



Newton and Biggin Parish Council

Minutes of the Parish Council (PC) Meeting held on Thursday 21 March 2019 at 7.30 pm in the Village Hall, Newton

1. Present – Councillors Ian Davis (ID) Chair, Anne Davis (ADa), Frank Preston (FP), Vanessa Goulborn , Allyson Downes (ADo) Clerk, Rugby Borough Councillor Leigh Hunt, Warwickshire County Councillor Adrian Warwick and two members of the public (Judith Leggatt and Pauline Holdsworth).
2. Apologies were received from Richard Crane (RC) Vice Chair.
3. There were no declarations of interest expressed.
4. An amendment to the minutes of the meeting held on 21 February 2019 was noted. This related to the formal Parish Council Title of the Allotments which was recorded incorrectly as resolved. However, the matter of title to the allotments is NOT resolved. The Parish Council Title of the Village Memorial Hall IS resolved. The Official Register of Title of the Village Hall from the Land Registry has been received. The solicitors invoice from Wright Hassall LLP would be paid by the Clerk once received. This clarifies the matter and the amendment was noted and the remaining minutes were agreed and signed by the Chair.
5. Matters arising from the minutes:
 - I. The Stag and Pheasant Inn as a Community Asset – The Chair updated the meeting on previous context where the Inn was sold as a going concern and the council lifted the Community Asset designation. The Chair reported that re-instatement as a Community Asset was possible if the PC wished to proceed, but stated that more information on the building's status and plans would be needed before pursuing further. If the status changed the Parish Council would re-visit this issue.
 - II. Memorial Village Hall – The Chair described the plans for the Village Hall Roof and the progress with the bid against the Rural Development Fund. It was noted that if the grant application had been submitted but if it was unsuccessful, the works may be spread over a two year period and the outcome of the bid would be known around June 2019.
 - III. Five Arches Wildlife Site – The invoice for stone had been received and the Clerk would ensure payment of £480 was undertaken. In response to a previous query regarding plans



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for a formal opening of the Conservation Area, the Chair reported that Mike Slater from Butterfly Conservation had agreed to undertake a walk and talk as a formal opening and the Chair would approach Coventry and Warwickshire BBC Radio who may wish to cover this.

- IV. Off Road Biking – As no further information had been received from the public, this issue is recorded as resolved.
 - V. Weight Limits through the Village – It was noted that Lioncourt had apologies for any contravention of weight limits and had assured the Chair that drivers have been informed of the existing delivery arrangements. The request on whether repeater signs was possible remained outstanding.
 - VI. New Residents Pack – It was noted that there had been little progress made with the Information Pack as Councillor Crane was on holiday. However, information had been given to new residents, which had proven helpful, though the source was unclear. It was agreed to progress the pack when Councillor Crane returned from leave.
6. Open Session for the Public:
- I. Ellis Gardens – New residents in Ellis Gardens had taken up occupancy and a question was asked about the process for allocating social housing for residents who were not local. Councillor Hunt described the process and how the accommodation was let through Orbit Housing and based on need, not locale.
 - II. Loud Music from the Village Memorial Hall – A resident had raised the issue of loud, late night music and disturbance from an event in the Village Hall. It was resolved that this issue would be taken up with the organisers by Councillor Preston and it was believed that this had now been addressed.
7. Financial Position – The Clerk introduced the Parish Council financial position. It was noted that expenditure had been validated against the most recent Bank Statement and she was currently working with HMRC to recover VAT which could be in the region of £1,500.00. The Clerk described the position with the Internal Audit and the Chair described the future position with requirement for an External Audit. It was noted that the Capital Plan made provision for insulation for the Village Hall in the region of £1,200. It was also noted that the Parish would not expend the £1,500 earmarked for a new notice board as the existing notice board was being refurbished.

