

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: clerk@nortonlindseyparishcouncil.gov.uk)

To All Members of the Council

5 June 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 10 June 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

25/06/10/01 Record of members present

25/06/10/02 To receive apologies for absence

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

25/06/10/03 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.

25/06/10/04 Minutes of the last meeting(s)

To approve and sign the minutes of the Annual and Ordinary Meetings held on 13 May 2025.

25/06/10/05 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.

25/06/10/06 Items to be taken in private session

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

25/06/10/07 Parish Council Action Plan 2025/2026

1. Improve the safety and quality of roads and footpaths;
2. Take steps to address climate change / improve the local environment;
3. Review and update website; and
4. Ensure heritage infrastructure is maintained and protected.

- 25/06/10/08 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.
- 25/06/10/09 Annual Governance and Accountability Return (AGAR)**
1. To note completion of the Internal Audit, and to consider comments made by the Internal Auditor
 2. To consider, approve and sign the Annual Governance Statement 2024/25
 3. To consider, approve and sign the Accounting Statements 2024/25
 4. To resolve if NLPC will certify as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- 25/06/10/10 Items for consideration and resolution**
1. To note the recent spate of vehicle thefts in Norton Lindsey and surrounding villages and to consider, and resolve to agree if appropriate, what actions if any NLPC can take to help mitigate the problem
 2. To consider, and resolve to approve if appropriate, closing the Santander Business Account
- 25/06/10/11 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)
- 25/06/10/12 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)
- 25/06/10/13 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)
- 25/06/10/14 To receive reports from Warwick District Council and Warwickshire County Council Councillors**
- 25/06/10/15 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.
- 25/06/10/16 Date of Next Meetings**
- 8 July 2025 – Ordinary Meeting
16 September 2025 - Ordinary Meeting
- 25/06/10/17 Close**

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
13.05.25	MonsterInsights	Website traffic summary
14.05.25	WALC	Weekly Round Up No 132
21.05.25	Resident	Village car thefts
28.05.25	WALC	Weekly Round Up No 133
03.06.25	Cambridge & Counties Bank	The interest rate of your savings account is going down

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 May 2025	£18,025.95
NatWest Reserve Account 1	30 May 2025	£12,965.09
NatWest Reserve Account 2 *	30 May 2025	£88.94
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£44,787.20

* 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
30 May 2025	NatWest / Interest (Reserve Account 1)	11.71
30 May 2025	NatWest / Interest (Reserve Account 2)	0.08

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 May 2025	Clerk / Salary	£328.38
02 June 2025	WALC / annual subscription	£182.00
02 June 2025	Neil Brown / costs incurred with gov.uk email/website	£239.90
02 June 2025	Zurich / insurance premium	£300.00
02 June 2025	NLCP Ltd / grant	£400.00
02 June 2025	Clerk / Backdated pay (April/May 2025)	£32.76

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

Accounts Year To Date as at 10 June 2025

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

2024/2025 Actual Year End	Item	2025/2026 Budget	2025/2026 Actual YTD	2025/2026 Likely out-turn
BROUGHT FORWARD: BALANCE OF ACCOUNTS				
£ 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	TOTAL BROUGHT FORWARD	£ 41,014.33	£ 41,182.76	
RECEIPTS				
£ 10,750.00	Precept	£ 10,750.00	£ 5,375.00	£ 10,750.00 E
£ -	VAT Refund	£ 632.08	£ -	£ 632.08 E
£ 179.57	Bank Interest: Reserve A/C 1	£ 150.00	£ 24.69	£ 150.00 E
£ 1.23	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.17	£ 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	TOTAL RECEIPTS	£ 11,933.28	£ 5,415.86	£ 11,949.28 E
GENERAL EXPENDITURE				
£ 151.00	WALC Subscription	£ 154.00	£ 157.00	£ 154.00 E
£ 300.00	Insurance	£ 400.00	£ 300.00	£ 300.00 A
£ 70.00	Seminars for Councillors	£ 150.00	£ -	£ 150.00 E
£ -	Audit	£ -	£ -	£ - E
£ 4,137.12	Staff costs (includes payments to HMRC)	£ 4,344.47	£ 689.52	£ 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	£ 239.90	£ 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	£ 400.00	£ 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	£ 25.00	£ 100.00 E
£ 6,509.99	TOTAL GENERAL EXPENDITURE	£ 11,151.64	£ 1,811.42	£ 11,051.64 E
EXPENDITURE FROM RESERVES				
£ -	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	TOTAL EXPENDITURE FROM RESERVES	£ -	£ -	£ - E
Actual YTD 2024/2025	BALANCE OF ACCOUNTS CARRIED FORWARD	Budgeted Year End Out-Turn 31.03.26	Actual YTD 2025/2026	Likely Year End Out-Turn 31.03.26
Current Account				
£ 14,446.37	Current A/C	£ 13,536.47	£ 18,025.95	£ 17,019.91 E
£ 14,446.37		£ 13,536.47	£ 18,025.95	£ 17,019.91 E
General Reserves				
£ 12,940.40	Reserve Account 1	£ 15,752.98	£ 12,965.09	£ 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	£ 16,465.09	£ 18,047.93 E
Depot Fund				
£ 88.77	Reserve Account 2	£ 89.59	£ 88.94	£ 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	£ 10,296.16	£ 9,736.51 E
£ 41,182.76	TOTAL CARRIED FORWARD	£ 43,736.26	£ 44,787.20	£ 41,304.35 E
Actual YTD 2024/2025	DISPOSABLE FUNDS AT YEAR END	Budgeted Year End Out-Turn at 31.03.26	Actual YTD 2025/2026	Likely Year End Out-Turn 31.03.26
£ 41,182.76	Total balance of accounts	£ 43,736.26	£ 44,787.20	£ 41,304.35 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	£ 10,296.16	£ 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	DISPOSABLE FUNDS	£ 7,452.80	£ 8,651.22	£ 4,767.34 E

*** The grant of £3,500 to NLPC 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/25/0691	Thornwood, New Road, Norton Lindsey, Warwick, CV35 8JB	Demolition of garage and study at front of house. Erection of replacement oak frame canopy at front. Erection of single storey rear extension with render. Erection of boxed bay window with protruding wall structure at ground floor to front elevation.	26 June 2025
W/25/0711	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Application for a Lawful Development Certificate for the proposed erection of an outbuilding to be used as a garage/garden store with a log store and addition of gravel hardstanding	-

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
-		

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)