

Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room at 7.45pm on 9 June 2015

Present: Cllr J Stobart (Chairman); Cllr R Mann; Cllr Miss A Birch; Cllr M Neale; Cllr K Sparkes; Cllr Mrs A Mace-Leska; WCC Cllr L Caborn; WDC Cllr P Phillips

Parish Clerk: Mrs Jennifer Bendall

Public: -

Apologies: -

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

Cllr Mann declared an interest in the planning application relating to land adjacent to Cherrytrees – he has recently rented land to the owner of Cherrytrees.

2. Public Comments

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3. To approve the Minutes of the Annual Meeting held on 15 May 2015

The Minutes of the Annual Meeting held on 15 May 2015 were taken as read, confirmed and signed.

4. Matters Arising

- Flooding down Blacon Farm drive – Cllr Neale advised that he had spoken to the resident of the Farm at the top of the drive, and Cllr Mann advised that he had spoken to the land owner. There appears to be some disagreement as to where the problem lies. Cllrs Neale and Mann to pursue and report back at next meeting.
- Representative for Claverdon & District Nursing Board – Cllr Mrs Mace-Leska advised that she had not had a chance to get in touch with Mr Fowkes, he will do so shortly.
- Speed Gun – WCC Cllr Caborn advised that the WDC Rural West Community Forum should be contacted regarding borrowing the speed gun and training volunteers. The Clerk to get in touch with the Forum's Community Speedwatch to arrange. A request for volunteers to come forward will be made in the Parish Magazine.

5. To receive progress report on policy documentation for the Council, including annual review of Risk Analysis

The Risk Analysis was reviewed, updated and re-adopted.

It was agreed that the Clerk would forward all other essential policies prior to the next meeting for consideration at that meeting.

6. To receive progress report on Norton Lindsey Parish Council website

Cllr Miss Birch and the Clerk provided a progress report on the Parish website which will go live on 1 July 2015.

7. To carry out annual review of Parish Plan

The annual review of the Parish Plan took place, and the updated status on the action points is attached as Appendix 1 to these Minutes.

8. Correspondence and Communications Report

Circulated to Councillors with Agenda. Noted and no action required.

9. Finance Matters

- 9.1 Audit / Annual Return – The Clerk/Responsible Financial Officer confirmed that the Accounts for 2014/15 had been scrutinised by NLPC's internal auditor and given a clean report. The Council then considered the accounts in relation to the Statutory Declaration to the External Auditors and after agreeing the Statements of conduct, the Chairman and Clerk/Responsible Financial Officer signed the Annual Report on behalf of the Council
- 9.2 The Clerk advised that the remaining WDC grant towards the costs of erecting the Queen Elisabeth Jubilee Memorial had been received.
- 9.3 Discussion took place regarding the Cambridge & Counties Bank and their interest bearing accounts that are available for Parish Councils. It was agreed that the Clerk would investigate the possibility of transferring £30,000 of the depot money to the 1yr Fixed Rate Business Bond, and the remainder of the depot money being transferred to the Cambridge & Counties Bank 95 day account.
- 9.4 The Clerk was asked to leave the room to enable a review of her salary to take place. The Clerk's salary was reviewed and it was unanimously agreed to:
[a] increase this to LC1 on the scale agreed by the National Joint Council for Local Government Services, backdated to 1st May 2015;
[b] undertake a further review at the October meeting of NLPC, once the new written statement of particulars of employment, job description, grievance and disciplinary procedure, and retirement policy are in place.

10. Planning Matters

- 10.1 **The following Planning Application Notices of Decisions Received were noted:**
Furlong, Canada Lane – W/15/0220 - granted
Horsley House Farm - W/15/0548 - refused
Horsley House Farm - W/15/0549/LB - granted
- 10.2 **To consider new Planning Applications:**
Land adjacent to Cherrytrees, Canada Lane – W/15/0829 – after discussion it was agreed that NLPC had no objections to the planning application.

11. Parish Report

- 11.1 Concerns were raised about a recent report of cars being broken into on New Road and at Gannaway Farm, but no further information was available at the time of the meeting.
- 11.2 The Clerk was asked if the road repair recently carried out on the bend at Littleworth was temporary or if a more long-term repair was scheduled to be carried out. The Clerk to enquire with County Highways.
- 11.3 WDC Cllr Phillips gave a brief progress report on the Local Plan Inspectors' initial findings which stated that the WDC Local Plan should either be withdrawn or it will not be supported. This decision was made on the basis that Warwick has too many windfall sites. WDC is trying to get this decision overturned.
- 11.4 WCC Cllr Caborn discussed the Greater Birmingham combined authority, and advised that Coventry had decided to join, but that Warwickshire was opposed to it. Cllr Caborn advised that his role within the Council has recently changed; he is now responsible for the health portfolio and children's services.

12. Date of Next Meeting

14 July 2015

The Chairman closed the meeting at 10.25pm.

NORTON LINDSEY PARISH PLAN ACTION PLAN

Action	Notes	Priority	Review Date	2015 Review
Review action plan annually		1	To be reviewed annually at the June meeting	Review carried out at Ordinary Meeting on 9.6.15. Next review due June 2016.
Produce a request to the appropriate authorities to provide a joined up transport provision delivering relevant and appropriate access to the major towns and national public transport network		1	To be reviewed annually at the June meeting	WCC to be contacted (Graeme Fitton or Danny Green)
Pressure the relevant authorities to enforce speed limits	This issue is an ongoing one that is already part of normal Parish Council business. It will be taken to the Community Forum on a quarterly basis.	1	To be reviewed quarterly (June, September, December, March)	It was agreed that a Community Speedwatch would be set up.
Pressure the relevant authorities to enforce the law on illegal parking	This issue will be taken to the Community Forum on a quarterly basis.	1	To be reviewed quarterly (June, September, December, March)	No change.
Communicate to the village how to report maintenance requests for roads and footpaths and escalate any issues in their resolution back to the appropriate authorities	Already done: there are notices on the noticeboards.	1	To be reviewed annually at the June meeting	Ongoing. It was agreed that instruction on how to report issues would be included on the new village website and printed in the Parish Magazine
Review, with the local authority, the suggestions made in this survey for road improvements (eg traffic calming, lower speed limits, a one way system, additional safety signage) and lobby for their implementation	This issue will be taken to the Community Forum	1	To be reviewed annually at the June meeting	It was agreed that Jo Edwards from WCC would be invited to visit village for walk-around during Autumn 2015.

