

Minutes of the virtual (Zoom) Newton and Biggin Parish Council (PC) meeting held on Thursday 25 March 2021



Coronavirus - Here are the draft Minutes of the virtual Parish Council meeting held on 25 March 2021. 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 continue to 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 on the PC Website.

Ref	Minute	Record and Resolution	Action by
1	NPC21/03/0211	<p>Attendance - Parish Councillors - Ian Davis (ID) (Chair), Rick Crane (RC), Anne Davis (ADa), Frank Preston (FP), Warwickshire County Councillor (WCC) - Adrian Warwick (AW) and Allyson Downes (ADo) (Clerk).</p> <p>Members of the Public - there were six members of the public present and the Chair welcomed them to this public meeting.</p>	
2	NPC21/03/0212	Apologies - Councillor Vanessa Goulborn (VG) and, Rugby Borough Council (RBC) Councillor Leigh Hunt (LH).	
3	NPC21/03/0213	Declarations of Interest - None.	
4	NPC21/03/0214	Minutes of the Meeting held on 25 February 2021 - Taken as read, these were agreed as a correct record, they will be signed by the Chair and the Clerk would upload to the PC website.	ADo
5	NPC21/03/0215	<p>Matters Arising:</p> <p>I. <u>Defibrillator training update</u> - The Clerk reported that there had been significant interest shown by residents in a training session for CPR and use of the Defibrillator. The Clerk would work on costs and process.</p> <p>II. <u>Village Hall porch and pointing</u> - Councillor Crane reported that due to cost increases in wood and general building materials and following Brexit and COVID supply issues, the contractor now estimates the final cost will be just under the £8k mark (+ VAT) versus our budget of £7.5k. Should the PC agree, there is the possibility the bricklayer could commence work on the pointing w/c 29 March once the scaffolding has been erected (RC to confirm with the contractor). The PC noted and agreed the increased cost. With regard to the Oak Porch the supplier has instructed delivery will be anywhere between 4½ to 6 weeks so the installation date is around the end of April early May.</p>	<p>ADo</p> <p>RC</p>

		<p>III. <u>Cost and timing of repair of two village benches</u> - Councillor Preston gave an update around difficulties sourcing materials and the repairer is currently injured. A revised quotation for the work will be available in due course.</p>	FP
6	NPC21/03/0216	<p>Suspension of Standing Orders –</p> <p>I. Concern was raised about vehicles parking on verges, particularly those that had been planted with bulbs. The Chair explained that this wasn't illegal and that physical barriers couldn't be erected on highway land. Whilst it was too late for this year, the Parish Council would install temporary advisory signs next year.</p> <p>II. Residents were also concerned about vehicles parking on Main Street adjacent to The Paddock and Little London Lane junctions - particularly the latter. Not only was visibility obscured but vehicles travelling south were forced to cross the road, potentially into the path of vehicles travelling north. This had been raised with the police previously but the Chair would take it up again.</p> <p>III. Councillor Warwick referred to continued problems of HGVs routing through the village, particularly at night, causing nuisance to residents living close to the bend on Main Street. This was largely, if not exclusively, associated with night time closures of the A426 to accommodate works to J1. The Highways Agency and the contractors attempts to control and direct vehicles had clearly been inadequate as had their communications. Councillor Warwick would continue to press for action but it was noted that the works were nearly complete. In addition, the signage on the approaches to the village, funded from Councillor Warwick's delegated budget were due for installation in April.</p> <p>IV. Councillor Warwick also raised the issue of delineating car parking in The Leys (again funded from his budget). Implementation would not be possible before May but he agreed that WCC officers would meet residents in advance to agree the layout.</p> <p>The Standing Orders were resumed.</p>	<p>ID</p> <p>ID</p> <p>AW</p> <p>AW</p>
7	NPC21/03/0217	<p>Election to the Newton Parish Council - The Clerk outlined the process of the upcoming Parish Council Election. It was noted that there were 5 places available in Newton PC. Nomination papers and guidance is available from either the Clerk or the Returning Officer at Rugby Town Hall.</p> <p>There is only an election if 6 or more people put their names forward. If there are 5 people or less there is no election and those who put themselves forward form the new Parish Council and vacancies are filled by co-option if possible. Key dates are:</p>	

