



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 31st March 2022

Ref	Minute	Record and Resolution	Action by
1	NPC22/03/0387	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Anne Davis (AD)</p> <p>In attendance - Rebecca Barry (RB), Clerk. Gordon Coates (GC), Village Hall Committee</p> <p>Members of Public - There were no members of the public present.</p>	
2	NPC22/03/0388	<p>Apologies – Councillors Frank Preston (FP), Rick Crane (RC), Bob Threadgold (BT) Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>This left the Parish Council meeting inquorate (not having enough Councillors present to transact business), so the Chair closed the meeting.</p> <p>This is in accordance with Newton & Biggin PC's Standing Orders 3U and 3V</p>	
3	NPC22/03/0389	Declarations of Interest – N/A	
4	NPC22/03/0390	Agreement of minutes from the previous meeting - Deferred	

5	NPC22/03/0391	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <ul style="list-style-type: none"> I. Update on repair of benches – Deferred II. Update on St. Thomas Cross signage – Deferred III. Update on hedgerow gaps, Great Central / Great Burnet Close – Deferred IV. Update on Village Hall aluminium ramp - Deferred V. Update on Village Hall energy efficiency - Deferred 	
6	NPC22/03/0392	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • Not applicable – meeting closed 	
7	NPC22/03/0393	<p>As there were no further issues raised by the public, the Standing Orders were resumed.</p> <ul style="list-style-type: none"> • Not applicable – Meeting closed 	
8	NPC22/03/0394	<p>Arrangements for the Platinum Jubilee</p> <ul style="list-style-type: none"> a. Commemorations - Deferred b. Celebration Working Party update - Deferred 	
9	NPC22/03/0395	Village Hall Trustee Management – Deferred	
10	NPC22/03/0396	The Fisheries Site (Reilly’s) – Outcome of appeal - Deferred	
11	NPC22/03/0397	<p>To agree Parish Council meeting dates for 2022 – Deferred.</p> <p>However, the Chair, in consultation with the Clerk, agreed the next meeting date of 28th April 2022, which will include the Annual Parish Meeting.</p>	
12	NPC22/03/0398	<p>Policies due for review and approval</p> <ul style="list-style-type: none"> a. Standing Orders – Deferred b. Equality and Diversity Policy – Deferred c. Safeguarding Policy – Deferred d. Health and Safety Policy – Deferred e. Financial Reserves Policy – Deferred f. Financial Procedures – Deferred g. Transparency Code – Deferred h. Complaints Procedure – Deferred 	
13	NPC22/03/0399	Preparation for Internal Audit and Annual Return (AGAR) - Deferred	
14	NPC22/03/0400	Asset Register – review and approve updated version - Deferred	
15	NPC22/03/0401	Planning Applications – All updates deferred	

- a. R22 0084 - 31 Betony Road, Rugby, CV23 0FB (Coton) for residential loft conversion – **Parish Council responded with no objections.**
- b. 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 – **This has been circulated to Councillors with a deadline of 8th April 2022 for any comments.**
- c. R22 0019 - 31 The Leys, Newton, CV23 0EA for PAX – erection of a single storey rear extension - **Parish Council will respond thanking RBC for the consultation but will note 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.**
- d. R21 1149 - 3, Great Burnet Close, Rugby, CV23 0LF – single storey rear extension – **Planning permission has been approved by RBC.**

16 NPC22/03/0402

Parish Council Financial Report

- (I) Financial position and bank reconciliation – **Deferred**
- (II) VAT reclaim update – **Deferred**
- (III) Village Hall Committee annual accounts - **Deferred**
- (IV) Approval of the following payments:

The Chair approved the following payments to be made immediately (to ensure correct accounting for Year End) and reported to the next PC meeting. This is in accordance with Newton and Biggin Financial Procedures 3.4 and 5.5.

Payments for approval	NET	VAT	TOTAL
Replacement battery for defibrillator (retro approval)	£220.00	£44.00	£276.00
Reimburse Cllr Threadgold for timber and hardware for benches (retro approval)	£63.24	£12.65	£75.89
WALC training – Planning suite x 3 sessions	£75.00	£15.00	£90.00
WALC training – Council Friendly Policies	£30.00	£6.00	£36.00
Scribe Accounts – 2022/23 Subscription	£288.00	£57.60	£345.60
WALC 2022/23 Subscription	£379.00	£62.00	£441.00
Casual worker pay (back pay salary increase)	£35.91	£0.00	£35.91
Five Arches project – wildflower plug plants	£316.80	£0.00	£316.80
New Laptop set up & install M365 (£15 increase to previous approved quote)	£75.00	£0.00	£75.00
Village Hall Trustee Management – legal advice	£416.50	£83.30	£499.80

		(V) Direct Debits and routine payments (with pre-approval) were noted as follows: Deferred					
		March 2022			NET	VAT	TOTAL
		DD - 21/03/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – TBC	NPC20/06/0100	Npower – awaiting invoices for January & February	TBC	TBC	TBC
		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
		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
17	NPC22/03/403	<p>The meeting concluded at 7.35pm. Next PC meeting - Thursday 28 April 2022 at 7.30pm in the Newton Village Memorial Hall. Immediately before this meeting, the Annual Parish Meeting will be held at 7pm, also in the Village Hall.</p>					