

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 21 October 2025

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

Public participation

None.

25/10/21/01 Record of members present

Noted.

25/10/21/02 To receive apologies for absence

Apologies were received from Cllr Gilmore who was unwell and Cllr M Neale who was away.
Approved.

25/10/21/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/10/21/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meetings held on 16 September 2025 were taken as read, APPROVED and signed by the Chair.

25/10/21/05 Clerk's report

To receive a report from the Clerk detailing:

1. Actions taken following the previous meeting (not covered elsewhere on the agenda)

- Regarding re-advertising the vacancy for a parish councillor, the Clerk advised that as NLPC has had the vacancy for the past 4 years, she had contacted WDC to enquire if the official Notice of Vacancy would need to be re-issued. WDC have replied that NLPC does not need to issue this Notice again as the process has already been followed.
- The Clerk advised that the Cambridge & Counties Bank Account has been updated as requested, but that the Santander Bank Account needs to be unblocked which requires further information from the signatories which she will organise.

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 be using the .gov.uk email addresses, rather than their old or personal email addresses.

25/10/21/06 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.

25/10/21/07 Parish Council Action Plan 2025/2026

1. Improve the safety and quality of roads and footpaths;

There was a brief update on progress of the 20mph speed limit zone.

2. Take steps to address climate change / improve the local environment;

It was agreed that the loan of the thermal imaging camera should be advertised again now that the weather is cooling.

3. Review and update website; and

The Clerk is to arrange a remote meeting at 6.30pm on 4 November with interested Councillors to discuss updating the website.

ACTION: Clerk

4. Ensure heritage infrastructure is maintained and protected.

Nothing to report.

25/10/21/08 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.

- Blocked drain by Winds View on Church Road. No update available at time of meeting.
- 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 again and will monitor the situation.

ACTION: Clerk

- The hardstanding outside Fern Cottage on Church Road has been re-surfaced.

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

- A resident has reported that during the recent road closure for Severn Trent works at the top of Snitterfield Lane, the verge has been driven over and left in a mess. Following discussion, it was agreed that there is nothing that NLPC itself can do to repair the damage. However, it looks as if Severn Trent will have to return to complete the work, and if the verge isn't restored after that, NLPC will contact Severn Trent. It was also suggested that the resident contacts Severn Trent directly as well.

ACTION: Clerk

- It was noted that dog poo bags have recently been left on the bin by the pedestrian access to the playing field despite the notice on the bin that it is no longer in use. Cllr Phillips to ask WDC if they will remove the bin on behalf of NLPC.

ACTION: WDC Cllr Phillips

- The public bridleway W87 from Littleworth to Lower Norton is completely blocked at the Lower Norton end where it comes out by the M40 bridge. Cllr Matecki to discuss with the WCC Rights of Way Team. The Clerk to provide Cllr Matecki with a what3words reference.

ACTION: WCC Cllr Matecki / Clerk

25/10/21/09 Items for consideration and resolution

1. To review, and resolve to approve if appropriate, the revised NLPC Website Accessibility Statement.

APPROVED.

ACTION: Clerk

2. In view of the redefinition of green/grey belt in planning law, to investigate, and resolve to agree if appropriate, adopting a neighbourhood plan and/or extending the Conservation Area

Following discussion, it was AGREED that:

- Cllr Brown would investigate the process of creating a neighbourhood plan;
- A notice would be drafted to send out to the parish and wider village to gauge the level of interest and to seek volunteers to help with the process; and
- A meeting would be arranged for the New Year if there is enough interest from parishoners.

ACTION: Cllr Brown

3. To consider, and resolve to approve if appropriate, a NLPC Drones Policy

APPROVED. Following discussion, it was agreed that a Key Points document would also be created for inclusion on the website, Facebook, and the Parish Magazine.

ACTION: Cllr Pocknell

25/10/21/10 Items for information

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

NOTED.

It was noted that Cllr Brown had been unable to submit the NLPC response to the LGR survey via the webform. He was advised by Cllr Matecki to email it to WCC.

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)

25/10/21/11 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. NONE.

5. To receive, approve and sign bank reconciliations prepared by the RFO. RECEIVED.

(Appendix 2 – circulated)

25/10/21/12 Planning

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

Noted.

The meeting noted that the agent for the owner of the Poultry Farm had again written to NLPC regarding a possible future planning application for housing in lieu of the extant planning permission for replacement poultry houses and farm managers housing. As no detailed information on the potential development is available at this time, NLPC recommends that the outline planning application be submitted rather than circulating around the village draft plans of the proposed houses.

ACTION: Clerk

25/10/21/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwick District Council

WDC Cllr Phillips advised that the Local Plan continues to progress and is due to be submitted by the end of 2026 for inspection during 2027. He also noted that the price of the Green Bin collection is due to be increased next year.

Warwickshire County Council

WCC Cllr Matecki gave an update on County Council news, including:

- Residents involved in community food projects in Warwickshire are being invited to apply to Warwickshire County Council's Kind Communities-Kind Food Grant fund;

- Warwickshire Fire and Rescue Service is encouraging residents to celebrate this Halloween safely, including road safety, candle safety and costume safety, as well as how to respond to any accidents involving burns;
- Following a series of sessions in September designed to highlight the comprehensive training and support available to foster carers, showing people how they can make a life-changing difference in this role, Warwickshire Fostering has announced the release of The Run, a short film which highlights the transformative power of fostering; and
- Warwickshire County Council has expressed its preference on the future form of local government for Warwickshire to be a single unitary council.

