

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



Coronavirus - Here are the Minutes of the virtual Parish Council meeting held on 25 February 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 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.

Ref	Minute	Record and Resolution	Action by
1	NPC21/02/0198	<p>Attendance - Parish Councillors - Ian Davis (Chair), Rick Crane, Vanessa Goulborn, Anne Davis, Frank Preston, Rugby Borough Council (RBC) Councillor Leigh Hunt and Allyson Downes (Clerk).</p> <p>Members of the Public - there were five members of the public present and the Chair welcomed them to this public meeting.</p>	
2	NPC21/02/0199	Apologies - Warwickshire County Councillor - Adrian Warwick.	
3	NPC21/02/0200	Declarations of Interest - None.	
4	NPC21/02/0201	Minutes of the Meeting held on 28 January 2020 - Taken as read, these were agreed as a correct record and the Clerk would upload to the PC website.	ADo
5	NPC21/02/0202	<p>Matters arising</p> <p>I. <u>Defibrillator cabinet door</u>- the damaged door has been replaced and the defibrillator is now on the Ambulance Service Network which will ensure that the defibrillator battery and pads are always operational. The volunteer fitter was thanked for his work. It was noted that the procedure for use is to call 999 where the access code will be issued and an ambulance dispatched. The Parish Council will research the need for training this year from residents.</p> <p>II. <u>Village Green (Ellis Gardens)</u> - the Chair further updated the council on his meeting with RBC and Lioncourt regarding progressing repairs and maintenance and reported that the playground is now open.</p> <p>III. <u>HGV signage</u> - Recent and ongoing closures to J1 of the M6 were causing repeated problems arising from HGVs attempting to pass through the village due to inadequate diversion signage. Residents, the</p>	

		<p>Parish Council, Borough and County Councillors and the MP had taken this up with the highways agencies and contractors and it was hoped - albeit late in the day - that improvements would be made. Councillor Warwick had agreed to fund permanent signage from his delegated budget. The signs were now subject to a Safety Audit and it was hoped the signs would be installed in April.</p> <p><u>Car parking at The Leys</u> -In order to make best use of the limited space, residents have suggested that the area be marked with bays. Councillor Warwick had agreed to fund this from his delegated budget and it was hoped, once approval was given, that the work could be undertaken early in 2021/22.</p> <p>IV. <u>Coton Farm Planning Application RBC/20CM014</u> - The PC had formally written to the planning authority and raised issues of concern. The outcome of the planning application is awaited.</p>	
6	NPC21/02/0203	<p>Suspension of Standing Orders - A member of the public sought an update on the emerging informal pathway from Ellis Gardens to the picnic site. The Chair confirmed that he had raised this with RBC which owns the fence and the car park beyond to suggest that no works be undertaken without prior consultation with the residents. He would continue to remind RBC of this'</p> <p>The Standing Orders were resumed.</p>	
7	NPC21/02/0204	<p>Bridleway/Footpath R106 - Bromwich's Bridge - The Chair described the Bridleway that crosses the Great Central towards the M6. This had been built for horses and the steps are now eroded. County Footpaths have been approached and have agreed to undertake repair of the steps to increase accessibility.</p>	
8	NPC21/02/0205	<p>Live and Local - Whilst it was noted that Live and Local had performed in the Village Hall in the past, plans had been severely affected by lockdown. The Live and Local organization had contacted the Chair and had two proposals to support their operation. Proposal one involved linking local arts, crafts or other groups online to a professional artist who would help develop their work. The Parish Council had promoted this online but there was no interest expressed. Offer two was to put on an open-air event, which was thought to be more appropriate and the PC has expressed an interest in furthering this proposal.</p>	
9	NPC21/02/0206	<p>Standing Orders and revised policies for approval - The Clerk described the annual process to review and approve the following key Parish Council documents. These had been previously forwarded to Councillors and taken as read:</p> <ol style="list-style-type: none"> I. Standing Orders - It was noted that there was one amendment page 12, 17F whereby the requirement for an annual financial report from the Village Hall Committee (VHC) detailing income and expenditure was required. The Standing Orders for 2021/22 were approved. The reports from the VHC had been received. II. Equality and Diversity Policy - approved. III. Health and Safety Policy - approved. IV. Reserves Policy, it was noted that the finances were in line with this policy - approved. 	

