



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 30 September 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/09/0310	<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) and Warwickshire Police Community Support Officer (PCSO) Tony Winter (TW)</p> <p>In attendance - Rebecca Barry (RB), Clerk</p> <p>Members of Public - There were four members of the public present.</p>	
2	NPC21/09/0311	Apologies - None	
3	NPC21/09/0312	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC21/09/0313	Agreement of minutes from the previous meeting - Minutes of meeting held on 26 August 2021 were agreed as a correct record and signed by the Chair.	

5	NPC21/09/0314	<p>Update from PCSO Tony Winter – The Chair thanked PCSO Winter for attending the meeting. PCSO Winter gave a general update about his service with the police and 8 months looking after this area which is mainly rural. He explained that there are 2 x PCSOs and 1 x PC allocated to the area.</p> <p>PCSO Winter advised that Newton village had been leaflet-dropped about parking considerately and he only had the opportunity to meet only a few residents so far.</p> <p>Known / previous issues involving Newton include:</p> <ul style="list-style-type: none"> • St. Thomas Cross junction • Activists at the pheasant farm (of which there has been no recent activity) • One crime involving the theft of a catalytic converter, and that it is recommended to install a cage around the catalytic converter (which garages can install) to deter thieves. <p>There was one question from the public, where PCSO Winter was asked to explain the difference between a PCSO and a PC:</p> <ul style="list-style-type: none"> • PCSO – Police Community Support Officer – dealing with neighbourhood / community issues; safeguarding; gathering intelligence. • PC – Police Constable (Police Officer) – a ‘normal’ police officer with full powers. <p>PCSO Winter also confirmed the difference between telephoning 101 and 999:</p> <ul style="list-style-type: none"> • 101 – for anything suspicious but not an emergency. Or to report a crime after the event. • 999 – for an emergency. Or to report a crime in progress. 	
6	NPC21/09/0315	<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 had installed the outside tap. • VH signage - The Chair reported that the sign had been produced and installed. He also reported that the council may receive a grant to cover the cost of the sign, but that he was awaiting confirmation because the council had not fully met the criteria for the grant, as the sign has already been ordered and installed. • Electricals / Outside Light– Cllr Preston gave details of prices submitted by an electrician to install an external socket and a light in the porch. It was agreed that alternative prices should be sought and Cllr Preston agreed to pursue this. <p>II. Defibrillator training update - the Clerk reported that the training had taken place, but only one session rather than the two originally planned. There were only 8 x trainees which was a disappointing uptake on this occasion. The cost of training reduced from £150 to £75 (due to only one session going ahead), which the council <u>RESOLVED</u> to pay.</p>	<p>ID</p> <p>FP</p>

		<p>The Clerk also reported that there had been some conflicting information about the need for separate paediatric pads for use on children. Advice had been sought from The Community Heartbeat Trust who confirmed that there was no need for separate pads as it is a community defibrillator rather than one located at a school. The council agreed that paediatric pads were not necessary.</p> <p>The trainer mentioned the lack of a defibrillator number on the front of the box, but the council have been advised that this is not necessary as a member of the public phoning 999 would only be asked for the physical location of the defibrillator. The code to gain access to the machine is not to be widely shared and would be advised by the 999 operator in an emergency.</p> <p>III. Village benches, timber repair update – Cllr Preston reported that there had been no progress with the bench repairs due to the contractor being on holiday.</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 the signs were awaiting implementation. • The Leys parking bays – The Chair reported that the parking bays had been approved but it could take up to three months for the road markings to be lined. <p>Cllr Warwick reported that there had been delays with completion of some items on his delegated budget and will keep chasing updates. Cllr Threadgold asked for advance notice of the road markings being completed as some of The Leys residents work nights. This was noted by Cllr Warwick.</p> <p>V. Repair of hazardous sign in the picnic area update – Cllr Warwick reported that the repair had been completed.</p> <p>VI. Blue badge renewals update on alternative to online applications – Cllr Warwick reported that this has been rectified and that there is now an option for a postal application to print.</p> <p>VII. 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 had virtual and onsite meetings and a scheme for additional signage had been proposed:</p> <ol style="list-style-type: none"> 1. The four roads approaching St. Thomas Cross junction are to have improved signage including larger, high visibility, yellow backed warning signs. 2. Carriageway ‘SLOW’ markings. <p>The Chair forwarded these proposals to all councillors for comment, and all were in agreement to go ahead with the scheme. The Chair will respond with the council’s approval.</p> <p>VIII. Remembrance Sunday plans update – Cllr Preston reported that a draft service sheet had been produced. Once amended and finalised he would liaise with the Clerk to arrange printing of 100 copies. Fiona Haggett</p>	<p>FP</p> <p>ID/AW</p> <p>ID</p> <p>FP</p>
--	--	---	--

