

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room immediately following the Annual Meeting on 13 May 2025

Present: Cllr J Stobart (Chair); Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore (for part of the meeting); Cllr M Neale
WDC Cllr P Phillips; WCC/WDC J Matecki

Parish Clerk: J Bendall

Public: None

Public participation

None.

25/05/13/01 Record of members present

Noted.

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

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

25/05/13/03 To receive declarations of interests (existence and nature) on Items on the Agenda

As a relative of the applicant, Cllr Elmhirst declared an interest in agenda item 25/05/13/10.1.

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

The minutes of the Ordinary Meetings held on 11 February 2025 and 11 March 2025 were taken as read, APPROVED and signed by the Chair.

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.

The minutes of the Parish Assembly held on 8 April 2025 were taken as read and provisionally signed by the Chair.

25/05/13/06 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.

25/05/13/07 Parish Council Action Plan 2024/2025

1. **Improve the safety and quality of roads and footpaths;**
The public consultation regarding the 20mph speed limit on Main Street is expected shortly.
2. **Take steps to improve the environment and biodiversity / address climate change;**
Ten households have now expressed interest in borrowing WDC's thermal imaging camera. NLPC will promote the scheme again in the autumn when the weather is colder.
3. **Enhance communication with parishioners; and**
Nothing to report.
4. **Ensure heritage infrastructure is maintained and protected.**
Nothing to report.

25/05/13/08 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 is still to contact County Highways regarding the Norton Lindsey sign by Arles Cottage which was knocked down in February.
- The pothole by the Norton Lindsey sign on Warwick Road has been fixed.
- The pothole by Highlands House on Church Road is to be monitored.
- The Clerk is to check that the streetlight by Piglets Place has been repaired.
- Hardcore has been put down on Dark Lane where some of the road edges have broken away, but there are still large areas where hardcore hasn't been put down and the potholes have not been fixed.
- The potholes at Red Horse Corner have been fixed.
- Potholes by the pond and farm on Curlieu Lane have not been filled.
- Regarding the verge outside Fern Cottage on Church Road, a historic photograph showing that the road surface extended to the perimeter wall of the cottage prior to Church Road being resurfaced has been sent to Cllr Matecki, who has forwarded it to WDC Conservation.
- The Clerk is still to write to the owners of Furlong on Canada Lane regarding their floodlights.

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

- Concerns were raised at the Parish Assembly about hedges growing out over pavements, particularly at either end of Main Street and the end of Church Road. Cllrs Stobart, Elmhirst, Neale and Brown to speak to the relevant owners.
- There was a discussion regarding inconsiderate parking on Main Street. Cllr Elmhirst to draft a letter which the Clerk will send.
- NLPC expressed thanks to Mr John Mann for installing a new bridge on the Brierylands footpath.
- Further to previously raised concerns, it was noted that the gate on the Blacon Farm track has been reinstated (and is occasionally locked) in breach of planning law. The concrete bar which had originally replaced the gate and which was permitted, has been removed. Cllr Matecki to follow up.
- It was noted that Severn Trent have been jetting the sewers on Snitterfield Lane following sewage leaks.

25/05/13/09 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*)

Cllr Elmhirst declared an interest and did not take part in the discussion. The Councillors agreed to accept and consider the grant application for £400 towards the cost of printing village walk leaflets at this meeting rather than wait until December 2025. It was AGREED that the grant would be made.

25/05/13/10 Items for information

1. To note and consider correspondence received and resolve to action if appropriate.

NOTED.

There was a discussion about the Highways Community Action Fund for highways improvements, and whether it could possibly be used towards installing a footpath from Arles Cottage to the Blacon Farm track. It was noted that the fund is subject to match funding. In the first instance it was AGREED that Cllr Neale would make enquiries with the land owner to see if they would allow a permitted path across the land.

2. To note any changes to legislation and regulations which relate to parish councils. NONE.

3. Other items for information. NOTED.

(Appendix 1 – circulated)

25/05/13/11 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.** APPROVED.
- (Appendix 2 – circulated)

25/05/13/12 Planning

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

Noted.

- There was a discussion regarding the planning appeal for Cotswold House following the redefinition of green/grey belt by WDC. It was also noted that a comment in support of the application, but which is defamatory and which also identifies residents in a breach of GDPR law, is still posted on the WDC planning portal. Cllr Matecki to discuss with the WDC Head of Planning.
- Also discussed was the possibility of an appeal following rejection of the retrospective planning application at Lower Norton Farm.
- Cllr Matecki advised that the Planning Inspectorate is due to set a date for the Enforcement Notice Appeal/Planning Appeal hearing for the travellers site on land on the north side of Henley Road.

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

Cllr Matecki advised that there was nothing to report this month.

Warwickshire County Council

Cllr Matecki discussed the recently launched Highways Community Action Fund (see also agenda item 25/05/13/11.1) and the result of the County Council elections. He also updated the meeting about the 20mph speed limit on Main Street (see also agenda item 25/05/13/07.1).

25/05/13/14 Parish Report / Items for next meeting

- Cllr Neale to write the Parish Report for the June edition of the Parish Magazine.

25/05/13/15 Date of Next Meetings

10 June 2025 – Ordinary Meeting

8 July 2025 – Ordinary Meeting

25/05/13/16 Close

The meeting closed at 9.45 pm.

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 (SLCC news bulleting 21 March 2025)

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
TOTAL		£46,258.45

* 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 st 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

NORTON LINDSEY PARISH COUNCIL

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 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 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	TOTAL RECEIPTS	£ 11,933.28	£ 5,404.07	£ 11,949.28 E
GENERAL EXPENDITURE				
£ 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	TOTAL GENERAL EXPENDITURE	£ 11,151.64	£ 328.38	£ 11,151.64 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 at 31.03.25	Actual YTD 2024/2025	Likely Year End Out-Turn 31.03.25
Current Account				
£ 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
General Reserves				
£ 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
Depot Fund				
£ 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	TOTAL CARRIED FORWARD	£ 43,736.26	£ 46,258.45	£ 41,204.35 E
DISPOSABLE FUNDS AT YEAR END				
Actual YTD 2024/2025		Budgeted Year End Out-Turn at 31.03.25	Actual YTD 2024/2025	Likely Year End Out-Turn 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	DISPOSABLE FUNDS	£ 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)