



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 26th May 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/05/0434	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Warwickshire County Councillor (WCC) Adrian Warwick (AW) 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 three members of the public present.</p>	
2	NPC22/05/0435	Apologies – None	
3	NPC22/05/0436	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/05/0437	Agreement of minutes from the previous meeting - Minutes of meeting held on 28 th April 2022 were agreed as a correct record and signed by the Chair.	

5	NPC22/05/0438	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on repair of benches –The remaining bench at the bus stop is still to be repaired and Cllr Threadgold will obtain measurements and review with timber merchants.</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 reported that she had visited the site recently and confirmed that hedges were growing in the gap. The area has not yet been adopted by the council, so no further action can be taken.</p> <p>IV. Village Hall aluminium ramp – Cllr Crane reported that the ramp has been removed and he is contacting a lead with regards to the handrail. Cllr Davis also reported that the defibrillator located on the outside of the village hall is now fully repaired.</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 has contacted four contractors for insulation – two have not responded and two cannot help as they only deal with residential properties. Cllr Warwick reported that the WCC Green Shoots grants fund is opening which could fully fund the installation of solar panels, and he would sponsor the PC application. The Chair and the Clerk will review the details of the fund.</p> <p>VI. Village Hall Trustee Management – The Chair re-capped the history involved with this item involving the outdated deed from 1965 and explained that the PC had sought advice from solicitors; WALC and Halls Together. Halls Together have offered pragmatic advice and suggested that the PC can ‘forget’ the original deed and write a new one. The PC must also discuss any business relating to the Village Hall separately to other PC business. A meeting of the VHC is being held on 9th June and the trustee management will be discussed in full then with the Chair and Cllr Threadgold attending.</p> <p>VII. The Fisheries Site (Reilly’s) outcome of appeal – The Chair explained the history of this item and that WCC served an enforcement notice on the site as the bunds were larger than the agreed plans. This was appealed and won by Mr Reilly, who is free to keep the bunds. There were some conditions around landscaping. The Chair has asked WCC about implications for Coton Farm tipping approval.</p>	<p>BT</p> <p>ID</p> <p>RC</p> <p>ID / RB</p> <p>ID / BT / RB</p> <p>ID</p>
6	NPC22/05/0439	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> A member of the public raised the subject of buses in the village. It was confirmed that WCC currently funds the school bus service, which also accepts fare-paying customers. All other services rely on a subsidy from the developer Lioncourt. When the subsidy runs out (which may be in the near future as the subsidy was only sufficient to last for about five years) then those services will be in jeopardy. There is also a charity minibus service called ‘Back and Forth’ who offer transport to rural villages such as Newton, but the service is not used by residents. 	

		<ul style="list-style-type: none"> It was asked if the village booklet (produced for new residents) could be restated and be made available to all. Cllr Crane produced the last version two years ago and he will review this and make any amendments as necessary. It was asked if contact details for local trades could be included. Once finalised, copies will be made available in the following locations: <ol style="list-style-type: none"> The Stag and Pheasant pub The Village Hall The community phone box The Church A member of the public advised that puddles of water had been noticed on the floor of the Village Hall. The PC will investigate whether this is from a leak and will also mention at the VHC meeting on 9th June. 	RC ID / BT
7	NPC22/05/0440	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC22/05/0441	Arrangements for the Platinum Jubilee <ol style="list-style-type: none"> Commemorations – The Chair reported that the new oak door for the Village Hall is being installed on 30th May. Lady Susan Sanders, Vice Lord Lieutenant, will be visiting on Saturday 2nd July at 2pm and will formally dedicate the door. This will also coincide with an afternoon tea to raise funds for Ukraine. Celebration Working Party update – Cllr Threadgold reported that the Jubilee events for Newton village were all planned, and everything was in place for the long weekend. RBC has approved the road closure. There will be a hog roast (free for villagers by ticket), but all are welcome to attend as the vendor will also be selling food. 	ID BT
9	NPC22/05/0442	Preparation for Internal Audit & Annual Return (AGAR) – the Clerk reported the following: <ul style="list-style-type: none"> The Clerk has made contact with the Internal Auditor and confirmed that this year’s 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. Final checks have been completed and the Clerk has completed a ‘pre-audit’ check of all VAT codes, minutes references etc. A full accounting pack will be circulated to Cllrs This year’s external audit forms and guidance have been received from PKF Littlejohn and the Clerk has read all the literature. A timeline of key dates / tasks has been compiled and sent to the Internal Auditor for verification. The clerk will be preparing explanations for variances of over 10% to last year for each line on the Annual Return. The Annual Return (AGAR) will be presented to the council for sign off at the June PC meeting. This means a very tight turnaround time. 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