		<p>had agreed to play The Last Post on the French horn, a keyboard had been arranged, and an amplifier from Steve Bryan may be able to be used.</p> <p>Cllr Preston also reported that a person from the Guides or Brownies has read the Response at previous events but these are no longer active in the village. Jane Morgan volunteered her granddaughter Milly for the role. This was agreed and Cllr Preston will liaise with her re the details.</p> <p>IX. Village Newsletter update – The Clerk reported that the draft newsletter had been converted to Microsoft Publisher format and circulated to all councillors for comment. All suggestions / amendments have been reflected in the final version.</p> <p>The Clerk has obtained a quote for printing from The Copyshop for 200 double-sided colour copies at £96 including VAT which the council <u>RESOLVED</u> to pay.</p> <p>The Clerk will arrange for the newsletters to be printed and will pass to councillors for delivery.</p> <p>X/XI. Five Arches works to improve Bridleway R106 at the former Bromwich’s Bridge update – The Chair reported that the meadow grass-cutting has been delayed due to a broken mower; overgrowth around the willows wetland is being cut-back; and a digger will be scraping out the wetland area north of the car-park.</p> <p>The Chair also reported that the contractor engaged by the Council to stone the footpath through the woodland area would be carrying out the work before winter.</p> <p>Bridleway R106 (crossing the Great Central Way at Bromwich’s Bridge north of the car park) where the steps were eroded – WCC have appointed a contractor to undertake substantial engineering works to make the Bridleway readily accessible to pedestrians and horses. The work will be completed before the winter weather. A kissing gate will also be installed.</p>	<p>RB</p> <p>ID</p>
7	NPC21/09/0316	<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 updated the council about their plans to fence off some of their land that would involve obstructing a public bridleway, and wanted to seek advice from the parish council about getting an access gate installed. The Chair advised that the highway cannot be obstructed and, as the landowner, it was their responsibility to discuss with the WCC Country Paths Team, and that they had already been given the contact details. The Chair confirmed that the Parish Council cannot help with this matter. <p>As the member of the public had already tried to contact this team before, Cllr Warwick suggested that they try again and CC him so that he can try and assist.</p>	AW
8	NPC21/09/0317	As there were no further issues raised by the public, the Standing Orders were resumed.	
9	NPC21/09/0318	To collate any feedback on RBC proposed Code of Conduct for Councillors - The Clerk reported that the proposed code had already been provisionally approved by the Parish Council in March and was awaiting RBC adoption before formally approving. The Councillors confirmed that they had no other comments.	

10	NPC21/09/0319	<p>To discuss arrangements for Christmas – The Chair reported that Covid had affected last year’s plans, but in previous years, the council had arranged for a Christmas Tree (sometimes funded by a local business); the switching on of lights; and a carol service in the church with mince pies afterwards. Councillors agreed to repeat these plans and to locate the tree outside the church. The Clerk reported that money had been budgeted for Christmas celebrations. The Chair suggested that details would be reviewed at a later date.</p>	ID									
11	NPC21/09/0320	<p>The Internal Audit Action Plan update -</p> <p>I. Scribe position - the Clerk reported that the new financial management system, Scribe, is fully operational and 2020/21 has been reconciled against the Annual Return submitted. Many hours of work have been invested in this, but the new system will reap many benefits such as improved accuracy / transparency; the ability to review spend at cost centre level; and the availability of many reports such as spend vs. budget.</p> <p>PCSO Tony Winter gave his apologies and left the meeting at 20:13hrs.</p> <p>II. Newton PC Emergency Plan – The Chair reported that the plan (from Coventry, Solihull & Warwickshire Resilience Forum) has been easy to complete. It is a cascade plan, with parish councils at the bottom of the pyramid, but still having a part to play. The Plan is for the Council to use and is not for wider circulation. The Clerk has agreed to tidy up the plan and circulate copies to Councillors, and also confirm whether the Forum require a completed copy. Cllr Warwick reported that Wolvey Parish Council had emergency supplies such as foil blankets etc, and the Chair agreed to ask the Forum if Newton should replicate this.</p>	ID/RB									
11	NPC21/09/0321	<p>Parish Council Financial Report</p> <p>(I) The Council reviewed the financial report for July and August. The Clerk reported that the accounts are in a healthy position with just over £8,000 unallocated funds. Scribe has been fully reconciled against Lloyds bank account. Part II of this year’s precept has been received, as has the VAT refund. Councillors confirmed that they were happy with the format and content of the financial report.</p> <p>(II) The Clerk reported that the previous Clerk had been unable to easily switch electricity suppliers for unmetered supply to street lighting, and that more time would need to be allocated to this next year, if deemed necessary. Our supplier remains unchanged – Eon.</p> <p>(III) The Council approved the following payments:</p> <table border="1" data-bbox="477 1141 1933 1353"> <tr> <td>Web Growth Consulting</td> <td>IT support to resolve email issues in August</td> <td>£105</td> </tr> <tr> <td>Butterfly Conservation Warwickshire <u>inv</u> N&B002/21</td> <td>Fuel & oil; herbicide; Stihl <u>brushcutter</u> parts – for Five Arches Project Management</td> <td>£386.50</td> </tr> <tr> <td><u>Copyshop</u> <u>inv</u> 16906</td> <td>Retro-approval for printing costs in July (payment processed on 16/08/21)</td> <td>£22.40</td> </tr> </table>	Web Growth Consulting	IT support to resolve email issues in August	£105	Butterfly Conservation Warwickshire <u>inv</u> N&B002/21	Fuel & oil; herbicide; Stihl <u>brushcutter</u> parts – for Five Arches Project Management	£386.50	<u>Copyshop</u> <u>inv</u> 16906	Retro-approval for printing costs in July (payment processed on 16/08/21)	£22.40	RB
Web Growth Consulting	IT support to resolve email issues in August	£105										
Butterfly Conservation Warwickshire <u>inv</u> N&B002/21	Fuel & oil; herbicide; Stihl <u>brushcutter</u> parts – for Five Arches Project Management	£386.50										
<u>Copyshop</u> <u>inv</u> 16906	Retro-approval for printing costs in July (payment processed on 16/08/21)	£22.40										