		<p>V. Safeguarding Policy, it was noted that the algorithm and contact details had been checked and were as described in the policy - approved.</p> <p>It was also agreed that a 12-month review of these key policies is appropriate in that it provides discipline and ensures they are up to date. The revised, approved policies would be uploaded to the website.</p>	ADo
10	NPC21/02/0207	<p>Village Hall Porch and Pointing - The Chair described improvements to the Village Hall completed thus far (Phase 1 new roof, Phase 2 kitchen and floor), both of which had been funded by the PC and grants. Councillor Crane gave an update on phase 3, a new porch and pointing. It was noted that estimated costs are likely to increase given the increased cost of materials and Councillor Crane would approach the builder to establish revised costs. A start date is not confirmed but may be around the 5 April dependent on the weather.</p>	RC
11	NPC21/02/0208	<p>PC Finance Report and Bank Statement Reconciliation - The Clerk outlined the finance status of the PC and confirmed that underspend will be carried forward to financial year 2021/22 and will be a specific reserve for Environmental Improvements. It was noted that spend against these reserves will need to be agreed by the PC. There are a number of agreed items that are currently being costed, such as repair to 2 benches in the village. These will impact on the amount of carry forward at financial year end. The finance report is as follows and it was noted that bank statement has been checked by the Chair.</p>	

Finance report and Bank Reconciliation for 25 February 2021 Parish Council Meeting		
Opening Bank Balance - Statement No 20 dated 2 February 2021		£28,073.36
Expenditure		
HMRC - Tax for salary - December 2020		-£60.80
Salary - December 2020		-£259.94
Honorarium - December 2020		-£83.33
New Parish Council Printer and paper		-£39.98
Defibrillator Door		-£160.80
Plusnet - VH internet December 2020 - Direct Debit		-£21.60
Closing Balance Statement No 20 dated 2 February 2021		£27,446.91
Expenditure NOT shown on statement		
Plusnet Direct Debit VH internet January 2021		-£21.60
Salary - January 2021		-£216.44
HMRC Tax for salary - January 2021		-£50.00
Honorarium - January 2021		-£83.33
Eon Street lighting - December and January		-£78.06
Webgrowth - Server/website support December and January 2021		-£60.00
Plusnet Direct Debit VH internet February 2021		-£21.60
		£26,915.88
General Reserves		-£12,000.00
Earmarked reserves for Village Hall Porch and Pointing		-£7,500.00
Outstanding commitments (approx. based on predicted budgeted spend) see following summary of commitments *		-£1,319.92
		-£20,819.92
		£6,095.96
Agreed further spend, not paid to date		
Projector cabinet		-£300.00
2nd notice board		-£300.00
		-£600.00
Predicted Unallocated		£5,495.96
Summary of Commitments *		
Salary expenses - 50 hours for Feb March @£10.86 and expenses at £16.66 pm		£576.32
HMRC - Tax on above		£120.00
Eon Feb and March and 2 months currently in dispute		£160.00
Webgrowth - Server/website support February and March 2021		£60.00
Honorarium Feb and March @£83.33		£170.00
Hedghog signs		£112.00
Plusnet Village Hall Internet March @ £21.60		£21.60
Printer ink		£100.00
		-£1,319.92
Notes		
1	VAT reclaim in progress - £1,325.90	
2	Precept 2021/22 to be confirmed	
12	NPC21/02/0209	The meeting ended at 20.15pm and the date and time of the next meeting is Thursday 25 March 2021.
13	NPC21/02/0210	This is a confidential minute.