



## DRAFT Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 21 November 2019

Ref	Minute	Text	Resolution/ Action
1	NPC19/11/0114	<p><b>Attendance</b> - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), Frank Preston (FP), Warwickshire County Councillor (WCC) Adrian Warwick (AW) and PC Clerk Allyson Downes (ADo). Four members of the <b>public</b> were present - June Ford, Kate Riley, Pauline Holdsworth and Jane Morgan.</p>	
2	NPC19/11/0115	<p><b>Apologies</b> - Rugby Borough Council (RBC) Councillor Leigh Hunt (LH).</p>	
3	NPC19/11/0116	There were no <b>declarations</b> of interest expressed.	
4	NPC19/11/0117	<p>The <b>Standing Orders were suspended</b> to enable members of the public to address the PC:</p> <ul style="list-style-type: none"> <li>I. Kate Riley raised the issue of a drainage ditch discharging onto the road towards St. Thomas Cross likely due to blocked gulleys and/or ditches. It was considered that this represents a hazard given the likelihood of seasonal freezing conditions. Adrian Warwick agreed to initiate investigation.</li> <li>II. The Chair reported that in regard to the blocked drain on Main Street, Severn Trent Water Authority has accepted responsibility and inspected the site around two weeks ago. They have identified the blockage/collapse and a Dig Team was to return within a week to do the repairs. If they are seen on site please let the Chair know.</li> <li>III. Active Ageing Programme - June Ford gave a positive update to the Council and it was agreed that the Chair would discuss continuance of the programme with Tom Kittendorf, Sports and Leisure Manager at Rugby Borough Council.</li> </ul>	<p><b>AW</b></p> <p><b>All ID</b></p>
5	NPC19/11/0118	Resumption of <b>Standing Orders</b> .	
6	NPC19/11/0119	<p>The <b>draft minutes of the meeting</b> held on Thursday 31 October 2019 were agreed as a correct record and signed by the Chair. Although these items were not specifically on the agenda, the Chair took the opportunity to comment on the following:</p> <ul style="list-style-type: none"> <li>I. Remembrance Sunday - It was encouraging that there were many attendees at the ceremony and the Chair offered formal thanks to the Reverent Ted Lyons for leading the service, Hanna Kent for the music, Henry Corbin for the bugle, David Leggatt for the Exhortation, the Girl Guides for the Response and Jane Morgan and others for helping with the refreshments. It was considered to be a successful and fitting event.</li> <li>II. Stag and Pheasant - It was noted that the sale of the pub had progressed and the future looks promising.</li> <li>III. Bulb planting - Although the majority of bulbs were now planted, the Chair reported that there were 1.5 bags left. Councillor Crane agreed to co-ordinate further planting of the remaining bulbs.</li> </ul>	<p><b>RC</b></p>



