



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 25th August 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/08/0493	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN), Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance – Rebecca Barry (RB), Clerk.</p> <p>Members of Public - There were four members of the public present.</p>	
2	NPC22/08/0494	Apologies – (WCC Adrian Warwick arrived late due to another appointment)	
3	NPC22/08/0495	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/08/0496	Agreement of minutes from the previous meeting - Minutes of the meeting held on 28 th July 2022 were agreed as a correct record and signed by the Chair.	
5	NPC22/08/0497	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on repair of benches –Cllr Threadgold reported that prices had been sourced for a replacement bench which ranged from £1095 to £5000. An alternative was to source a standard bench using the remaining budget of £436. Martin Eadon then kindly offered to review the bench to see if he could repair / replace the damaged wood.</p>	BT

		<p>II. Update on St. Thomas Cross signage – The Chair re-capped the history of this item and reported that he has been chasing for a specific date. Another engineer has taken over and confirmed that amended plans with correct weight restrictions would be sent by the end of the month, and then passed to the contractor.</p> <p>III. Update on grant submission for noticeboard in Coton – The Chair reported that the grant application was successful, as was the application made by Coton Park Residents Association (CPRA). CPRA will take the lead on ordering both noticeboards and work with the developers.</p> <p>IV. Update on co-option of new Councillor – The Clerk reported that the Declaration of Interests form had been returned to RBC; a full induction pack had been sent to Cllr Newnham; and he was booked onto a Councillor Induction training session with WALC.</p> <p>V. Update on installation of dog waste bin, Newton Road – The Chair re-capped the history of this item. Clifton PC will take the lead with ordering the bins, with Newton PC contributing 50% of the cost.</p> <p>VI. Update on vegetation overgrowth in Little London Lane - Cllr Crane reported that he had trimmed the overgrowth. Residents of the lane were happy with the work and will monitor for any further overgrowth.</p> <p>VII. Update on Coton East balancing pond - The Chair re-capped the history of this item with foul sewage flowing into the pond. Severn Trent completed a survey and tested all connections, finding an issue with four properties and resolved it. However, there is still evidence of foul sewage. The Chair has been reviewing with RBC and another three properties have been identified with problem connections, and this will be resolved by Severn Trent.</p> <p>VIII. Update on request for signage near the church to warn of elderly people crossing - Cllr Adrian Warwick will liaise with Highways to have a look at the area.</p> <p>IX. Update on Newton Road Closure – The Chair recapped all the action that had been taken by the PC to liaise with various authorities to mitigate the impact to residents. The work is on schedule to be completed by Friday 2nd September ahead of children returning to school. Bus users can be reimbursed for taxi fares. The Chair asked Severn Trent about why three valves have been installed and they confirmed that one was to cope with additional demand from Alcohols Ltd; another two are to equalise pressure, one of which can be used to isolate supply to Europark if necessary, whilst protecting supply to Newton village. The Chair also reported that he had met with the MD of Alcohols Ltd – a family business – and they are centralising operations into the Newton site, and additional jobs would be created. The company is keen to engage with the community and there may be funding opportunities in the future. Severn Trent confirm that the works completed will be of benefit to Newton, preventing drops in water pressure and leaks.</p>	<p>ID</p> <p>ID</p> <p>AW / ID</p>
6	NPC22/08/0498	Suspension of Standing/ Orders in order to let the Public raise any issues of concern:	

