

Minutes of the virtual (Zoom) Newton and Biggin Parish Council (PC) meeting held on Thursday 29 April 2021



Coronavirus - Here are the draft Minutes of the virtual Parish Council meeting held on 29 April 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. However, the has agreed to lift restrictions and the next Public Parish Council meeting in May 2021 will be face to face in the village hall.

| Ref | Minute | Record and Resolution | Action by |
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| 1 | NPC21/04/0223 | <p>Attendance - Parish Councillors - Ian Davis (ID) (Chair), Rick Crane (RC), Anne Davis (ADa), Frank Preston (FP), Vanessa Goulborn VG), Rugby Borough Councillor (RBC) Leigh Hunt (LH), Warwickshire County Councillor (WCC) - Adrian Warwick (AW) and Allyson Downes (ADo) (Clerk).</p> <p>Members of the Public - there were two members of the public present at the virtual Zoom meeting and the Chair welcomed them.</p> | |
| 2 | NPC21/04/0224 | Apologies - Nil. | |
| 3 | NPC21/04/0225 | Declarations of Interest - None. | |
| 4 | NPC21/04/0226 | Minutes of the Meeting held on 25 March 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. | |
| 5 | NPC21/04/0227 | <p>Matters Arising:</p> <p><u>The Leys Parking</u> - WCC had agreed to the delineation of parking bays to be funded from Cllr Warwick's delegated budget (potentially subject to the outcome of the 6th May Election). WCC would consult residents in advance on the layout.</p> <p><u>HGV Signs</u> - Cllr Warwick confirmed that an order had been placed with Balfour Beatty for the signs, funded from his delegated budget. He did not have a date for implementation. It was resolved that when the signs are installed the informal signs at both approaches to the village should be removed.</p> | AW |

