

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 15 July 2025

Present: Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale; Cllr R Pocknell
WCC/WDC J Matecki; WDC P Phillips
Parish Clerk: J Bendall
Public: None

Public participation

None.

Cllr Neale proposed that Cllr Brown be elected Acting Chairman, seconded by Cllr Elmhirst. Approved.

25/07/15/01 Record of members present

Noted.

25/07/15/02 To receive apologies for absence

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

25/07/15/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/07/15/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meetings held on 10 June 2025 were taken as read, APPROVED and signed by the Acting Chair.

25/07/15/05 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

- The Clerk confirmed that the Certificate of Exemption from review of its Annual Governance and Accountability Return (AGAR) had been submitted to the external auditor.
- The National Association of Local Councils' (NALC) publication "Local Council's Explained" is now available electronically. The Clerk to send to all Councillors.

ACTION: The Clerk

25/07/15/06 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.

25/07/15/07 Parish Council Action Plan 2025/2026

1. Improve the safety and quality of roads and footpaths;
Nothing to report
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.

25/07/15/08 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 pothole by Gannaway Farm on Curlieu Lane has now been filled. The Clerk to keep an eye on other areas on Curlieu Lane which still haven't been filled in
- The Clerk has now thanked Mr John Mann for installing a new bridge on the Brierylands footpath.
- Residents have been asked to cut their hedges back where they are overgrowing pavements, etc, but there are some concerns that hedges will die if cut back too hard and that it is the wrong time of year to cut hedges. It was agreed that the Clerk would draft a letter to County Highways.

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

- There is a drain by Winds View on Church Road that is silted up. It has been dug out by residents, but the gulley itself is probably still blocked. The Clerk to report to County Highways, and to ask that the Contractors get in touch with Cllr Neale or other residents who are familiar with the problem.
- The surface drains on the left-hand side of Snitterfield Lane, from Canada Lane to the bend at the bottom of the hill, are still blocked. The Clerk to report.

ACTION: The Clerk

25/07/15/09 Asset Register Review

- The meeting noted that Cllr Neale has reviewed the Asset Register and has recommended that the replacement values of all the wooden benches should be the same, ditto the grit bins. The Clerk is to update the spreadsheet.

ACTION: The Clerk

- There was also a brief discussion regarding adding a base to the picnic benches on the Playing Fields to make mowing around the benches simpler and to prevent mud patches in winter. Cllr Brown is to contact the Village Hall Committee to check it has no objections, and to enquire on Facebook if there is anyone local willing to install a base.

ACTION: Cllr Brown

25/07/15/10 "Vehicle Theft" Community Meeting

It was noted that a Crime Prevention Community Meeting with Warwickshire Police had recently been held in the Village Hall. As the topics covered at this meeting were a duplicate of the ones that would have been discussed at the proposed NLPC community meeting in September, it was agreed that there was no need to organise the PC meeting. There was a discussion regarding the installation and operation of ANPR cameras, the privacy issues that could arise from having ANPR in the parish, and the potential difficulties in getting enough people involved in the scheme. It was agreed that NLPC was unable to afford to install ANPR cameras in Norton Lindsey. WDC Cllr Phillips advised that he would raise the residents' concerns about the increase in crime in Norton Lindsey with the Police and Crime Commissioner (PCC), and he also recommended that NLPC write to the PCC, perhaps jointly with Wolverton Parish Council who have similar concerns.

25/07/15/11 Items for consideration and resolution

None.

25/07/15/12 Items for information

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

NOTED.

There was a discussion regarding the new 20mph speed limit scheme which is shortly due to be put out to public consultation, and it was agreed that it would be interesting to know what the average speed is once the new limit is in place especially when vehicles leave the 20mph zone travelling down Snitterfield Lane.

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

3. Other items for information. NONE.

(Appendix 1 – circulated)

25/07/15/13 Finance

1. To note inspection of the accounts. NOTED. Cllr Elmhirst confirmed that all was in order.

2. To receive a report detailing account balances. RECEIVED.

3. To note payments received since last meeting. NOTED.

4. To note payments made since last meeting. NOTED.

5. To review and approve items of expenditure. APPROVED.

6. To receive, approve and sign bank reconciliations prepared by the RFO. NONE.

(Appendix 2 – circulated)

25/07/15/14 Planning

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

Noted.

- It was noted that the application at Lower Norton Farm for a Lawful Development Certificate had been approved, but there were concerns that there were still two planning enforcement issues on that site. The Clerk to contact the Planning Case Officer to enquire if an appeal had been lodged regarding these issues.

ACTION: The Clerk

- Cllrs Brown and Neale had met with a parish councillor from Budbrooke regarding the planning appeal on land north of Henley Road, and to discuss attending the appeal hearing. It was agreed to let WDC make representations at the hearing. The meeting noted that WDC had accepted that the site was what can now be designated as Grey Belt land (a recent change to the National Planning Policy Framework [NPPF] made by the Government). It was agreed that Cllr Neale would attend the hearing as an observer. The Clerk to notify WDC.

ACTION: The Clerk

- There was a discussion regarding a proposed housing development on the Poultry Farm site, details of which had been sent to NLPC by the agent of the landowner. It was noted that NLPC would not comment on any proposals until an official planning application had been submitted, and it was suggested that the agent should go ahead with submitting the application rather than canvassing local opinion.