		(IV) Direct Debits and routine payments (with pre-approval) were noted as follows:																																																								
		<table border="1"> <thead> <tr> <th colspan="3">Jul-21</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Direct Debit - 21/07/21</td> <td>Plusnet Village Hall Internet</td> <td>£18.00</td> <td>£3.60</td> <td>£21.60</td> </tr> <tr> <th colspan="3">Aug-21</th> <th>VAT</th> <th>TOTAL</th> </tr> <tr> <td>Direct Debit - 23/08/21</td> <td>Plusnet Village Hall Internet</td> <td>£18.00</td> <td>£3.60</td> <td>£21.60</td> </tr> <tr> <th colspan="3">Sep-21</th> <th>VAT</th> <th>TOTAL</th> </tr> <tr> <td>BACS - 02/09/21</td> <td>August Honorarium - picnic area gates</td> <td>£83.33</td> <td>£0.00</td> <td>£83.33</td> </tr> <tr> <td>BACS - 03/09/21</td> <td>August Staffing - Two clerks</td> <td>£935.19</td> <td>£0.00</td> <td>£935.19</td> </tr> <tr> <td>BACS - 03/09/21</td> <td>August HMRC - Staffing PAYE</td> <td>£225.40</td> <td>£0.00</td> <td>£225.40</td> </tr> <tr> <td>Direct Debit - 17/09/21</td> <td>Information Commissioner's Office - Annual Data Protection Fee</td> <td>£35.00</td> <td>£0.00</td> <td>£35.00</td> </tr> <tr> <td>Direct Debit - 21/09/21</td> <td>Plusnet Village Hall Internet</td> <td>£18.00</td> <td>£3.60</td> <td>£21.60</td> </tr> <tr> <td>Bill payment - 02/09/21</td> <td>Liberty Graphics - VH sign (NPC21/07/0285)</td> <td>£320.00</td> <td>£64.00</td> <td>£384.00</td> </tr> </tbody> </table>	Jul-21			VAT	TOTAL	Direct Debit - 21/07/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	Aug-21			VAT	TOTAL	Direct Debit - 23/08/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	Sep-21			VAT	TOTAL	BACS - 02/09/21	August Honorarium - picnic area gates	£83.33	£0.00	£83.33	BACS - 03/09/21	August Staffing - Two clerks	£935.19	£0.00	£935.19	BACS - 03/09/21	August HMRC - Staffing PAYE	£225.40	£0.00	£225.40	Direct Debit - 17/09/21	Information Commissioner's Office - Annual Data Protection Fee	£35.00	£0.00	£35.00	Direct Debit - 21/09/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	Bill payment - 02/09/21	Liberty Graphics - VH sign (NPC21/07/0285)	£320.00	£64.00	£384.00	
Jul-21			VAT	TOTAL																																																						
Direct Debit - 21/07/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60																																																						
Aug-21			VAT	TOTAL																																																						
Direct Debit - 23/08/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60																																																						
Sep-21			VAT	TOTAL																																																						
BACS - 02/09/21	August Honorarium - picnic area gates	£83.33	£0.00	£83.33																																																						
BACS - 03/09/21	August Staffing - Two clerks	£935.19	£0.00	£935.19																																																						
BACS - 03/09/21	August HMRC - Staffing PAYE	£225.40	£0.00	£225.40																																																						
Direct Debit - 17/09/21	Information Commissioner's Office - Annual Data Protection Fee	£35.00	£0.00	£35.00																																																						
Direct Debit - 21/09/21	Plusnet Village Hall Internet	£18.00	£3.60	£21.60																																																						
Bill payment - 02/09/21	Liberty Graphics - VH sign (NPC21/07/0285)	£320.00	£64.00	£384.00																																																						
14	NPC21/09/0322	The meeting concluded at 8.06pm. Next meeting - Thursday 28 October 2021 at 7.30pm in the Newton Village Hall.																																																								