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| | | <p><u>Five Arches Update</u> - The Chair reported as follows: New paths, he is seeking a start date and quotation for the work. Mike Slater (PC partner from Butterfly Conservation), reported that a further rustic bench was due to be installed in the coming week and it was resolved that the Clerk would add to the asset register. Mike was hopeful of acquiring English Bluebells from a site required for HS2.</p> <p><u>Hedgehog Signage</u> - The Clerk reported that the payment had been received and that signs had been ordered and the PC is awaiting an installation date.</p> <p><u>Village Hall Update</u> - It was noted that the pointing is complete and the new porch will be delivered for installation within 10 -14 days. Partial payment for work thus far for £3,850.00 + £770.00 VAT totalling £4,620.00 was approved and it was resolved that the Clerk would arrange payment. Installation of an outside tap and power point was agreed in principle as long as the stop cock remained inside the VH and dependent on price to be confirmed. It was resolved that Councillor Crane would pursue. It was also resolved that the Clerk would pursue further quotations for Village Hall signage, as thus far only one quote has been received. The artwork and prices will be considered at a future meeting.</p> <p><u>Risk Assessments</u> - With regard to reopening the Village Hall - It was noted the Village Hall will reopen on 17 May 2021. The existing Risk Assessments pertaining to Covid security and booking guidance had been updated and approved subject to minor amendments. It was resolved that the Clerk would amend, provide copies to the booking clerk and upload onto the PC website.</p> <p><u>Defibrillator Training update</u> - Whilst significant interest had been shown regarding training, there was concern about the cost. Councillor Hunt suggested approaching the St Johns Ambulance Service for a further quote and it was resolved that the Clerk will pursue this. It was agreed that the cost is capped i.e., a fixed price for a session where numbers of attendees are specified.</p> <p><u>Progress with repair of two benches</u> - There was no progress to report, the continuing difficulties regarding sourcing appropriate material remains an issue. It was resolved that this will be the subject of a future meeting.</p> <p><u>Parking in the village</u> - The Chair reported that he had taken up the issue of parking near to junctions in the village with the Police following residents' concerns. It was noted that the Police had leafleted people in the</p> | <p>ADo</p> <p>ADo RC ADo</p> <p>ADo</p> <p>ADo</p> <p>FP</p> |
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| | | village to remind them of safety when parking and it was noted that they have powers to ticket and impose fines. The Chair has asked WCC about re-painting lines. | AW |
| 6 | NPC21/04/0228 | Standing Orders were suspended to enable members of the public to raise any issues. There were no issues raised and Standing Orders were resumed. | |
| 7 | NPC21/04/0229 | Results of Parish Council Elections - There were five vacant Councillor seats. Four candidates were elected unopposed (Ian Davis, Anne Davis, Rick Crane and Frank Preston). It was intended to fill the vacant seat via co-option. It was noted that the vacancy will be advertised on the PC notice board and website after election day May 6 and the new PC will become operational on the 20 May. | ADo |
| 8 | NPC21/04/0230 | Thanks to retiring Councillors - The Chair took the opportunity to thank Councillors at the end of their terms of office. He thanked Councillor Goulborn for her help and support to the PC, RBC Councillor Leigh Hunt for her extremely long service as not only a portfolio holder, but as a friend to Newton and WCC Councillor also Adrian Warwick (who is seeking re-election on May 6) for his help and expertise and unwavering support for the Parish. | |
| 9 | NPC21/04/0231 | Footpath R110 Coton Park - Residents on one side of the hedge were concerned that residents on the other side had broken through to form a short cut. Suggestions for solution put forward by the Chair had not found favour with one or other party. The Coton Park Residents Association was seeking a compromise and, if successful, would ask the PC for support in its implementation. | |
| 10 | NPC21/04/0232 | Locking the picnic site Car Park and new Signage - It was noted that the person responsible for locking and unlocking the gates had changed. The Parish Council passed on thanks to the previous operative for his help. Seasonal locking and unlocking times will be reinforced via new signage. It was resolved that the Chair would suggest new wording and circulate to Councillors for comment. | ID |
| 11 | NPC21/04/0233 | Parish Council Insurance Premium - The Clerk reported she still awaited quotes from Zurich and BHIB to compare with Came and Company, the current supplier of public liability insurance. This will be bought forward to the next meeting. | ADo |
| 12 | NPC21/04/0234 | Annual Meeting and Assembly - It was noted that these two meetings were statutory obligations and now the Village Hall is lawfully able to open from the 17 May, it was agreed to arrange these meetings for the 20 May 2021. The dilemma of inviting the public whilst generally discouraging social gathering with inherent Covid risks were discussed, particularly around the Assembly. Councillor Hunt suggested inviting people to provide a short, written report rather than attend and present. This suggestion was agreed and a fuller, 'in person' meeting will be organised later in the year. It was resolved that the Chair would contact group leaders. | ADo ID |
| 13 | NPC21/04/0235 | Newton Road Planter - Councillor Anne Davis explained that the planter on Newton Road requires repair to prevent sinking. Councillor Preston and resident Bob Threadgold offered to help. | ADa |

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| 14 | NPC21/04/0236 | Speeding past the Ellis Garden Playground - A resident had raised concern about speeding cars that pass the Ellis Gardens playground. The Chair explained how the 30 mile an hour signs had been moved to encompass the new development and that he had contacted WCC to supply available vehicle speed data. Unfortunately, present available data is only available for the period before the signs were moved. County Councillor Warwick suggests new signage "Warning Children Playing". Although there was discussion on a proliferation of signs within the village, this was considered appropriate and the Parish Council would progress this with Councillor Warwick (or his replacement if unsuccessful at election). | ID |
| 15 | NPC21/04/0237 | <p>Internal Audit (IA) - It was noted that the Parish Council is obligated to arrange for an internal audit. For many years a local auditor has undertaken the work with no charge to the Council. This is not possible this year, so the Parish Council has appointed a recommended auditor who will provide the service and the required report. It was resolved that the unanticipated cost of £400 for this service was agreed and paid on receipt of an invoice.</p> <p>It was noted that the Parish Council would be subject to external audit later in the year by PKF Littlejohn and the Annual Governance Accountability Return (AGAR) would form the basis of this audit alongside the IA report and will be signed off by the Auditor and the PC in June.</p> | |
| 16 | NPC21/04/0238 | The Parish Council Asset Register - The draft Asset Register was considered. It was resolved to add two grit bins that the PC had bought and the new 5 Arches bench due to be installed. | ADo |
| 17 | NPC21/04/0239 | Financial Reports - It was noted that the Parish Council had received part one payment of the precept from Rugby Borough Council in the amount of £9,416.45 and a further payment of £9,416.45 would be paid in September 2021. The Draft End of Year Accounts had been circulated to Councillors and were summarised as follows. It was noted that these alongside the PC financial governance arrangements would be the subject of the internal audit and external audit. | |