Review the lack of dedicated cycling routes to major towns or stations against local and national policies, and instigate a plan with the local authority to implement them where appropriate		3	To be reviewed annually at the June meeting	No change.
Consider the guiding principles set out in the plan in relation to all planning applications	It was agreed that this is an ongoing consideration for the Parish Council	1	To be reviewed annually at the June meeting	Ongoing
Facilitate the Safer Neighbourhoods team to hold a village forum to address the perception that policing is not visible enough within the village	This issue will be taken to the Community Forum	1	To be reviewed annually at the June meeting	It was agreed to Invite the Safer Neighbourhoods team to the village fete – Cllr Mace-Leska to action
Investigate concerns about the increased response times for emergency services due the closure of Warwick fire station and communicate the statistics regularly back to the village		1	Done	This has already been addressed by WCC Cllr Les Caborn at the Open Meeting
Conduct a study into the performance of Royal Mail against its service delivery targets and provide appropriate feedback to Royal Mail and to the village.		3	To be reviewed annually at the June meeting	Service has improved but will continue to be monitored
Investigate the feasibility for mains gas		3		Investigated and not feasible
Perform an analysis of transport needs for residents of a pensionable age and make representations to the District Council for appropriate community transport to address those needs		1	To be reviewed annually at the June meeting	Clerk to write to WDC to request that tokens remain available
Coordinate with other village organisations to implement a village website to contain all information currently in the parish magazine, parish notice boards, information for new residents, information about events and fixture within the village and key contacts for the village, district and county.		1	To be reviewed annually at the June meeting	In hand, the website will go live in July 2015
Support the provision of a new village hall	The Parish Council will support the provision of a new village hall as required and when requested	1	To be reviewed annually at the June meeting	Ongoing

Support the provision of improved playground equipment	The Parish Council will consider the provision of improved playground equipment as requested	3	To be reviewed annually at the June meeting	Ongoing
The provision of a website and social media should be used to encourage the starting of clubs by like-minded individuals throughout the village	To be linked to village website	1	To be reviewed annually at the June meeting	The website will go live in July 2015
Perform a feasibility study into the provision of a public tennis court and bowling green	Tennis Court: Investigations are already taking place regarding the use of existing tennis courts by villagers	1	To be reviewed annually at the June meeting	It was agreed that public liability was a concern. Neighbouring Villages have facilities that could be used
	Bowling Green	3	To be reviewed annually at the June meeting	It was agreed that this is not feasible in Norton Lindsey but that a neighbouring village has facilities that could be used
Broadband issues are being addressed by the CSW Broadband project. Better communication of this is required to the village, the Parish Clerk should forward the updates for publication in the parish magazine and on the website when available	The Parish Council will provide information on the village website and in the Parish Magazine as and when updates become available	1	To be reviewed annually at the June meeting	Regular updates are available and will be published on noticeboards and the website
Perform a feasibility study to implement a community shop either within the pub/village hall or a mobile shop.		3	To be reviewed annually at the June meeting	It was agreed this was not feasible
Approach the PCC to review the outreach programme for old and sick residents and investigate the provision of a youth leader to engage with the younger members of the community, possibly looking to begin a regular youth club.		1	To be reviewed annually at the June 2016 meeting	No change.
Press the County/District Councils to improve maintenance of rights of way and communicate how individuals can report issues with them	This issue is an ongoing one that is already part of normal Parish Council business.		To be reviewed annually at the June meeting	It was agreed that information would be made available on the village website

Investigate the funding and provision of leaflets with plans of paths	This has already been completed	1	To be reviewed annually at the June meeting	Footpaths map to be uploaded to website
Press the county/district council to display signs regarding dog fouling and penalties		1	To be reviewed annually at the June meeting	Clerk to obtain permission from Janet Neale at WCC for displaying notices throughout village, and to investigate costs of signs.
Seek the co-operation of farmers and land-owners in maintaining gates and stiles etc	This issue is an ongoing one that is already part of normal Parish Council business	1	To be reviewed annually at the June meeting	No change.
Provide more dog bins, supplies of suitable bags and signs directed to encourage the use of the bins and also warning of the penalties for failure to do so		1	To be reviewed annually at the June meeting	Clerk to ensure existing bins are emptied regularly
Arrange more litter bins	It was agreed that this request is a matter for normal Parish Council business.	1	To be reviewed annually at the June meeting	No change.
Bring pressure on the appropriate authorities for the enforcement of fly tipping laws	It was agreed that this request is a matter of normal Parish Council business.	1	To be reviewed annually at the June meeting	No change.
Investigate the feasibility and funding of the various outdoor facilities proposed in the plan.	This has been passed to the Village Hall Committee to investigate	1	To be reviewed annually at the June meeting	No change.
Ensure that the issues identified in the plan are fed into any negotiations or actions on behalf of the village and that any 'threat' regarding these topics is communicated widely and a robust defence mounted on behalf of the village	Ongoing	1	To be reviewed annually at the June meeting	No change.