

**DRAFT Minutes of the Annual Meeting of Norton Lindsey Parish Council held in Norton Lindsey Church Room at 7.45pm on 13 May 2025**

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale  
WDC Cllr P Phillips; WCC/WDC J Matecki  
Parish Clerk: J Bendall  
Public: None

**25/05/13-AM/01 To elect the Chairman of the Council**

Cllr Neale proposed that Cllr Stobart be re-elected as Chairman, seconded by Cllr Elmhirst.  
AGREED UNANIMOUSLY.

**25/05/13-AM/02 Record of members present**

Noted.

**25/05/13-AM/03 To receive apologies for absence**

Apologies were received from Cllr Pocknell who was away on business. Approved.

**25/05/13-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**

None.

**25/05/13-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received**

The Chairman and Clerk agreed a date for the Chairman's Declaration of Acceptance of Office to be received.

**25/05/13-AM/06 To elect the Vice Chairman of the Council**

As in previous years, it was AGREED that NLPC would not elect a Vice Chairman for the forthcoming year.

**25/05/13-AM/07 To agree dates for Council Meetings for the forthcoming Year**

It was AGREED to accept the suggested dates for 2025/2026 meetings as follows (all dates are Tuesday's unless otherwise stated):

10 June 2025; 8 July 2025; 16 September 2025\*; 21 October 2025\*; 11 November 2025; 9 December 2025; 13 January 2026; 10 February 2026; 10 March 2026; 21 April 2026 – Parish Assembly *avoiding Easter*; 12 May 2026 – Annual/Ordinary Meetings

*\* Note: September and October suggested meeting dates are the third Tuesday of the month due to the Clerk's unavailability on the second Tuesday.*

**25/05/13-AM/08 If applicable, to appoint Council Committee Members and to review remit of, including Delegation of Functions to Committees, and/or appoint Working Party Members as appropriate**

It was AGREED that no Committees or Working Parties are required at this time, but that Cllr Elmhirst would continue to carry out the regular audit of the accounts.

**25/05/13-AM/09 To appoint Representatives to Sit on Outside Bodies**

It was AGREED that Cllr Stobart would continue as the Parish Council representative for the Claverdon & District Nursing Association, although it was noted that he was unable to attend the meetings which were held during the working day.

- 25/05/13-AM/10 To appoint an Internal Auditor for the financial year 2025/26**  
The Clerk advised that she had been unable to contact Mr R Smith to confirm that he is willing and able to continue in his role as Independent Internal Auditor for NLPC, but that he had previously indicated that he would. The Clerk to notify the Councillors if there is any change to this once she has contacted Mr Smith.
- 25/05/13-AM/11 To review bank account signatories and arrange to authorise appropriate Bank Mandate if there are any changes**  
It was AGREED that no changes are required at this time.
- 25/05/13-AM/12 To receive the Parish Council's Statement of Finances at 31 March 2025**  
The unaudited Statement of Finances as at 31 March 2025 were received and noted.
- 25/05/13-AM/13 To review the Parish Council's Asset Register**  
The Clerk advised that she had reviewed the Asset Register and amended it to include the new Millennium Green grit bin. There was also a discussion about the replacement values of assets, which are used for insurance purposes, and it was AGREED that Cllr Neale would review these for approval at the June 2025 meeting.
- 25/05/13-AM/14 To agree the Parish Council Action Plan for 2025/26**  
The Action Plan for 2025/26 was considered and AGREED.
- 25/05/13-AM/15 To review the Parish Council's Standing Orders and Financial Regulations**  
The Clerk advised that the National Association of Local Councils (NALC) had made minor changes to the model Financial Regulations and Standing Orders, and that she had amended NLPC's documents accordingly. These changes were APPROVED.
- 25/05/13-AM/16 To review the Council's insurance provision**  
The Clerk advised that current provider Zurich had quoted £300 for the forthcoming year, which was the same premium as the previous year. It was AGREED that the Zurich quote would be accepted.
- 25/05/13-AM/17 To review subscriptions**  
NLPC's membership of WALC (the Warwickshire and West Midlands Association of Local Councils) was AGREED when the budget was approved at the January 2025 ordinary meeting, as was NLPC paying for the Clerk's membership of the Society of Local Council Clerks. APPROVAL of this expenditure was restated. No other subscriptions were identified.
- 25/05/13-AM/18 To consider training requirements for Councillors**  
It was AGREED that the Councillors would look at what training is available and would advise the Clerk if they wish to attend any courses. It was also AGREED that the Clerk should see if there are any courses that she would like to attend.
- 25/05/13-AM/19 Close**  
The meeting closed at 8.15pm.