



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 24th February 2022

Ref	Minute	Record and Resolution	Action by
1	NPC22/02/0371	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance - Rebecca Barry (RB), Clerk. Gordon Coates (GC), Village Hall Committee</p> <p>Members of Public - There were five members of the public present.</p>	
2	NPC22/02/0372	Apologies – Councillor Frank Preston (FP) and Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC22/02/0373	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/02/0374	Agreement of minutes from the previous meeting - Minutes of meeting held on 27 January 2022 were agreed as a correct record and signed by the Chair.	

5	NPC22/02/0375	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on repair of benches – Cllr Crane reported that he had tried to make contact with the original contractors but had not had any response. He also contacted the VH contractors, but they confirmed they were too busy to take on the work. The possibility of approaching a handyman or Newton contacts was discussed, as well as putting a post on the village Facebook page.</p> <p>II. Update on St. Thomas Cross signage – The Chair reported that the signage has been agreed and drawn up, but that progress was slow. Detailed plans are being prepared for final approval, with completion anticipated in the summer.</p> <p>III. Arrangements for the Platinum Jubilee</p> <p>a. Commemorations – The Chair reported that the commemorative design had been agreed and passed onto the glass company. A representative from the door company met the Chair onsite to complete detailed measurements and surveys, resulting in a very small amount of damage to the cladding as the brickwork had to be exposed. They will aim to delay completion and installation until closer to the Jubilee</p> <p>b. Celebration Working Party update – Cllr Threadgold reported that the working party held another successful meeting on 23rd February with good progress being made. The following items are arranged: food; timeline; bunting for the village; games; choir to sing ‘A Song for the Commonwealth’. Still to be organised – an outside bar, PA system. Newton Village Events Committee will lead on organising any other village events during the week. Cllr Threadgold confirmed that the PC Insurance policy covers events of up to 500 people. The Clerk raised the need for a risk assessment and will approach the insurance company for a suitable template. Cllr Hassell gave an update on the street party planned for the service road in Coton. The Chair explained that Newton PC have budgeted funds for Coton celebrations for 2022-23, but that it would be difficult to restrict this to the area of Coton that falls into the parish boundaries. Cllr Hassell agreed to provide regular updates on the plans for Coton.</p> <p>IV. Update on Ellis Gardens / Lioncourt flagpoles – Cllrs Crane and Davis reported that they had reviewed the area and confirmed that the flagpoles are no longer in place, and no stumps remain in the ground.</p> <p>V. Update on Bus Travel Consultation – The Chair reported that he had responded to the consultation following on from the agenda item at the previous meeting.</p> <p>VI. Update on hedgerow gaps, Great Central / Great Burnet Close – The Chair reported that he had met Cllr Hassell onsite to review the concerns. Cllr Hassell explained that the issue is with the position of the gap as it would be better further down towards the streetlights. RBC plans have been reviewed and they confirm that there is no walkway shown on the plans. Cllr Hassell will forward the latest email to the Chair for review.</p>	<p>RC</p> <p>ID</p> <p>ID</p> <p>BT/RB/ EH</p> <p>ID/EH</p>
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6	NPC22/02/0376	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: <ul style="list-style-type: none"> No issues were raised. 	
7	NPC22/02/0377	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC22/02/0378	Village Hall energy efficiency – The Chair re-capped that an audit had been completed and the results included four recommendations to improve energy efficiency: <ol style="list-style-type: none"> Add further insulation to the loft Insulate floor Install an air source heat pump Install solar panels <p>The only viable options were the solar panels and the loft insulation. The Chair confirmed that no budget provision had been made in 2022-23 for these works, so the possibility of grants would be reviewed. These are currently not open for applications but may be in the autumn.</p>	ID
9	NPC22/02/0379	Village Hall aluminium ramp – Cllr Crane reported that there had been no progress made due to the same issues with contractors as point 5.I Village Benches.	RC
10	NPC22/02/0380	Village Hall Trustee Management – The Chair re-capped the history involved with this item. It was also reported that a current VH Committee member has been in position since 1983 and can't remember an election taking place in that time. The Chair sought advice from WALC and has been signposted to the Warwickshire Rural Council for advice. Another PC also have offered support as they resolved a similar issue directly with the Charities Commission. The Chair and the Clerk will work together on this.	ID/RB
11	NPC22/02/0381	To agree Parish Council meeting dates for 2022 – Cllrs resolved to defer this item until the meeting in March.	ID/RB
12	NPC22/02/0382	To formally approve the Local Government Association Model Councillor Code of Conduct – The Clerk explained that the Council provisionally approved this code in May 2021 but were awaiting RBC's formal approval before fully adopting the Code of Conduct. RBC have now approved the code and Cllrs resolved to approve the policy.	
13	NPC22/02/0383	Policies due for allocation and review – The Clerk reported that the following policies were due for review and re-approval in February / March: <ol style="list-style-type: none"> Standing Orders – The Chair agreed to review an electronic copy of the Standing Orders. Equality and Diversity Policy – Cllr Davis agreed to lead on this policy and review (in Cllr Preston's absence) Safeguarding Policy – Cllr Davis agreed to lead on this policy and review. Health and Safety Policy – Cllr Threadgold agreed to lead on this policy and review (as a replacement for Cllr Goulborn) Financial Reserves Policy – The Clerk agreed to lead on this policy and review. Financial Procedures – The Clerk agreed to lead on this policy and review. 	ID AD AD BT RB RB

