



## Draft Minutes of Newton and Biggin Parish Council Meeting held on Thursday 25 April 2019

No	Minute	Text	Resolution
1	NPC19/04/0001	Present – Councillors Ian Davis (ID) Chair, Anne Davis (ADa), Frank Preston (FP), Vanessa Goulborn (VG) and Parish Clerk Allyson Downes (ADo). In attendance – Six members of the public, Stuart Gould, Royan Grant, Pauline Holdsworth, June Ford, Amy Poole and Kate Riley.	
2	NPC19/04/0002	Apologies were received from Richard Crane (RC) Vice Chair, Rugby Borough Councillor Leigh Hunt (LH) and Warwickshire County Councillor Adrian Warwick (AW).	
3	NPC19/04/0003	There were no declarations of interest expressed.	
4	NPC19/04/0004	The minutes of the meeting on 21 March 2019 were agreed as a correct record and signed by the Chair.	
5	NPC19/04/0005	Matters arising from the minutes: I. <u>New Residents Information Pack</u> – It was noted that there was no progress report available as Councillor Crane was unable to attend the meeting. It was agreed to progress the pack when Councillor Crane was available and the Clerk would offer support. It was noted that this item will feature as an agenda item at the next meeting.	RC/ADo
6	NPC19/04/0006	Open Session for the Public: I. <u>Stag and Pheasant Inn</u> – ID gave an update on the status of the Inn and changes to the management arrangements. II. June Ford asked whether <u>incidents concerning volunteers in the picnic area</u> had been investigated. The Chair stressed that this was not a matter that the Parish Council was involved in. III. <u>Contraventions to weight restrictions through the village</u> – Residents reported there was still contraventions to weight restrictions through the village. The Chair reported on his discussions with Lioncourt and asked for evidence (owners and registration) to be forwarded to him and he would approach Lioncourt.	All



7	NPC19/04/0007	<p><u>Parish Council Financial Position</u></p> <ol style="list-style-type: none"><li>I. The budget for the coming year was outlined as follows. It was also noted that the first instalment of the precept had been received for £8,000. The second and final instalment will be received by the Parish Council in September 2019.</li><li>II. The Clerk introduced the Parish Council end of year financial position. It was noted that expenditure had been validated against the most recent Bank Statement.</li><li>III. The Clerk outlined future improvements to the reporting arrangements to specify expenditure against budget.</li><li>IV. It was noted that the Clerk had now completed a VAT recovery claim from HMRC for £1,370.77. Payment was awaited.</li><li>V. It was agreed that going forward, capital expenditure would be reported separately to support budgeting and financial management. The following financial position was described and the Parish Council noted and agreed that this was a correct record.</li><li>VI. Payments to WALC (Annual membership and training), Webgrowth Consulting Ltd (Website support) and EON (street lighting) were approved for payment.</li></ol>	ADo
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<b>Current financial position as at 23 April 2019</b>		
<b>B'fwd on statement 89</b>		<b>£ 25,972.71</b>
<b>Chqs drawn and on statement 90 dated 2 April 2019 - Validated</b>		
374	EON Feb	31.45
375	Web Development	30
376	Copy costs Newsletter	100.8
379	Wright Hassall - Professional fees	65
<b>Balance confirmed on statement 90</b>		<b>£ 25,745.46</b>
<b>Chqs not drawn</b>		
377	Cancelled cheque	0
378	Butterfly conservation (stones)	480
380	SLCC annual fees	68
441	Clerk Salary (Feb and March 2019)	427.88
442	HMRC	98.40
443	WALC training for clerk and Chair	30.00
444	Web Development	30.00
445	WALC Annual Subs	243.00
446	EON street lighting March	34.82
<b>Subtotal</b>		<b>£ 1,412.10</b>
<b>Year End Financial Balance 31 March 2019</b>		<b>£ 24,333.36</b>