7	NPC19/11/0120	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>I. <b>Power Cuts</b> - the Clerk gave an update. Western Power had put remedial action in place which should have resolved the issue though any further power cuts need to be reported immediately.</li> <li>II. Disease resistant Elms for Five Arches Site - this item was deferred for Councillor Preston to report to the next meeting.</li> <li>III. <b>Extending the 30mph limit</b> along Newton Lane to include the Ellis Gardens development and potentially as far as the Five Arches access - WCC as Highway Authority have responded positively and agreed to arrange a Traffic Regulation Order (TRO) to be made. This process is quite lengthy and can take at least six months to implement. WCC have agreed to keep the Chair informed of all stages and timescales and he has committed to further report to the PC as information becomes available.</li> <li>IV. <b>Christmas tree provision</b> - Councillor Goulborn and Councillor Preston agreed to arrange provision of a 10 foot tree which will erected at the Good Shepherd Church. The PC already has a stand and lights and there is access to electricity. It was agreed that Saturday 30 November at 6pm will be the formal switch on. Councillor Goulborn will co-ordinate publicity and refreshments.</li> <li>V. <b>Projector</b> - Councillor Goulborn had progressed the purchase and installation of a new projector for the Village Hall and the formal order can now be placed and an installation date agreed. The Clerk would place the order.</li> <li>VI. <b>Planters</b> - It was noted that two planters had been ordered and they are due to be delivered on the 17 December 2019. The position and contents will be determined once received.</li> <li>VII. <b>Insurance position</b> for Village Hall, Allotments and Parish Council liability - the Clerk had explored if there were savings to be made by linking insurance provision. She had received a quote which represented a small saving, but this was based on exploring the public liability of all users of the Hall (this is a requirement already in place) and going back to providers nearer renewal dates as quotes were time limited. It was agreed that the savings were small and would be negated by the cost of administration, particularly as the dates for renewal were varied. The Clerk agreed to circulate the summary of charges and insurance cover to Councillors for information.</li> </ul>	<p>FP</p> <p>ID</p> <p>VG/FP</p> <p>VG</p> <p>ADo</p> <p>ADa</p> <p>ADo</p>
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<p><b>8</b></p>	<p>NPC19/11/0121</p>	<p><b>Financial Report</b> - The Clerk described the Parish financial position. It was noted that the Parish Council was beginning to work on next year's budget, although this was dependent upon Rugby Borough Council confirming annual income (precept), based on ratified numbers of properties within the Parish. This information is still awaited. The Chair asked Councillors who attended the Burial Committee to explore anticipated costs*. To aid transparency, it was noted that the 6 unrepresented cheques on the report are as follows and all payments would be detailed in future reports**:</p> <table border="1" data-bbox="477 783 1037 1007"> <thead> <tr> <th>Cheque ref</th> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>479</td> <td>15/10/19</td> <td>Wright Hassall</td> <td>64.80</td> </tr> <tr> <td>480</td> <td>31/10/19</td> <td>Honorarium</td> <td>83.33</td> </tr> <tr> <td>481</td> <td>31/10/19</td> <td>Salary</td> <td>202.88</td> </tr> <tr> <td>482</td> <td>31/10/19</td> <td>HMRC</td> <td>50.80</td> </tr> <tr> <td>483</td> <td>31/10/19</td> <td>Remembrance Wreath</td> <td>50.00</td> </tr> <tr> <td>484</td> <td>31/10/19</td> <td>Eon - October Elec</td> <td>34.82</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>£486,63</b></td> </tr> </tbody> </table>	Cheque ref	Date	Payee	Amount	479	15/10/19	Wright Hassall	64.80	480	31/10/19	Honorarium	83.33	481	31/10/19	Salary	202.88	482	31/10/19	HMRC	50.80	483	31/10/19	Remembrance Wreath	50.00	484	31/10/19	Eon - October Elec	34.82	<b>Total</b>			<b>£486,63</b>	<table border="1"> <thead> <tr> <th colspan="4">BANK RECONCILIATION &amp; I&amp;E REPORT TO NOVEMBER 2019 Parish Council Meeting</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>1. 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<p><b>9</b></p>	<p>NPC19/11/0122</p>	<p><b>Budget 2020/21</b> - The Chair described the timescale and process in setting the budget for 2020/2021. It was noted that the budget is predicated on income as yet to be confirmed by RBC and Councillors had arranged an informal meeting and formal meetings to set the budget in the coming period. The Chair asked those present, to share expenditure initiatives for consideration.</p>	<p>All</p>																																																																																																																																																																													



10	NPC19/11/0123	<p><b>Publicity and communication</b> - It was noted that the Newsletter had been circulated to residents and the PC had received a positive response. The issue of appropriateness of colour was raised. It was agreed to pay attention in future on the use of colour in terms of cost and readability. It was also noted that the PC had received a concern regarding wider communication for those without access to technology. It was agreed that in future, the PC would target poster campaigns using six distinct areas as follows:</p> <ul style="list-style-type: none"> <li>• the PC noticeboard in the Stag car park</li> <li>• the noticeboard in the Village Hall</li> <li>• the noticeboard outside of the Village Hall</li> <li>• within the Stag (the Chair will progress with the new owners)</li> <li>• the Church noticeboard</li> <li>• in addition, the PC will make financial provision for a new noticeboard in next year's budget to be erected towards the new Ellis Field development. But funding for this will not be until after April 2020.</li> </ul> <p>The Website, Facebook, Newsletter and 'Bacon Butty Mornings' would also continue as communication methods. With regard to the Website, an issue was raised about accessibility. The Clerk agreed to contact server support to address this.</p>	<p style="text-align: center;"><b>ADo</b></p> <p style="text-align: center;"><b>ID/ADo</b></p> <p style="text-align: center;"><b>ADo</b></p>
11	NPC19/11/0124	<p><b>Village Hall Internal Works</b> - It was noted that a further quotation for the work to the kitchen, toilets and patio door had been received and Councillors would progress this work within this financial year.</p>	<p style="text-align: center;"><b>ID</b></p>
12	NPC19/11/0125	<p><b>Calendar of meetings for 2020/2021</b> - The Clerk circulated a calendar of meetings and Councillors were asked to contact the Clerk as soon as possible if there were any issues with the proposed dates. It was noted that the Village Hall had been booked for all meetings which are primarily the third Thursday in the month.</p>	<p style="text-align: center;"><b>All</b></p>
13	NPC19/11/0126	<p><b>Date and time of next meeting</b> were noted as:</p> <ul style="list-style-type: none"> <li>• Informal Councillor meeting to consider the budget - Thursday 19 December 2019 - 7.30 Stag and Pheasant Inn</li> <li>• Extraordinary Public meeting to note the Precept and Agree the Budget for 2020/2021 - Thursday 9 January 2020 - 7.30 Village Hall</li> <li>• Parish Council meeting Thursday 30 January 2020 - 7.30 Village Hall.</li> </ul>	
There being no further business, the meeting concluded at 8.15pm.			