		<ul style="list-style-type: none"> • Last day for receipt of nominations - 4pm Thursday 8 April 2021, nominations are to be delivery by hand, strictly by appointment to meet Covid regulations • Day of poll - 7am to 10pm Thursday 6 May 2021. <p>Further details are on the PC website and Parish Council notice board.</p>	
8	NPC21/03/0218	Annual Parish Meeting and the Annual Assembly - The Clerk and the Chair described the Annual Parish Meeting and the Annual Assembly. It was noted that the requirements around these two statutory public meetings remained unclear due to Government rules around Covid and in particular the requirements around public meetings. This is a national dilemma not only Newton Parish. After May 6, on-line meetings are not allowed but due to the Rule of 6, it appears that the PC is unable to invite the general public to meetings. The current ruling is that only 6 people can meet publicly and there is no legal device to enable this rule to change. The Parish Council is pursuing advice on the way forward from Warwickshire Association of Local Councils (WALC).	ID
9	NPC21/03/0219	Two additional Waste bins at Coton Park - It was noted that one multi-purpose bin would be installed on the footpath from the Balancing Ponds to Snellside Road and another dog waste bin would be installed close to the bridge over the GCW. RBC had also agreed to increased frequency of emptying of the existing dog waste bin adjacent to the GCW near Betony Road. RBC will pay 50% and organise installation with a cost to the council of £645.60 (inc. VAT).	ADo
10	NPC21/03/0220	Footpath improvements at the 5 Arches - The 2021/22 budget includes provision for improvements to the footpath through the wetland area. The Chair had met the contractor on site and it would appear that the job is bigger than originally envisaged. Two quotes would be submitted, one would be 'budget compliant' and the other would reflect the cost of doing the work to a higher standard. These were not yet available but would be reported to a future meeting.	
11	NPC21/03/0221	Finance Report - the Clerk outlined the following finance report and it was noted that full year Financial Accounts on a receipts and payments basis will be submitted to the April Committee. A substantial amount of unallocated funding due to underspend against budget, was highlighted and this would be carried over to the 2021/2022 financial year. The PC agreed to pay the Scribe invoice for £345.50.	

Finance report and Bank Reconciliation for 25 March 2021 Parish Council Meeting		
Opening Bank Balance - Statement No 21 dated 2 March 2021		£27,446.91
Expenditure		
Salary - January 21	£216.44	
HMRC tax for salary January 21	£50.00	
WebGrowth Consulting - server/website support Dec and Jan 2020/21	£60.00	
Honorarium - January 21	£83.33	
Eon (street light electricity) Dec 20	£39.67	
Eon (street light electricity) Jan 21	£39.67	
Plusnet (VH internet DD) Feb 21	£21.60	
Salary - February 21	£251.28	
HMRC tax for salary February 21	£58.60	
Honorarium - February 21	£83.33	
		-£903.92
Closing Balance Statement No 21 dated 2 March 2021		£26,542.99
Expenditure NOT shown on statement		
Eon (street light electricity) Feb 2021	£35.83	
Eon (street light electricity) April 2021 (under review)	£38.39	
Plusnet (VH Internet DD) March 21	£21.60	
		-£95.82
		£26,447.17
General Reserves	-£12,000.00	
Earmarked reserves for Village Hall Sign	-£802.50	
Earmarked reserves for Village Hall Porch and Pointing	-£7,500.00	
Outstanding commitments (approx. based on predicted budgeted spend) see following summary of commitments *		
		-£805.09
		-£21,107.59
		£5,339.58
Agreed further spend, not paid to date		
Projector cabinet	-£300.00	
2nd notice board	-£300.00	
		-£600.00
Predicted Unallocated		£4,739.58
Summary of Commitments *		
Salary expenses - 25 hours for March @£10.86 and expenses at £16.66 pm	-£288.16	
HMRC - Tax on above	-£60.00	
Eon March and 1 months currently in dispute	-£80.00	
Webgrowth - Server/website support February and March 2021	-£60.00	
Honorarium March @£83.33	-£83.33	
Hedghog signs	-£112.00	
Plusnet Village Hall Internet March @ £21.60	-£21.60	
Printer ink and potential printing costs	-£100.00	
		-£805.09
Notes		
1	VAT reclaimed - £1,500.99 to be received	
2	Precept 2021/22 to be confirmed and received £19,000 (divided by 2 payments)	
3	Request to pay Scribe - full year effect £345.50	
	One new dog waste bin and one new basic litter bin. 50% with RBC £312.00	
4	(Coton) + £226.00 (5 Arches) + VAT. Total cost - £645.60	
5	Stone paths and step repair (5 Arches) - cost to be confirmed	
6	Repair of two benches - cost to be confirmed	
12	NPC21/03/0222	The meeting closed at 20.07. Date and time of the next meeting - Thursday 29 April 2021 at 7.30pm