



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 28 October 2021

Ref	Minute	Record and Resolution	Action by
1	NPC21/10/0323	<p><b>Present</b> - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC) and Rugby Borough Councillor (RBC) Eve Hassell (EH) and Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p> <p><b>In attendance</b> - Rebecca Barry (RB), Clerk</p> <p><b>Members of Public</b> - There were three members of the public present.</p>	
2	NPC21/10/0324	<b>Apologies</b> – Cllr Frank Preston (FP)	
3	NPC21/10/0325	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC21/10/0326	<b>Agreement of minutes from the previous meeting</b> - Minutes of meeting held on 30 September 2021 were agreed as a correct record and signed by the Chair.	

5	NPC21/10/0327	<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– Cllr Preston has obtained an alternative quote to install an external socket and a light in the porch. This quote is around half of the previous one. Councillors agreed to delegate power to the Clerk to progress the quote; discuss with Councillors and proceed.</li> </ul> <p>II. <b>Village benches, timber repair update</b> – The Chair reported (on behalf of Cllr Preston) that there had been no progress with the bench repairs.</p> <p>III. <b>Caution Children Playing signage and The Leys Parking update</b> – The Chair reported that the signage and road markings are all agreed and awaiting WCC to complete the works. Cllr Threadgold needs advance notice of the road markings being completed as some of The Leys residents work nights.</p> <p>IV. <b>St. Thomas Cross Junction and Magna Park funding update</b> –The Chair reported that the plans had been created and approved by Councillors. Cllr Warwick confirmed that the Parish Council’s proposals had been successfully included in the funding. The Chair confirmed that Councillors had already approved the proposals, and will await completion.</p> <p>V. <b>Remembrance Sunday plans update</b> – The Chair reported (on behalf of Cllr Preston) that all plans were in place; service sheet produced and is awaiting printing by the Clerk. The Chair mentioned that the usual refreshments in the Village Hall had not been mentioned on the service sheet due to the increase in Covid cases, but that outdoor refreshments might be an option on the day.</p> <p>VI. <b>Village Newsletter update</b> – The Clerk reported that the Autumn edition of the Newsletter had been produced, printed and delivered. There was some debate about how often the newsletter should be produced and this will require further discussion.</p> <p>VII. <b>Five Arches works to improve Bridleway R106 at the former Bromwich’s Bridge update</b> – The Chair reported that the meadow grass-cutting has been completed; overgrowth around the willows wetland has been cut-back; and a digger has enlarged and deepened the wetland area.</p> <p>The Chair also reported that the contractor engaged by the Council to stone the footpath through the woodland area was on-site today (28<sup>th</sup> Oct), completing the work.</p> <p>Bridleway R106 (crossing the Great Central Way at Bromwich’s Bridge north of the car park) where the steps were eroded - The work will be completed in the next two weeks. This will open up a wider network of walks. The Chair also shared the good news that the Newton &amp; Biggin Parish Council Five Arches Wildlife Site has been awarded the Gold prize in the Environmental Category in Rugby in Bloom 2021. A certificate has been received and will be framed.</p>	<p>FP/RB</p> <p>FP</p> <p>ID</p> <p>ID</p> <p>FP</p> <p>All</p> <p>ID</p>
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6	NPC21/10/0328	<p><b>Suspension of Standing Orders in order to let the Public raise any issues of concern:</b></p> <ul style="list-style-type: none"> <li>• A member of the public shared the success on the previously discussed blue badge appeal – with the help of Cllr Warwick, a full refund was issued. The Chair also noted the success of there now being an alternative to online applications.</li> <li>• A member of the public asked why there was no footpath along Newton Manor Lane to Brownsover. The Chair explained that this had been looked at before and the cost would be in the hundreds of thousands; and that there was not room within the highway, meaning that land would have to be acquired.</li> </ul>	
7	NPC21/10/0329	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC21/10/0330	<b>Arrangements for Christmas</b> – The Chair confirmed that the Parish Council would fund a Christmas tree. There was some discussion about how to safely switch on Christmas Lights with the usual carols due to the uncertainty with Covid rates. A possible solution of carols in The Stag and Pheasant car park was proposed. Cllrs Crane and Threadgold will lead on the arrangements and the item will be discussed again on the November agenda.	<b>RC/BT</b>
9	NPC21/10/0331	<b>The Queen’s Platinum Jubilee, June 2022</b> – The Chair explained that this was an initial discussion about how the event could be recognised. A celebration on the day and also a lasting memorial. Cllr Preston had suggested a working party made up of Parish Council representatives and village volunteers (Newton Events Committee). Cllr Preston and Cllr Threadgold will represent the Council.	<b>FP/BT</b>
10	NPC21/10/0332	<b>Highway Verge Management Consultation document</b> – The document had been circulated for Cllrs to review prior to the meeting. It was discussed that there are limited verges in the village that this could apply to; the verge management is only applicable on 30 & 40 mph areas; and that the cost and maintenance would fall to the PC. It was agreed that this will not be progressed.	
