



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 28<sup>th</sup> July 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/07/0474	<p><b>Present</b> - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), and Andy Newnham (AN) who was co-opted as a member of the PC</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk.</p> <p><b>Members of Public</b> - There were six members of the public present.</p>	
2	NPC22/07/0475	<p><b>Apologies</b> – Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p>	
3	NPC22/07/0476	<p><b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC22/07/0477	<p><b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 30<sup>th</sup> June 2022 were agreed as a correct record and signed by the Chair.</p>	
5	NPC22/07/0478	<p><b>Co-option of new Councillor</b> – The Chair described the councillor co-option process. The PC resolved to co-opt Andy Newnham to fill the councillor vacancy and the Declaration of Acceptance of Office form was completed and signed. The Clerk will prepare a welcome pack for Andy as there are several key documents to bring to his attention.</p>	<b>RB</b>

6	NPC22/07/0479	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on repair of benches</b> –Cllr Threadgold reported that timber cannot be sourced in the required thickness. The only options are to use softwood or to replace the bench. Cllr Threadgold is awaiting prices for a new bench from Wicksteed Leisure. The Clerk confirmed that there was £436 remaining in the budget line for this work. The Clerk will attempt to find the contact details of a relative of Paul Skillings who is remembered on the plaque.</p> <p>II. <b>Update on St. Thomas Cross signage</b> – The Chair re-capped the history of this item and reported that he has been chasing for a specific date. WALC have taken this up with WCC on behalf of the PC, as several other councils are having similar problems with WCC Highways.</p> <p>III. <b>Update on Village Hall energy efficiency</b> – The Clerk re-capped that an audit had been completed identifying ways of improving energy efficiency, and that the Green Shoots grant fund had been recommended as a potential source of funding a solar project. The Chair and the Clerk attended a meeting with Phil Hemsley from 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. Phil shared some useful information and contacts and has offered his support going forward. The Chair reported that the project would not need planning permission but would need building regs approval. The Chair also mentioned that the Village Hall Committee (VHC) had only just been re-founded and meet quarterly, so the PC will need to take the lead with the grant application as the submission deadline is before the next VHC meeting.</p> <p>IV. <b>Village Hall Trustee Management</b> – The Chair re-capped the history involved with this item and reported that a new deed was drafted and circulated to Councillors and the VHC. The Chair has received some suggestions from the VHC so will review the draft document and re-circulate.</p> <p>V. <b>Update on Residents Information Pack</b> – Cllr Crane reported that this booklet has been updated and several copies printed for key locations in the village. The Clerk will upload onto the website.</p> <p>VI. <b>Update on grant submission for noticeboard in Coton</b> – The Chair summarised the history with this item. A grant application was submitted by the PC on 20<sup>th</sup> 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>VII. <b>Update on Annual Governance and Accountability Return (AGAR) 2021/22</b> – The Clerk reported that all documents were submitted on time to the external auditors and displayed on the noticeboard and website. PKF Littlejohn have acknowledged receipt and we are in a queue for review. The PC will await their formal response.</p>	<p><b>BT / RB</b></p> <p><b>ID</b></p> <p><b>ID / RB</b></p> <p><b>ID</b></p> <p><b>RB</b></p> <p><b>ID / RB</b></p>
7	NPC22/07/0480	<p><b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b></p> <ul style="list-style-type: none"> <li>A member of the public asked if signage could be installed near the church to warn of elderly people crossing. The Chair will raise with WCC Highways to see what they suggest.</li> </ul>	<p><b>ID</b></p>



