



Minutes of Newton and Biggin Parish Council meeting held on Thursday 20 June 2019

No	Minute	Text	Resolution /Action
1	NPC19/06/0031	Attendance – I Davis (Chair), Rick Crane (Vice Chair), Rugby Borough Councillor Leigh Hunt, Parish Councillors Vanessa Goulborn, Anne Davis and Frank Preston. Allyson Downes (Clerk). Three members of the public were present – Fiona Haggett, Victoria Andrew and Jane Morgan.	
2	NPC19/06/0032	An apology from County Councillor Adrian Warwick was received.	
3	NPC19/06/0033	There were no declarations of interest expressed.	
4	NPC19/06/0034	The draft minutes of the meeting held on Thursday 23 May 2019 were agreed as a correct record and signed by the Chair.	
5	NPC19/06/0035	Matters Arising from the minutes: <ul style="list-style-type: none"> I. Survey Speed Data - The Chair described how the data received from Warwickshire County Council Highways had been analysed and that there was little excessive speed evident. This was most likely due to the curves and bends in the main village roads, which slowed traffic. There was no further action planned. II. New Residents Information Pack - Councillor Crane described collaborative work with Councillor Davis to progress the pack which was now in draft form and it was noted that once validated this would be added to the Parish website. A small number of hard copies would be printed by Councillor Crane and distributed to new residents. III. Blocked drain in Main Street - The Chair described how he was aware that an order to unblock the flooding drain had been created and the repair work was imminent. IV. Defibrillator training - It was noted that the planned training had been cancelled as there had been very few people who wished to participate. The parish council had acted promptly and incurred no cost and it was agreed to explore interest prior to arranging training in future years. 	A Downes R Crane
6	NPC19/06/0036	Open session of the public – there were no items raised for discussion.	

7	NPC19/06/0037	Five Arches Picnic site - The Chair described the 5 Arches Picnic Site security arrangements and how previous locking and un-locking of the gates to deter travellers and anti-social behaviour had ceased. Recently, there had been a number of fly tipping incidents and some anti-social behaviour at the site and, whilst not wishing to prevent residents enjoying the facility, it was agreed that the Parish Council advertise a role to re-instate locking and unlocking arrangements. This would be seasonal with opening times being at 8am, closing at 6pm in winter and 10pm in summer. It was agreed to pay an honorarium of £1,000 per annum. Enquiries and applications for the role need to be to the Chair or the Clerk.	I Davis
8	NPC19/06/0038	Plan for VE celebrations - It was agreed that Jane Morgan would take the invitation to participate in upcoming VE Day celebrations to the Events Committee and any initiatives would be supported by the Parish Council and the response would be a subject for the next Parish Council meeting.	A Downes
9	NPC19/06/0039	Rugby Borough Council Rural Development Fund - The Chair reported on the success of the Parish Council grant application against the Rugby Rural Development Fund and the contribution for £7,000 had been received. This grant would be specifically for the replacement village hall roof which it is anticipated will take around 2/3 weeks. The Chair also reported on the initial timing of the roof replacement work, around autumn, followed by the internal renovations. Councillor Preston would speak to Ruth Hughes to identify booked village hall activity to progress decanting these activities to the Good Shepherd Church. It was agreed that there is an urgency to establish the design and detail of the internal renovations of the village hall and it was agreed to seek the views of the kitchen users to identify their specific requirements.	F Preston F Preston
10	NPC19/06/0040	Star Award - It was noted that the Parish Council was submitting an application for a Star Award to the National Association of Local Councils (NALC) for work in the previous year.	I Davis
11	NPC19/06/0041	Rugby in Bloom application - It was noted that the Parish Council was submitting an application for the Rugby in Bloom competition for the Five Arches Wildlife site.	A Downes
12	NPC19/06/0042	Ellis Field Gardens Play Area opening - The Parish Council had been invited to participate in the formal opening of the Play Area in the Ellis Field Development by Lioncourt. The Council has agreed and details are to follow.	I Davis
13	NPC19/06/0043	Financial Report Status - It was noted that due to the annual audit, the material was not available for the regular financial report provided by the Clerk. The Clerk resolved to provide an updated report at the next meeting. It was noted that the auditor had confirmed that the records were accurate and systems and processes were in order. It was agreed to pay invoices from EON for street lighting and the final payment to Webgrowth for website support.	A Downes
14	NPC19/06/0044	Publicity - There were two items of note. An article describing the formal opening of the 5 Arches Wildlife Site had been published in the Rugby Advertiser and an article describing recent events in Newton has been written, submitted and will be published and distributed in the Parish Church Magazine. Jane Morgan offered to contact Mr Singh (Charitable Foundation) to enquire if he would be able to plant a tree at the 5 Arches Wildlife Site, and the Chair would contact Mike Slater, from Butterfly Conservation for his opinion.	I Davis

15	NPC19/06/0045	Progressing the Newton Neighbourhood Plan - The Chair described the benefits of a local neighbourhood plan, the associated costs and required input. It was noted that developing a neighbourhood plan gives the opportunity to shape future planning designations, the process can take up to two years, needs considerable community participation and there would be significant associated costs (around £3 -£4K contribution from the council). Councillor Crane, questioned the suitability of 'Your Locale' and whether the initiative was value for money. It was agreed that the Clerk would explore the experiences of other parishes on developing their neighbourhood plans, these were Brandon and Bretford, Willoughby and Wolvey.	A Downes
16	NPC19/06/0046	Review of Special Expenses Scheme 2019 - Consultation with Parish Councils - Councillor Hunt described the purpose and process associated with the review. She advised that when the council completed the questionnaire which was imminent, it was important to include all Parish services such as grass cutting, waste bins, dog waste bins, handymen, village Hall provision, picnic site security, clerks expenses, auditor expenses and voluntary works etc. This would influence decisions around costs of services incurred by the Borough Council not being met by Parish areas.	I Davis
		The following two items were considered in private and the public were excluded from the meeting as their presence was considered prejudicial to the public interest due to (i) commercial sensitivity and (ii) the confidential nature of subject under the Data Protection Act 2018.	
17	NPC19/06/0047	In relation to agenda item 17 at the meeting dated 20/06/19, it was resolved to agree to option 2. Therefore, the contract for works to the Newton Village Hall roof would be let to Symon Construction and the Chair would confirm with the company and establish a start date. The Clerk would formally write to other bidders and let them know that they were unfortunately unsuccessful on this occasion.	I Davis A Downes
18	NPC19/06/0048	In relation to agenda item 18 at the meeting dated 20/06/19, it was resolved to agree the proposed amendments to the Clerk's contract of employment – it was agreed that the hours of the Clerk would be increased to 6 hours per week in line with the recommendation from Warwickshire Association of Local Councils (WALC). The contract of employment will be revised.	I Davis
19	NPC19/06/0049	Date and time of next meeting - Thursday 25 July 2019, Newton Village Hall at 7.30pm.	
		There being no further business, the meeting concluded at 19.30pm.	

A Downes – Clerk - 23 June 2019

Signature of Chair and Date