



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 25 November 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/11/0339	<b>Present</b> - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Frank Preston (FP) <b>In attendance</b> - Rebecca Barry (RB), Clerk  <b>Members of Public</b> - There were no members of the public present.	
2	NPC21/11/0340	<b>Apologies</b> – Rugby Borough Councillor (RBC) Eve Hassell (EH) and Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC21/11/0341	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC21/11/0342	<b>Agreement of minutes from the previous meeting</b> - Minutes of meeting held on 28 October 2021 were agreed as a correct record and signed by the Chair.	

5	NPC21/11/0343	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Village Hall (VH) update</b> - the Chair updated the meeting as follows:</p> <ul style="list-style-type: none"> <li>• Electricals / Outside Light– This work has been completed.</li> </ul> <p>II. <b>Caution Children Playing signage and The Leys Parking update</b> – The Chair reported that there have been no further updates. The work might now be affected by the seasonal weather, and possibly not completed until the spring. The Chair will get an update.</p> <p>III. <b>Remembrance Sunday update</b> – The service went well and was attended by approximately 60 residents. Councillors suggested the same format be followed next year, but with the addition of reading out the names of fallen parishioners.</p> <p>IV. <b>Five Arches works to improve Bridleway R106 at the former Bromwich’s Bridge update</b> – The Chair reported that the work has been completed and the contractors have done a good job. This now makes for a pleasant circular walk.</p> <p>V. <b>Queen’s Platinum Jubilee Working Party update</b> – The working party has yet to meet. Only one resident has asked to be involved. The Jubilee will be marked in two ways:</p> <ol style="list-style-type: none"> <li>1 – A celebration in June 2022. The Working Party will take ownership of this.</li> <li>2 – A lasting memorial to commemorate the occasion. The Parish Council will lead this, and will include in the budget plans for 2022/23.</li> </ol> <p>VI. <b>Street Light obstruction, Little London Lane update</b> – Cllr Davis reviewed the street light and discussed the obstruction with the land owner. As the vegetation is growing along power lines, Western Power have been contacted and will remove it for safety reasons.</p>	<p>ID</p> <p>FP/BT All</p> <p>AD</p>
6	NPC21/11/0344	<p><b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b></p> <p>There were no members of the public in attendance.</p>	
7	NPC21/11/0345	<p><b>As there were no further issues raised by the public, the Standing Orders were resumed.</b></p>	
8	NPC21/11/0346	<p><b>Arrangements for Christmas</b> – Plans were discussed and Councillors agreed to the following:</p> <ul style="list-style-type: none"> <li>• Cllr Crane to visit Catthorpe on Fri 26<sup>th</sup> Nov to arrange for a 10/11ft tree to be delivered Fri 3<sup>rd</sup> Dec.</li> <li>• Cllrs will put the tree up and test the lights on Saturday 4<sup>th</sup> Dec.</li> <li>• Christmas lights will be switched on at 6pm on Saturday 11<sup>th</sup> Dec with a carol service in the church with refreshments.</li> <li>• The Parish Council will purchase 50 mince pies; mulled wine and disposable cups.</li> <li>• The Chair will promote the event on Facebook (once the tree has been sourced) and make arrangements with the church.</li> </ul>	<p>RC</p> <p>All</p> <p>All</p> <p>AD</p> <p>ID</p>