10	NPC22/07/0483	<b>Adoption of open space at Ellis Gardens</b> - 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 including: the lack of maintenance access along the hedge at the eastern field boundary; issues with the balancing pond; and the discrepancies around the commuted sum to pay for maintenance. The Chair also explained that clause 1.15 of the planning agreement states that the PC is under no obligation to take on the area. The PC will continue to engage positively with all involved.	ID
11	NPC22/07/0484	<b>Installation of dog waste bin, Newton Road</b> – It was resolved that the PC would share 50% of the cost of installation with Clifton PC. The bin will be situated at the Newton side of the river bridge on Newton Road. Cost to the PC of £100 was approved.	ID
12	NPC22/07/0485	<b>Restoration of Roll of Honour in the Village Hall</b> – The Chair reported that the PC had budgeted £1000 in this financial year to cover the cost of restoring or replacing the Roll of Honour. It was noted that a replacement would require archival ink and glass. The Chair will get some suggestions.	ID
13	NPC22/07/0486	<b>Burial Committee agreement update</b> – Cllr Crane explained the history of this item. The proposed amendment to the existing agreement will allow two councillors each from Clifton and Newton. Cllrs approved the amended agreement.	
14	NPC22/07/0487	<b>Vegetation overgrowth in Little London Lane</b> – Cllr Crane reported that he had received a verbal complaint from an allotment user about overgrown brambles that were causing cars to have to swerve to avoid scratches to vehicles. Cllr Crane will approach the properties involved and offer to cut back the overgrowth.	RC
15	NPC22/07/0488	<b>Coton East Balancing Pond</b> – The Chair explained that the wildlife pond was located off the Great Central Way at Coton, and complaints had been received from residents about foul sewage in the pond. Severn Trent completed a survey and tested all connections, finding an issue and resolving it. However, reports from residents now are that the issue is better but not fully resolved. RBC Head of Environmental Services, Dan Green, is now involved and will get a positional statement.	ID
16	NPC22/07/0489	<b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations: I. <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. <b><i>The Parish Council responded to RBC urging that the development is not approved. The full response can be viewed on the PC website:</i></b> <a href="http://www.newtonparishcouncil.org.uk/planning">http://www.newtonparishcouncil.org.uk/planning</a> <b><i>Cllrs formally endorsed this response.</i></b>	
17	NPC22/07/0490	<b>Parish Council Financial Report</b>	

(I) **Financial position and bank reconciliation (for June / Q1)** - The Council reviewed the financial report for June and this is also available on the PC website <http://www.newtonparishcouncil.org.uk/agenda-for-parish-council-meeting-thursday-28th-july-2022-at-7-30pm/financial-report-june-2022>  
Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and await approval by Cllr Crane. Quarter 1 financial review has been completed, reviewing actual spend vs. budget for all cost codes and making a prediction for the remainder of the financial year. Current position is that there will be an overspend of around £400, but there is a 'General Contingency Fund' cost code that gives some flexibility. Q1 VAT reclaim prepared and posted to HMRC of £573.52 due back to the PC.

(II) **The Council approved the following payments:**

Payments for approval	NET	VAT	TOTAL
Webgrowth (4 months) – delay in invoicing	£120.00	£0.00	£120.00
Defibrillator pads	£64.00	£12.80	£76.80
Reimburse Newton Village Events for the purchase of flowers	£50.00	£0.00	£50.00
New Councillor Fundamentals Training	£30.00	£6.00	£36.00
Reimburse R.Barry for the purchase of A4 printer paper	£23.32	£4.67	£27.99

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

July 2022			NET	VAT	TOTAL
FPO – 30/06/22	NPC22/04/0415	Honorarium – grass-cutting for June	£30.00	£0.00	£30.00
FPO – 01/07/22	NPC22/06/0472	Internal Audit fee	£340.00	£68.00	£408.00
FPO – 01/07/22	NPC22/04/0415	Honorarium - picnic area gates for June	£83.33	£0.00	£83.33
FPO – 05/07/22	NPC22/04/0415	Staffing for June	£460.68	£0.00	£460.68
FPO – 05/07/22	NPC22/04/0415	HMRC for June - Staffing PAYE	£110.80	£0.00	£110.80
CHQ – 06/07/22	NPC22/06/0472	Reimburse NVE for Jubilee supplies	£150.41	£0.00	£150.41
DD – 21/07/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 27/07/22	NPC22/04/0415	Npower – electricity for June	£45.33	£2.27	£47.60

(IV) **Receipts were noted as follows:**

July 2022 - None
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18	NPC22/07/0491	<p>The Council resolved to exclude members of the public and press from the following item of business (18.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. <b>Review honorarium payment for car park gate locking</b> – This item was discussed and is reported fully in Confidential Minute Note NPC22/07/0491B. The Council approved an increase to the payment.</p>	
19	NPC22/07/0492	The meeting concluded at 8.30pm. Next meeting – 25 <sup>th</sup> August 2022 at 7.30pm, Newton Memorial Hall	