

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 16 September 2025

Present: Cllr J Stobart; Cllr N Brown; Cllr J Gilmore; Cllr M Neale (for part of the meeting); Cllr R Pocknell
WCC/WDC J Matecki; WDC P Phillips
Parish Clerk: J Bendall
Public: One

Public participation

There was a question from a resident concerning the information available on the NLPC website regarding the proposed Hatton development (South Warwickshire Local Plan). Details of where the information can be found both on the NLPC and other websites were given, and it was agreed that NLPC would ensure that the website has the most up to date information and links to other websites on it. WDC Cllr Phillips advised that the next consultation is due out in January 2026 when more information will be available.

25/09/16/01 Record of members present

Noted.

25/09/16/02 To receive apologies for absence

Apologies were received from Cllr K Elmhirst who was on holiday. Approved.

25/09/16/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/09/16/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meetings held on 15 July 2025 were taken as read, APPROVED and signed by the Chair.

25/09/16/05 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 reminded the Councillors that they should ensure their Disclosable Pecuniary Interest (DPI) forms are up to date.
- The Clerk drew attention to information on the WALC roundup #138 regarding climate and biodiversity, which are core duties of local councils and which are amongst the most urgent challenges facing communities. Councils have statutory duties under the Natural Environment and Rural Communities Act 2006, which requires public bodies, including local councils, to have due regard to conserving biodiversity in all their functions. This includes protecting habitats, promoting sustainable practices, and supporting nature-based solutions.

25/09/16/06 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.

25/09/16/07 Parish Council Action Plan 2025/2026

1. Improve the safety and quality of roads and footpaths;
WCC Cllr Matecki advised that the 20mph Speed Limit consultation has ended, with some objections received regarding signage, etc. It was noted that the plans had been submitted to the WDC Conservation Team in advance of the consultation and that there had been no concerns raised. The next step is that Officers will look to mitigate the objections that have been received, and if those objections can't be mitigated the matter will pass to a Portfolio Holder to make a decision. There was a discussion regarding why Canada Lane had been included in the scheme but not New Road, and whether the objections to the signage could derail the introduction of the 20mph limit. Cllr Matecki to report back to the Consultation Team that NLPC definitely wants the scheme to go ahead, but with the minimal signage required for the limit to be effective. NLPC will also contact the Consultation Team to clarify the comments it submitted.

ACTION: Cllr Elmhirst, Cllr Brown

2. Take steps to address climate change / improve the local environment;
There was a discussion regarding WCC contractors repeatedly mowing areas which should not be mowed. See also agenda item 25/09/16/05.3 for a reminder from WALC of local councils' responsibilities on climate and biodiversity.
3. Review and update website; and
The Clerk is to arrange a remote meeting with Councillors to discuss.

ACTION: Clerk

4. Ensure heritage infrastructure is maintained and protected.
Nothing to report.

25/09/16/08 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.**
 - Regarding overgrown hedges, Cllr Matecki advised that WCC is contacting residents in some other areas to ask them to cut back their hedges where necessary, and he would be happy to speak to the relevant officer if NLPC felt this course of action was required. It was agreed to defer a decision for the time being.
 - The blocked drain by Winds View on Church Road has been reported to County Highways by the Clerk, and Cllr Neale has also reported it directly but to date the works have not been carried out. Cllr Neale to provide a summary of the correspondence he has had with WCC, as well as any agreed actions, to Cllr Matecki.
 - 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 has reported the issue and will chase County Highways.
 - WCC Cllr Matecki advised that the hardstanding outside Fern Cottage on Church Road has been included on a list of upcoming works due to be carried out shortly.
2. **To report any new issues to be notified to the relevant authorities.**
-

ACTION: Clerk, Cllr Neale

25/09/16/10 To discuss the vacancy for a Parish Councillor

It was agreed that the longstanding vacancy for a parish councillor should be readvertised in a simpler format.

ACTION: Clerk

25/09/16/11 Items for consideration and resolution

1. To consider, and resolve to approve if appropriate, a salary increase for the Clerk following receipt of notification from WALC of the National Joint Council for Local Government Services (NJC) pay agreement for 2025/2026, to be back dated to 1 April 2025 (*Local Government Act 1972, s.112*)
AGREED.

25/09/16/12 Items for information

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

Cllr Brown to formulate response to LGR survey, NLPC prefers a South Warwickshire authority.

ACTION: Cllr Brown

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

3. **Other items for information.** NONE.

(Appendix 1 – circulated)

25/09/16/13 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.** NONE.
5. **To receive, approve and sign bank reconciliations prepared by the RFO.** RECEIVED.

