



Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 22 August 2019

No	Minute	Text	Resolution /Action
1	NPC19/08/0063	Attendance - Rick Crane (RC) Acting Chair, Parish Councillors Vanessa Goulborn (VG) and Frank Preston (FP), Rugby Borough Council (RBC) Councillor Leigh Hunt (LH) and Allyson Downes (ADo) Clerk. Four members of the public were present - Jane Morgan (JM), June Ford (JF), Judith Leggatt (JL) and Mike Durville (MD).	
2	NPC19/08/0064	Apologies - were received from the Chair Ian Davis, Councillor Anne Davis, Warwickshire County Council (WCC) Councillor Adrian Warwick and member of the public Kate Riley.	
3	NPC19/08/0065	Declarations of Interest - There were no declarations of interest expressed.	
4	NPC19/08/0066	The Standing Orders were suspended to enable Members of the public to address the PC: (I) June Ford raised the issue of the viability and ownership of the Stag and Pheasant pub - June described how the owner of the pub is seeking change of use and asked if the PC had a view or influence on its future as a community asset. Rick Crane agreed to obtain a position statement and report back to the PC. (II) Asbestos - June Ford advised that the PC would need to ensure that the Asbestos Survey that had previously been carried out on the Village Hall would need to be updated to account for recent improvements to the roof. (III) The Chair thanked Mike Durville on behalf of the PC for the excellent renovation he had completed on the PC notice board . Mike submitted a claim for materials and it was agreed that the Clerk would pay Mike with immediate effect.	RC FP ADo
5	NPC19/08/0067	As there were no further issues raised by members of the public, the Standing Orders were resumed.	
6	NPC19/08/0068	The minutes of the previous meeting held on the 25 July were noted and agreed as a correct record once the following correction raised by the Clerk was approved by the Council. It was noted that the previous notes (from 25 July 2019) had included an incorrect table when reporting on finances. The correct revised table is as follows:	

AMENDED FOR AUGUST COMMITTEE FINANCE REPORT

Revised

Loyds Bank Reconciliation Statement June 2019 Number 93

		Balance	£38,525.02	38525.02	38525.02
Cheques drawn but not shown on statement					
Date	Cheque	Item	Paid		
27/06/19	450	Came and Co - Insurance	£436.51	included in statement	
21/06/19	451	EON May - Street lighting	£34.82	included in statement	
21/06/19	452	Webgrowth consulting -website support	£30.00	30	
29/06/19	453	EON April - Street lighting	£33.69	33.69	
07/07/19	454	Clerk salary - May and June 2019	£428.40	428.4	
07/07/19	455	HMRC - Tax to revenue	£107.00	107	
			£1,070.42		-599.09
		Bank Balance	£37,454.60		37,925.93
Invoices received and cheques to be drawn					
		Gifts	-100		-100
		EON June - Street lighting	-£33.69		-33.69
		Balance	£37,320.91		£37,792.24

This amendment was noted and recognised as the approved financial position in accordance with the Lloyds Bank Statement number 93 as at 25 July 2019 and the minutes were signed by the Acting Chair as a correct record.

7 NPC19/08/0069

Matters arising from the previous minutes:

Blocked Drain on Main Street - It was noted that investigative work had been completed and corrective work to unblock the drain is planned.

- (l) Newton Road tree trimming and flooding - The flooding relates to a gateway near the St. Thomas Cross which will be investigated next time there is substantial rain. It was noted that the tree in question is not within the Newton boundary, but Clifton and as such not the PC responsibility. The PC agreed to write to Adrian Warwick at WCC to enquire about the possibility of adding kerbing to the road/pavement outside of the Good Shepherd Church.

