



Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 25 July 2019

No	Minute	Text	Resolution /Action
1	NPC19/07/0050	<p>Attendance – I Davis (ID) Chair, Rick Crane (RC) Vice Chair, Parish Councillors Vanessa Goulborn (VG), Anne Davis (ADa) and Frank Preston (FP). Allyson Downes (ADo) Clerk and Sarah Palmer (SP) Internal Auditor.</p> <p>Four members of the public were present – Jane Morgan, June Ford, Judith Leggatt and Pauline Holdsworth.</p>	
2	NPC19/07/0051	<p>Apologies were received from Borough Councillor Leigh Hunt, County Councillor Adrian Warwick and member of the public Kate Riley.</p>	
3	NPC19/07/0052	There were no declarations of interest expressed.	
4	NPC19/07/0053	The draft minutes of the meeting held on Thursday 20 June 2019 were agreed as a correct record and signed by the Chair. There were no matters arising not on the meeting agenda.	
		<p>The Standing Orders were suspended to enable members of the public to address the PC.</p> <p>June Ford raised the issue of the Parish Council contributing to funding for Yoga classes held in the Village Hall. It was noted that it currently Warwickshire County Council Year of Wellbeing and if the activity meets the required criteria, there may be some support for this activity. June was asked to share this information with the class leader and Sarah Palmer would forward some information to share.</p> <p>As there were no further items raised for discussion, the Standing Orders were re-instated.</p>	SP
5	NPC19/07/0054	<p>Matters Arising from the minutes:</p> <ol style="list-style-type: none"> I. New Residents Information Pack – It was noted that the pack was complete. This had been added to the Website and the Clerk would obtain a quote for hard copies for distribution by RC. 	ADo RC

		<p>II. 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 still to take place. The Chair would contact Adrian Warwick to progress.</p> <p>III. The Five Arches Picnic Site - Action had been taken to contribute to reducing vandalism, fly tipping and drug usage. A volunteer has come forward to commence locking and unlocking the gate at the site from 1 August 2019. It was agreed that the PC would pay him an honorarium of £1,000 per annum. The Chair has written to the volunteer outlining the duties and thanking him on behalf of the Parish Council. Councillor Goulborn will undertake a Risk Assessment to ensure all mitigations and actions have been properly considered.</p> <p>IV. VE Celebrations – Jane Morgan fed back from the Events Committee and although there were a number of ideas taking shape, it was considered that further progress could be made at the next PC meeting. Add to agenda.</p> <p>V. Opening of Ellis Gardens - The Chair had explored this with Lioncourt and there was nothing further to report at this time. This will be revisited when more information is available.</p> <p>VI. Planting disease resistant trees on the Five Arches Wildlife Site - The issue of providing a tree or multiple trees on the site was further discussed. The Chair had contacted Mike Slater from Butterfly Conservation and he advised that he would welcome trees in an appropriate area of the site which was not primarily woodland. Jane Morgan would contact Raj Singh to seek confirmation on tree provision and Councillor Preston would contact the Woodland Trust to establish if they were able to provide disease resistant elms or similar for the car park area.</p>	<p>ID</p> <p>VG</p> <p>ADo</p> <p>IA</p> <p>JM FP</p>
6	NPC19/07/0055	<p>Insurance Arrangements - There was a wide ranging discussion around the level of insurance cover currently in place for both the Village Hall, its activities, the allotment, additional events held and the public footpaths. The Clerk would consider current levels of insurance in place and bring this issue back to the PC for a further detailed debate on risks, issues, mitigation and insurance cover.</p>	ADo
7	NPC19/07/0056	<p>Neighbourhood Plan (NP) - The Clerk had received feedback from Brandon and Bretford, Willoughby and Wolvey Parish Councils on their experiences of developing a NP in terms of cost and impact.</p> <ul style="list-style-type: none"> The Chair of Brandon and Bretford PC reported that their NP was largely supported by Rugby BC with help from a Planning Consultant. The PC contributed £3K and the plan has taken 3 years to complete. Community engagement was challenging. The work fell to a small number of councillors. However, overall he considered that developing the plan has been helpful in shaping development under significant pressure from developers on two large sites. The Chair of Willoughby PC reported that they had received a grant for £9K and had used a Consultant to help them develop the NP and will have incurred costs of around £3K over and above the grant. He considered that the exercise is worthwhile and hope it will stand the PC in good stead for the future. 	

