

## **Minutes of the Ordinary Meeting of Norton Lindsey Parish Council held in the Church Room following the Annual Meeting on 9 May 2017**

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

**Parish Clerk:** Mrs Jennifer Bendall

**Public:** None

**Apologies:** Apologies were received from Cllr R Mann who was working.

### **1. Chairman's notice regarding the recording and filming of the meeting**

The notice regarding the recording and filming of meetings was displayed for those present to read.

### **2. Record of members present**

Noted.

### **3. Apologies and acceptance of reasons for absence**

Noted.

### **4. Declaration of Interest (existence and nature) on Items on the Agenda**

None.

### **5. Public Comments**

None.

### **6. To approve the Minutes of the Ordinary Meeting held on 14 March 2017**

The minutes of the Ordinary Meeting held on 14 March 2017 were taken as read, approved and signed.

### **7. To provisionally approve the Minutes of the Annual Parish Assembly (Open Meeting) held on Tuesday 4 April 2017**

Councillors were advised that the Minutes of the Open Meeting will be officially signed at the next Annual Parish Assembly (Open Meeting) to be held in April 2018. The minutes of the Annual Parish Assembly were taken as read, confirmed and provisionally signed.

### **8. Chairman's / Clerk's report**

- The Clerk reminded Councillors to review their Disclosable Pecuniary Interests Forms and update as necessary.
- The Clerk reported that recently there had been problems with the Parish Council laptop which had refused to start. The computer had been restored following the Windows 10 procedure for restoring the computer to factory settings, and it was noted that there had been no loss of data. However, the Clerk advised that she was reviewing back-up processes and it was agreed that she would check with WALC regarding the feasibility of parish councils using cloud storage and, if it is permissible, to enquire if there is a recommended cloud storage supplier.

### **9. Matters arising**

- The Clerk advised that she had not yet had chance to look at updating the Emergency Plan but confirmed that it should be done for the next meeting.
- Following discussion where concern with the number of street lights in the parish was raised, the suggested draft letter to residents of Hawkes Hill Close regarding an additional street light on New Road was approved

- The Clerk gave an update on the Parish Council's request to WDC Conservation Team to review Norton Lindsey's Conservation Area, and advised that WDC had responded that they were unable to carry out a review "out of sequence" unless there were exceptional circumstances. It was agreed that the Clerk would enquire when Norton Lindsey's review is scheduled to take place.

**10. To consider matters of concern raised by parishioners at the Annual Parish Assembly held on 4 April 2017**

Following comments made at the Parish Assembly regarding bonfires, advice had been sought regarding bonfires and the laws relating to them. It was agreed that the Environmental Health and national Government information should be displayed in the Parish Magazine and on the noticeboards, and that if anyone still has concerns after reading this they should report the problem to WDC Environmental Health.

**11. Parish Council Action Plan update**

- Website – see agenda item 13.
- Community Speedwatch – The Clerk advised the meeting that she had chased the Police for an update on progress with the latest volunteer vetting forms, and had been told that the system had changed and a simpler vetting procedure was now in place. This change meant that these last three volunteers would need to complete the new form. The Clerk expressed frustration with the delay, which was echoed by all Councillors.
- Traffic calming – it was noted that the improved traffic calming within the parish, which includes enhanced signs and dragons' teeth, was now completed. It was noted that further traffic calming was being investigated for Curlieu Lane and Lower Norton.
- Dog bins/dog fouling – Cllr Mrs Mace-Leska advised that she had met with the Contracts Officer from WDC, who had expressed confusion about the sudden cessation of the bin emptying. He advised that historically the contractor had not been paid for emptying the bins on parish land and in Canada Lane, and as WDC is currently carrying out a bin audit it is unable to empty them, or pledge to empty them, at this time. The suggestion of replacing the dog waste bins with ordinary waste bins was not feasible as it was too expensive and funding was not available. WDC Cllr Rhead agreed to pursue.

**12. To receive and discuss draft Housing Survey**

The draft Housing Needs Survey has now been received, and its contents were noted. It was agreed that it will prove useful if developers approach the Parish Council in the future. It was agreed that no amendments to the Survey are required and that the Clerk can give the go ahead to Warwickshire Rural Community Council to finalise the Survey and print it.

**13. To consider sharing NLCP Ltd website hosting**

It was noted that Norton Lindsey Community Pub Ltd had officially offered the Parish Council free web hosting for the first year, with a review due after one year. It was agreed that the Parish Council would accept this offer, and that the Clerk would liaise with Mr M Goosens to transfer the contents of the existing site. Discussion took place regarding the future use of the website, and the speed of uploading information.

**14. To discuss issues within the Parish relating to highways (eg. the state of the roads, parking, overgrown hedges, etc)**

The Clerk updated the meeting on issues reported to the WCC County Highways Locality Officer on his recent village walkabout:

- The repairs to Wolverton Road from Wards Hill to Curlieu Lane were pending and should take place within 3-4 weeks;
- The verge outside Fern Cottage on Church Road was scheduled to be replaced with hard standing in the future when funds were available, but in the meantime County Highways was happy for residents to put stones down as a temporary measure;

- Discussions were taking place with the residents of Lower Norton regarding the issues with Norton Curlieu Lane;
- The request for pedestrian warning signs on Snitterfield Lane from Arles Cottage to Blacon Farm drive had been passed to the Traffic and Safety Team; and
- The problem with water running onto Canada Lane and forming a sheet of ice when it froze had been investigated and it was found that a filled-in ditch on the opposite side of the road meant that the water had nowhere to run to and therefore stayed on the road. It was noted that the landowner was responsible for clearing the ditch, and it was agreed that Cllr Mann should have a word with the landowner on behalf of the Council.

#### **15. Correspondence and Communications Report (circulated to Councillors prior to meeting)**

Noted. Discussion took place regarding correspondence between the residents of Lower Norton and WCC regarding Norton Curlieu Lane, and the request for the Parish Council to assist with inviting the WCC Head of Transport and Economy to see the problem for himself. It was agreed that Cllr Mrs Mace-Leska should be the Parish Council representative for Lower Norton, and that she should contact the residents to discuss the request. In addition, WCC Cllr Caborn offered to get SatNav data re speeding on Norton Curlieu Lane.

#### **16. Finance Matters**

- 16.1 Payments received since last meeting:  
Mrs J Bendall – repayment of PAYE. Noted.  
Warwick District Council – 1<sup>st</sup> half of Precept/Concurrent Services/Council Tax Grant. Noted.  
NatWest – interest. Noted.
- 16.2 Payments made since last meeting:  
Clerk's Salary - March and April 2017. Noted.  
Clerk's Expenses – January to March 2017. Noted.  
Refund of PAYE to Clerk due to tax code change. Noted.  
WALC – training course “planning for non-planners and responding to planning applications”. Noted.
- 16.3 Expenditure for approval:  
Warwick District Council – Rural Footway Lighting. Agreed.  
WALC – Annual Subscription. Agreed.
- 16.4 Income and expenditure year to date. Noted.
- 16.5 Authorisation of Clerk's pay increase (as agreed at the Ordinary Meeting held on 13 June 2016). Noted.

#### **17. Planning Matters**

- 17.1 To note and comment on planning applications received:  
None
- 17.2 To note decisions received:  
Poultry Farm, Warwick Road W/16/1970 – permission refused. It was noted that the WDC decision letter to the applicant was not displayed on the website, and it was agreed that the Clerk would ask WDC to upload it.  
The Willows, Wolverton Road W/17/0174 – permission granted.  
8 Hawkes Hill Close, New Road W/17/0290 – permission granted.
- 17.3 To discuss general planning matters or any matters of concern regarding building works within Norton Lindsey (parish or village):  
Discussion took place regarding the recent planning application at the Village Hall, which is likely to be rejected as it is a new build in the green belt. It was suggested that the Village Hall Chairman should contact WDC Cllr Rhead to discuss. Cllr Neale to pass on the message.  
Discussion took place regarding works being undertaken at Furlong, Canada Lane which had resulted in the removal of a hedge. Cllr Mrs Mace-Leska to forward details to WDC Cllr Rhead.

**18. Parish Report**

WDC Cllr Rhead advised that a press release had been issued regarding the delay to the leisure centres refurbishment programme due to issues with contractors, and he noted that a management contractor had been appointed to look after the leisure centres once they are reopened. He discussed the problems with fly tipping but stressed that with hard evidence WDC would be able to prosecute. If anyone knows fly tipping is occurring, please let WDC Cllrs Rhead or Phillips know and provide photographic evidence. Discussion took place regarding the issues with tip opening times, the facilities available and the cost of tips.

WCC Cllr Caborn discussed the recent Warwickshire County Council election where the Conservatives won a majority. He advised that the first decision taken was not to replace the Chief Executive at this stage and to keep the interim arrangement in place with the joint Managing Directors who are doing a great job. He noted that OFSTED had inspected Children's Services during election week.

**19. Date of Next Meeting**

Tuesday 13 June 2017 – Ordinary Meeting

The Chairman closed the meeting at 10.03pm