



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 27<sup>th</sup> October 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/10/0533	<p><b>Present</b> - 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><b>In attendance</b> – Rebecca Barry (RB), Clerk.</p> <p><b>Members of Public</b> - There were two members of the public present.</p>	
2	NPC22/10/0534	<b>Apologies</b> – Andy Newnham (AN) – Prior engagement	
3	NPC22/10/0535	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/10/0536	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 29 <sup>th</sup> September 2022 were agreed as a correct record and signed by the Chair.	
5	NPC22/10/0537	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on request for signage near the church to warn of elderly people crossing</b> – The Chair recapped the history with this item and reported that WCC have agreed to the signage, funded by Cllr Warwick’s delegated budget (cost c£500 for the sign and installation). The location would be where the existing hedgehog sign is, which will need to be moved. Cllrs agreed to go ahead with this request. Cllr Warwick confirmed that his</p>	<b>ID</b>

		<p>budget cannot meet the cost of relocating the hedgehog sign, and the PC agreed to fund any cost associated with this. The Chair agreed to contact Liberty Signs to discuss the cost of relocation.</p> <p>II. <b>Update on the restoration of Roll of Honour in the Village Hall</b> – the Chair reported that the Roll of Honour is complete and showed the members present. It will be in place in the Village Hall in time for Remembrance Sunday, along with the restored church bell.</p> <p>III. <b>Update on consideration of a Neighbourhood Plan</b> – The Chair explained what is involved with a Neighbourhood Plan and reported that Cllrs attended a training session. It involves a huge amount of work and time, and this should not be underestimated. The Chair agreed to review RBC Local Plan; review policies; and undertake gap analysis. The PC can then review the output. Cllr Crane agreed to arrange a meeting with the Consultant recommended by Clifton PC and Cllr Warwick.</p> <p>IV. <b>Update on grant application for solar panels for the Village Hall</b> – The Clerk reported that the application and all supporting documents had been submitted, and we now await a formal decision. The Clerk will find out the timeline for decisions.</p>	<p><b>ID / RC</b></p> <p><b>RB</b></p>
6	NPC22/10/0538	<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 for an update on the open spaces at Ellis Gardens. The Chair explained Lioncourt were arranging an inspection date with the PC and RBC. The developer said they will replant failed trees; inspect and sign off the playground; and they have re-seeded some areas.</li> </ul> <p>Two areas of concern remain:</p> <ol style="list-style-type: none"> <li>1. The balancing pond. The weeds have been sprayed and strimmed, but it will be impossible to know how effective this has been until the spring.</li> <li>2. The lack of maintenance strips on the eastern boundary hedge.</li> </ol> <p>The Chair concluded that the debate continues, and re-capped that there is no obligation for the PC or RBC to adopt the space.</p>	
7	NPC22/10/0539	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC22/10/0540	<p><b>Update on the Internal Audit Action Plan:</b></p> <ol style="list-style-type: none"> <li>I. Review banking arrangements – The Clerk reported that Lloyds had confirmed the PC is in the process of setting up internet banking access for all Cllrs.</li> <li>II. Generic Risk Assessment – The Clerk reported that a first draft has been produced using WALC templates and a Newton PC document from 6 years ago. The Chair and the Clerk will meet to review and then circulate to Cllrs ahead of approving the format.</li> <li>III. Budget spreadsheet to include three-year view – The Clerk reported that this was complete.</li> </ol>	<p><b>RB</b></p> <p><b>RB / ID</b></p>