		<ul style="list-style-type: none"> • A member of the public mentioned that some residents did not receive the letter from Severn Trent advising them of the planned works and road closure. The Chair explained that they use an agency, but he will pass on the concerns to Severn Trent Water. • Cllr Eve Hassell mentioned that the Betony Road play area in Coton East has been damaged again. David Wilson Homes expect to complete the repairs within 3 to 4 weeks. Cllr Hassell asked whether Newton PC or RBC would be responsible for the adoption of the open space in the future. The Chair explained that there had been no involvement with the PC on this matter. Cllr Hassell will aim to get clarity on this subject and report back to the council. 	<p>ID</p> <p>EH / ID</p>
7	NPC22/08/0499	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC22/08/0500	<p>Update on the Internal Audit Action Plan:</p> <ol style="list-style-type: none"> I. Review banking arrangements – The Clerk reported that this was in in hand, and a meeting had been held at Lloyds. A banking mandate is awaiting signatures from Cllrs to ensure that the signatories are correct. Then internet banking access and approval levels will be set. II. Generic Risk Assessment – The Clerk reported that this is still work in progress. A template had been sourced but support would be needed from the Chair with completing the detail. III. Plan to inspect PC assets quarterly and amend Health and Safety policy – The Clerk reported that a template for quarterly inspection of assets had been drafted, and the existing Health and Safety policy needed to be amended to include these checks. IV. Budget spreadsheet to include three-year view – The Clerk reported that this was work in progress. V. VH Management document to be re-written – The Chair reported that the updated document was awaiting sign-off by the Village Hall Committee at their Sept meeting, and then the PC will look to also approve formally. 	<p>RB / ID / RC</p> <p>ID / RB</p> <p>RB / BT</p> <p>RB ID</p>
9	NPC22/08/0501	Adoption of open space at Ellis Gardens - The Chair reported there had been no further updates, and the open space was still not in a satisfactory position to be taken on by the PC.	ID
10	NPC22/08/0502	Restoration of Roll of Honour in the Village Hall – 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. A calligrapher had been found who can reproduce the document for £100, plus £30 to agree the design. The Chair explained that there was a discrepancy with four names on the Roll of Honour verses the War Memorial, and a local historian could not find any record of some of the WW1 names. It was agreed that no names would be removed from the document, but that ‘RIP’ would only be added to the names that aligned with the war memorial.	ID

11	NPC22/08/0503	<p>Maintenance of Village Planters – Cllr Crane reported that there were three planters in the village that had been provided by the PC, but that these were now in need of ongoing plant care and maintenance. The council have suggested that residents may like to 'adopt' a planter:</p> <ol style="list-style-type: none"> 1. Newton Lane / The Hollies planter – Jack Oldham has offered to adopt. 2. Newton Lane / The Leys planter – Andy and Tille Newnham have offered to adopt. 3. Good Shepherd planter – up for adoption. <p>Suggested costs to maintain the planters were discussed with £25 per year being deemed as not sufficient, so £50 per planter was proposed. It was suggested that the PC provide the plants and the residents use them to plant up their adopted planters. Cllr Warwick confirmed that this process was used in Wolvey. The PC agreed to review the best way of managing this going forward, and Cllr Crane would advertise the planter outside the church.</p>	RC / ID / RB												
12	NPC22/08/0504	<p>Social Media policy – The new Social Media policy was approved.</p>													
13	NPC22/08/0505	<p>Rugby in Bloom Award – The Chair reported that the Volunteers of the Five Arches Wildlife Site had been awarded Gold in the Environmental category of the 2022 Rugby in Bloom awards – a fantastic achievement. The award evening is being held on Wednesday 14th September, and the Chair and Cllr Crane will attend, along with Mike Slater and one volunteer.</p>													
14	NPC22/08/0506	<p>Date of Christmas Lights switch on – Newton Village Events were compiling a calendar of events, so a date was required for the Christmas lights switch on. This was agreed to be held on Saturday 10th December.</p>													
15	NPC22/08/0507	<p>Planning Applications – It was noted that the PC had received and responded to the following applications / consultations:</p> <ol style="list-style-type: none"> I. None 													
16	NPC22/08/0508	<p>Parish Council Financial Report</p> <p>(I) Financial position and bank reconciliation (for July) - The Council reviewed the financial report for July and this is also available on the PC website http://www.newtonparishcouncil.org.uk/agenda-for-parish-council-meeting-thursday-25th-august-2022-at-7-30pm/financial-report-july-2022/ Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and await approval by Cllr Crane. Current financial position is healthy, and year end prediction is that there will be an overspend of around £636, but underspends are anticipated on some other cost codes (such as the Roll of Honour replacement).</p> <p>(II) The Council approved the following payments:</p> <table border="1" data-bbox="465 1251 1980 1378"> <thead> <tr> <th data-bbox="465 1251 1554 1294">Payments for approval</th> <th data-bbox="1554 1251 1704 1294">NET</th> <th data-bbox="1704 1251 1834 1294">VAT</th> <th data-bbox="1834 1251 1980 1294">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1294 1554 1337">Webgrowth (2 months)</td> <td data-bbox="1554 1294 1704 1337">£60.00</td> <td data-bbox="1704 1294 1834 1337">£0.00</td> <td data-bbox="1834 1294 1980 1337">£60.00</td> </tr> <tr> <td data-bbox="465 1337 1554 1378">Five Arches project – Wood for steps, herbicide, fuel for machinery,</td> <td data-bbox="1554 1337 1704 1378">£238.35</td> <td data-bbox="1704 1337 1834 1378">£0.00</td> <td data-bbox="1834 1337 1980 1378">£238.35</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Webgrowth (2 months)	£60.00	£0.00	£60.00	Five Arches project – Wood for steps, herbicide, fuel for machinery,	£238.35	£0.00	£238.35	
Payments for approval	NET	VAT	TOTAL												
Webgrowth (2 months)	£60.00	£0.00	£60.00												
Five Arches project – Wood for steps, herbicide, fuel for machinery,	£238.35	£0.00	£238.35												

