



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 29 July 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/07/0281	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (ADa), Frank Preston (FP) and Rugby Borough Councillor (RBC) Eve Hassell (EH) and Warwickshire County Councillor (WCC) Adrian Warwick (AW).</p> <p>In attendance - Rebecca Barry (RB), Clerk and Allyson Downes, Clerk (ADo).</p> <p>Members of Public - There were three members of the public present.</p>	
2	NPC21/07/0282	<p>Apologies - Councillor (Cllr). Rick Crane (RC).</p>	
3	NPC21/07/0283	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC21/07/0284	<p>Agreement of minutes from the previous meeting - Minutes of meeting held on 24 June 2021 were agreed as a correct record and signed by the Chair.</p>	

5	NPC21/07/0285	<p>Matters Arising:</p> <ul style="list-style-type: none"> • The Townland Allotments - the Clerk reported that she had received copies of the formal records from Cllr Preston confirming that the Townland Allotments were in the ownership of the PC. • Village Hall (VH) update - the Chair updated the meeting as follows: <ul style="list-style-type: none"> I. The new porch has been installed and the final payment to the contractors had been made. II. Cllr Davis reported that R Greenaway would install an outside tap for £80 + VAT. This was approved by Cllrs and Cllr Davis would agree the site and date for installation with R Greenaway. III. VH signage - The Chair sought agreement from the PC on ordering new signage for the VH from Liberty Graphics for £320 + VAT, this was agreed. IV. With regard to the installation of an outside electrical socket to the VH, Cllr Preston continued to seek a price from Kevin Loydall. • Defibrillator training - the Clerk reported that the training programme was arranged, the trainer had confirmed, VH booked, communications complete and she was currently recording attendees. • Village benches - It was noted that the availability of the chosen material to repair the two benches was proving problematic and it was agreed that Cllr Preston would go back to the repairers and share the decision that timber is an acceptable material and establish a full price. • Heavy Goods Vehicles (HGV) Signage, Caution Children Playing and The Leys Parking - <ul style="list-style-type: none"> I. HGV Signage - Cllr Warwick reported that these had now been erected in the correct positions, so it is hoped that the issues of HGVs diverting through the village would be minimised. II. Caution Children Playing signs - Cllr Warwick reported that this signage and planned erection would be funded from his budget. III. The Leys parking bays - Cllr Threadgold confirmed that residents were happy with the scheme but asked if hatching could be incorporated within the bay painting scheme to prevent inappropriate parking and blocking in. Cllr Warwick asked for this to be formally raised via email. The Chair agreed to do this. 	<p>ADa</p> <p>ID</p> <p>FP</p> <p>FP</p> <p>ID</p>
6	NPC21/07/0286	<p>Suspension of Standing Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • A member of the public asked if the sign in the picnic area (near dog bin) could be repaired as it had slipped down its mounting as was proving hazardous. Cllr Warwick would address on receipt of an email outlining the issue. • A member of the public raised concerns about the renewal of blue parking badges from WCC which can only be carried out online. This presented a significant barrier to some residents. Nevertheless, she wished to thank the WCC staff for their assistance on the 'phone. Cllr Warwick said the same issue had been raised by others and he would see if an alternative to online applications could be introduced. 	<p>ID/AW</p> <p>AW</p>

		<ul style="list-style-type: none"> • A member of the public enquired whether the defibrillator training would result in a list of trained individuals who would become representatives to draw upon should the AED be required. The Clerk reported that this is not the case as there are legal and liability issues relating to this and the training was simply to provide confidence in using the machine should it unfortunately be needed. A further question was raised on whether the defibrillator could be used for children, the Clerk would make enquires and confirm. • Concern was raised regarding two trees that had been felled in the Leys where there was little obvious evidence of decay. Cllr Hassell confirmed that the trees had been assessed as diseased and thus removed as a safety precaution and will be replaced when finances allow. • Drone activity - concern had been expressed regarding recent drone flying over the village to take photographs. It was noted that the operator was Civil Aviation Authority (CAA) approved and posted accurate flying times and dates in advance to inform the public. The PC agreed that there was no action to be taken. • A member of the public explained that he used to keep the paths north of the Five Arches car park clear but was no longer able to do so, as a result they were becoming overgrown. Cllr Hassell confirmed that this is the responsibility of the landowner who is RBC. The Chair undertook to take this up with the Conservation Volunteers. • A member of the public sought confirmation on lifting on the limits of restrictions in the village hall. It was reported that the booking forms and information leaflet had been amended and there were no limits on occupancy numbers though caution should still be taken regarding sanitisation, cleaning and fresh air. 	<p>ADo</p> <p>ID</p>
7	NPC21/07/0287	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC21/07/0288	Coton Farm Planning Permission RBC20/OM014 - It was noted that planning permission had been granted for the regrading of land at Coton Farm by importing top soil from the Riley Site. The PC had suggested a number of conditions to the planning authority all of which had been included in the permission. The Chair has already raised the importance of these conditions' compliance with WCC.	
9 & 10	NPC21/07/0289	St. Thomas Cross Junction and Magna Park funding. (The Parish Council considered these two items together, there being considerable overlap) - The Chair reported that he had met Cllr Warwick and the Highways Safety Officer on site and it was noted that although the St. Thomas Cross junction was an unusual configuration, an engineering solution would be prohibitively costly and unjustified. However, a number of actions were under consideration to improve safety (i.e., safety signage, road painting). It was noted that a £200,000 fund provide by the developers of Magna Park and administered by WCC had been established to improve safety signage on the non-trunk road in the wider area potentially impacted by Magna Park. The PC, the WCC and Clifton PC could also	

