



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 28th April 2022

Ref	Minute	Record and Resolution	Action by
1	NPC22/04/0404	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC) and Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p> <p>In attendance – N/A</p> <p>Members of Public - There were six members of the public present.</p>	
2	NPC22/04/0405	<p>Apologies – Councillor Frank Preston (FP) and Rugby Borough Councillor (RBC) Eve Hassell (EH) Clerk, Rebecca Barry (RB) – due to illness</p>	
3	NPC22/04/0406	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC22/04/0407	<p>Agreement of minutes from the previous meeting - Minutes of meeting held on 27 February 2022 and 31st March 2022 were agreed as a correct record and signed by the Chair.</p>	

5	NPC22/04/0408	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on repair of benches – One bench on Newton Road has been repaired. Special thanks to Cllr Rick Crane and Cllr Bob Threadgold for organising and carrying out the work. The other bench at the bus stop requires a specialist tradesperson to repair or replace. Cllr Threadgold will discuss with a local resident who may be able to help.</p> <p>II. Update on St. Thomas Cross signage – The Chair reported that the signage is due to be installed this summer.</p> <p>III. Update on hedgerow gaps, Great Central / Great Burnet Close – Cllr Hassel was due to give an update but was not in attendance.</p> <p>IV. Village Hall aluminium ramp – Cllr Crane reported that the ramp will be removed during the weekend of 30th April. Cllrs Crane and Threadgold will investigate whether they can assemble a handrail, or whether a tradesperson may be required to complete this work.</p> <p>V. Update on Village Hall energy efficiency – The Chair re-capped that an audit had been completed and the results included recommendations to improve energy efficiency such as insulating the ceiling and installing solar panels. The Chair confirmed that no budget provision had been made in 2022-23 for these works, so the possibility of grants would be reviewed for the insulation. Solar panels would need to be a longer-term project.</p>	BT ID EH RC / BT ID
6	NPC22/04/0409	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> No issues were raised. 	
7	NPC22/04/0410	<p>As there were no further issues raised by the public, the Standing Orders were resumed.</p>	
8	NPC22/04/0411	<p>Arrangements for the Platinum Jubilee</p> <p>a. Commemorations – The Chair reported that the etched glass window had been completed and was with the door manufacturer. Installation is scheduled for late May. The Lord Lieutenant was not available for a formal opening but the Vice-Lieutenant, Lady Susan Sanders, would be available after 13th June. It was agreed that the Chair will write to the Lieutenancy with a view to combining this with a fundraiser for Ukraine.</p> <p>b. Celebration Working Party update</p> <p>Newton – Tille Newman reported that the celebrations in Newton village would be spread over four days, involving quizzes, a choir (more members are required), cream tea, flag-trail, and culminating in a party and hog roast on 5th June.</p> <p>Coton – Laura O’Connell (Coton Park Residents Association – CPRA) reported on the celebrations planned for Coton, assisted with a £1,500 contribution from the Parish Council. These would be focused</p>	ID BT