		<p>g. Transparency Code – The Chair agreed to lead on this policy and review an electronic copy.</p> <p>h. Complaints Procedure – The Clerk reported that only a paper copy of this policy was available and was last reviewed in 2015. An up-to-date electronic copy will be sought and reviewed by the Clerk.</p>	ID RB																				
14	NPC22/02/0384	<p>Planning Applications – It was noted that the PC had received and responded to the following applications / consultations:</p> <p>a. R21 1149 3 Great Burnet Close, Rugby, CV23 0LF (Coton) for a single storey rear extension Unit 8 Europark – <i>The Parish Council responded with no objections.</i></p> <p>b. R22 0084 31 Betony Road, Rugby, CV23 0FB (Coton) for a residential loft conversion – <i>The Council have no objections.</i></p> <p>c. 2021/VOCM/0062 Shawell Tile Works, Gibbets Lane, Shawell, LE17 6AB – The Chair re-capped the history of this application that would have resulted in significantly increased lorry movements (not in our parish, but neighbouring Shawell PC asked for support to object). <i>Leicestershire County Council have refused planning permission and Shawell PC pass on their thanks.</i></p>																					
15	NPC22/02/0385	<p>Parish Council Financial Report</p> <p>(I) Financial position and bank reconciliation - The Council reviewed the financial report for January. The Clerk reported that the accounts are in a healthy position with approximately £2,500 unallocated funds which will be rolled into 2022/23. Lloyds bank account vs Scribe Accounts have been reconciled by the Clerk and will be signed off by the Chair at the end of the meeting. The Clerk also explained that there was a VAT re-claim to be processed of approximately £1,100.</p> <p>(II) The Council approved the following payments:</p> <table border="1" data-bbox="546 1018 1951 1259"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Michelle Abrahall Illustration - 50% final fee Jubilee design (budgeted in 2022/23)</td> <td>£45.00</td> <td>£0.00</td> <td>£45.00</td> </tr> <tr> <td>Leadbitter Glass – Jubilee Etched Glass (budgeted in 2022/23)</td> <td>£340.00</td> <td>£68.00</td> <td>£408.00</td> </tr> <tr> <td>Smith & Chambers – VH door (paid by PC, total exc VAT reimbursed by VHC)</td> <td>£1868.65</td> <td>£373.73</td> <td>£2242.38</td> </tr> <tr> <td>WALC – Year End & Audit training course</td> <td>£30.00</td> <td>£6.00</td> <td>£36.00</td> </tr> </tbody> </table> <p>The Clerk asked Cllrs to be aware that the first two payments above have been budgeted in 2022/23 financial year but have been paid in this financial year 2021/22. The Clerk explained that this was not best practice, but that the</p>	Payments for approval	NET	VAT	TOTAL	Michelle Abrahall Illustration - 50% final fee Jubilee design (budgeted in 2022/23)	£45.00	£0.00	£45.00	Leadbitter Glass – Jubilee Etched Glass (budgeted in 2022/23)	£340.00	£68.00	£408.00	Smith & Chambers – VH door (paid by PC, total exc VAT reimbursed by VHC)	£1868.65	£373.73	£2242.38	WALC – Year End & Audit training course	£30.00	£6.00	£36.00	
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June Jubilee did not allow for the payments to be delayed until April, for risk of the project not being completed in time.
 The Clerk also explained that the VH door had been paid for through the PC bank account to allow for the VAT to be re-claimed, but that the VH Committee had funded the bespoke door and transferred the total exc VAT to the PC account.

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

Feb 22			NET	VAT	TOTAL
DD - 21/02/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
FPO – 01/02/22	NPC20/06/0100	Honorarium - picnic area gates for January	£83.33	£0.00	£83.33
FPO - 02/02/22	NPC20/06/0100	Staffing for January	£355.60	£0.00	£355.60
FPO - 02/02/22	NPC20/06/0100	HMRC for January - Staffing PAYE	£84.60	£0.00	£84.60
FPO - 18/02/22	NPC20/06/0100	Server Invoice Nov & Dec (Webgrowth)	£60.00	£0.00	£60.00
FPO – 31/01/22	NPC21/08/0305	Honorarium – grass-cutting for January	£30.00	£0.00	£30.00
FPO - 04/02/22	NPC22/01/0366	Laptop & MS365 subscription (Price increased by £8.33 since approval)	£465.81	£93.16	£558.97
FPO – 04/02/22	NPC21/11/0350	WALC outstanding invoice for training #1	£30.00	£6.00	£36.00
FPO – 04/02/22	NPC21/11/0350	WALC outstanding invoice for training #2	£25.00	£5.00	£30.00

The Clerk made Cllrs aware that the cost of the new laptop had increased by £8.33 since approval at the PC meeting in January.

16 NPC22/02/0386 The meeting concluded at 8.07pm. Next meeting - Thursday 31 March 2022 at 7.30pm in the Newton Village Memorial Hall.