

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 December 2025

Present: Cllr J Stobart; Cllr N Brown; Cllr K Elmhirst; Cllr J Gilmore; Cllr M Neale
WCC/WDC Cllr J Matecki

Parish Clerk: J Bendall

Public: Two

Public participation

- A member of the public raised concerns about the transport plan for south-bound traffic from the proposed Hatton New Village development. NLPC is aware of situation and has expressed concerns during the previous South Warwickshire Local Plan consultation. It was noted that the developer is holding a meeting in January for neighbouring parish councils and other interested parties.
- The new WCC Director of Highways, Richard Fenwick, was welcomed to the meeting. He introduced himself and then went through the list of concerns that NLPC had compiled prior to this meeting. He advised that he would provide detailed responses by email.

25/12/09/01 Record of members present

Noted.

25/12/09/02 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.

25/12/09/03 To receive declarations of interests (existence and nature) on Items on the Agenda

None.

25/12/09/04 Minutes of the last meeting(s)

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

25/12/09/05 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 attended the two-part WALC webinar, the focus of part 1 being understanding the 2025 SAPPP Practitioners Guide and Assertion 10 compliance, including domain names, email, website and IT policies, and part 2 concentrating on website accessibility essentials for parish and town councils. She advised that confirmation of compliance with the Practitioners Guide would be a requirement of the Annual Governance and Accountability Return for the year ended 31 March 2025.

2. Items actioned under the NLPC Scheme of Delegation

None.

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

The Clerk advised that she had been offered the position of Langley Parish Council Clerk.

25/12/09/06 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.

25/12/09/07 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;

The Clerk confirmed that she and Cllrs Brown and Neale had met to discuss the website move from nortonlindseypc.org to nortonlindseyparishcouncil.gov.uk, and what areas of the website required updating. The Clerk to circulate to all councillors the notes of the meeting. The Clerk advised that the .gov.uk domain name was due to be renewed, and the meeting noted that a resident had been in contact regarding community notices and up to date planning matters on the website. See also agenda item 25/12/09/05.1.

ACTION: Clerk

4. Ensure heritage infrastructure is maintained and protected.

Cllr Neale advised that he has been in touch with a stonemason to get a quote for inspecting the Queen Victoria signpost and providing a report on what remedial / maintenance works are required. The Clerk advised that NLPC requires three quotes for work, and she advised that Stonemasons of Worcester had supplied the stonework for the Queen Elizabeth signpost and could be contacted for a 2nd quote. Cllr Brown will provide details of other stonemasons. It was agreed that no further action would be taken at this stage until Richard Fenwick, WCC Director of Highways, has looked into ownership of the Queen Victoria signpost / land on which it is situated.

ACTION: Cllr Neale / Cllr Brown / WCC

25/12/09/08 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 is awaiting a response from County Highways about arranging for a CCTV inspection of the drain.

ACTION: Cllr Neale

- Blocked surface drains on the left-hand side of Snitterfield Lane:

The meeting noted that Cllr Matecki, as part of his delegated budget, has arranged for a gulley cleaning team to clear all drains in his division to try and minimise flooding over this winter. The Clerk has provided details of drains to be added to the list.

ACTION: Cllr Matecki

- Damaged verge at the top of Snitterfield Lane following recent Severn Trent works:

The Clerk has written to Severn Trent to ask them to restore the verge.

- Removal of the dog poo bin by the pedestrian access to the playing field:

The Clerk has arranged for work to be done.

ACTION: Clerk

- Blocked public bridleway W87 from Littleworth to Lower Norton:

Cllr Matecki confirmed that the WDC Legal Team is looking into the matter, and action will be taken.

ACTION: Cllr Matecki

- The streetlights opposite Mill Close and by the post box on Main Street are not working:
Reported.

- The double-bend sign by Littleworth has been knocked over and needs to be reinstated:
Reported to Richard Fenwick, WCC Director of Highways.