Budget 2019/20				
Line	Budget	2019/2020	April 19 expenditure	April balance
1	Election	0.00		0.00
2	SLCC	76.00		76.00
3	Clerk salary and HMRC	3,200.00		3,200.00
4	Payroll	50.00		50.00
5	WALC subs	260.00		260.00
6	Insurance, Came and Co	450.00		450.00
7	Chair costs	0.00		0.00
8	Internal audit	50.00		50.00
9	External audit	280.00		280.00
10	Eon street lights	500.00		500.00
11	Burial committee	750.00		750.00
12	Contribution to capital reserves **	5,344.00		5,344.00
13	Misc (memorial hall)	0.00		0.00
14	IT support/development	200.00		200.00
15	Notice Board	0.00		0.00
16	Information Commissioner costs	40.00		40.00
17	Misc training councillors	200.00		200.00
18	Misc training defib	300.00		300.00
19	Misc celebration	150.00		150.00
20	Printer and consumables	150.00		150.00
21	Misc unallocated	1,000.00		1,000.00
22	Planters and bulbs	1,000.00		1,000.00
23	5 Arches annual maintenance	2,000.00		2,000.00
	<b>Total Budget</b>	<b>16,000.00</b>	<b>£ -</b>	<b>16,000.00</b>
	Balance B'fwd	24,333.36		
	Precept received 04 April 2019	8,000.00		
	Total income	<b>£ 32,333.36</b>		
	Budget(committed operating expenditure)	-16,000.00		
	<b>Balance</b>	<b>£16,333.36</b>		
	VAT reclaimed (yet to be received)	1,370.77		
		<b>£17,704.13</b>		
	Precept Balance September 2019	8,000.00		
	<b>Predicted 2019/20</b>	<b>£ 25,704.13</b>		



8	NPC/04/0008	<p><u>Village Hall Improvements</u> - The Chair outlined the timeline with the Rugby Borough Council (RBC) Rural Development Grant for works to the village hall. It was noted that a decision on the grant will be made in June but the work would take place whatever the outcome of the grant application as funds would be identified from elsewhere. The Chair asked Councillor Preston, as a member of the village hall committee, to ascertain costs for the internal works.</p>	FP
9	NPC19/04/0009	<p><u>Parish Council Publicity</u> – Specific areas of publicity were noted:</p> <ul style="list-style-type: none"> <li>I. An article about Newton for the Clifton and Newton Parish Magazine had been submitted for publication in the next addition and the editor would happily receive further publications in future.</li> <li>II. The latest Parish Council Newsletter had been shared with JPI media for wide communication. It is unclear if it has been published at this time.</li> <li>III. Website – it was noted that the website had a new section, Newsletters from Other Organisations. There was discussion about increasing traffic to the website. A number of actions were agreed: ensure that the Web Address was included in any Facebook posts; initiate a competition with a prize of a Cineworld Voucher to encourage access; visit the Bacon Butty Club to describe the website and advertise in the May Newsletter.</li> </ul>	ID/ADo
10	NPC19/04/0010	<p><u>Ellis Gardens Update</u> - Residents asked for an update on the <u>Ellis Court play area</u>. In response to a query that the play area was to be replaced by a wildflower meadow, Lioncourt confirmed that this wasn't the case and that the play area would be installed in early May. It was noted that the play area would remain the responsibility of the developers for a year, after which it becomes the responsibility of the Parish Council.</p>	
11	NPC19/04/0011	<p><u>Progress with the Rugby in Bloom Application</u> - It was resolved to complete the environmental application for Britain in Bloom for the Five Arches Wildlife Site after the formal opening which would provide appropriate pictures and the wild flowers would be in bloom.</p>	ID/ADo
12	NPC19/04/0012	<p><u>Formal opening of the Five Arches Wildlife Site</u> – The Chair described arrangements for the formal opening of the site and asked for any further celebratory ideas, in particular the idea of combining this with the village annual picnic. There was no support to add to existing arrangements, in the main due to dependency on the weather. It was noted that Mike</p>	