9	NPC22/10/0541	<b>Plans for Remembrance Sunday</b> – The Chair and Cllr Newnham gave an update on preparations which are all in hand. After the service, the new Roll of honour and restored bell will be unveiled in the Village Hall.	<b>AN / ID</b>

10	NPC22/10/0542	<b>2023-24 Budget</b> – The Chair reported that the budgeting process will commence in November for submission in January. Cllrs agreed to meet informally in November before producing the formal budget for approval.	All
11	NPC22/10/0543	<b>Christmas celebrations</b> – The Chair reported on arrangements made so far – a tree has been ordered with a planned switch on of lights on 10 <sup>th</sup> December. Mulled wine and mince pies would be provided by the PC as per last year. Cllr Crane agreed to take the lead with the plans.	RC
12	NPC22/10/0544	<b>Update on meeting with WCC Highways</b> – The Chair reported that he had attended a meeting with WCC, on behalf of all Warwickshire PC's, as part of his role as a board member for WALC. WCC agreed that there were problems and that new systems were going to be put into place to resolve them. The Chair used St. Thomas Cross signage as an example of poor management and communication, and a chance remark suggested that the expenditure had not even been agreed. The Chair explained to WCC that their own officers were not aware of this, and an update will be provided next week (w/c 31/10/22). Cllr Warwick reported that he had unearthed issues at the Magna Park liaison meeting and will keep chasing and go further up the chain of command for progress. Cllr Warwick also reported that pressure on WCC staff is huge at present and there is a structural deficit.	ID / AW
13	NPC22/10/0545	<b>Update on new Warwickshire Association of Local Councils (WALC) structure</b> - It was noted that WALC was now a company limited by guarantee, and the Chair is on the Board of Directors. An additional five board members are sought, with applications received from four – none of whom are from the Rugby area.	
14	NPC22/10/0546	<b>Approval of updated Emergency Plan</b> – The Chair agreed to defer this item until the November meeting to allow time to seek an alternative contact for the church.	ID
15	NPC22/10/0547	<b>AGAR – Conclusion of External Audit</b> – The Clerk reported that completion paperwork was received at the end of Sept and has been displayed on the noticeboard for two weeks and posted on the website. The auditors raised one 'except for' matter where they believe the PC should have answered 'no' to the statement about assessment of risk. Although the PC has many ways of assessing risk, especially financial risk, the PC need to formally assess this risk in one document that encompasses everything. (This is being worked on as part of NPC22/10/0540). 'Other' matters raised include the areas highlighted by the Internal Audit that are being worked on as part of the action plan. The AGAR paperwork can be viewed on the website <a href="http://www.newtonparishcouncil.org.uk/2021-22/">http://www.newtonparishcouncil.org.uk/2021-22/</a>	
16	NPC22/10/0548	<b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations: <b>I. R22/1046 34, NEWTON LANE, NEWTON, RUGBY, CV23 0DX for Variation of Condition 2 of R22/0458</b> The Parish Council propose responding with “No objection, subject to a condition to the effect that the 3 additional windows shall at all times remain obscure glazed and that there be no opening lights”. <b>II. R22/0720 CLIFTON LAKES, WATLING STREET, CLIFTON UPON DUNSMORE, CV23 0AQ for change of use of land to a recreational fishery including the erection of fence line to aid identification of public right of way and associated</b>	

		<p><b>works. Includes retrospective amendments to the entrance of the site and regularisation of previously imported soils to the entrance of site and Hillcrest Lakes.</b></p> <p><i>This has been circulated to Councillors for consideration and the PC will respond formally to RBC and copy Cllr Hassell and Clifton PC.</i></p>	<b>RB</b>																																																																																					