The following financial position was described and the Parish Council noted and agreed this as a correct record:



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Current financial position as at 20 March 2019

Bfwd on statement 89 **25,972.71**

Cheques drawn and on statement 89 dated 01 March 2019

369	Clifton and Newton Joint Burial Committee	514
370	Petty Cash	100
371	Eon Lighting Jan 2019	30.54
372	Salary Service Clerk (Dec 18 & Jan 19)	440.29
373	HMRC Tax	101.4

Balance on Statement 89 dated 01 March 2019 **25,972.71**

Cheques not drawn

374	Eon Lighting Feb 2019	31.45
375	Web development	30
376	Copying charges - Newsletter	100.8

Sub total **162.25**

Balance as at 20 March 2019 **25,810.46**

Predicted expenditure up until end of financial year 2018/19

Lighting - March 2019	30
Clerks salary and HMRC- Feb & March	541.69
WALC training	100
Increase in street lighting costs	25
*New notice board removed as being refurbished	0
*SLCC Registration & Membership Annual Fee £63 Approved at Nov PC meeting. SLCC sending invoice, further joining fee of £5 requires approval	68

Total **764.69**

Predicted Balance at year end 31 March 2019 **25,045.77**



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Capital Plan – The Chair outlined the capital plan focusing on the Village Hall refurbishment and the inclusion of roof insulation.

Capital Plan 2019/20

1. Reserves		£
	Predicted Balance at end of 2018/19 - circa	24,000
	Contribution from 2019/20 Budget	5,000
Total		£29,000
2. Commitments		
	Maintain unallocated reserve (in line with good practice)	12,000
	Open space, street furniture and other improvements	6,000
	Internal improvements to Village Hall	6,000
	Replacement roof to Village Hall (£12,000 (inclusive of £1,200 insulation) less RBC Rural Development Fund £7,000)	5,000
Total		£29,000

8. Publicity – Three specific areas of publicity were noted:
- I. The Chair had been interviewed by the C&W BBC about Newton and it was resolved to add access details to the Parish Website
 - II. The Chair had written an article about the Five Arches Wildlife Site which had been published in the Society of Local Council Clerks (SLCC) magazine. It was resolved to add the article to the Parish Website, the Notice Board and the next Newsletter
 - III. It was noted that the first Newsletter had been written and distributed. On discussion it was agreed that this had been generally well received and the Parish Council agreed to provide three per year, the next one due in May.
9. Additional Gritting – The Parish Council had received a request from County Councillor John Homer, Warwickshire County Council to establish the level of support for extra gritting at cost to the Parish Council. It was resolved that the Clerk would respond to support extra gritting in principle only and this is entirely dependent on associated costs.



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10. Defibrillator training – It was resolved to progress the defibrillator training which would take place in June. A leaflet drop to invite residents would be initiated to establish numbers of attendees and the Clerk would co-ordinate this along with nominated Councillor Goulborn.
11. Polling District and Polling Station Places Review – The Parish Council had received a request from Rugby Borough Council to participate in a five year review of polling places, stations and polling districts. The Parish Council resolved to feedback positively. The Clerk would respond on behalf of the Council.
12. Litter Pick - It was noted that the date of the Newton Annual Litter Pick is Sunday 7 April 2019. The Clerk reported that the parish is signed up to the Rugby Litter Pick Programme and the National Keep Britain Tidy campaign to not only register the event, but take advantage of any support material. She also reported that the event is shared in the newsletter and on the website.
13. Neighbourhood Plan – The Chair introduced the concept of a Neighbourhood Plan and whilst noting this was a positive and helpful process, it was resource heavy as it cannot be written in isolation as there is a requirement for significant public consultation and needs to reflect local and national planning priorities. Councillor Warwick described a similar positive process in Wolvey and would share the detail with the Chair of an agency that undertook the process for that parish at no cost.
14. Registration of Allotments – Frank Preston described progress on registration of the Newton allotments. It was noted that this was progressing. The Parish Council are responsible for Solicitors fees associated with this registration which would be in the region of £600 and it was Resolved that this would be paid by the Council once the invoice is received. It was also resolved that an interim Solicitors fee of £65 would be paid for Disbursements.
15. Two further statutory meetings were discussed:
 - I The Annual Meeting of the Parish Council, (the business meeting) which needs to take place between the 8 May and 23 May. It was resolved that this meeting would take place on Thursday 23 May 2019 at 6.30pm.
 - II The Annual Parish Council Assembly, this is not a Parish Council meeting, (it is a Community activity focused meeting) and this needs to take place between the 1 March and 1 June. It was resolved that this meeting would take place on Thursday 23 May 2019 at 7.30 pm.

These meetings replace the normal Parish Council meeting planned for 23 May 2019.



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16. **The next Parish Council meeting is on Thursday 25 April 2019** in the Newton Village Hall at 7.30pm. Apologies from Councillor Hunt were noted.
17. There being no further business the Chair declared the meeting closed at 8.30pm.

Ian Davis – Chair

Allyson Downes – Clerk

Date: 24 March 2019