,182.76                                 | <b>TOTAL CARRIED FORWARD</b>   | £ 43,736.26                               | £ 46,258.45             | £ 41,204.35 E                        |
| <b>DISPOSABLE FUNDS AT YEAR END</b>         |  |   |                         |                                      |
| Actual YTD<br>2024/2025                     |  | Budgeted Year End<br>Out-Turn at 31.03.25 | Actual YTD<br>2024/2025 | Likely Year End Out-Turn<br>31.03.25 |
| £ 41,182.76                                 | Total balance of accounts  | £ 43,736.26                               | £ 46,258.45             | £ 41,204.35 E                        |
| £ 3,200.00                                  | Less Sum retained for Electoral Expenses   | £ 3,500.00                                | £ 3,400.00              | £ 3,400.00 A                         |
| £ 8,449.53                                  | Less Sum retained for Asset Purchase, Renewal and Inspection                     | £ 10,886.65                               | £ 11,239.82             | £ 11,239.82 E                        |
| £ 10,295.99                                 | Less Depot Fund  | £ 10,696.81                               | £ 10,296.08             | £ 10,697.19 E                        |
| £ -   | Less Sum retained to cover one year's expenses (in case future Precept not paid) | £ 11,200.00                               | £ 11,200.00             | £ 11,200.00 A                        |
| £ 19,237.24                                 | <b>DISPOSABLE FUNDS</b>  | £ 7,452.80                                | £ 10,122.55             | £ 4,667.34 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/25/0505 AG | Littleworth Farmhouse, Warwick Road, Littleworth, Norton Lindsey, Warwick, CV35 8HD | Erection of stable block and associated works including a new internal access road and hard standing area | Prior approval is not required |

### 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)