

DRAFT Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 11 November 2025

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore (for part of the meeting); Cllr M Neale
WCC/WDC Cllr J Matecki
Parish Clerk: J Bendall
Public: None

Public participation

None.

25/11/11/01 Record of members present

Noted.

25/11/11/02 To receive apologies for absence

Apologies were received from Cllr R Pocknell who had a prior commitment. Approved. Apologies were also received from WDC Cllr P Phillips.

25/11/11/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/11/11/04 Minutes of the last meeting(s)

The minutes of the Ordinary Meeting held on 21 October 2025 were taken as read, APPROVED and signed by the Chair.

25/11/11/05 Clerk's report

To receive a report from the Clerk detailing:

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

- The Clerk advised that she had signed up to a two-part WALC webinar regarding changes to the Annual Governance and Accountability Return and website accessibility.
- The Clerk reminded the Chair that she was waiting for documents to send to Santander to enable the account to be closed.
- The notice regarding the parish councillor vacancy will be issued in the New Year.

ACTION: Clerk

2. Items actioned under the NLPC Scheme of Delegation

None.

3. Any day to day matters that NLPC should be aware of

None.

25/11/11/06 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.

25/11/11/07 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;

It was agreed to put a notice in the Parish Magazine reminding residents that they could borrow the thermal imaging camera.

ACTION: Cllr Elmhirst

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3. Review and update website; and

The Clerk advised that the planned meeting to discuss updating the website had had to be cancelled. Another meeting was arranged for 13 November.

ACTION: Clerk

4. Ensure heritage infrastructure is maintained and protected.

The Chair advised that he has reached out to a contact at Historic England regarding the Queen Victoria Signpost but has not yet had a response. Cllr Neale to investigate if there is someone willing to look at listed monuments.

ACTION: Cllr Neale

25/11/11/08 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:
Cllr Neale to arrange with County Highways for a CCTV inspection of the drain, and to keep Cllr Matecki updated on the situation.

ACTION: Cllr Neale

- Blocked surface drains on the left-hand side of Snitterfield Lane:
It was noted that the situation was worse since the Severn Trent works at the top of the hill.
The Clerk to contact County Highways again.

ACTION: Clerk

- Damaged verge at the top of Snitterfield Lane following recent Severn Trent works:
The Clerk to contact Severn Trent to ask them to restore the verge.

ACTION: Clerk

- Removal of the dog poo bin by the pedestrian access to the playing field:
WDC has advised it will not remove the bin on behalf of NLPC. The Clerk to speak to a contact regarding cutting the post off at ground level.

ACTION: Clerk

- Blocked public bridleway W87 from Littleworth to Lower Norton:
The bridleway has been blocked where it joins the A4189 by the entrance to the commercial business that has been developed without planning permission. Cllr Matecki advised that the WCC Rights of Way team is contacting the owner instructing that the gates to the commercial business must be moved to allow access to the bridleway. Cllr Matecki also noted that he has informed WDC Planning Enforcement of the situation in relation to action it will be taking following the recently dismissed planning appeal.

ACTION: Cllr Matecki

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

- The streetlights opposite Mill Close and by the post box on Main Street are not working.
- The double-bend sign by Littleworth has been knocked over and needs to be reinstated.
- There are potholes on the left hand carriageway heading towards Snitterfield between Cannings Farm Cottage and the Blacon Farm track.
- The public footpath sign at the bottom of the Blacon Farm track where it joins Snitterfield Lane has been knocked over.

ACTION: Clerk

- The Oak tree on Millennium Green is growing out over the bench and needs pruning. The Chair to have a look. It was noted that a tree survey is due to be carried out and Cllr Matecki to provide details of the WCC team who can carry out inspections.

ACTION: Cllr Stobart / Cllr Matecki

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

1. **To consider, and resolve to agree if appropriate, purchasing a Christmas tree (for display in the village during the festive season) (*Local Government Act 1972, s.144*).**

AGREED. It was also agreed that Cllr Brown could purchase new batteries for the tree lights. The expenditure limit for both purchases is £80.00.

ACTION: Cllr Brown

25/11/11/10 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)

25/11/11/11 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)

25/11/11/12 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 planning application at 2 Hawkes Hill Close for the erection of a dual pitched dormer to the front of the house, and had no comments to make.

There was a brief discussion regarding affordable housing and the low cost home recently sold in Hawkes Hill Close. The Councillors also discussed neighbourhood plans.

ACTION: Clerk

25/11/11/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors
Warwick District Council

- Those residents who use postal votes will need to re-register due to new time limits.
- There will be a delay to district council elections in 2027 if Warwickshire applies to be a unitary authority. Parish council elections are due at the same time and if they go ahead, parish councils will have to bear the cost of the election entirely if there are no district council elections. Consequently, parishes will be allowed to defer their elections for a year if they choose, meaning that the term councillors will serve will be five rather than four years, but that the costs of the election will be shared with the district councils. The parish council can then ask for the next election to take place in 2032.
- There was a discussion regarding revaluation of council tax bandings.

Warwickshire County Council

- The WCC Home to School Transport consultation is now live.

25/11/11/14 Parish Report / Items for next meeting

- The WCC Director of Highways will be attending the December meeting. The Clerk to circulate for agreement a list of questions/concerns which will be forwarded to the Director before the meeting.

ACTION: Clerk

- Grants and the budget/Precept calculation to be considered at the January meeting.
- Cllr Stobart to write the Parish Report for the December magazine.

ACTION: Cllr Stobart

25/11/11/15 Date of Next Meetings

9 December 2025 - Ordinary Meeting
13 January 2026 - Ordinary Meeting

25/11/11/16 Close

The meeting closed at 8.55 pm.

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
22.10.25	WDC	Question on Green / Grey Belt
29.10.25	WALC	Weekly Round Up No 144
31.10.25	WALC	Reminder and Agenda: Devolution and Local Government Reorganisation Meeting – 4 November 2025
05.11.25	WALC	Local Offer of Free Fruit Trees: 20 Available
06.11.25	WCC	Town and Parish Councils Reference Group meeting 11 November
07.11.25	WDC	Disclosable Pecuniary Interest reminder
09.11.25	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 October 2025	£21,517.32
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		£48,919.03

* 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
-		

3. Payments Made Since Last Meeting:

Date	To / Details	Amount
28 October 2025	Clerk / Salary	£355.94

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
-		

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 11 November 2025

Reconciled to NatWest Current Account bank statement dated 30 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	£ 2,491.58	£ 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	£ 3,695.05	£ 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	£ 21,517.32	£ 17,016.91 E
£ 14,446.37		£ 13,536.47	£ 21,517.32	£ 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	£ 48,919.03	£ 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	£ 48,919.03	£ 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	£ 15,179.66	£ 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
W/25/1282	2 Hawkes Hill Close, Norton Lindsey, Warwick, CV35 8JZ	Erection of dual pitched dormer to front of house	14.11.25

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)