**25/07/15/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwick District Council**

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

- Local Government Review – there was nothing new to report on this, but it was noted that WDC is going through the process of ascertaining what it wants as a Council and that there would likely be an impact on the District Council elections due to take place in 2027 in that they could be cancelled.

- Hatton New Village – it was noted that WDC had requested that the site be densified, a change that was being driven by secondary school provision. Cllr Phillips suggested that NLPC join with the other affected parish councils (Beausale, Haseley, Honiley and Wroxall PC, Shrewley PC, Hatton PC and Budbrooke PC) to form a collective group.

Warwickshire County Council

Recent WCC news included:

- Warwickshire families can look forward to a summer packed with fun, creativity, and adventure, thanks to a wide range of activities supported by WCC, including the Child Friendly Trail at Pooley Country Park and various activities in the County's museums.
- There is a new initiative to report speeding cyclists via WCC.

25/07/15/16 Parish Report / Items for next meeting

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25/07/15/17 Date of Next Meetings

16 September 2025 - Ordinary Meeting (Apologies received from Cllr Elmhirst and WDC/WCC Cllr Matecki)
21 October 2025 - Ordinary Meeting

25/07/15/18 Close

The meeting closed at 8.45 pm.

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
11.06.25	WALC	Weekly Round Up No 134
12.06.25	MonsterInsights	Website traffic summary
16.06.25	WCC Cllr Matecki	20mph speed limited CONFIDENTIAL
17.06.25	Cambridge & Counties	The interest rate of your savings account is going down
20.06.25	WALC	Call to all members for action on Government ending funding for NHP's
24.06.25	WDC	WCC Councillors' Grant Fund 2025-2026 Round 1 Open
25.06.25	WALC	Weekly Round Up No 135
30.06.25	WDC	Postal Vote Re-application project and annual canvass data
02.07.25	WDC	Land North of Henley Road, Lower Norton (2 emails) PLANNING ENFORCEMENT NOTICE OF HEARING
08.07.25	WDC	Lower Norton Farm, 20 Henley Road (3 emails) RESPONSES TO ENQUIRIES REGARDING PLANNING APPLICATIONS AT LOWER NORTON FARM
09.07.25	NL Church Room Treasurer	Increase in NLCR hire charge
09.07.25	WALC	Weekly Round Up No 136
09.07.25	WCC	Town and Parish Councils Reference Group meeting 15 July
11.07.25	A Murphy	Land at Ward Hill
12.07.25	MonsterInsights	Website traffic summary

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 June 2025	£17,681.19
NatWest Reserve Account 1	30 June 2025	£12,977.20
NatWest Reserve Account 2 *	30 June 2025	£89.02
Cambridge & Counties 95-Day Notice Account *	31 July 2024	£13,706.14
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£44,454.63

* 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 June 2025	NatWest / Interest (Reserve Account 1)	£12.11
30 June 2025	NatWest / Interest (Reserve Account 2)	£0.08

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
30 June 2025	Clerk / Salary	£328.38
1 July 2025	Clerk / Salary	£16.38

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
15 July 2025	Clerk / Expenses April – June 2025	£36.57
15 July 2025	Norton Lindsey Church Room	£45.00

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 15 July 2025

Reconciled to NatWest Current Account bank statement dated 30 June 2025, NatWest Reserve Accounts 1 and 2 statements dated 30 June 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	£ 36.80	£ 150.00 E
£ 1.23	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.25	£ 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	£ 5,428.05	£ 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	£ 1,034.28	£ 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	£ 2,156.18	£ 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	£ 17,681.19	£ 17,019.91 E
£ 14,446.37		£ 13,536.47	£ 17,681.19	£ 17,019.91 E
General Reserves				
£ 12,940.40	Reserve Account 1	£ 15,752.98	£ 12,977.20	£ 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	£ 16,477.20	£ 18,047.93 E
Depot Fund				
£ 88.77	Reserve Account 2	£ 89.59	£ 89.02	£ 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	£ 10,296.24	£ 9,736.51 E
£ 41,182.76	TOTAL CARRIED FORWARD	£ 43,736.26	£ 44,454.63	£ 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	£ 44,454.63	£ 41,304.35 E
£ 3,200.00	Less Sum retained for Electoral Expenses	£ 3,500.00	£ 3,200.00	£ 3,400.00 A
£ 8,449.53	Less Sum retained for Asset Purchase, Renewal and Inspection	£ 10,886.65	£ 8,449.53	£ 8,449.53 E
£ 10,295.99	Less Depot Fund	£ 10,696.81	£ 10,296.24	£ 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	£ 11,308.86	£ 7,557.63 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
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2. To note planning applications received and considered under delegated powers:

Reference	Address	Description	NLPC Comments
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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
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 RESPONSES TO OUR ENQUIRIES RECEIVED FROM WDC

5. Planning Appeals: to consider, and resolve to submit comments where appropriate:

Reference	Address	Description	Deadline
APP/T3725/C/24/3350208	Land north of Henley Road	Notification of enforcement appeal hearing on 29 July	-

6. To note Planning Appeal Decisions received:

Reference	Address	Description	Decision
-			

7. To consider planning policies where appropriate

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8. To discuss matters of concern regarding building works within Norton Lindsey (parish or village)

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