<b>17</b>	NPC22/10/0549	<p><b>Parish Council Financial Report</b></p> <p>I. <b>Q2 / H1 Financial position and bank reconciliation report (for September)</b> - The Council reviewed the financial report for September, and this is also available on the PC website:  <a href="https://newtonparishcouncil.org.uk">2022-23 Q1-H2 Finance and Budget Update – Newton &amp; Biggin Parish Council (newtonparishcouncil.org.uk)</a>  The Clerk talked through each cost centre in detail, including predicted over and underspends. Year end prediction is fairly level against budget.  Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved by Cllr Crane.</p> <p>II. <b>The Council approved the following payments:</b></p> <table border="1"> <thead> <tr> <th colspan="2">Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="2">Roll of Honour Framing – Reimburse Chair Ian Davis (Retro)</td> <td>£204.16</td> <td>£0.00</td> <td>£204.16</td> </tr> <tr> <td colspan="2">WALC Neighbourhood Plan Training x 2 attendees</td> <td>£60.00</td> <td>£12.00</td> <td>£72.00</td> </tr> <tr> <td colspan="2">Roll of Honour Calligraphy (£30 increase to original quote) (Retro)</td> <td>£147.00</td> <td>£0.00</td> <td>£147.00</td> </tr> <tr> <td colspan="2">Butterfly Conservation Five Arches – yellow rattle seed, fuel and oil</td> <td>£529.75</td> <td>£0.00</td> <td>£529.75</td> </tr> </tbody> </table> <p>III. <b>Direct Debits and routine payments (with pre-approval) were noted as follows:</b></p> <table border="1"> <thead> <tr> <th colspan="3">October 2022</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FPO – 30/09/22</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 – 03/10/22</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 – 05/10/22</td> <td>NPC22/04/0415</td> <td>Staffing</td> <td>£465.69</td> <td>£0.00</td> <td>£465.69</td> </tr> <tr> <td>DD – 03/10/22</td> <td>NPC22/04/0415</td> <td>Npower – electricity for street lighting (Aug late direct debit)</td> <td>£45.43</td> <td>£2.27</td> <td>£47.70</td> </tr> <tr> <td>FPO – 05/10/22</td> <td>NPC22/04/0415</td> <td>HMRC - Staffing PAYE</td> <td>£112.40</td> <td>£0.00</td> <td>£112.40</td> </tr> <tr> <td>FPO – 05/10/22</td> <td>NPC22/04/0415</td> <td>External Audit Fee</td> <td>£200.00</td> <td>£40.00</td> <td>£200.00</td> </tr> <tr> <td>FPO – 17/10/22</td> <td>NPC22/09/0514</td> <td>Garden Centre Vouchers for Planters (Reimburse R. Barry)</td> <td>£150.00</td> <td>£0.00</td> <td>£150.00</td> </tr> <tr> <td>DD – 23/10/22</td> <td>NPC22/04/0415</td> <td>Plusnet Village Hall Internet</td> <td>£18.43</td> <td>£3.69</td> <td>£22.12</td> </tr> <tr> <td>DD – 26/10/22</td> <td>NPC22/04/0415</td> <td>Npower – electricity for street lighting</td> <td>£47.66</td> <td>£2.38</td> <td>£50.04</td> </tr> </tbody> </table>	Payments for approval		NET	VAT	TOTAL	Roll of Honour Framing – Reimburse Chair Ian Davis (Retro)		£204.16	£0.00	£204.16	WALC Neighbourhood Plan Training x 2 attendees		£60.00	£12.00	£72.00	Roll of Honour Calligraphy (£30 increase to original quote) (Retro)		£147.00	£0.00	£147.00	Butterfly Conservation Five Arches – yellow rattle seed, fuel and oil		£529.75	£0.00	£529.75	October 2022			NET	VAT	TOTAL	FPO – 30/09/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00	FPO – 03/10/22	NPC22/04/0415	Honorarium - picnic area gates	£100.00	£0.00	£100.00	FPO – 05/10/22	NPC22/04/0415	Staffing	£465.69	£0.00	£465.69	DD – 03/10/22	NPC22/04/0415	Npower – electricity for street lighting (Aug late direct debit)	£45.43	£2.27	£47.70	FPO – 05/10/22	NPC22/04/0415	HMRC - Staffing PAYE	£112.40	£0.00	£112.40	FPO – 05/10/22	NPC22/04/0415	External Audit Fee	£200.00	£40.00	£200.00	FPO – 17/10/22	NPC22/09/0514	Garden Centre Vouchers for Planters (Reimburse R. Barry)	£150.00	£0.00	£150.00	DD – 23/10/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.43	£3.69	£22.12	DD – 26/10/22	NPC22/04/0415	Npower – electricity for street lighting	£47.66	£2.38	£50.04	
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None					
<b>18</b>	NPC22/10/0550	The meeting concluded at 8.15pm. Next meeting – 24 <sup>th</sup> November 2022 at 7.30pm, Newton Memorial Hall			