- Potholes on the left-hand carriageway heading towards Snitterfield between Cannings Farm Cottage and the Blacon Farm track:
Repaired.
- Public footpath sign at the bottom of the Blacon Farm track where it joins Snitterfield Lane has been knocked-over:
Reported.
- Overgrown oak tree on Millennium Green:
Inspected and the work is to be carried out.

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

- A resident on Snitterfield Lane has reported that some of the slabs retaining the earth bank outside Felsted were removed for BT to gain access to an inspection cover in the pavement, but the slabs have not been reinstated. The Clerk to forward details to Richard Fenwick, WCC Director of Highways.

ACTION: Clerk

25/12/09/09 Items for consideration and resolution

1. **To consider, and resolve to approve if appropriate, commissioning an inspection of the Queen Victoria Signpost to identify any safety and maintenance works to be carried out (Road Traffic Regulation Act 1984, s.72[1])**
Decision deferred. See agenda item 25/12/09/07.4.

25/12/09/10 Items for information

1. **To note and consider correspondence received and resolve to action if appropriate.**
NOTED.
The meeting noted correspondence received from Turley, the company project managing the proposed Hatton New Village development, who is setting up a proposed joint parishes liaison group meeting. The Clerk is to advise Turley that NLPC is interested in attending when a date is set and is to enquire if there is a limit to how many representatives can attend.

ACTION: Clerk

2. **To note any changes to legislation and regulations which relate to parish councils.** NONE.
3. **Other items for information.** NOTED.
(Appendix 1 – circulated)

25/12/09/11 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.** RECEIVED.
(Appendix 2 – circulated)

25/12/09/12 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 Brantwood (W/25/1514) but would question that it is an appropriate development due to its height and fenestration in the Conservation Area and next to a Listed Building. NLPC was also neutral to the application for Listed Building Consent at The Old Barn Cottage (W/25/1649 LB).

It was agreed that NLPC would write to the head of Planning Department to ask what is happening with the enforcement action at Lower Norton Farm. Cllr Brown to draft a response for the Clerk to forward.

ACTION: Cllr Brown / Clerk

9 December 2025

25/12/09/13 To receive reports from Warwick District Council and Warwickshire County Council Councillors

Warwick District Council

- Regarding the Local Government reorganisation, WDC had voted for two unitary authorities.
- Warwick District Council is refunding the extra council tax it has charged for second homes, having failed to implement a new policy properly. The Council has been charging double council tax on second homes that are "substantially furnished but have no resident" since April 2025, but it was alerted to potential flaws around how the decision to do so was taken, and it was concluded it had "acted outside the law".

Warwickshire County Council

- Regarding the Local Government reorganisation, WCC had voted for a single unitary authority.
- The Home to School Transport consultation is ongoing.
- The recycling and waste centres are now open without the need to book a drop-off slot.
- Warwickshire residents are being encouraged to sign up to the Voice of Warwickshire panel.
- An external investigation has been launched into the leader of WCC over complaints that his public comments regarding a child rape case may have breached the council's code of conduct.
- Cllr Neale enquired about parish boundary reviews in the Local Government reorganisation. Cllr Matecki to clarify the situation.
- Cllr Matecki answered a question regarding the Local Government reorganisation and shadow elections for the newly formed council, or councils, in 2027, with the new authority or authorities taking full control in 2028, when the existing councils will be wound up.

25/12/09/14 Parish Report / Items for next meeting

- Cllr Brown advised the meeting that the Christmas tree has been put up on Millennium Green, and that new lights would be required for next year's display.
- Cllr Neale to write the Parish Report for the January magazine.

ACTION: Cllr Neale

25/12/09/15 Date of Next Meetings

13 January 2026 - Ordinary Meeting
10 February 2026 - Ordinary Meeting

25/12/09/16 Close

The meeting closed at 10.00 pm.

