

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 10 June 2025

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr J Gilmore
WCC/WDC J Matecki
Parish Clerk: J Bendall
Public: None

Public participation

None.

25/06/10/01 Record of members present

Noted.

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

Apologies were received from Cllr M Neale and Cllr K Elmhirst who were both on holiday, and from Cllr Pocknell who was away on business. Approved. Apologies were also received from WDC Cllr P Phillips.

25/06/10/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

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

The minutes of the Annual and Ordinary Meetings held on 13 May 2025 were taken as read, APPROVED and signed by the Chair.

25/06/10/05 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
None.

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.

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

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

1. Improve the safety and quality of roads and footpaths;
Cllr Matecki advised that he had signed off the designs for the new 20mph speed limit on Main Street and that the scheme would be going out to formal consultation once the WCC Legal team had checked it over. Cllr Matecki will send the design to NLPC in advance of the consultation.
2. Take steps to address climate change / improve the local environment;
Nothing to report.
3. Review and update website; and
Nothing to report.
4. Ensure heritage infrastructure is maintained and protected.
Nothing to report.

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.

- The Clerk has received an update from County Highways regarding the Norton Lindsey sign by Arles Cottage which was knocked down in February: County Highways confirmed its contractors have the sign, and the work is scheduled to take place although it could take up to a year to do.
- The streetlight by Piglets Place has been repaired.
- The potholes by the pond and Gannaway Farm on Curlieu Lane have not yet been filled.
- The Clerk has written to the owners of Furlong on Canada Lane regarding their floodlights.
- Following concerns that were raised at the Parish Assembly about hedges growing out over pavements, the meeting noted that conversations with the relevant owners were ongoing.
- Regarding the inconsiderate parking on Main Street, it was agreed that households on both sides of Main Street from Tudor Cottage to Townsend House, were to receive a letter.
- The Clerk is still to formally thank Mr John Mann for installing a new bridge on the Brierylands footpath.
- Regarding the gate on Blacon Farm track that has been reinstated (and is occasionally locked) in breach of planning law, the meeting noted that Cllr Matecki has contacted the relevant WCC team to follow up.

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

None.

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

It was NOTED that the Independent Internal Auditor had reviewed NLPC's records for the year ending 31 March 2025 and that all was in order. The meeting noted that the Internal Auditor had commented that whilst the honorarium for the maintenance of Millennium Green was agreed in the budget, thereafter it was not commented on. The Councillors agreed that when the honorarium is paid in future it would be minuted separately.

2. To consider, approve and sign the Annual Governance Statement 2024/25

NLPC considered and APPROVED the Annual Governance Statement for 2024/25 in relation to the Statutory Declaration to the External Auditors, and the Chairman and Clerk signed the Annual Return on behalf of the Council.

3. To consider, approve and sign the Accounting Statements 2024/25

The Council considered and APPROVED the Accounting Statements for 2024/25 in relation to the Statutory Declaration to the External Auditors, and the Chairman signed the Annual Return on behalf of the Council.

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

Following consideration of the criteria for certifying as exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, it was unanimously resolved that NLPC will certify as exempt for the year 2024/25.

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

Concerns have been raised by parishioners regarding the many vehicle and number plate thefts that have recently taken place in the area. NLPC AGREED to facilitate a community meeting to be held in September in conjunction with Wolverton Parish Council, who has also expressed the same concerns. The Police and Crime Commissioner and Warwickshire Police Safer Neighbourhood team to be involved.

- 2. To consider, and resolve to approve if appropriate, closing the Santander Everyday Saver Account**
Following receipt of correspondence from Santander, it was AGREED that the Santander Everyday Saver Account would be closed and that the balance of £1.08 would be paid into the current account. It should be noted that the Santander Everyday Saver account was opened with £1.00 as a requirement of a Bond taken out in 2012 for investment of the Depot Fund, and that when the Bond matured this account was never closed.

25/06/10/10 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)

25/06/10/11 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.** NONE.
(Appendix 2 – circulated)

25/06/10/12 Planning

To consider planning policies, applications and appeals received, and resolve to submit comments where appropriate (Appendix 3 – circulated)
Noted.

- Following consideration, NLPC was neutral to the application at Thornwood, New Road, Norton Lindsey, Warwick, CV35 8JB (W/25/0691), and had no comments to make.
- The 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 at Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB (W/25/0711) was discussed. It was agreed that the Clerk would write to WDC to state that whilst NLPC recognises this is a Lawful Development Certificate application, the councillors would like to point out that there are two refused applications that may require enforcement action on the same site from the same applicant, and can the planning officer clarify the situation.
- There was a brief discussion regarding the planning appeal for the gypsy and traveller site at Henley Road, which was subject to a pre-hearing Case Management Conference (CMC) on 9 June. The meeting noted comments received by Cllr Neale, who attended the CMC on behalf of NLPC, particularly those relating to the availability of documents on the WDC Planning Portal. Concerns were raised with Cllr Matecki that NLPC would not be aware if any documents were missing from the WDC Planning Portal, and there was also concern about the reclassification of green/grey belt.
- The meeting noted that the South Warwickshire Local Plan third call for sites interactive map is now live, and there was a discussion regarding large additional sites to the north of Hatton. It was noted that NLPC may want to comment on the impact these additional sites may have on the parish of Norton Lindsey.

25/06/10/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwick District Council

Cllr Matecki gave a brief update on recent happenings within WDC, including:

- Residents, visitors, and businesses are invited to have their say on car parking across Warwick district in an ongoing survey.
- Solar mats have recently been installed on the Council's 20 refuse and recycling vehicles, in a move which could reduce carbon emissions by around 1.3 tonnes per vehicle, per year.

- New photovoltaic solar panels have recently been installed on the roof of Newbold Comyn Leisure Centre, providing clean energy to power the building's swimming facilities.

Warwickshire County Council

Recent WCC news included:

- Short-term financial assistance to help those who are finding it hard to manage the cost of their energy bills is available until 27 June 2025.
- The views of Leamington's residents, visitors, and businesses are being sought on new concept plans to transform the Parade into a traffic-free space to give the town centre a major economic and cultural boost. The consultation runs until 28 July.
- Cllr Matecki gave a brief update on the proposed local government reorganisation.

25/06/10/14 Parish Report / Items for next meeting

- The meeting noted that Severn Trent has lined the sewers down Snitterfield Lane.
- Cllr Brown to write the Parish Report for the July edition of the Parish Magazine.

25/06/10/15 Date of Next Meetings

8 July 2025 – Ordinary Meeting (The Chair gave his apologies for this meeting)
16 September 2025 - Ordinary Meeting

25/06/10/16 Close

The meeting closed at 8.45 pm.

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
-		

NORTON LINDSEY PARISH COUNCIL

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
BALANCE OF ACCOUNTS CARRIED FORWARD				
Actual YTD 2024/2025		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
DISPOSABLE FUNDS AT YEAR END				
Actual YTD 2024/2025		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 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/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)