



**Draft Minutes of the virtual (Zoom) Newton and Biggin Parish Council (PC) meeting held on  
Thursday 26 November 2020**

Ref	Minute	Text	Action
1	NPC20/11/0164	<p><b>Attendance</b> - Parish Councillors - Ian Davis (Chair), Rick Crane, Vanessa Goulborn, Anne Davis, Frank Preston, County Councillor Adrian Warwick and Allyson Downes (Clerk).</p> <p>No members of the public were in attendance.</p>	
2	NPC20/11/0165	<b>Apologies</b> - Rugby Borough Council (RBC) Councillor Leigh Hunt.	
3	NPC20/11/0166	<b>Declarations of Interest</b> - None.	
4	NPC20/11/0167	<b>Minutes of the Meeting held on 22 October 2020</b> - These were agreed as a correct record.	
		<p><b>County Councillor Grant update</b> - The Chair thanked County Councillor Warwick for supporting the successful grant for hedgehog signs and a replacement defibrillator cabinet door. It was noted that the total grant amounting to £225.00 has now been received by the Parish Council.</p> <p>County Councillor Warwick asked the Parish Council to share the County Council information on available <b>food support</b>. The Clerk agreed to put this information onto the PC website.</p>	<b>ADo</b>
5	NPC20/11/0168	<p>Matters Arising</p> <ul style="list-style-type: none"> <li>• Hedgehog signs and defibrillator cabinet door repair - It was noted that the grant of £225.00 would be split 50/50 between hedgehog signs and the defibrillator cabinet door repair. The PC has agreed to contribute up to a total of £150.00 to purchase and erection of hedgehog signs (including the £112.50 grant).</li> <li>• Defibrillator door repair - It was noted that the door had been ordered but until the damaged door had been removed, it was not clear if new hinges were required, but on first inspection, this did not seem to be the case. If hinges are required however, these would be a further £19 plus VAT.</li> </ul>	<b>ADo</b>  <b>ADo</b>

		<ul style="list-style-type: none"> <li>Christmas tree update - Councillor Goulborn reported that a suitable tree would be £90 - £100. It was agreed that Councillor Goulborn would order the tree for delivery around 6 December. After discussion around siting and availability of electricity, it was agreed to erect it at the Church and Councillors would use the existing stand and erect and decorate it.</li> </ul>	<b>VG</b>
<b>6</b>	NPC20/11/0169	<b>Suspension of Standing Orders to Allow Public Questions</b> - No public attended.	
<b>7</b>	NPC20/11/0170	<b>Resumption of Standing Orders.</b>	
<b>8</b>	NPC20/11/0171	<b>Ellis Gardens Open Space</b> - It was noted that the Chair had met representatives of Lioncourt where a number of issues such as levels, stones, dead trees and playground equipment required attention. Lioncourt were working on these issues and it was envisaged that work would conclude in January 2021. There would be a 12-month period where Lioncourt maintained responsibility and the PC would likely take on responsibility at the end of 2021. There is an outstanding issue regarding access for maintenance of an inaccessible hedge, this will be re-visited. It was suggested and agreed that the Events Committee begin to consider a Village Show for around September 2021 on the site, which, whilst would be available, would not yet be in PC ownership. It was agreed that the Ellis Garden Open Space was acknowledged as an area for all and henceforth would be called the Village Green.	<b>ID</b> <b>FP</b>  <b>All</b>
<b>9</b>	NPC20/11/0172	<b>Heavy Goods Vehicles</b> through the village - It was agreed to further progress this ongoing issue, the Chair would approach Mark Pawsey MP to intervene and raise the issue with Highways England to seek their agreement to erect 'Unsuitable for HGV' signage at the junction of the A5 and Newton Lane.	<b>ID</b>
<b>10</b>	NPC20/11/0173	<b>Housing Needs Supplementary Planning Consultation</b> - The Chair described the principles of affordable housing in and around the village and he would draft a response to the consultation and share with Councillors for their comment. The consultation expires on 22 December 2020.	<b>ID</b>
<b>11</b>	NPC20/11/0174	<b>Piano Tuner</b> update - It was noted that the Village Hall piano has been professionally tuned and would require a further light touch tune in Spring and the payment for this was agreed in the sum of £40.	<b>ADo</b>
<b>12</b>	NPC20/11/0175	<b>Extension to 30 MPH limit</b> update - It was noted that the 30 mph signs had been moved to include Ellis Gardens.	
<b>13</b>	NPC20/11/0176	<b>Calendar of meetings for 2021</b> - Meetings for 2021 were noted and agreed. These would now be uploaded to the PC website.	<b>ADo</b>
<b>14</b>	NPC20/11/0177	<b>Finance Report</b> <ol style="list-style-type: none"> <li>I. Bank Reconciliation Report - Noted.</li> <li>II. Payments made in period and variances - Noted.</li> <li>III. Payments to Eon for £39.67 (October) agreed, R J Taylor Piano Tuner £80.00 - Agreed.</li> <li>IV. SCRIBE financial management system position - Noted.</li> <li>V. PFK Littlejohns, external auditors - Noted that they have concluded the external audit, signed off the PC AGAR and accounts with no required actions.</li> </ol>	

<b>Finance report and Bank Reconciliation for 26 November 2020 Newton and Biggin Parish Council Meeting</b>	
<b>Opening Bank Balance - Statement No 17 dated 2 November 2020</b>	<b>£31,799.50</b>
Salary (Sept includes national pay increase and expenses back pay)	-£556.06
HMRC tax (Sept)	-£64.00
Copyshop	-£75.60
Honorarium (Sept)	-£83.33
Butterfly Conservation Birds foot trefoil seed, tools, fuel and repair and parts of brushcutter)	-£818.81
SLCC (Annual Conference)	-£30.00
Forestry and Landscaping (Excavator and driver) for 5 Arches	-£576.00
Plusnet Direct Debit - VH internet	-£21.00
	<b>-£2,224.80</b>
<b>Closing Bank Balance Statement 17 dated 2 November 2020</b>	<b>£29,574.70</b>
<b>Payments made not shown on Statement 17</b>	
Zoom - years subscription	-£143.88
Eon (August 2020)	-£39.67
Eon (Sept 2020)	-£38.39
Webgrowth (August & Sept Server Support)	-£60.00
Honorarium (Oct)	-£83.33
Salary (October)	-£259.94
HMRC tax (Oct)	-£60.80
PFK Littlejohn External Auditor fee	-£240.00
	<b>-£926.01</b>
	<b>£28,648.69</b>
General Reserves	-£12,000.00
Earmarked reserves for Village Hall Porch and Pointing	-£7,000.00
Oustanding budget commitments (approx. based on predicted budgeted spend)	-£7,000.00
	<b>-£26,000.00</b>
	<b>£2,648.69</b>
<b>Agreed further spend, not paid to date</b>	
Projector cabinet	-£300.00
Defibrillator cabinet repairs	-£300.00
2nd notice board	-£300.00
	<b>-£900.00</b>
<b>Predicted Unallocated</b>	<b>£1,748.69</b>
<b>Request for Authorisation to Pay</b>	
Village Hall Piano Tuning Mr R J Taylor	<b>£80.00</b>
Eon (October)	<b>£39.67</b>
<b>Notes</b>	
1. Scribe - I & E input completed reports being verified by Scribe 2. PFK Littlejohns, appointed external auditor has signed off accounts with no actions	

15 NPC20/11/0178

The meeting ended at 20.15pm. Date and time of next meeting - Thursday 28 January 2021.