Appendix 1 – Items for Information

1. Correspondence

Date	From	Subject
12.11.25	WALC	Weekly Round Up No 145
26.11.25	WALC	Weekly Round Up No 146
27.11.25	WDC	Local Government Reorganisation Submission for Warwickshire – 2 unitary council approach
28.11.25	Turley	Hatton Villages / B1 – proposed joint parishes liaison group

2. Legislation / Regulations

Date	Details
-	

3. Other items for information

Date	Details
18.11.25	Government Press Release: Housebuilding around train stations will be given default “yes”

Appendix 2 – Finance

1. Account Balances:

Account	Statement Date	Balance
NatWest Current Account	28 November 2025	£4,861.38
NatWest Reserve Account 1	28 November 2025	£29,332.57
NatWest Reserve Account 2 *	28 November 2025	£89.40
Cambridge & Counties 95-Day Notice Account *	5 August 2025	£14,299.51
Santander Everyday Saving Account *	2 September 2024	£1.08
TOTAL		£48,583.94

* 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 October 2025	NatWest / Interest on Reserve Account 1	£11.21
31 October 2025	NatWest / Interest on Reserve Account 2	£0.08
28 November 2025	NatWest / Interest on Reserve Account 1	£9.49
28 November 2025	NatWest / Interest on Reserve Account 2	£0.07

3. Payments Made Since Last Meeting:

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

4. Items of Expenditure to be reviewed and approved:

Date	To / Details	Amount
9 December 2025	Clerk / Expenses July – December 2025	£35.85
9 December 2025	SLCC / Clerk's membership renewal	£150.00
9 December 2025	NL Church Room / hire July – December 2025	£40.00
9 December 2025	Cloud Next Limited / domain name renewal	£60.00

NORTON LINDSEY PARISH COUNCIL

Accounts Year To Date as at 9 December 2025

Reconciled to NatWest Current Account bank statement dated 28 November 2025, NatWest Reserve Accounts 1 and 2 statements dated 28 November 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	£ 92.17	£ 150.00 E
£ 1.23	Bank Interest: Reserve A/C 2	£ 1.20	£ 0.63	£ 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	£ 11,452.17	£ 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	£ 2,847.52	£ 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	£ 100.00 A
£ -	Assets Fund annual increase	£ 1,200.00	£ 1,200.00	£ 1,200.00 A
£ -	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	Biannual Parish Council Report	£ -	£ -	£ - E
£ -	Parish Plan	£ 500.00	£ -	£ 500.00 E
£ -	Transfer to General Reserves	£ -	£ 15,000.00	£ 15,000.00 A
£ -	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	£ 20,350.99	£ 26,054.64 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
Actual YTD 2024/2025	BALANCE OF ACCOUNTS CARRIED FORWARD	Budgeted Year End Out-Turn at 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	£ 4,861.38	£ 2,016.91 E
£ 14,446.37		£ 13,536.47	£ 4,861.38	£ 2,016.91 E
General Reserves				
£ 12,940.40	Reserve Account 1	£ 15,752.98	£ 29,332.57	£ 29,332.57 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	£ 32,832.57	£ 32,832.57 E
Depot Fund				
£ 88.77	Reserve Account 2	£ 89.59	£ 89.40	£ 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	£ 10,889.99	£ 10,888.18 E
£ 41,182.76	TOTAL CARRIED FORWARD	£ 43,736.26	£ 48,583.94	£ 42,237.66 E
Actual YTD 2024/2025	DISPOSABLE FUNDS AT YEAR END	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	£ 48,583.94	£ 42,237.66 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	£ 10,889.99	£ 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	£ 14,844.42	£ 8,297.57 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/25/1514	Brantwood, Main Street, Norton Lindsey, Warwick, CV35 8JA	Take down existing garden annexe, new replacement garden annexe	15.12.25
W/25/1649 LB	The Old Barn Cottage, Main Street, Norton Lindsey, Warwick, CV35 8JA	Alterations to existing ancillary accommodation in existing barn to be used solely as ancillary accommodation to the existing house	31.12.25

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)