11	NPC21/10/0333	<b>Village Hall energy efficiency</b> – The Chair reported that an opportunity had arisen for a free energy efficiency audit of the village hall. The auditor will be granted access to the hall next week and will prepare a full report / recommendation. Cllr Warwick advised that this would be a good tool for possible grants.	<b>ID</b>
12	NPC21/10/0334	<b>Street Light, Little London Lane</b> – The Chair reported that a local resident had raised a concern about a street light that is obstructed by vegetation. They initially contacted WCC who referred back to the PC. It was suggested that it would be more appropriate to initially speak to the home owner verbally, rather than to send a letter. Cllr Davis agreed to progress this.	<b>AD</b>
13	NPC21/10/0335	<p><b>The Internal Audit Action Plan update -</b></p> <ol style="list-style-type: none"> <li><b>Newton PC Emergency Plan</b> – The Chair and the Clerk have completed the template issued by CSW Resilience Team and passed this on to the team. Copies have been printed for all Councillors and distributed.</li> </ol>	

14	NPC21/10/0336	<p><b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations:</p> <p>I. R21 0746 Unit 11 Europark (advertisements)</p> <p>II. R21 0926 Land on west side of A5 (changes to car parking layout and relaxation of ‘BREEAM’ standards)</p>																																																																																																													
15	NPC21/10/0337	<p><b>Parish Council Financial Report</b></p> <p>(I) The Council reviewed the financial report for September. The Clerk reported that the accounts are in a healthy position with approximately £6,500 unallocated funds. Lloyds bank account vs Scribe Accounts have been reconciled by the Chair.</p> <p>(II) The Council approved the following payments:</p> <table border="1" data-bbox="647 472 1720 679"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Reimburse Cllr A. Davis for plants for new planter</td> <td>£41.50</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Reimburse Cllr A. Davis for gravel for new planter</td> <td>£14.00</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Reimburse A.Downes for Zoom renewal</td> <td>£143.88</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Reimburse R.Barry for printer ink</td> <td>£69.99</td> <td>£0.00</td> <td>£0.00</td> </tr> </tbody> </table> <p>(III) Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1" data-bbox="465 756 1919 1367"> <thead> <tr> <th colspan="3">Oct-21</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>DD - 21/10/21</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 - 01/10/21</td> <td>NPC20/06/0100</td> <td>Honorarium - picnic area gates for September</td> <td>£83.33</td> <td>£0.00</td> <td>£83.33</td> </tr> <tr> <td>FPO - 04/10/21</td> <td>NPC20/06/0100</td> <td>Staffing for September</td> <td>£377.35</td> <td>£0.00</td> <td>£377.35</td> </tr> <tr> <td>FPO - 04/10/21</td> <td>NPC20/06/0100</td> <td>HMRC for September - Staffing PAYE</td> <td>£90.00</td> <td>£0.00</td> <td>£90.00</td> </tr> <tr> <td>FPO - 04/10/21</td> <td>NPC20/06/0100</td> <td>EON Street Lighting - unpaid month</td> <td>£37.78</td> <td>£1.89</td> <td>£39.67</td> </tr> <tr> <td>FPO - 04/10/21</td> <td>NPC20/06/0100</td> <td>EON Street Lighting - August bill</td> <td>£37.78</td> <td>£1.89</td> <td>£39.67</td> </tr> <tr> <td>FPO - 19/10/21</td> <td>NPC20/06/0100</td> <td>Server Invoice Sept &amp; Oct (Webgrowth)</td> <td>£60.00</td> <td>£0.00</td> <td>£60.00</td> </tr> <tr> <td>FPO - 19/10/21</td> <td>NPC20/06/0100</td> <td>EON Street Lighting - September bill</td> <td>£42.02</td> <td>£2.10</td> <td>£44.12</td> </tr> <tr> <td colspan="5" style="background-color: #d9ead3;"></td> </tr> <tr> <td>FPO - 01/10/21</td> <td>NPC21/08/0305</td> <td>Honorarium – grass cutting for September</td> <td>£30.00</td> <td>£0.00</td> <td>£30.00</td> </tr> <tr> <td>FPO - 01/10/21</td> <td>NPC21/09/0315</td> <td>Laptop / email issue invoice (Webgrowth)</td> <td>£105.00</td> <td>£0.00</td> <td>£105.00</td> </tr> <tr> <td>FPO - 01/10/21</td> <td>NPC21/09/0321</td> <td>Five arches invoice (Butterfly Conservation)</td> <td>£386.50</td> <td>£0.00</td> <td>£386.50</td> </tr> <tr> <td>FPO - 01/10/21</td> <td>NPC21/09/0322</td> <td>Defibrillator training invoice (Egan Consulting)</td> <td>£75.00</td> <td>£0.00</td> <td>£75.00</td> </tr> <tr> <td>FPO - 19/10/21</td> <td>NPC21/06/0280</td> <td>Village Planter Invoice (Broxap)</td> <td>£618.00</td> <td>£123.60</td> <td>£741.60</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Reimburse Cllr A. Davis for plants for new planter	£41.50	£0.00	£0.00	Reimburse Cllr A. Davis for gravel for new planter	£14.00	£0.00	£0.00	Reimburse A.Downes for Zoom renewal	£143.88	£0.00	£0.00	Reimburse R.Barry for printer ink	£69.99	£0.00	£0.00	Oct-21			VAT	TOTAL	DD - 21/10/21	NPC20/06/0100	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	FPO - 01/10/21	NPC20/06/0100	Honorarium - picnic area gates for September	£83.33	£0.00	£83.33	FPO - 04/10/21	NPC20/06/0100	Staffing for September	£377.35	£0.00	£377.35	FPO - 04/10/21	NPC20/06/0100	HMRC for September - Staffing PAYE	£90.00	£0.00	£90.00	FPO - 04/10/21	NPC20/06/0100	EON Street Lighting - unpaid month	£37.78	£1.89	£39.67	FPO - 04/10/21	NPC20/06/0100	EON Street Lighting - August bill	£37.78	£1.89	£39.67	FPO - 19/10/21	NPC20/06/0100	Server Invoice Sept & Oct (Webgrowth)	£60.00	£0.00	£60.00	FPO - 19/10/21	NPC20/06/0100	EON Street Lighting - September bill	£42.02	£2.10	£44.12						FPO - 01/10/21	NPC21/08/0305	Honorarium – grass cutting for September	£30.00	£0.00	£30.00	FPO - 01/10/21	NPC21/09/0315	Laptop / email issue invoice (Webgrowth)	£105.00	£0.00	£105.00	FPO - 01/10/21	NPC21/09/0321	Five arches invoice (Butterfly Conservation)	£386.50	£0.00	£386.50	FPO - 01/10/21	NPC21/09/0322	Defibrillator training invoice (Egan Consulting)	£75.00	£0.00	£75.00	FPO - 19/10/21	NPC21/06/0280	Village Planter Invoice (Broxap)	£618.00	£123.60	£741.60	RB
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		The Chair also advised that the Budget for 2022/23 was approaching and that we were awaiting details from RBC. An informal meeting will be held with the Councillors, followed by an Extraordinary Council Meeting.	<b>All</b>
<b>16</b>	NPC21/10/0338	The meeting concluded at 8.15pm. Next meeting - Thursday 25 November 2021 at 7.30pm in the Newton Village Hall.	