(Appendix 2 – circulated)

25/09/16/14 Planning

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

Noted.

- NLPC was neutral to the proposed planning application at Harbrook, Snitterfield Lane, and made no comments.

ACTION: Clerk

- After consideration, the Councillors agreed that no further comments would be made regarding the planning appeal at Lower Norton Farm on the Henley Road.
- The meeting noted that the Travellers site on the Henley Road had been given retrospective planning permission at appeal. There was a discussion regarding the recent redefinition in the National Planning Policy Framework (NPPF) of green belt to grey belt, which had resulted in WDC withdrawing its objection to the application. In simple terms, the new grey belt definition allows development on land previously protected by green belt status, and there are more protections in place to prevent towns being extended (urban sprawl) than villages. In fact, those former towns and villages that had merged together into a conurbation have even more protection under the new definitions, and WDC Cllr Phillips advised that WDC is investigating reclassifying Warwick and Leamington as a conurbation to gain this greater protection.
- Regarding the proposed new development at Hatton, Cllr Phillips advised that all the Parish Councils affected should ideally be working together.

**25/09/16/15 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwick District Council**

- Two by-elections are due to take place due to councillor resignations.
- The Pump Rooms in Leamington is to be closed in October on Mondays due to maintenance works taking place.

Warwickshire County Council

- Regarding devolution and the Local Government Reorganisation, WCC Cllr Matecki advised that he had recently attended a WCC meeting where it had been confirmed that the specifications provided by the Government in February for those districts wishing to reconfigure from two tier local government to one were still valid despite the recent change of Government ministers. There was a brief discussion regarding the ideal size of new authorities to ensure best delivery of services/costs, and it was also noted that there were concerns that the next parish council elections would be out of sync and that it was up to individual parish councils to decide whether to go ahead with the election, which would involve extra costs, or to postpone the election.
- Warwickshire County Council is launching a new and improved bus services across the county, the comprehensive enhancements underscoring the Council's dedication to improving public transport, aiming to make it more reliable, accessible, and convenient for all residents and visitors.
- School bus services will also be upscaled with times for several school bus services departing Stratford to be adjusted to align with the new 3:35 PM finishing time at Stratford Girls' Grammar School, and the school bus services 31 and 532 (Myton School) are being merged into a single service, 532.
- At WCC's first Cabinet meeting following the summer recess, finances were high on the agenda with the Cabinet discussing the forecast overspend for the financial year being £77.215m. The Council has set aside funds which, along with money from the Government's Dedicated Schools Grant, leaves an overspend of £1.642m (0.39% of the approved budget and well within the acceptable parameter).
- Warwickshire County Council's Cabinet has agreed to invest up to £730,000 in a new programme of Artificial Intelligence (AI) projects. The decision was made after recognising the rapid growth of AI and the potential for it to help the council deliver more efficient and effective services. The new approach will allow the council to take a strategic and coordinated approach to AI, moving away from ad-hoc projects.

25/09/16/16 Parish Report / Items for next meeting

- In view of the redefinition of green/grey belt, it was agreed to include investigating a neighbourhood plan and extending the conservation area as agenda items for the next meeting. The Clerk to contact the Clerk at Bishops Tachbrook PC to ask if it is worth doing a neighbourhood plan, what the process is, and is it helping when dealing with planning applications.
- The Clerk to investigate why individual logins to the WALC website are not working.
- Cllr Pocknell to draft a Drones Policy following a significant number of drones flying over gardens in the parish.
- Cllr Stobart to write the Parish Report for submission on 15 October.

ACTION: Clerk, Cllr Pocknell, Cllr Stobart

25/09/16/17 Date of Next Meetings

21 October 2025 - Ordinary Meeting

11 November 2025 - Ordinary Meeting

25/09/16/18 Close

The meeting closed at 9.20 pm.