		on 5 th June and would involve a hog roast and ice cream van. Some streets were also planning local events in addition. Laura and Tille were now in contact to liaise on joint projects.	
9	NPC22/04/0412	Village Hall Trustee Management – The Chair re-capped the history involved with this item involving the outdated deed from 1965, and is liaising with ‘Halls Together’ who have a copy of the deed, and will offer advice.	ID/RB
10	NPC22/04/0413	The Fisheries Site (Reilly’s) – outcome of appeal – The Chair reported that Mr Reilly had won his appeal so the bunds can remain. The Parish Council is waiting for answers from WCC on 1) the safety of bunds and 2) implications for Coton Farm tipping approval.	ID
11	NPC22/04/0414	To agree Parish Council meeting dates for 2022 – Cllrs approved the proposed meeting dates	
12	NPC22/04/0415	Policies due for review and approval – The following policies were all approved: I. Standing Orders II. Equality and Diversity Policy III. Safeguarding Policy IV. Health and Safety Policy V. Financial Reserves Policy VI. Financial Procedures VII. Transparency Code VIII. Complaints Procedure	
13	NPC22/04/0416	Preparation for Internal Audit & Annual Return (AGAR) – the following updates were given on behalf of the Clerk: <ul style="list-style-type: none"> • The Clerk and the Chair have reviewed the next steps from the previous audit and are happy that most have been resolved. (for example some policies that were not in place – Financial and Transparency etc – were introduced and approved last summer; Scribe accounting is now fully operational; emergency plan approved) • The Clerk has made contact with the Internal Auditor and confirmed that this years audit will take place on Friday 27th May from 3pm. • The financial year closed on 31st March and all accounts have been updated in Scribe. The Clerk has completed training sessions with the Scribe team and will now implement some final checks to ensure everything is correct. • This years external audit forms and guidance have been received from PKF Littlejohn and the Clerk will be spending some time reading all of the literature and updated Practitioners Guide. • The Annual Return (AGAR) will be presented to the council for sign off in June. • The Clerk asks that all Cllrs let her know if there is anything else that they are aware of that needs to be done ahead of Internal / External Audit please. 	RB / ID
14	NPC22/04/0417	Asset Register – review and approve updated version – Cllrs approved the updated asset register, and the following updates were given on behalf of the Clerk:	