9	NPC21/11/0347	<b>Village Hall energy efficiency</b> – The Chair reported that the audit had been completed (at no cost) and the Council are awaiting the results. The audit company require energy bills for the past 12 months, and further details about the type of current insulation. The Chair will liaise with Gordon Coates to obtain the requested details.	<b>ID</b>																																								
10	NPC21/11/0348	<b>Village Hall Trustee Management</b> – The Chair explained that this was originally set up in 1923 with 5 or 6 locals as trustees. The deed was then changed in 1965 and the Parish Council became Sole Trustee. The existing Deed of Trust is outdated and requires re-writing and modernising. The Chair will seek legal advice about drawing up a new deed from Wright Hassell solicitors, who completed some work recently about the PC’s ownership of the hall. Advice will also be sought around the decision-making structure required by the Charity Commission, and the responsibilities of the PC as sole Trustee.	<b>ID</b>																																								
11	NPC21/11/0349	<b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations: I. R21 0674 Newton Road, Newton – Erection of proposed replacement garage – <i>No objections</i> II. R21 1019 Unit 8 Europark – Change of use of existing under croft area – <i>No objections subject to RBC being satisfied that car parking provision is sufficient.</i>																																									
12	NPC21/11/0350	<b>Parish Council Financial Report</b> (I) The Council reviewed the financial report for October. The Clerk reported that the accounts are in a healthy position with approximately £5,500 unallocated funds. (However, this will need to be recalculated due to the expected invoice for the works to stone the Five Arches paths - £3750 vs budget of £1500) Lloyds bank account vs Scribe Accounts have been reconciled by the Chair. (II) The Council approved the following payments: <table border="1" data-bbox="656 970 1727 1137"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Five Arches management - fuel &amp; pond work</td> <td>£813.54</td> <td>£0.00</td> <td>£813.54</td> </tr> <tr> <td>Remembrance Wreath</td> <td>£40.00</td> <td>£0.00</td> <td>£40.00</td> </tr> <tr> <td>WALC training courses x2</td> <td>£55.00</td> <td>£11.00</td> <td>£66.00</td> </tr> </tbody> </table> (III) Direct Debits and routine payments (with pre-approval) were noted as follows: <table border="1" data-bbox="465 1257 1955 1422"> <thead> <tr> <th colspan="3">Nov-21</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>DD - 21/11/21</td> <td>NPC20/06/0100</td> <td>Plusnet Village Hall Internet</td> <td>£18.00</td> <td>£3.60</td> <td>£21.60</td> </tr> <tr> <td>FPO - 01/11/21</td> <td>NPC20/06/0100</td> <td>Honorarium - picnic area gates for October</td> <td>£83.33</td> <td>£0.00</td> <td>£83.33</td> </tr> <tr> <td>FPO - 01/11/21</td> <td>NPC20/06/0100</td> <td>Staffing for October</td> <td>£355.60</td> <td>£0.00</td> <td>£355.60</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Five Arches management - fuel & pond work	£813.54	£0.00	£813.54	Remembrance Wreath	£40.00	£0.00	£40.00	WALC training courses x2	£55.00	£11.00	£66.00	Nov-21			NET	VAT	TOTAL	DD - 21/11/21	NPC20/06/0100	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	FPO - 01/11/21	NPC20/06/0100	Honorarium - picnic area gates for October	£83.33	£0.00	£83.33	FPO - 01/11/21	NPC20/06/0100	Staffing for October	£355.60	£0.00	£355.60	<b>RB</b>
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		FPO - 01/11/21	NPC20/06/0100	HMRC for October - Staffing PAYE	£84.60	£0.00	£84.60	
		FPO - 15/11/21	NPC20/06/0100	EON Street Lighting - October bill	£43.42	£2.17	£45.59	
		FPO - 01/11/21	NPC21/08/0305	Honorarium - grasscutting for October	£30.00	£0.00	£30.00	
		FPO - 01/11/21	NPC21/10/0337	Reimburse R.Barry - printer ink	£69.99	£0.00	£69.99	
		FPO - 15/11/21	NPC21/09/0315	Copyshop - newsletters	£83.22	£0.64	£83.86	
<b>13</b>	NPC21/11/0351	<p>The Council resolved to exclude members of the public and press from the following item of business (13.I) due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. (As per Newton and Biggin Parish Council's Standing Orders 3-D)</p> <p>I. Use of Village Hall by third party organisations – This item was discussed and is detailed fully in Confidential Minute Note NPC21/11/0351B. The Council resolved that no further action was necessary.</p>						
<b>14</b>	NPC21/11/0352	<p>The meeting concluded at 8.10pm. Next meeting - Thursday 27 January 2022 at 7.30pm in the Newton Village Memorial Hall. <b>(No meeting in December.)</b></p>						