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
23.07.25	WALC	Weekly Round Up No 137
28.07.25	Resident	Furlong, Canada Lane
06.08.25	WALC	Weekly Round Up No 138
12.08.25	WCC	Your Council's Input Needed to Shape Warwickshire's Energy Future (2 emails) Survey: to be completed by 15 September
14.08.25	NLCP Ltd	Discretionary grant, project completion report
20.08.25	WALC	Weekly Round Up No 139
29.08.25	WCC	Invitation to participate, Local Government Reorganisation and Devolution Survey: to be completed by 26 September
01.09.25	WCC	September Preparedness Campaign - #30Days30WaysUK
01.09.25	WDC	Questionnaire and Engagement Document (<i>Local Government Reorganisation</i>)
02.09.25	SDC	South Warwickshire Local Plan – preferred options consultation Representations
03.09.25	WALC	Weekly Round Up No 140
04.09.25	WALC	Local Climate Engagement Programme Workshop
04.09.25	WDC	WDC relaunches Cost of Living Fund
05.09.25	WCC	Confirmation of Road Closure – C93 Snitterfield Lane, Snitterfield
05.09.25	Strategic Leisure Limited	Warwick & Stratford District Council Built Facility Strategy – Parish/Town Council Survey
10.09.25	WCC	Reminder: Town and Parish Councils LGR and Devolution Survey Survey: to be completed by 26 September
10.09.25	WALC	South Warwickshire Local Climate Engagement Event
10.09.25	MonsterInsights	Website traffic summary
11.09.25	Cambridge & Counties Bank	The interest rate on 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	29 August 2025	£16,991.67
NatWest Reserve Account 1	29 August 2025	£12,999.90
NatWest Reserve Account 2 *	29 August 2025	£89.17
Cambridge & Counties 95-Day Notice Account *	5 August 2025	£14,299.51
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£44,381.33

* 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
31 July 2025	NatWest / Interest (Reserve Account 1)	£11.86
31 July 2025	NatWest / Interest (Reserve Account 2)	£0.08
5 August 2025	Cambridge & Counties Bank	£593.37
29 August 2025	NatWest / Interest (Reserve Account 1)	£10.84
29 August 2025	NatWest / Interest (Reserve Account 2)	£0.07

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 July 2025	Clerk / Salary	£344.76
28 August 2025	Clerk / Salary	£344.76
TBC	Clerk / Expenses April – June 2025	£36.57
TBC	Norton Lindsey Church Room	£45.00

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 16 September 2025

Reconciled to NatWest Current Account bank statement dated 29 August 2025, NatWest Reserve Accounts 1 and 2 statements dated 29 August 2025, C&C 95 Day Notice Account statement dated 5 August 2025 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	£ 59.50	£ 150.00 E
£ 1.23	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.40	£ 1.20 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 587.22	Bank Interest: Cambridge & Counties	£ 400.00	£ 593.37	£ 400.00 A
£ 2,500.00	Other	£ -	£ 16.00	£ 16.00 E
£ 14,018.02	TOTAL RECEIPTS	£ 11,933.28	£ 6,044.27	£ 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	£ 1,723.80	£ 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	£ 2,845.70	£ 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	£ 16,991.67	£ 17,019.91 E
£ 14,446.37		£ 13,536.47	£ 16,991.67	£ 17,019.91 E
General Reserves				
£ 12,940.40	Reserve Account 1	£ 15,752.98	£ 12,999.90	£ 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	£ 16,499.90	£ 18,047.93 E
Depot Fund				
£ 88.77	Reserve Account 2	£ 89.59	£ 89.17	£ 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	£ 10,799.51	£ 9,647.84 E
£ 10,295.99		£ 10,696.81	£ 10,889.76	£ 9,736.51 E
£ 41,182.76	TOTAL CARRIED FORWARD	£ 43,736.26	£ 44,381.33	£ 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	£ 44,381.33	£ 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	£ 10,889.76	£ 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	£ 10,642.04	£ 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
W/25/0944	Harbrook, Snitterfield Lane, Norton Lindsey, Warwick, CV35 8JQ	Removal of existing single storey extensions. Erection of two storey side extension, single storey side and rear extensions. Erection of canopy.	26 Sept 2025
W/25/0972	Wits End, Norton Curlieu Lane, Norton Lindsey, Warwick, CV35 8RD	Application for a Certificate of Lawful Development for established use of building known as 'Wits End Lodge' as an independent dwelling (Use Class C3).	<i>For information only, no decision required</i>

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/25/0691	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.	Granted

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
APP/T3725/W/25/3367812 (W/24/0560)	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Erection of stable building, machinery and dry store and formation of a menage (retrospective application)	30 Sept 2025

6. To note Planning Appeal Decisions received:

Reference	Address	Description	Decision
APP/T3725/W/25/3359716	Norton Croft, Wolverton Road, Norton Lindsey, CV35 8JL	Re-development of the site comprising: Demolition of Norton Croft and other buildings on site. Erection of 3no single dwellings. Extensions and alterations to Cotswold House.	Appeal dismissed
APP/T3725/W/24/3356326	Land north of Henley Road, Lower Norton, Norton Lindsey, Warwick CV35 8RB	Change of use of land to use as residential caravan site for 12 gypsy/traveller families, each with two caravans including no more than one static caravan/mobile home, together with laying of hardstanding and improvement of existing access.	Appeal allowed

7. To consider planning policies where appropriate

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