



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 26 August 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/08/0297	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (ADa), Frank Preston (FP), Rick Crane (RC) 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 four members of the public present.</p>	
2	NPC21/08/0298	Apologies - None	
3	NPC21/08/0299	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC21/08/0300	Agreement of minutes from the previous meeting - Minutes of meeting held on 29 July 2021 were agreed as a correct record and signed by the Chair.	

5	NPC21/08/0301	<p>Retirement of Allyson Downes, Clerk and Responsible Financial Officer to Newton Parish Council – It was noted that Allyson retires on 31st August 2021 after three years’ service as Parish Clerk. The Chair thanked Allyson for her significant contribution whilst in the role and for all the improvements that she had made. The Chair also mentioned that Allyson leaves the PC in a very good position, with a seamless handover to the new Clerk, Rebecca Barry.</p> <p>The Parish Councillors presented Allyson with a retirement gift and flowers.</p>	
6	NPC21/08/0302	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Village Hall (VH) update - the Chair updated the meeting as follows:</p> <ul style="list-style-type: none"> • Outside tap - Cllr Davis reported that R Greenaway would install an outside tap as soon as possible. • VH signage - The Chair reported that the sign had been measured and produced and should be installed next week. • Electricals – Cllr Preston reported that he has a meeting planned with Kevin Brown to discuss the location and type of outside electrical socket to the VH, and to obtain a cost. <p>II. Defibrillator training update - the Clerk (ADo) reported that the training programme was arranged for Fri 10th and Sat 11th September, and that there were still a number of unfilled places available. The Clerk (RB) agreed to post another reminder about the training.</p> <p>The Clerk (ADo) also reported that the defibrillator can be used on children, but requires different pads, and that the trainer will cover this as part of the training session. The Clerk (RB) agreed to review the Consumables available.</p> <p>III. Village benches, timber repair update – Cllr Preston agreed to chase the price of the repairs using hardwood.</p> <p>IV. Caution Children Playing and The Leys Parking update -</p> <ul style="list-style-type: none"> • Caution Children Playing signs – The Chair reported that he was grateful to Cllr Warwick for funding this signage from his budget. • The Leys parking bays - Cllr Threadgold confirmed that he had consulted with the residents of The Leys and confirmed that they were happy with the final draft of the plans. The Chair agreed to reply to Graham Stanley and confirm that the plans had been agreed. <p>V. Repair of hazardous sign in the picnic area update – Cllr Warwick reported that he has not received any feedback yet.</p> <p>VI. Blue badge renewals update on alternative to online applications – Cllr Warwick reported that this problem has been raised and is being looked into.</p> <p>VII. Clearing the paths north of the Five Arches car park – The Chair reported that he had discussed this with the Conservation Volunteers and the paths have been cleared.</p>	<p>AD ID</p> <p>FP</p> <p>RB</p> <p>RB</p> <p>FP</p> <p>ID</p> <p>ID</p> <p>AW</p> <p>AW</p>

		<p>VIII. St. Thomas Cross Junction and Magna Park funding update – The Chair reported that he was grateful to Cllr Warwick for bringing to the Council’s attention the fund available from the developers for unspecified safety works. There are no opportunities to change the infrastructure, but instead for signage to be improved. The Chair met with a WCC officer onsite to discuss suggestions to improve signage including larger, high visibility warning signs on the approach; review the current 7.5 tonne signage; and ‘SLOW’ road markings. The WCC officer was happy to recommend these suggestions and the Chair has agreed to continue to chase any progress and official agreement.</p> <p>IX. Remembrance Sunday plans update – Cllr Preston reported that he had booked Rev Canon Ted Lyons for the service and that Fiona Haggett had agreed to play The Last Post on the French horn. Cllr Preston also reported that a volunteer had been approached to read the Exhortation, but this was not yet confirmed, and that he still needed to find a pianist. Cllr Warwick suggested approaching his church for use of their pre-programmed keyboard if a pianist cannot be found. Cllr Preston agreed to prepare a programme before the next PC meeting, and it was suggested that 100-120 copies would be required.</p> <p>X. Village Newsletter update – The Clerk (ADo) reported that a draft had been produced and sent to the Chair. Unfortunately, due to a number of IT issues, the newsletter has not yet been formatted, but the content of text and photos was complete. The Clerk (RB) agreed to use Microsoft Publisher to format the newsletter and send a draft to Cllrs for review and comments.</p> <p>XI. Five Arches works to improve Bridleway R106 at the former Bromwich’s Bridge update – The Chair reported that the contractor that the Council had engaged to stone the path through the woodland area had advised that the work would be carried out in September. The Council had been in contact with WCC’s Country Paths team for over a year regarding Bridleway R106 crossing the Great Central Way at Bromwich’s Bridge north of the car park. The descent/reascent into the cutting was currently difficult for walkers to navigate due to the eroded condition of the steps. WCC has now advised that they have appointed a contractor to undertake substantial works to make the Bridleway readily accessible to pedestrians and horses. The work was scheduled for September.</p>	<p>ID</p> <p>FP</p> <p>FP</p> <p>RB</p> <p>ID</p>
7	NPC21/08/0303	<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 what electrical items would be plugged into the VH outside socket and whether any electrical regulations should be reviewed. Cllr Crane suggested that the qualified electrician would advise during the installation. • Cllr Preston asked if it would be possible to install an outdoor light at the front of the VH where there is already a cable. Cllr Preston agreed to discuss this with the electrician when he is onsite. 	<p>FP</p> <p>FP</p>