10	NPC22/05/0443	<p>Resignation of Councillor Frank Preston – Cllr Preston has reluctantly submitted his resignation from the PC and VHC due to his wife’s health taking a turn for the worse. The PC want to thank Frank for all his time and dedication to the role over many years.</p> <p>The process to fill a casual vacancy will now be followed:</p> <ol style="list-style-type: none"> 1. The Clerk will contact the Monitoring and Returning Officer at RBC to advise of Cllr Preston’s resignation 2. RBC will issue the PC with a notice of vacancy for display on the noticeboard and website for 14 working days. 3. A by-election to fill the vacancy will be held if TEN electors for the parish give notice in writing to the Returning Officer claiming an election. 4. If no such notice is given, then the PC can fill the vacancy by co-option. 	ID / RB
11	NPC22/05/0444	<p>Proposed changes to Clifton and Newton Joint Burial Committee (CNJBC) – The Burial Committee have suggested that the number of cllrs from each ward be changed. Currently, there must be 1 cllr for every 500-population leading to a minimum of five members on the committee – 3 x Clifton and 2 x Newton. The proposal is to change this to 1 cllr for every 1000 population resulting in a minimum of three members on the committee – 2 x Clifton and 1 x Newton. Clifton have agreed this proposal</p> <p>Cllr Threadgold explained that the CNJBC are using the census data from 2011 which will be out of date due to the expansion of Coton and Houlton. He proposed that the committee waited until the release of the 2021 census data before making any changes. The PC agreed with this proposal. Cllr Crane also raised the issue that Newton should not be in a position where they only had one representative on the committee as continuity would be difficult. Cllr Threadgold will feedback the PC views to the CNJBC at the next meeting in June and Cllr Crane will also attend.</p>	BT / RC
12	NPC22/05/0445	<p>Submission of grant towards the cost of a noticeboard on Coton Park – The Chair explained that some of the Coton estate falls into the parish, and that Coton Park Residents Association (CPRA) had contacted him about noticeboards. WCC grant funds are now open for applications and CPRA will apply for a grant to cover 100% of the cost of a noticeboard for the non-parished area. The PC have applied for a grant to cover 60% of the cost of a noticeboard to be installed on the Betony Road open space.</p>	ID / RB
13	NPC22/05/0446	<p>Visit by Lady Susan Saunders, Vice Lord Lieutenant of Warwickshire on 2nd July – this was discussed under item 8</p>	ID
14	NPC22/05/0447	<p>Adoption of open space at Ellis Gardens following site inspection - The Chair reported that he had attended a site inspection with RBC and Lioncourt. There were still issues such as dead or failing trees.</p> <p>When the PC adopts the space, a commuted sum will be received from the developer to cover the open space for seven years and the play area for eleven years. The Chair has questioned whether this negotiated sum is sufficient and will chase RBC for an update. The Chair also reported that Lioncourt would cover the legal expenses.</p>	ID
15	NPC22/05/0448	<p>Policies due for approval – The following policies were all approved:</p>	

		<p>I. Internal Controls Policy II. Data Protection Policy</p> <p>The Clerk also reported that all current PC policies are now available on the PC website (a requirement of the transparency policy).</p>																																									
16	NPC22/05/0449	<p>Planning Applications – It was noted that the PC had received and responded to the following applications / consultations:</p> <p>I. R21 1192 – Unit 4, Europark, Watling Street, Newton, Rugby CV23 0AL for moving of air conditioning condenser units– Parish Council responded with no objections</p>																																									
17	NPC22/05/0450	<p>Parish Council Financial Report</p> <p>(I) Financial position and bank reconciliation - The Council reviewed the financial report for April and this is also available on the PC website http://www.newtonparishcouncil.org.uk/wp-content/uploads/2022/05/Financial-Report-April-2022.pdf 2021-22 accounts have been closed and accounts set up for 2022-23. As part of the set-up, funds budgeted in 2022-23 financial year for the 'Burial Committee' and 'Future Enhancements' to Open Spaces have been moved to Ear-Marked Reserves to ringfence these funds. Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and await approval by Cllr Crane. There are currently around £500 of unallocated funds, but it is very early in the new financial year, so this is based on budgeted commitments only.</p> <p>(II) The Council approved the following payments:</p> <table border="1"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Insurance Renewal for 2022-23</td> <td>£399.15</td> <td>(£47.90)</td> <td>£447.05</td> </tr> <tr> <td>Catering for Jubilee event – invoice 1</td> <td>£961.00</td> <td>£0.00</td> <td>£961.00</td> </tr> <tr> <td>Catering for Jubilee event – invoice 2</td> <td>£96.30</td> <td>£0.00</td> <td>£96.30</td> </tr> </tbody> </table> <p>The Clerk reported that the insurance renewal had come in under budget, with only a slight increase on last year, so no alternative quotes were required, and confirmed that the schedule had been adjusted to reflect the latest approved asset register.</p> <p>(III) Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">May 2022</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FPO – 29/04/22</td> <td>NPC22/04/0415</td> <td>Honorarium – grass-cutting for April</td> <td>£30.00</td> <td>£0.00</td> <td>£30.00</td> </tr> <tr> <td>FPO – 03/05/22</td> <td>NPC22/04/0415</td> <td>Honorarium - picnic area gates for April</td> <td>£83.33</td> <td>£0.00</td> <td>£83.33</td> </tr> <tr> <td>FPO – 05/05/22</td> <td>NPC22/04/0415</td> <td>Staffing for April</td> <td>£352.76</td> <td>£0.00</td> <td>£352.76</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Insurance Renewal for 2022-23	£399.15	(£47.90)	£447.05	Catering for Jubilee event – invoice 1	£961.00	£0.00	£961.00	Catering for Jubilee event – invoice 2	£96.30	£0.00	£96.30	May 2022			NET	VAT	TOTAL	FPO – 29/04/22	NPC22/04/0415	Honorarium – grass-cutting for April	£30.00	£0.00	£30.00	FPO – 03/05/22	NPC22/04/0415	Honorarium - picnic area gates for April	£83.33	£0.00	£83.33	FPO – 05/05/22	NPC22/04/0415	Staffing for April	£352.76	£0.00	£352.76	
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		FPO – 18/05/22	NPC22/04/0419	PC World Business (McAfee Total Protection)	£15.85	£3.17	£19.02
		DD – 23/05/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – 28/05/22	NPC22/04/0415	Npower – electricity for April	£53.13	£2.66	£55.79
		(IV) Receipts were noted as follows:					
		May 2022				TOTAL	
		BGC – 17/05/22	HMRC VAT form 126 refund (Q4 2021-22)			£153.90	
18	NPC22/05/0451	The meeting concluded at 8.20pm. Next meeting – 30 th June 2022 at 7.30pm, Newton Memorial Hall					