		<p>(III) Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">August 2022</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FPO – 31/07/22</td> <td>NPC22/04/0415</td> <td>Honorarium – grass-cutting</td> <td>£30.00</td> <td>£0.00</td> <td>£30.00</td> </tr> <tr> <td>FPO – 01/08/22</td> <td>NPC22/04/0415</td> <td>Honorarium - picnic area gates</td> <td>£100.00</td> <td>£0.00</td> <td>£100.00</td> </tr> <tr> <td>FPO – 05/08/22</td> <td>NPC22/04/0415</td> <td>Staffing</td> <td>£423.45</td> <td>£0.00</td> <td>£423.45</td> </tr> <tr> <td>FPO – 05/08/22</td> <td>NPC22/04/0415</td> <td>HMRC - Staffing PAYE</td> <td>£101.80</td> <td>£0.00</td> <td>£101.80</td> </tr> <tr> <td>DD – 22/08/22</td> <td>NPC22/04/0415</td> <td>Plusnet Village Hall Internet</td> <td>£18.00</td> <td>£3.60</td> <td>£21.60</td> </tr> <tr> <td>DD – 27/08/22</td> <td>NPC22/04/0415</td> <td>Npower – electricity</td> <td>£45.33</td> <td>£2.27</td> <td>£47.60</td> </tr> </tbody> </table> <p>(IV) Receipts were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">August 2022</th> </tr> </thead> <tbody> <tr> <td>FPI – 19/08/22</td> <td colspan="2">WCC County Fund – Grant for Noticeboard</td> <td>£700.00</td> </tr> <tr> <td>FPI – 23/08/22</td> <td colspan="2">VAT form 126 refund</td> <td>£573.52</td> </tr> </tbody> </table> <p>(V) Note renewal of internet provision for another two years at the same cost: Cllrs agreed to renew this contract.</p>	August 2022			NET	VAT	TOTAL	FPO – 31/07/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00	FPO – 01/08/22	NPC22/04/0415	Honorarium - picnic area gates	£100.00	£0.00	£100.00	FPO – 05/08/22	NPC22/04/0415	Staffing	£423.45	£0.00	£423.45	FPO – 05/08/22	NPC22/04/0415	HMRC - Staffing PAYE	£101.80	£0.00	£101.80	DD – 22/08/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60	DD – 27/08/22	NPC22/04/0415	Npower – electricity	£45.33	£2.27	£47.60	August 2022			FPI – 19/08/22	WCC County Fund – Grant for Noticeboard		£700.00	FPI – 23/08/22	VAT form 126 refund		£573.52	
August 2022			NET	VAT	TOTAL																																																			
FPO – 31/07/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00																																																			
FPO – 01/08/22	NPC22/04/0415	Honorarium - picnic area gates	£100.00	£0.00	£100.00																																																			
FPO – 05/08/22	NPC22/04/0415	Staffing	£423.45	£0.00	£423.45																																																			
FPO – 05/08/22	NPC22/04/0415	HMRC - Staffing PAYE	£101.80	£0.00	£101.80																																																			
DD – 22/08/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60																																																			
DD – 27/08/22	NPC22/04/0415	Npower – electricity	£45.33	£2.27	£47.60																																																			
August 2022																																																								
FPI – 19/08/22	WCC County Fund – Grant for Noticeboard		£700.00																																																					
FPI – 23/08/22	VAT form 126 refund		£573.52																																																					
17	NPC22/08/0509	The meeting concluded at 8.30pm. Next meeting – 29 th September 2022 at 7.30pm, Newton Memorial Hall																																																						