		<ul style="list-style-type: none"> A member of the public mentioned that some plugs might not fit an outdoor socket (for example, Christmas lights). Cllr Warwick advised that a separate box can be obtained. Cllr Preston agreed to discuss this with the electrician when onsite. A member of the public updated the council about the blue badge application discussed at the last meeting – the blue badge has now arrived and an appeal has been submitted for the fine. 																						
8	NPC21/08/0304	As there were no further issues raised by the public, the Standing Orders were resumed.																						
9	NPC21/08/0305	Maintenance of Bridleway Entrance, Main Street / Newton Lane - The Chair reported that it had come to his attention that the occupants of Number 2 Newton Lane have been paying a local handyman to cut the grass at the entrance to the bridleway. The Chair suggested that the PC should pay for this at a cost of £30 per month, paid to Steve Bryan. Cllrs approved this arrangement. The Clerk agreed to set up an Honorarium payment schedule for this monthly payment.	ID / RB																					
10	NPC21/08/0306	<p>The Internal Audit Action Plan update -</p> <p>I. Scribe position - the Clerk reported that the new financial management system, Scribe, had been reworked with a new cost centre structure and that all payments for 2020/21 and 2021/22 had been entered. 95% of the work has been completed, but the Clerk still need to enter receipts for 2020/21 and 2021/22 and validate all entries into the system against the current cashbook and the completed AGAR. Scribe should be fully operational for the next PC meeting.</p> <p>II. Newton PC Emergency Plan – The Chair reported that there is no update with this plan yet, and agreed to review the template and circulate for support and comments.</p>	<p>RB</p> <p>ID</p>																					
11	NPC21/08/0307	<p>Parish Council Financial Report</p> <p>(I) The Clerk reported that, due to transitioning to the new financial system Scribe, the financial position and bank reconciliation report would not be reviewed at this meeting.</p> <p>(II) The Clerk reported that there were no payments for approval. The Clerk reported that she had received notification of a price increase from EON for street lighting. The PC agreed to the Clerk (ADo) obtaining some price comparison quotes and agreed to switching suppliers if required.</p> <p>(III) Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">July 2021</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>HMRC – Staffing PAYE</td> <td>£155.80</td> </tr> <tr> <td>BACS</td> <td>Staffing – Induction period</td> <td>£656.73</td> </tr> <tr> <td>Direct Debit – 22/6/21</td> <td>Plusnet Village Hall Internet for July 2021</td> <td>£18 + £3.60 VAT</td> </tr> <tr> <td>BACS</td> <td>Honorarium, picnic area gates</td> <td>£83.33</td> </tr> <tr> <td>Bill Payment – 16/8/21</td> <td>Webgrowth – server support and training</td> <td>£60.00</td> </tr> <tr> <td>Bill Payment – 16/8/21</td> <td>EON – street lighting for July 2021</td> <td>£37.78 + £1.89 VAT</td> </tr> </tbody> </table>	July 2021			BACS	HMRC – Staffing PAYE	£155.80	BACS	Staffing – Induction period	£656.73	Direct Debit – 22/6/21	Plusnet Village Hall Internet for July 2021	£18 + £3.60 VAT	BACS	Honorarium, picnic area gates	£83.33	Bill Payment – 16/8/21	Webgrowth – server support and training	£60.00	Bill Payment – 16/8/21	EON – street lighting for July 2021	£37.78 + £1.89 VAT	RB
July 2021																								
BACS	HMRC – Staffing PAYE	£155.80																						
BACS	Staffing – Induction period	£656.73																						
Direct Debit – 22/6/21	Plusnet Village Hall Internet for July 2021	£18 + £3.60 VAT																						
BACS	Honorarium, picnic area gates	£83.33																						
Bill Payment – 16/8/21	Webgrowth – server support and training	£60.00																						
Bill Payment – 16/8/21	EON – street lighting for July 2021	£37.78 + £1.89 VAT																						

		Direct Debit – 17/9/21	Information Commissioner’s Office (ICO) - Annual Data Protection Fee – payment will be taken on 17 September 2021 and annually thereafter	£35.00			
		Bill Payment – 19/8/21	Copyshop – July 2021 meeting papers	£22.44			
12	NPC21/08/0308	The meeting was closed to the public and press at 8:00pm to allow the PC to discuss a confidential issue relating to an employee’s contract (in accordance with the Public Bodies Admission to Meetings Act 1960). The issue discussed was agreed by the PC and is detailed in Confidential Minute note NPC21/08/0308B					
13	NPC21/08/0309	The meeting concluded at 8.06pm. Next meeting - Thursday 30 September 2021 at 7.30pm in the Newton Village Hall.					