REPORT 1 NEWTON AND BIGGIN YEAR END FINANCIAL REPORT YEAR END MARCH 2021

| Budget for 2020/21 | | | Spend against budget 2020/21 | Spend not budgeted | Variance from budget | Total spend |
|-----------------------------|----------------|--------------|------------------------------|--------------------|----------------------|-----------------|
| Petty cash | | 200 | | | | 200 |
| Election | | 500 | | | | 500 |
| SLCC sub | | 76 | 25 | | | 51 |
| Salary and tax | | 3200 | 3879.46 | | | -679.46 |
| Payroll costs | | 50 | 50 | | | |
| WALC subs | | 260 | 280 | | | -20 |
| Public Liability insurance | | 450 | 448.11 | | | 1.89 |
| Internal audit | | 50 | 50 | | | |
| External audit | | 280 | 200 | | | 80 |
| Eon | | 500 | 478.51 | | | 21.49 |
| Burial committee | | 750 | | | | 750 |
| IT Dev | | 200 | 450 | | | -250 |
| Information Commissioner | | 40 | 40 | | | |
| Training | | 200 | 15 | | | 185 |
| Misc celebrations | | 200 | 95 | | | 105 |
| Copy shop | | 650 | 177.13 | | | 472.87 |
| Honorarium | | 1000 | 1066.63 | | | -66.63 |
| 5 Arches | | 3000 | 2498.81 | | | 501.19 |
| Misc legal | | 500 | 137.83 | | | 362.17 |
| Plusnet VH Internet | | 360 | 126 | | | 234 |
| Picnic site bench | | 1350 | | | | 1350 |
| VH porch and pointing | | 2000 | | | | 2000 |
| Street lights | | 2184 | | | | 2184 |
| | | 18000 | 10017.48 | 8062.45 | 7982.52 | 18079.93 |
| Spend not budgeted | | | | | | |
| vat | 1510.18 | | | | | |
| grafitti removal | 18.52 | | | | | |
| elm delivery | 50 | | | | | |
| VH (curtains, flooring etc) | 3495.21 | | | | | |
| computer repair | 245 | | | | | |
| scribe | 205.6 | | | | | |
| zoom | 119.9 | | | | | |
| surveyor | 350 | | | | | |
| street furniture | 1731 | | | | | |
| covid signage | 37.73 | | | | | |
| defib | 215 | | | | | |
| printer costs | 84.31 | | | | | |
| | 8062.45 | | | | | |

REPORT 2 NEWTON AND BIGGIN YEAR END SUMMARY I & E YEAR END MARCH 2021

| INCOME | | |
|---------------|------------------|-------------------------|
| Precept | 18,000.00 | |
| grant | 4680 | |
| VHC Floor | 2348.11 | |
| VAT | 3043.87 | |
| VHC Tiles | 100.99 | |
| C Grant | 225 | |
| Adjust | 50.00 | |
| | 28,447.97 | |
| B'fwd 2019/20 | 15,884.81 | |
| Expenditure | -18079.93 | |
| Balance | 26,252.85 | Bank Statement 31/03/21 |

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| | | When income, expenditure, general, earmarked reserves and budgeted commitments were accounted for the Council had £6,660.21 unallocated funds at year end. This would be carried over into financial year 2021/22. These accounts are draft and subject to audit. | |
| 18 | NPC21/04/0240 | <p>The meeting closed at 8.30 pm. The dates and time of the next face to face meetings are as follows:</p> <p>The Annual Meeting of the Parish Council, (the business meeting where the Chair and Vice Chair are agreed). It was resolved that this meeting would take place on Thursday 20 May 2021 at 6.30pm.</p> <p>The Annual Assembly, this is not a Parish Council meeting, (it is a Community activity focused meeting). It was resolved that this meeting would take place on Thursday 20 May 2021 at 7.30pm and the Chair would approach individuals who lead village activities to provide a brief written report for submission on in-year achievements. It is envisaged that a more traditional meeting be held later in the year when all restrictions are lifted. These meetings replace the normal Parish Council meeting planned for 20 May 2021 and will take place in the Village Hall with the enhanced Covid arrangements specified in the Risk Assessments.</p> | <p>ADo</p> <p>ADo ID</p> |