25/10/21/14 Parish Report / Items for next meeting

- Cllr Brown asked that the purchase of a Christmas tree be included on the November meeting agenda.
- Cllr Stobart to write the Parish Report for the December magazine.

ACTION: Clerk / Cllr Stobart

25/10/21/15 Date of Next Meetings

11 November 2025 - Ordinary Meeting
9 December 2025 - Ordinary Meeting

25/10/21/16 Close

The meeting closed at 9.15 pm.

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
17.09.25	WALC	Weekly Round Up No 141
22.09.25	WCC	Consultation on Warwickshire's Nature Recovery Strategy
01.10.25	WALC	Weekly Round Up No 142
01.10.25	SDC / WDC	South Warwickshire Local Climate Engagement Programme
06.10.25	WALC	Webinar on the Terrorism (Protection of Premises) Act 2025 – 21 October 2025
10.10.25	MonsterInsights	Website Analytics Summary
15.10.25	WALC	Weekly Round Up No 143
16.10.25	WALC	Update and Invitation: Devolution and Local Government Reorganisation Meeting – 4 November 2025

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	16 October 2025	£21,873.26
NatWest Reserve Account 1	30 September 2025	£13,011.87
NatWest Reserve Account 2 *	30 September 2025	£89.25
Cambridge & Counties 95-Day Notice Account *	5 August 2025	£14,299.51
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£49,274.97

* 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
26 September 2025	WDC / Precept (second payment)	£5,375.00
30 September 2025	NatWest / Interest (Reserve Account 1)	11.97
30 September 2025	NatWest / Interest (Reserve Account 2)	£0.08

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
29 September 2025	Clerk / Salary	£344.76
6 October 2025	Clerk / Backdated pay	£67.08
6 October 2025	Clerk / Expenses April – June 2025	£36.57
6 October 2025	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 21 October 2025

Reconciled to NatWest Current Account bank statement dated 16 October 2025, NatWest Reserve Accounts 1 and 2 statements dated 30 September 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	£ 10,750.00	£ 10,750.00 A
£ -	VAT Refund	£ 632.08	£ -	£ 632.08 E
£ 179.57	Bank Interest: Reserve A/C 1	£ 150.00	£ 71.47	£ 150.00 E
£ 1.23	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.48	£ 1.20 E
£ -	Bank Interest: Santander	£ -	£ -	£ - E
£ 587.22	Bank Interest: Cambridge & Counties	£ 400.00	£ 593.37	£ 593.37 A
£ 2,500.00	Other	£ -	£ 16.00	£ 16.00 E
£ 14,018.02	TOTAL RECEIPTS	£ 11,933.28	£ 11,431.32	£ 12,142.65 E
GENERAL EXPENDITURE				
£ 151.00	WALC Subscription	£ 154.00	£ 157.00	£ 157.00 A
£ 300.00	Insurance	£ 400.00	£ 300.00	£ 300.00 A
£ 70.00	Seminars for Councillors	£ 150.00	£ -	£ 150.00 E
£ -	Audit	£ -	£ -	£ - A
£ 4,137.12	Staff costs (includes payments to HMRC)	£ 4,344.47	£ 2,135.64	£ 4,344.47 E
£ 20.25	Clerk's travel expenses	£ 50.00	£ 6.75	£ 50.00 E
£ 52.50	Home working allowance	£ 42.00	£ 10.50	£ 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	£ 45.00	£ 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	£ 256.00	£ 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	£ 28.22	£ 100.00 E
£ 6,509.99	TOTAL GENERAL EXPENDITURE	£ 11,151.64	£ 3,339.11	£ 11,054.64 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	£ 21,873.26	£ 17,016.91 E
£ 14,446.37		£ 13,536.47	£ 21,873.26	£ 17,016.91 E
General Reserves				
£ 12,940.40	Reserve Account 1	£ 15,752.98	£ 13,011.87	£ 14,547.93 E
£ 3,500.00	Cambridge & Counties 95 Day Notice Account	£ 3,750.00	£ 3,500.00	£ 3,500.00 A
£ 16,440.40		£ 19,502.98	£ 16,511.87	£ 18,047.93 E
Depot Fund				
£ 88.77	Reserve Account 2	£ 89.59	£ 89.25	£ 87.59 E
£ 1.08	Santander Account	£ 1.08	£ 1.08	£ 1.08 A
£ 10,206.14	Cambridge & Counties 95 Day Notice Account ***	£ 10,606.14	£ 10,799.51	£ 10,799.51 A
£ 10,295.99		£ 10,696.81	£ 10,889.84	£ 10,888.18 E
£ 41,182.76	TOTAL CARRIED FORWARD	£ 43,736.26	£ 49,274.97	£ 42,453.02 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	£ 49,274.97	£ 42,453.02 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	£ 10,889.84	£ 10,890.56 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	£ 15,535.60	£ 8,512.93 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
-			

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
APP/T3725/W/25/3369102 (W/24/0558)	Lower Norton Farm, 20 Henley Road, Lower Norton, Norton Lindsey, Warwick, CV35 8RB	Change of use from equine yard to commercial use to include retail sale, service, repair, body work and preparation for the sale of motor cars, vans, trailers, lorries and motorcycles and plant together with the retail sale of these vehicles	Appeal dismissed

7. To consider planning policies where appropriate

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