		potentially support a programme of improvements financially. The Chair asked Cllrs to forward any further safety suggestions relating to the site to him and he committed to write to the Safety Engineering Team Leader at WCC to initiate the Magna Park bidding process. He would also seek a date from Newton PC Cllrs to meet with Clifton Cllrs to take this and other initiatives forward.	All ID ID
11	NPC21/07/0290	Ellis Gardens Open Space - It was noted that Lioncourt had remedial work to do on the site before PC adoption. There remains a significant number of failed trees and hedging to be replaced as well as weeding around the balancing pond before the 12-month maintenance period starts.	
12	NPC21/07/0291	Remembrance Sunday - Sunday 14 November 2021 - It was resolved that Cllr Preston would approach Revd. Canon Ted Lyons to officiate at the PC service, Fiona Haggett would be approached to play the last post and the Clerk would share the last Order of Service with Cllr Preston for information and book the VH with Mrs Hughes. As an ex-Serviceman, Mr Clive Cooper was approached to read the Exhortation and he will confirm his agreement to do this in due course.	FP ADo
13	NPC21/07/0292	PC Newsletter - The Clerk gave an update on production of the newsletter and reported that she would further draft and circulate to Cllrs for comment. The circulation would be to Newton Village residents only at this time.	ADo
14	NPC21/07/0293	Five Arches Update - The Chair advised that the Conservation Volunteers had recently commenced a meadow cut of the grassland areas. The new signs clarifying open/closing times had been delivered to RBC's depot and would be installed in the near future. As part of the annual programme of rolling maintenance and improvement funded by the PC, the ponds and wetland area north of the car park would be excavated and enlarged this autumn. It is difficult for walkers and horses to navigate Bridleway R106 where it crosses the Great Central at the former Bromwich's Bridge. WCC had committed to carry out improvements in 2020 but these had not yet commenced. Approval of a contractor's quote was now, apparently, awaited and the Chair undertook to keep pursuing this issue.	ID
15	NPC21/07/0294	The Internal Audit Action Plan update - I. The Financial Regulations Policy - this was agreed in principle once cross referenced with the previously agreed process regarding routine payments. II. Scribe position - the Clerk reported that Scribe would be operational for the next PC meeting.	ADo ADo/RB

		<p>III. Petty Cash - the Clerk reported that, in line with the recommendation of the Internal Auditor, the petty cash process was closed and the balance of £5.14 has been paid into the PC bank and reported on the balance sheet.</p> <p>IV. Draft Transparency Code - it was noted that this had been circulated for comment. Comments received had been incorporated and the Code was approved.</p> <p>V. Newton PC Emergency Plan - It was noted that the auditor referred to a Disaster Recovery Plan, but was actually referring to an Emergency Plan. The Chair agreed to draft the plan and circulate for comment.</p>	<p>ADo</p> <p>ID</p>
16	NPC21/07/0295	<p>Parish Council Financial Report</p> <p>(I) The PC acknowledged the financial position, the bank statement reconciliation and agreed payments to the Copyshop for the amount of £121.02.</p> <p>(II) The Clerk suggested the PC begin to consider the budget process for 2022/23 in terms of expenditure and in particular reserves for specific future projects.</p> <p>(III) Direct Debits and routine payments were noted as follows: VAT inclusive, for EON (street lighting, £38.39), Plusnet, (Village Hall Internet £21.60), Honorarium, (locking and unlocking picnic site £83.33), salary (£268.60) and HMRC (tax £63.00). The financial report including bank statement reconciliation was noted as follows:</p>	<p>ADo</p>

Finance report and Bank Reconciliation for 29 July 2021 Parish Council Meeting		
Closing Balance Statement No 24 dated 30 April 2021		£30,066.77
Opening Bank Balance - Statement No 25 dated 2 July 2021		£30,066.77
Expenditure		
Salary		-£268.60
HMRC		-£63.00
Copyshop		-£46.83
Honorarium		-£83.33
Plusnet (VH Internet)		-£21.60
Internal Auditor		-£372.00
Walc end of year training		-£36.00
Printer ink		-£27.99
Rugby BC Bins		-£646.80
EON		-£39.67
EON		-£38.39
Mike and Jim Brown - VH Porch		-£4,620.00
Butterfly Conservation		-£684.20
AGAR Registered Postage		-£7.65
Honorarium		-£83.33
		£23,027.38
Closing Balance Statement No 25 dated 2 July 2021 - Reconciled and Signed by Chair		£23,027.38
Expenditure (payments made) NOT shown on statement		
Salary (June)		-£268.60
HMRC (June)		-£63.00
Webgrowth		-£60.00
EON		-£38.39
Plusnet VH Internet		-£21.60
Petty Cash balance paid in		£5.14
		£22,580.93
Commitments		
General Reserves	-£12,000.00	
Earmarked reserves for Village Hall Sign	-£802.50	
Budgeted commitments	-£13,890.88	
		-£26,693.38
		-£4,112.45
Precept part II payment due September 2021		£9,416.45
Unallocated		£5,304.00
Notes		
1	Part II Precept due September 2021	
2	Scribe to be operational asap as per Internal Auditors report	
3	VAT reclaim underway approx £2K	
17	NPC21/07/0296	The meeting concluded at 8.35pm. Next meeting - Thursday 26 August 2021 at 7.30pm in the Newton Village Hall.