		<ul style="list-style-type: none"> The Chair of Wolvey reported that the PC had funded their plan that is nearing completion and had used Your Locale specifically to obtain available grants. He considers that the plan provides a valuable way to control developments in the village, and enables compliance with the 30% affordable homes condition, rather than developer offset payments. <p>Overall, all three PCs valued their plans, but community engagement was challenging and the work largely fell to those with a planning background. The Chair expressed his concern around potential national policy changes which could impact on any NP. It was agreed to put a small working party together to further consider the proposal to develop a NP and make recommendations to the Council. Councillors Crane, Goulborn and the Chair volunteered to do this.</p>	ID, VG, RC
8	NPC19/07/0057	<p>Village Memorial Hall - The Chair described the current position with the replacement roof. It was noted that the contract had been let, the start date of Monday 5 August is agreed and the works would take about two weeks. It was reiterated that the hall would not be operational during the day and arrangements for booked activities to decant to the Good Shepherd were completed.</p> <p>Internal works - It was noted that £4k would be contributed from the VH Committee towards the internal works and the PC would contribute £6K and additionally, a grant of £800 specifically for a projector had been confirmed. It was agreed that it was timely to progress detailed plans for these works and a one off meeting was agreed to develop the kitchen specification. Councillor Preston agreed to convene this meeting to agree required facilities. Priorities and sequence of work was noted as: Roof, kitchen, WCs Projector, Doors, other items (porch, pointing, awning). This would be an item on the next PC agenda. Councillor Crane agreed to provide helpful wording (from Walton Hall) for adaptation and display in the hall entrance regarding responsible behaviour and actions whilst using the premises.</p>	FP ADo RC
9	NPC19/07/0058	<p>Financial Matters -</p> <ol style="list-style-type: none"> I. Sarah Palmer reported favourably on the annual internal audit she had undertaken on PC financial records for 2018/19. She described historic issues and their resolution and how records were correct and accounts were in order. Sarah also described the requirement for a full internal audit for the year 2019/20. II. The PC approved payments for EON for June street lighting electricity and payments for two gift cards as per the budget. III. The Bank Reconciliation report was received and agreed as follows. SUBSEQUENTLY AMENDED – SEE MINUTES OF AUGST 2019 COMMITTEE. 	

Loyds Bank Reconciliation Statement June 2019 Number 93

	Balance		£38,525.02
Cheques drawn but not shown on statement			
Date	Cheque	Item	Paid
27/06/19	450	Came and Co - Insurance	£436.51
21/06/19	451	EON May - Street lighting	£34.82
21/06/19	452	Webgrowth consulting	£30.00
29/06/19	453	EON April - Street lighting	£33.69
07/07/19	454	Clerk salary - May and June 2019	£428.40
07/07/19	455	HMRC - Tax to revenue	£107.00
			£1,070.42
	Bank Balance		£37,454.60
Invoices received and cheques to be drawn			
01/07/2019		EON June - Street lighting	-£33.69
	Balance		£37,420.91

- iv. The Clerk outlined the purpose and content of the **Annual Governance and Accountability Return (AGAR)** 2018/19. In particular it was noted that the PC assets had changed due to a new streetlight and the Village Hall was confirmed as an asset and therefore required inclusion this year at a notional value. However, the VH would require full valuation once renovation works were complete prior to next year's audit. The Clerk would arrange this. It was noted that the PC met the criteria to be considered exempt from full external audit for 2018/19 but due to the level of income and expenditure, would be subject to a full audit next year. It is a requirement for the PC to complete the AGAR, seek sign off at the PC meeting, return to PKF Littlejohn LLP and publicise the return for the required 30 working days to enable the public to consider the content. The PC agreed the content of the AGAR and the Chair, the Clerk and the Auditor signed the return as required and the Clerk would send to PKF Littlejohn LLP and upload to the PC website.

ADo

ADo

10	NPC19/07/0059	Coton Park East Supplementary Plan Consultation 25 June to 6 September 2019 – The Chair described a suggested response to the consultation as previously circulated to Councillors. The recommended response was agreed and the Clerk was asked to submit the response to the planning authority on behalf of the PC.	ADo
11	NPC19/07/0060	Publicity - An article in the Parish Church Magazine had been published and the Clerk drew the Council and members of the public's attention to the PC Website which had been updated with many newsletters, bulletins and articles from related organisations.	
12	NPC19/07/0061	Any Other Business I. Councillor Preston raised the issue of a gateway near to the main Road leading to Clifton which was subject to flooding. It was noted that the road had been marked up (with yellow paint) for a significant time but work was yet to take place. II. Councillor Preston reported that a Willow Tree had fallen across the road (possibly having been hit by a lorry) and it was considered that this needed to be trimmed as a preventative measure. The Chair agreed to write to Warwickshire County Council to progress both issues. III. The Chair agreed to explore the future position of the Stag and Pheasant.	ID ID
13	NPC19/07/0062	Next Meeting - It was agreed that the next meeting would take place on Thursday 22 August 2019 at 7.30 pm in the Newton Village Memorial Hall.	
		There being no further business, the meeting concluded at 20.45 pm.	

Minutes prepared by A Downes – Clerk - 26 July 2019

Chair signature:

Date: