

**Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 23 July 2020**

**Coronavirus** - Here are the Minutes of the fourth virtual Parish Council meeting held on 23 July 2020. In the present circumstances the Parish Council is not be able to meet so arrangements have been put in place for decisions to be made and work to continue. All significant decisions will be made on the dates that the Council was due to meet and the Government has now agreed that decisions made at virtual meetings via electronic means are now legal and binding. Thus, the Parish Council will hold virtual meetings wherever possible as scheduled. Advance notice will be given by the publishing of an ‘Agenda’ in the normal way and all decisions will be recorded in Minutes that will also be published.

If you have any issues that you’d like to bring to the Parish Council’s attention please let one of the Councillors know or send them to: clerk@newtonparishcouncil.org.uk

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| **Ref** | **Minute** | **Text** | **Action** |
| **1** | NPC20/07/0107 | **Attendance** - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Rick Crane (RC) and PC Clerk Allyson Downes (ADo). |  |
| **2** | NPC20/07/0108 | **Apologies** - Councillors Frank Preston, Vanessa Goulborn, County Councillor Adrian Warwick and Borough Councillor Leigh Hunt. |  |
| **3** | NPC20/07/0109 | **Declarations of Interest** - None declared. |  |
| **4** | NPC20/07/0110 | **Previous Minutes** - the minutes from the 25 June 2020 were taken as read and agreed as accurate.  RESOLVED that the minutes of the meeting held on 25 June 2020 be confirmed and signed by the Chairman as a correct record when possible. |  |
| **5** | NPC20/07/0111 | **Matters Arising:**   1. Progress with commissioning the Projector Security Cabinet.   RESOLVED that Councillor Crane would speak to the Chair of the Village Hall Committee to establish costs and the possibility of providing a cabinet to house the projector.   1. Reilly’s Site - Warwickshire Council are due to attend the site week commencing 27/07/20.   RESOLVED that the update be carried forward to the next Parish Council Meeting. | **RC**  **ADo** |
| **6** | NPC20/07/0112 | **Standing Orders** - the Standing Orders were suspended to enable the Parish Council to consider any issues raised by residents. |  |
| **7** | NPC20/07/0113 | There were no issues raised with Councillors or the Clerk and as such the **Standing Orders were re-instated**. |  |
| **8** | NPC20/07/0114 | **Village Hall**   1. Preparation for re-opening the Village Hall - It was noted that the Village Hall had opened and the Clerk and Chair had attended a WALC session regarding opening arrangements and were reassured that adequate measures were in place.    1. The Risk Assessment as circulated was approved by the Parish Council and would be signed by the Chair    2. The revised booking form and supplementary information regarding Covid 19 were noted and were in use.   RESOLVED to note that all required arrangements were in place in line with Government guidelines.   1. Replacement floor update and associated costs   RESOLVED to note that the floor is completed and the Clerk would pay Howdens as she had received the monies from the Village Hall Committee for the materials, whilst noting a further payment of £100.99 from the Village Hall Committee is awaited to enable complete payment for supplementary material.   1. Internet Provision to the Village Hall   RESOLVED to note that the initial payment had been made by the Clerk under delegated powers and the fee of £21.60 was approved for reimbursement. The PC await a survey/installation date from Plusnet, the cheapest option for adequate internet speed.   1. Porch and re-pointing planning application update   RESOLVED to note that the planning application had been submitted to Rugby Borough Council and the fee of £142.00 had been paid by the Clerk under delegated powers which has been reimbursed. The outcome of the planning application would be reported to the PC once received.   1. New curtains update   RESOLVED to note that the completed curtains had been hung.   1. Village Hall survey and valuation update   RESOLVED to note that the valuation was complete and submitted as part of the AGAR and the Clerk would ensure that the Village Hall Committee Chair received a copy for insurance purposes. | **ID**  **ADo**  **ADo**  **ADo**  **ADo** |
| **9** | NPC20/07/0115 | **Asset Register** - The Asset Register had been updated.  RESOLVED that required asset replacement costs to be included, once there was clarity around responsibility for the material asset and public liability insurance post discussion with the Chair of the Village Hall Committee. | **ADo** |
| **10** | NPC20/07/0116 | **Ellis Gardens Playground** - The Chair reported that the playgrounds in Rugby were now open and that he had discussed the position of Ellis Gardens play area with Lioncourt.  RESOLVED that an update would be a subject for the next PC meeting. | **ADo** |
| **11** | NPC20/07/0117 | **Parish Council Newsletter**  RESOLVED that this would be deferred and a draft considered at the August PC Committee. The Clerk asked for any pictures for inclusion to be sent to her. | **ADo**  **All** |
| **12** | NPC20/07/0118 | **Parish Council Finance Report**    RESOLVED that the report be noted. |  |

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| **13** | NPC20/07/0119 | * 1. **Payments for the period** made under Clerks delegated powers and in consultation with Chair. Note Internet Banking Faster Payments (FP).  1. Amazon - Village Hall Covid signage £45.29 - (paid via FP) 2. Howdens - Village Hall replacement floor material £2,348.11 (funds received from VH Committee) and a further £100.99 for further materials - (to be paid) 3. Rugby Borough Council - Village Hall Porch and repointing planning application fee £142.00 - (paid via FP) 4. George and Co Village Hall valuation survey £420.00 - (paid via FP) 5. Honorarium for June - £83.33 - (paid via FP) 6. Salary and Tax for June - £306.53 - (paid via FP) 7. WALC Clerk bookkeeping training £15.00 - (to be paid)   RESOLVED to note payments and agreements to pay which were included within the finance report at NC20/07/0118. | **ADo**  **ADo** |
| **14** | NPC20/07/0120 | **Updating the planters**  RESOLVED that Councillors Davis and Goulborn would refresh the planters. | **ADa & VG** |
| **15** | NPC20/07/0121 | Locking and unlocking the Picnic Area Gate - There was a wide-ranging discussion on the future of the gate locking and unlocking and that a range of options were considered. |  |
| **16** | NPC20/07/0122 | **Date and time of next meeting Thursday 20 August 2020**  RESOLVED that this meeting will take place in the Village Hall and whilst practicing social distancing, this would be a normal public meeting. |  |
|  |  | The meeting closed at 18.45pm. |  |

Minutes prepared on 28 July 2020 by A Downes - Clerk and Responsible Finance Officer Chair - I Davis