

Minutes of the Annual Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 15 May 2015

Present: Cllr J Stobart; Cllr R Mann; Cllr A Birch; Cllr M Neale
Parish Clerk: Mrs Jennifer Bendall
Public: Former councillor Mr N Burns; Mr K Sparkes; Mrs A Mace-Leska; 3 members of the public (who left after Public Comments)

Apologies: Apologies were accepted from WCC Cllr L Caborn who was on holiday

Before the meeting commenced, the Clerk received the elected Councillors' Declaration of Acceptance of Office.

1. Election of Chairman

Cllr Neale proposed that Cllr Stobart be elected Chairman, seconded by Cllr Miss Birch and Cllr Mann. The Clerk received the Chairman's Declaration of Office.

2. Declaration of Interest (existence and nature) on Items on the Agenda

There were no declarations of interest.

3. Public Comments

The owner of Horsley House Farm addressed the Meeting regarding his current planning application.

4. Co-option of Councillors'

Cllr Neale proposed that Mrs A Mace-Leska and Mr K Sparkes be co-opted as Councillors, seconded by Cllr Miss Birch, and unanimously agreed. The Clerk accepted the co-opted Councillor's Declaration of Acceptance of Office.

5. To receive Councillors' Disclosable Pecuniary Interests forms, or to agree a date for completion within 28 days of accepting office

It was agreed that all Councillors Disclosable Pecuniary Interests forms would be returned to the Clerk by 26 May 2015 for onward forwarding to WDC.

6. To receive Councillors' Consent to Receive Summons by email

The Clerk received all Councillors' Consent to Receive Summons by email forms.

7. To elect the Vice Chairman of the Council

Cllr Mann proposed that Cllr Miss A Birch be elected Vice Chairman, seconded by Cllr Neale.

8. To approve the Minutes of the Ordinary Meeting held on 10 March 2015

The Minutes of the Ordinary Meeting held on 10 March 2015 were taken as read, confirmed and signed.

9. To approve the Minutes of the Extraordinary Meeting held on 31 March 2015

The Minutes of the Extraordinary Meeting held on 31 March 2015 were taken as read, confirmed and signed.

10. To approve the Minutes of the Open Meeting held on 14 April 2015

The Minutes of the Open Meeting held on 14 April 2015 were taken as read, confirmed and provisionally signed (these minutes will be officially signed at the next Open Meeting in April 2016).

11. To approve the Minutes of the Extraordinary Meeting held on 21 April 2015

The Minutes of the Extraordinary Meeting held on 21 April 2015 were taken as read, confirmed and signed.

12. Matters Arising

The Clerk advised she had contacted County Highways to chase progress on repairs to the road at Littleworth, in view of the fact that road repairs had been carried out at the far end of Warwick Road but not at Littleworth. She was advised that the works were scheduled to take place, and since then the pot holes have been roughly filled in, with road markings indicating more extensive repairs to follow.

Discussion took place regarding the flooding at the end of Blacon Farm drive where it joins Snitterfield Road, and it was agreed that investigation would take place as to the cause of the flooding and any remedial works that could be implemented to prevent it. Cllr Neale offered to talk to the landowner about the issue.

13. To approve and adopt the Code of Conduct for Norton Lindsey Parish Council

It was unanimously agreed to adopt the WDC Code of Conduct for Norton Lindsey Parish Council.

14. To review policy documentation for the Council

It was agreed that the Clerk would update/draft (as appropriate) the documentation that Norton Lindsey Parish Council requires, to be approved at the next meeting.

It was also agreed that the Clerk would review the asset register, and ascertain if the Parish Council owns the dog bins which are emptied by WDC (in view of the fact that WDC had replaced the dog bin that had been damaged on Canada Lane). If the Parish Council does have responsibility for replacing the bins, the Clerk to review the NLPC Risk Analysis to ensure the dog bins are included.

15. To appoint a Councillor to conduct regular reviews of Norton Lindsey Parish Council's Accounts

It was unanimously agreed that Cllr Miss Birch would conduct regular reviews of the Accounts.

16. To appoint an Internal Auditor

It was unanimously agreed that NLPC would ask Mr Roger Smith to remain as independent Internal Auditor for the Council.

17. To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable

It was agreed that no Committees / Working Parties are required.

18. To appoint Representatives to Sit on Outside Bodies

The Clerk advised that former councillor Mr A Fowkes had offered to represent the Parish Council on the Claverdon and District Nursing Association Board. Cllr Mrs Mace-Leska offered to become the Parish Council representative, and will speak to Mr Fowkes to ascertain what is involved.

19. Correspondence and Communications Report

The correspondence which had been circulated to the Councillors with the Meeting Agenda was noted. Discussion took place regarding a letter from a village resident who had concerns about traffic speeding through the village, and it was agreed that the Clerk would obtain further information about acquiring speed guns and setting up training for volunteers, etc.

20. Finance Matters:

- 20.1 The Clerk advised that only one signatory was required to arrange a direct debit whereas all cheques must be signed by two Councillors, and it was agreed to review the accounts bi-monthly as a safeguarding measure.
- 20.2 It was agreed that Cllrs Stobart, Mann, Neale and Mrs Mace-Leska would be cheque signatories.
- 20.3 To receive the Statement of Finances at 31 March 2015 – noted.
- 20.4 To review the Council Asset Register – noted.
- 20.5 The Clerk advised that a VAT refund had been received from HMRC, along with the first half of the Precept / Concurrent Services payment from WDC.
- 20.6 The Clerk advised that her annual expenses had been approved and a cheque issued. A cheque had also been issued to WDC for the annual payment towards the cost of replacement street lighting.
- 20.7 The following Accounts were approved for Payment:
 - Warwickshire Association of Local Councils – annual subscription
 - Broker Net Ltd – insurance renewal
 - The Cumbria Clock Company – annual servicing of the Church clockThe Clerk will arrange payment as soon as the new signatories are set up.

21. Planning Matters:

- 21.1 To note updates to Planning Applications and Notices of Decisions Received Glebe House – W15/0248: application withdrawn. Noted.
- 21.2 To consider new Planning Applications:
 - Horsley House Farm - W15/0548 and W15/0549LB: no objections
 - Kingswood – W15/0628: there were no objections to the alterations to the house, but concerns were raised that although a new garage is mentioned on the planning application there is no garage marked on the plans for the Parish Council to comment on. There were also concerns with the potential overdevelopment of the site.

22. To consider Norton Lindsey Parish Council website

It was agreed that Cllr Miss Birch and the Clerk would look into using a free-of-charge Wordpress website with support from Mr S Davies who had prepared a template for consideration.

23. To consider training requirements for Councillors

It was agreed that Cllrs Neale and Sparks would attend the WALC new councillors Induction Day on 16 June 2015, and Cllrs Stobart and Miss Birch would attend the Chairmanship Training event for new Chairmen/aspiring Chairmen on 27 June 2015.

24. Parish Report

24.1 The Meeting was advised that the pothole outside Fern Cottage, Church Road, had never been filled in, but it was noted that building work currently being undertaken in that area would make repairs difficult at present. It was agreed that the matter would be raised again when the building work was completed.

25. To agree dates for Council Meetings for the forthcoming Year

The dates for meetings for the forthcoming year were agreed as:

9 June 2015; 14 July 2015; 8 September 2015; 13 October 2015; 10 November 2015;
8 December 2015; 12 January 2016; 9 February 2016; 8 March 2016;
12 April 2016 - Open Meeting; 10 May 2016 - Annual Meeting

The Chairman closed the meeting at 10.20pm.