ADo

		<p>(II) Plan for VE Celebrations - It was noted that the Events Committee had yet to meet. A meeting is planned for week commencing 26 August 2019 and this would remain an item on the PC agenda.</p> <p>(III) Opening of the Ellis Garden playing field - It was noted that the developers were waiting for the safety certificate and once received the play area will be open for use and communicated via Facebook and the PC Website. There was no further information available regarding the PCs inclusion in the Lioncourt formal opening of the play area.</p> <p>(IV) WCC Year of Wellbeing - RC drew attendees notice to the RBC and PC Website where there was significant information regarding the WCC Year of Wellbeing. The Chair is awaiting feedback from RBC with regard to Wellbeing support for the community and it is envisaged that an update will be available at the September meeting.</p> <p>(V) Neighbourhood Plan (NP) - RC reported that he and ID had met with the Head of Local Planning (RBC) to discuss provision of a NP and had agreed to reconvene the meeting with RBC planners once he and the Chair had had chance to go through significant material received.</p> <p>(VI) Coton Park East Supplementary Plan Consultation - The Clerk confirmed that she had responded to the planning application consultation as per the agreement in July 2019.</p> <p>(VII) Whilst noting that the nature of the 5 Arches was not forest, progress had been made with tree provision as follows: JM had contacted Ram Singh and he is seeking a disease resistant Elm Tree for planting around March 2020. FP reported that he had contacted the Woodland Trust and they considered that there were no indigenous disease resistant Elm trees in existence. FP to speak to Mike Slater of Butterfly Conservation and this would be an agenda item for September.</p>	<p>ADo</p> <p>ADo</p> <p>ADo</p> <p>RC/ID</p> <p>FP ADo</p>
8	NPC19/08/0070	<p>(I) It was noted that the requirements for the kitchen fittings were still being debated and whilst acknowledging that progress needed to be made with some urgency, it was agreed that the building works would be progressed whilst the internal facilities were being agreed as it is likely that the budget allocated for this year will not cover the improvements for all aspects of the VH renovations. It was agreed that the kitchen area was the main priority. RC reported that the estimated costs for the kitchen building works received thus far were expensive and two further quotes were being pursued.</p> <p>(II) It was noted that the new Village Hall roof was completed. It was agreed to pay the builders once it was established that the gutters had been cleaned, remains of the asbestos tiles had been removed and there was a timescale for removing the scaffolding. The Clerk was asked to progress this with the builders and arrange payment. (Update - The tile remnants at the front of the building have now been removed and the flooring washed).</p>	<p>FP/RC</p> <p>ADo</p>
9	NPC19/08/0071	<p>Insurance Arrangements - The Clerk outlined the three insurance providers, Came and Company for Parish Council Public Liability, Ansvar Insurance for the Village Hall and Jelf for the Allotments. These were specialists for this specific cover and the Clerk outlined the existing cover and advised that insurance provision for the footpath traversing the allotments is the responsibility of the County Council, the body responsible for upkeep of the footpath. Initial advice from the providers</p>	

suggests that the existing cover is appropriate and there appears to be no financial gain in amalgamating the cover into one policy, although further detail is being pursued with providers.

ADo

10 NPC19/08/0072

(I) Income and Expenditure Report - The Clerk outlined the financial position and the following report was noted.

I & E Report to 22 August 2019 Parish Council Meeting			
	£	£	£
1. Income			
Bank Balance Statement 94 = £37,792.24 - £383.90			
cheques not shown on statement	37,408.34		
Second tranche of precept (October 2019)	8,000.00		
VH Committee contribution	4,000.00		
VAT reclaim	1,307.77		
Grant for projector	800.00		
Total Income			51,516.11
2. Expenditure			
(i) Capital			
VH Roof	13,000.00		
VH Internals (includes £4K from VH Committee)	10,000.00		
Street furniture	6,000.00		
		29,000.00	
(ii) Outstanding Revenue Commitments			
		8,243.69	
(iii) Reserves (includes £5344 from 19/20 budget)	12,000.00		
		12,000.00	
Total Expenditure			49,243.69
Unallocated			2,272.42
			51,516.11

The Chair summarised the financial position and it was noted that although the finances were healthy, there were Statutory and operational commitments for the majority of income and the unallocated finances were £2,272.42.

(II) The Clerk provided an update on the Annual Governance Accountability Return (AGAR). It was noted that all required submissions and public notices had been made and the accountants (Littlejohns) had confirmed that the PC was exempt from a full audit. It was noted however, that Littlejohns would most likely undertake a full audit of accounts next year, as the PC turnover will exceed the threshold for exemption.

11	NPC19/08/0073	Planters and Planting - RC asked for a volunteer to accompany ADa to explore where to put the new planters and work on the design. Both VG and FP agreed to do this. RC also asked for volunteers to help with planting the bulbs which would be ordered shortly for planting in October. Once further details were available, the clerk would put the request for volunteers on Facebook and on the PC website.	ADa, VG and FP ADo
12	NPC19/08/0074	Publicity - No formal publicity had been undertaken in month. An analysis of hits to the website has been completed however and though numbers accessing the site is disappointing, it was agreed to enhance signposting to the website via the notice board, emails and correspondence. RC asked members of the public present, if they valued the PC Newsletter. It was noted that two out of the four present had not received the second newsletter but there was much support for it and it was agreed that this commitment would continue. It was noted that the draft of Newsletter 3 would be an item on the next PC agenda.	All ADo
13	NPC19/08/0075	Next meeting - it was noted that PC Baillie-Crabtree is planning to attend the next meeting and update the council on police activity.	
14	NPC19/08/0076	Date of next meeting - it was noted that the next meeting is on Thursday 19 September, 2019 at 7.30 in the Newton Village Hall.	
		There being no further business, the meeting closed at 8.35pm.	

Minutes prepared by A Downes - Clerk - 26 August 2019