



# Newton and Biggin Parish Council

You are Cordially Invited to the Meeting of Newton and Biggin Parish Council (PC)  
**Thursday 19 March 2020 at 7.30pm in the Newton Village Memorial Hall**

## AGENDA

1. Present
2. Apologies
3. Declarations of interest
4. To agree the draft minutes from meeting held on 20 February 2020 - All
5. Matters arising and updates from previous minutes, not specifically on this agenda:

To receive an update on:

- I. Ditch cleaning from WCC Highways Dept - ID
  - II. Projector security cabinet - VG
  - III. VH internet site survey - confirmation of date and cost - ADo
  - IV. Scribe purchase (Financial Management Software), installation and training - ADo
  - V. VE celebrations - PC contribution and insurance position - ADo and members of VH Events committee.
6. Suspension of Standing Orders: An opportunity for Members of the Public in attendance to address the Council, subject to the agreement of the Chair - All
  7. Resumption of Standing Orders
  8. To note the date and arrangements for the Annual Litter Pick Sun 5 April 2020 - AD
  9. To note and sign off the draft PC Newsletter - AD
  10. To receive a report on the Village Memorial Hall internal works and associated costs - ID
  11. To receive a report on action associated with alleged discharge of effluent into the large balancing pond in Coton Fields - ID
  12. Ellis Gardens - update on adopted open space - ID
  13. To receive the Bank Reconciliation and Financial Report - ADo
  14. To discuss a preparation plan in the event of a proliferation of the coronavirus - ID
  15. Date and time of next PC meeting - Thursday 23 April 2020 - 7.30 Village Hall

**Agenda prepared by Allyson Downes - Clerk and RFO - Newton and Biggin PC – 10 April 2020**