



Draft Minutes of the Newton and Biggin Parish Council (PC) Meeting held on Thursday 27 May 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/05/0257	<p>Present - Ian Davis (Chair,) Councillors Bob Threadgold, Anne Davis, Frank Preston and Rick Crane. Allyson Downes, Clerk was in attendance.</p> <p>Members of Public - There were five members of the public present.</p>	
2	NPC21/05/0258	<p>Apologies - Rugby Borough Councillor (RBC) Eve Hassell and Warwickshire County Councillor Adrian Warwick who were both attending a formal political meeting.</p>	
3	NPC21/05/0259	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC21/05/0260	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Asset Resister - Addition of the 'phone box noted • Hedgehog signs - these had been erected and the supplier (Liberty Graphics) had been asked to quote for a new Village Hall sign as the quote received from Nuneaton Signs was considered too high at circa £800.00 • Price for an outside tap and outside electrical point for the Village Hall to be further progressed • Defibrillator training - It was resolved to engage Paul Egan to undertake the training, after considering the St. Johns Ambulance Service and the Warwickshire Fire Service offers, both of which were more expensive. The Clerk will now progress this training programme • The Chair had circulated suggested wording for the picnic site car park which was agreed and the following was resolved as the opening and closing times. These would be forward to RBC: <ul style="list-style-type: none"> ○ Autumn and Winter opening time 8am closing time 5pm ○ Spring and Summer opening time 8am closing time 9pm • Insurance Premium - the Clerk had researched costs associated with the Parish Council's insurance premium. Came and Company, BHIB and Zurich Insurance companies were considered. Zurich were 	<p>RC</p> <p>ADo</p> <p>ID</p>

		the lowest price for comprehensive cover including increasing the cover to include the 'phone box. It was resolved to progress their offer for one year subject to enquiring about lowering the cost to the three-year deal. Notwithstanding, the Clerk would progress this cover and it was agreed to pay the premium of £433.11.	ADo
5	NPC21/05/0261	The Chair described the position on gathering data in relation to speeding concerns within the village. The previous resolution to ask Adrian Warwick to ask Highways for Children Playing signs would be further pursued.	AW
6	NPC21/05/0262	Stoned Path, Woodland Area - The Chair reported that the Parish had budgeted £2K for improvements, in particular re-stoning the path and has asked for two quotations. One price (what could you do for £2K) and a further price (how much to improve the paths in total). Quotes would be considered further once received.	ID
7	NPC21/05/0263	<p>Suspension of Standing Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • June Ford proffered thanks to the Chair for organising with the manager of the Stag that the builders of the two new houses use the car park rather than the road • Clive Cooper enquired if there was any progress in the Ellis Gardens picnic area fence. The Chair reported that he had raised the issue with RBC but they are taking some time to respond • Clive Cooper suggested that the Parish Council consider remote locking and unlocking of the picnic area gate. The Council thanked Mr Cooper for his suggestion which would be considered when next gate security was discussed • Clive Cooper enquired if the Council had considered a mini roundabout at the St. Johns' Cross junction. The Chair described the long-standing nature of this issue and it was noted that this is a Highways Agency responsibility. <p>As there were not more issues from the public, the Standing Orders were resumed.</p>	
8	NPC21/05/0264	<p>The Clerk described the May 2021 Financial Report as follows. Of note was the receipt of part one payment of the precept for £9,416.45 and the VAT claim for £1,500.99. A full internal audit was due to take place on 1 June 2021 where the auditor would assess finance, financial governance and sign off the Annual Governance and Accountability Return (AGAR), due for PC sign off in June.</p> <p>Payments were agreed for:</p> <p>Liberty Graphics - Hedgehog signs £620.40 Eon Street Lighting - £38.39 Mike and Jim Brown Plastering - Village Hall Pointing and Porch £4620.00 part payment Webgrowth - Server, security advice and computer/connection fix £96.00 Copyshop - £8.10.</p>	

Finance report and Bank Reconciliation for 27 May 2021 Parish Council Meeting		
Opening Bank Balance - Statement No 22 dated 1 April 2021		£26,252.85
Expenditure		
Mediashak Ltd - Independent Harddrive for off site security		-£65.00
Starboard Systems (Scribe) - Finance management system		-£345.60
Closing Balance - Statement No 22 dated 30 April 2021		£25,842.25
Opening Bank Balance - Statement No 23 dated 30 April 2021		£25,842.25
Expenditure		
Salary (March 2021)		-£294.78
HMRC (March 2021)		-£69.40
WALC Subs		-£390.00
Plusnet - VH Internet (April 2021)		-£21.60
		£25,066.47
Receipts		
VAT reclaimed		£1,500.99
Rugby Borough Council - Part I Precept		£9,416.45
Entertainment Committee contribution to Hedghog Signs		£367.00
Closing Balance Statement No 23 dated 30 April 2021		£36,350.91
Expenditure NOT shown on statement		
Gifts		-£70.00
Honorarium (April 2021)		-£83.33
Salary (April 2021)		-£268.80
HMRC (April 2021)		-£62.80
Plusnet (VH Internet (May 2021)		-£21.60
Mick and Jim Brown - VH Pointing and Porch Part Payment		-£4,620.00
Internet Bank Statement dated 27 May 2021		£31,224.38
Commitments		
General Reserves	-£12,000.00	
Earmarked reserves for Village Hall Sign	-£802.50	
Earmarked reserves for Village Hall Porch and Pointing - final payment	-£4,620.00	
Internal Auditor	-£300.00	
Hedghog signs	-£620.40	
Coton Bins	-£645.60	
Outstanding commitments (approx. based on predicted budget)	-£17,932.00	
		-£36,920.50
		-£5,696.12
Precept part II payment due September 2021		£9,416.45
Unallocated		£3,720.33
Notes		
1	Precept Part 1 payment 2021/22 received. Part II due September 2021	
2	VAT reclaimed from 2020/21 received. Significant VAT reclaim for 2021/22 to take place in July 2021	
3	Independent Internal Auditor undertaking audit on 1 June 2021 - Cost £400 budget £100	
4	AGAR to be assessed in June 2021 prior to submission to Littlejohns	
5	PC to assess requirement for new/repair of notice board and 2nd notice board	
6	Scribe to be operational asap	
9	The meeting closed at 7.30pm. Date and time next PC Meeting - 7.30pm 24 June 2021, Newton Village Hall.	