



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 30th June 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/06/0456	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance – Rebecca Barry (RB), Clerk. Rev. Captain Peter Bone (PB)</p> <p>Members of Public - There were six members of the public present.</p>	
2	NPC22/06/0457	Apologies – Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC22/06/0458	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/06/0459	Agreement of minutes from the previous meeting - Minutes of the three meetings held on 26 th May 2022 were agreed as a correct record and signed by the Chair.	
5	NPC22/06/0460	<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 has been in contact with a timber merchant to see if they can source 1” by 1.5” timber.</p> <p>II. Update on St. Thomas Cross signage – The Chair re-capped the history of this item and reported that the signage is due to be installed this summer and he has been chasing for a specific date. The Chair will contact Adrian Warwick to see if he can assist.</p>	<p>BT</p> <p>ID / AW</p>

		<p>III. Village Hall aluminium ramp – Cllr Crane reported that, following the removal of the ramp, a handrail and step is required. One quote has been received for the work. As the Village Hall Committee (VHC) are actively meeting again, they will take over with arranging for this work to be completed.</p> <p>IV. 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 and the Clerk attended a virtual meeting that introduced Phase Two of the Green Shoots grant fund. The Clerk reported that they had contacted St. George’s Church in Rugby who had made a successful grant bid for a solar project from Phase One of the Green Shoots fund. A meeting has been arranged with a contact from that project on Friday 15th July at 1.30pm in the village hall to seek advice around the grant application and useful supplier contacts.</p> <p>V. Village Hall Trustee Management – The Chair re-capped the history involved with this item involving the outdated deed from 1965 and explained that an organisation called ‘Halls Together’ had offered pragmatic advice, suggesting that the PC (as Sole Trustee) could write a new deed that was more modern and fit for purpose. A new deed has been drafted and circulated to Councillors. This has now been sent to the VHC for comments and the PC will look to formally approve at the next PC meeting.</p> <p>VI. Update on Village Booklet – Cllr Crane reported that this booklet will be re-named ‘Residents Information Pack’ and is nearly complete. The booklet will be forwarded to the Clerk once complete, and she will finalise the format.</p> <p>VII. Update on VH water leak – Cllr Crane reported that the cause of the water leak in currently in dispute between the door installer and the floor installer. Some sealant has been applied as a temporary fix, but a permanent metal threshold will be required. As the Village Hall Committee (VHC) are actively meeting again, they will take over with arranging for this work to be completed. Cllr Crane will forward all details to Cllr Threadgold.</p> <p>VIII. Review of Platinum Jubilee Celebrations – Cllr Threadgold reported that the events were very successful. A small profit was made which has been left with Newton Village Events committee for future events. Learnings for future events – the road closure with RBC was difficult and time-consuming, so plenty of time must be allowed. All road closure signs have been retained for future use.</p> <p>IX. Update on grant submission for noticeboard in Coton – The Chair summarised that part of the Coton estate falls into the parish, and recapped the history of Coton Park Residents Association (CPRA) and the PC looking at each providing a noticeboard. A grant application was submitted by the PC on 20th May to cover approximately 60% of the cost of supplying and installing a new noticeboard. We should be advised of the outcome within 8 weeks.</p>	<p>BT (o.b.o. VHC)</p> <p>ID / RB</p> <p>ID / BT / RB</p> <p>RC / RB</p> <p>BT (o.b.o. VHC)</p> <p>ID / RB</p>
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6	NPC22/06/0461	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: No issues were raised.	
7	NPC22/06/0462	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC22/06/0463	Introducing Rev. Captain Peter Bone – new Vicar for Clifton, Newton & Brownsover – The Chair introduced the new Vicar who has been in position for seven months. Rev. Captain Peter Bone summarised his career history and mentioned his supportive family. He explained that he holds services at Christ Church in Brownsover; St. Mary’s in Clifton; and The Good Shepherd in Newton once a month, with the service in Newton being a particular highlight. The Clerk will add his contact details to the website.	RB
9	NPC22/06/0464	To receive the Internal Audit & agree the action plan – the Clerk explained the internal audit process and summarised the high-level findings of this year’s audit. Cllrs agreed the proposed action plan. The Chair added that WALC are looking to review the quality of approved auditors for next year and standardise the audit. Full details of the Internal Audit report and the action plan can be found on the PC website: http://www.newtonparishcouncil.org.uk/2021-22/	All
10	NPC22/06/0465	Annual Governance and Accountability Return (AGAR) 2021-22 I. To consider and approve Section 01 Annual Governance Statement – Cllrs approved the statement, and the Chair and the Clerk signed Section 01. II. To consider and approve Section 02 Accounting Statements – Cllrs approved the statements and the Chair signed Section 02. III. Explanation of Variances - Cllrs noted the Explanation of Variances that will be submitted to the External Auditor. IV. Charitable Trusts statement – Cllrs considered and approved a statement to the External Auditor to explain the change of response to Box 9 Annual Governance Statement / Box 11 Accounting Statements V. Dates for public rights and submission of documents to External Auditor – Cllrs noted that an announcement will be made on 30 th June for the period for the exercise of public rights being from 1 st of July to 11 th August, 2022. The Clerk will submit all documents to the External Auditor on 30 th June 2022 and will issue the required notice documents. All audit documents will be available to view on the PC website http://www.newtonparishcouncil.org.uk/2021-22/	RB
11	NPC22/06/0466	Councillor Vacancy – The Chair re-capped that there was a casual vacancy following the resignation of Cllr Frank Preston. RBC issued the PC with a notice of vacancy for display on the noticeboard and website for 14 working days. There were no calls for an election, so the PC are filling the vacancy by co-option. The vacancy has been advertised and the closing date is 1 st July 2022 for applications. The PC will then follow the agreed procedure which will include interviewing candidates, before a formal vote is held at a PC meeting.	ID / RB