		<ul style="list-style-type: none"> • The Clerk will use the updated register when reviewing levels of Insurance with Zurich in May. • The Clerk has also advised Gordon Coates of the additional items of value for the Village Hall (sign, new door, etched glass panel) and he will advise the VH insurance company accordingly. 																																			
15	NPC22/04/0418	<p>Planning Applications – It was noted that the PC had received and responded to the following applications / consultations:</p> <p>I. R22 0084 31 Betony Road, Rugby, CV23 0FB (Coton) for a residential loft conversion – Parish Council responded with no objections</p> <p>II. R22 0224 - 10 Newton Lane, Newton, CV23 0DZ for proposed single storey rear extension, along with a single storey wrap around extension to the front elevation and associated internal alterations – Parish Council responded with no objections.</p> <p>III. R22 0019 - 31 The Leys, Newton, CV23 0EA for PAX – erection of a single storey rear extension - Parish Council responded thanking RBC for the consultation but noted this is a prior approval application and the need for planning permission is a technical matter for the LPA on which the Parish Council has no observations.</p>																																			
16	NPC22/04/0419	<p>Parish Council Financial Report</p> <p>(I) Financial position and bank reconciliation - The Council reviewed the financial reports for February and March and the following updates were given on behalf of the Clerk: All financial reports for 2021-22 have been uploaded onto the website. Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and await approval.</p> <p>(II) VAT reclaim – Q2-3 VAT successfully reclaimed and refund from HMRC was received on 22nd March. Q4 VAT reclaim has been submitted to HMRC but not yet refunded.</p> <p>(III) Village Hall Committee Annual Accounts – these have been received by the PC and are available to view if anyone wishes. Please contact the Clerk.</p> <p>(IV) The Council approved the following payments:</p> <table border="1"> <thead> <tr> <th colspan="2">Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="2">McAfee Total Protection (security for new laptop)</td> <td>£15.85</td> <td>£3.17</td> <td>£19.02</td> </tr> </tbody> </table> <p>(V) Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">March / April 2022</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FPO – 28/02/22</td> <td>NPC22/03/0402</td> <td>Timber for benches (reimbursement)</td> <td>£63.24</td> <td>£12.65</td> <td>£75.89</td> </tr> <tr> <td>FPO – 28/02/22</td> <td>NPC21/08/0305</td> <td>Honorarium – grass-cutting for February</td> <td>£30.00</td> <td>£0.00</td> <td>£30.00</td> </tr> <tr> <td>FPO – 01/03/22</td> <td>NPC20/06/0100</td> <td>Honorarium - picnic area gates for February</td> <td>£83.33</td> <td>£0.00</td> <td>£83.33</td> </tr> </tbody> </table>	Payments for approval		NET	VAT	TOTAL	McAfee Total Protection (security for new laptop)		£15.85	£3.17	£19.02	March / April 2022			NET	VAT	TOTAL	FPO – 28/02/22	NPC22/03/0402	Timber for benches (reimbursement)	£63.24	£12.65	£75.89	FPO – 28/02/22	NPC21/08/0305	Honorarium – grass-cutting for February	£30.00	£0.00	£30.00	FPO – 01/03/22	NPC20/06/0100	Honorarium - picnic area gates for February	£83.33	£0.00	£83.33	
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FPO – 04/03/22	NPC20/06/0100	Staffing for February	£364.26	£0.00	£364.26
FPO – 04/03/22	NPC20/06/0100	HMRC for February - Staffing PAYE	£86.80	£0.00	£86.80
FPO – 04/03/22	NPC22/03/0402	Defibrillator Battery	£230.00	£46.00	£276.00
DD - 21/03/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
FPO – 31/03/22	NPC21/08/0305	Honorarium – grass-cutting for March	£30.00	£0.00	£30.00
FPO – 31/03/22	NPC22/03/0402	WALC training courses x 2	£105.00	£21.00	126.00
FPO – 31/03/22	NPC22/03/0402	Back pay	£35.91	£0.00	£35.91
FPO – 31/03/22	NPC22/03/0402	Butterfly Conservation (Five Arches)	£316.80	£0.00	£316.80
FPO – 31/03/22	NPC22/03/0402	New laptop set up by Webgrowth	£75.00	£0.00	£75.00
FPO – 31/03/22	NPC22/03/0402	Legal Fees for Village Hall deed of trust	£416.50	£83.30	£499.80
FPO – 01/04/22	NPC20/06/0100	Honorarium - picnic area gates for March	£83.33	£0.00	£83.33
FPO – 01/04/22	NPC22/03/0402	Scribe Accounts annual subscription	£288.00	£57.60	£345.60
FPO – 05/04/22	NPC20/06/0100	Staffing for March	£458.04	£0.00	£458.04
FPO – 05/04/22	NPC20/06/0100	HMRC for March - Staffing PAYE	£110.20	£0.00	£110.20
FPO – 05/04/22	NPC22/03/0402	WALC annual subscription	£335.00	£55.00	£390.00
DD – 22/04/22	NPC20/06/0100	Npower – outstanding invoice for electricity for Jan	£67.56	£3.38	£70.94
DD – 22/04/22	NPC20/06/0100	Npower – outstanding invoice for electricity for Feb	£58.33	£2.92	£61.25
DD - 25/04/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/04/22	NPC20/06/0100	Npower – electricity for March	£60.88	£3.04	£63.92

The Clerk asked that attention be drawn to the three Npower invoices that have been settled by direct debit in April (for Jan, Feb and Mar) – this is due to an invoicing issue at Npower’s end following the transition from Eon. This means that these three months of electricity for the street lighting will be paid and accounted for in the 2022/23 financial year, rather than the 2021/22 year.

(VI) Direct Debits and routine payments (with pre-approval) were noted as follows:

March / April 2022		TOTAL
BGC – 22/02/22	VAT (form 126) refund from HMRC	£1,706.33
BGC – 11/04/22	Precept part one from RBC	£10,552.79

17	NPC22/04/0420	<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. Clerk's salary review – This item was discussed and is reported fully in Confidential Minute Note NPC22/04/0420B. The Council approved the recommendations in the report.</p>	
18	NPC22/04/0421	<p>The meeting concluded at 8.15pm. Next meeting – Annual Meeting of the Parish Council Thursday 26 May 2022 at 7.00pm in the Newton Village Memorial Hall. This will be followed by the full Parish Council meeting at 7:30pm</p>	

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