		Slater (Butterfly Conservation) would undertake a guided walk and the Mayor would formally open the garden. The Chair agreed to contact Mike Slater to ascertain availability of education packs or further supporting information.	<b>ID</b>
<b>13</b>	<b>NPC19/04/0013</b>	<p><u>Community First Aid and Defibrillator training</u> – Councillor Goulborn reported on her work arranging the Community First Aid training which included use of the defibrillator. It was noted that the Warwickshire Fire and Rescue Service (WFRS) could undertake the training at a cost of £275.00 plus VAT per session. The Parish Council are planning on three sessions, 15 people each, to provide for all sectors of the community as follows. Before expenditure, it was agreed that the Clerk would assess demand:</p> <p><b>Session 1</b> – morning of Friday 7 June 2019. <b>Session 2</b> – evening of Friday 7 June 2019 and <b>Session 3</b> – morning of Saturday 8 June 2019.</p> <p>Councillor Goulborn would confirm these arrangements with WFRS and the Clerk agreed to book the hall, assess demand, co-ordinate attendance and organise publicity.</p>	<p><b>ADo</b></p> <p><b>VG/ADo</b></p>
<b>14</b>	<b>NPC19/04/0014</b>	<u>Review of the Annual Litter Pick</u> - It was noted that the Newton Annual Litter Pick took place on Sunday 7 April 2019 with 15 residents participating and had collected a significant amount of litter. The Clerk reported that the parish had signed up to the Rugby Litter Pick Programme and the National Keep Britain Tidy campaign that had sent thanks for participating. The event was heralded as a success and agreed that next year there would be a focus on encouraging young people to take part.	<b>ADo</b>
<b>15</b>	<b>NPC19/04/0015</b>	<u>Neighbourhood Plan</u> – The Chair reiterated the benefits of the village having a Neighbourhood Plan (NP) and arrangements to progress this, potentially with ‘Your Locale’. It was noted that whilst developing and adopting such a plan was a positive and helpful process particularly in preventing opportunistic planning applications on non-allocated sites, it is challenging for a small Parish Council. The NP cannot be written in isolation as there is a requirement for public consultation and the plan needs to reflect local and national planning priorities. It was likely that a reference	



		group would be set up to develop the plan rather than it be a Parish Council led initiative. Progressing the NP would be an agenda item for the next meeting.	<b>ADo</b>
<b>16</b>	<b>NPC19/04/0016</b>	<u>Planning Applications</u> – It was noted that there is currently one live planning application, R18/0468, Coton Farm, variation of condition 2 amendment to appearance and layout to the agricultural workers dwelling and outbuildings. No comments from Councillors had been raised and the Clerk would inform RBC.	<b>ADo</b>
<b>17</b>	<b>NPC19/04/0017</b>	<u>Harborough and Rugby Local Plans</u> – It was noted that RBC and Market Harborough had received the Inspector’s report on their respective local plans. RBC are yet to publicise the Inspector’s comments which may impact on Newton Planning.	
<b>18</b>	<b>NPC19/04/0018</b>	<p><u>Two upcoming statutory meetings</u> were discussed:</p> <p>I. The Annual Meeting of the Parish Council, (the business meeting where the Chair and Vice Chair are agreed and the accounts are formally signed off). It was resolved that this meeting would take place on Thursday 23 May 2019 at 6.30pm.</p> <p>II. The Annual Parish Assembly, this is not a Parish Council meeting, (it is a Community activity focused meeting). It was resolved that this meeting would take place on Thursday 23 May 2019 at 7.30 pm and the Chair would approach individuals who lead village activities to give a brief update on in year achievements.</p> <p>These meetings replace the normal Parish Council meeting planned for 23 May 2019 and as the Village Hall is a polling station, it was noted that dependent upon the need for European elections, the venue for the meetings may be held in the Good Shepherd Church this will be confirmed in due course.</p>	<p><b>ID/ADo</b></p> <p><b>ID/ADo</b></p>
		There being no further business, the Chair closed the meeting at 8.30 pm.	

**27 April 2019. Chair Ian Davis**

**Clerk Allyson Downes**