12	NPC22/06/0467	Visit by Lady Susan Saunders, Vice Lord Lieutenant of Warwickshire on 2nd July - The Chair recapped the history with this item, explaining that the visit was to officially dedicate the VH door and commemorative window, along with presenting Frank and Rosemary Preston with the Honorary Freedom of the Parish. An afternoon tea would follow to raise funds for Ukrainian charities. Cllr Threadgold will arrange for the parking area outside the VH to be free.	ID / BT
13	NPC22/06/0468	Adoption of open space at Ellis Gardens - The Chair reported the ongoing history of this item, and that there are still issues to be resolved before the PC can formally adopt the space. The main problem is with the balancing pond which should be planted with semi-aquatic plants. Unfortunately, these are being choked by weeds and the developers, Lioncourt, have so far failed to address this. The weeds are now so invasive that RBC are reviewing whether the area would need to be completely stripped back to fully remove the problem, and start again.	ID
14	NPC22/06/0469	Planter – Junction of The Leys and Newton Lane – The Chair reported that the flowering plants have sadly been stolen from this planter. Steve James has kindly offered to replace the plants, and another resident will informally adopt and look after the planter.	
15	NPC22/06/0470	To note the advice received from Halls Together regarding reclaiming VAT – The Clerk explained that historically the PC have paid for works for the VH (inc VAT); been reimbursed by the VHC for the total exc VAT; and then reclaimed the VAT via HMRC form 126 for local authorities. The Clerk wanted to seek clarification that this agreement was in line with HMRC rules, so advice was sought from ‘Halls Together’ who have assisted the PC with the deed of trust for the VH. Halls Together have confirmed that this agreement <u>is</u> acceptable as the PC are Sole Trustee of the VH and have forwarded some guidance documents. The Clerk will retain this advice electronically for future reference.	RB
16	NPC22/06/0471	Planning Applications – It was noted that the PC had received and responded to the following applications / consultations: I. <u>R22 0458</u> - 34, NEWTON LANE, NEWTON, RUGBY, CV23 0DX for Proposed single and two storey front extension and alterations to dwellinghouse. <i>The Parish Council has responded with no objections.</i> II. <u>R22 0551</u> – LAND NORTH EAST OF CASTLE MOUND WAY, CASTLE MOUND WAY, RUGBY for Application for full planning permission for storage and distribution floorspace (Class B8 use), with ancillary offices, associated car parking, HGV parking, landscaping and infrastructure. <i>The Parish Council has contacted the developer with some questions and are awaiting a response, and have also asked RBC for a deadline extension.</i>	
17	NPC22/06/0472	Parish Council Financial Report (I) Financial position and bank reconciliation - The Council reviewed the financial report for May and this is also available on the PC website http://www.newtonparishcouncil.org.uk/agenda-for-parish-council-meeting-thursday-30th-june-2022-at-7-30pm/financial-report-may-2022/	

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.

(II) The Council approved the following payments:

Payments for approval	NET	VAT	TOTAL
Final payment for Village Hall door (paid by PC, total exc VAT reimbursed by VHC)	£2,038.64	£407.73	£2,446.37
Jubilee Celebration – reimburse Cllr I Davis for purchase of paint for mural	£22.50	£0.00	£22.50
Jubilee Celebration – reimburse Cllr I Davis for purchase of glue & markers for mural	£16.80	£0.00	£16.80
Freedom Scroll	£90.55	£18.11	£108.66
Freedom Scroll framing – reimburse Cllr I Davis for cost	£77.50	£0.00	£77.50
Village Hall – reimburse Cllr I Davis for purchase of key safe	£14.99	£0.00	£14.99
Jubilee Celebration – reimburse T Newnham for purchase of commonwealth flags	£252.00	£0.00	£252.00
Internal Audit fee	£340.00	£68.00	£408.00
Jubilee Celebration – reimburse Newton Village Events for the purchase of items for the choir, and for prizes.	£150.41	£0.00	£150.41

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

June 2022			NET	VAT	TOTAL
FPO – 31/05/22	NPC22/04/0415	Honorarium – grass-cutting for May	£30.00	£0.00	£30.00
FPO – 01/06/22	NPC22/04/0415	Honorarium - picnic area gates for May	£83.33	£0.00	£83.33
FPO – 05/06/22	NPC22/04/0415	Staffing for May	£481.50	£0.00	£481.50
FPO – 05/06/22	NPC22/04/0415	HMRC for May - Staffing PAYE	£116.40	£0.00	£116.40
DD – 21/06/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 28/06/22	NPC22/04/0415	Npower – electricity for May	£51.17	£2.56	£53.73

(IV) Receipts were noted as follows:

May / June 2022		
FPI – 31/05/22	Funds received from VHC for final payment for VH door	£2,038.64

18	NPC22/06/0473	The meeting concluded at 8.15pm. Next meeting – 28 th July 2022 at 7.30pm, Newton Memorial Hall
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