



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 29<sup>th</sup> September 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/09/0510	<p><b>Present</b> - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk.</p> <p><b>Members of Public</b> - There were no members of the public present.</p>	
2	NPC22/09/0511	<p><b>Apologies</b> – Warwickshire County Councillor (WCC) Adrian Warwick (AW) (attending another meeting) and Rugby Borough Councillor (RBC) Eve Hassell (EH) (holiday)</p>	
3	NPC22/09/0512	<p><b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC22/09/0513	<p><b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 25<sup>th</sup> August 2022 were agreed as a correct record and signed by the Chair.</p>	
5	NPC22/09/0514	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <ol style="list-style-type: none"> <li>I. <b>Update on request for signage near the church to warn of elderly people crossing</b> – The Chair has spoken to Cllr Adrian Warwick who is arranging for Highways to come and review the site.</li> <li>II. <b>Update on adoption of Betony Road play area and open space (Coton East)</b> – RBC has confirmed that the PC will <u>not</u> be responsible for formally taking on this open space. RBC want continuity with the entire Coton estate so they will take on the responsibility.</li> </ol>	<b>ID / AW</b>

		<p>III. <b>Update on the restoration of Roll of Honour in the Village Hall</b> – the Calligrapher has been paid a deposit and now is working on the design. Expected to be complete by 28<sup>th</sup> October. Framing is expected to cost around £150 which is well within the total amount budgeted.</p> <p>IV. <b>Update on maintenance of Village Planters</b> – The PC agreed to purchase three lots of £50 National Garden Centre vouchers (paper version) and will distribute to the sponsors of each planter. The Clerk will liaise with Crick Garden Centre to purchase.</p>	<p><b>ID</b></p> <p><b>RB</b></p>
6	NPC22/09/0515	<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>No issues were raised (no public in attendance)</li> </ul>	
7	NPC22/09/0516	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC22/09/0517	<p><b>Update on the Internal Audit Action Plan:</b></p> <p>I. Review banking arrangements – The Clerk reported that Lloyds had confirmed that the signatory changes to the banking mandate had been completed. The next step is for the Clerk to arrange internet banking access for all Cllrs.</p> <p>II. Generic Risk Assessment – The Clerk reported that this is now a high priority as the External Auditor will be mentioning this in their closure report. The Chair and the Clerk will produce a draft template and circulate to Cllrs.</p> <p>III. Plan to inspect PC assets quarterly– The Clerk reported that the template for quarterly inspection of assets had been produced. Cllr Threadgold reported that the Q2 inspection was almost complete. Cllr Crane agreed to check / fix the issue with the noticeboard. Cllr Threadgold will pass the paperwork to the Clerk for filing.</p> <p>IV. Budget spreadsheet to include three-year view – The Clerk reported that this was nearly complete.</p>	<p><b>RB</b></p> <p><b>RB / ID</b></p> <p><b>RB / RC</b></p> <p><b>RB</b></p>
9	NPC22/09/0518	<b>Village Hall Management Document</b> – The amended version was approved by the Village Hall Committee (VHC) and the PC. The Chair will forward a final copy to the Clerk for printing and signing.	<b>ID</b>
10	NPC22/09/0519	<b>Health &amp; Safety policy</b> – The new Health & Safety policy was approved.	
11	NPC22/09/0520	<b>Smaller Authorities’ Audit Appointment (SAAA) for the next five years</b> – The PC approved remaining ‘opted-in’ to the SAAA central procurement arrangement, which procures external audit on behalf of parishes in England.	
12	NPC22/09/0521	<b>Final plans for St. Thomas Cross Signage</b> – The PC approved the updated plans from WCC.	
13	NPC22/09/0522	<b>Plans for Remembrance Sunday</b> – The Chair and Cllr Newnham gave an update on preparations. Still to be finalised are arrangements for the PA system; reading of the Exhortation and Response; amended order of service. The PC agreed to purchase a floral wreath (cost TBC).	<b>AN / ID</b>

14	NPC22/09/0523	<b>Representation on Burial Committee</b> – Cllr Newnham will be replacing Cllr Threadgold as a PC representative, and the Burial Committee have been informed.	
15	NPC22/09/0524	<b>Death of HM Queen Elizabeth II and events to mark the coronation of King Charles III</b> – The PC noted that around twenty people attended the funeral screening in the Village Hall, and many more in The Stag. Cllr Crane thanked the Chair, the Clerk and Cllr Newnham for their efforts. The Clerk reported that all documents and emails had been archived for future use, and a calendar of key events and timelines was saved. The PC approved the replacement of the borrowed flags that were damaged (cost TBC). The Chair asked Cllrs to start thinking about ways to mark the coronation next year, and the Clerk noted this as an area for budget discussions.	All
16	NPC22/09/0525	<b>Consideration of a Neighbourhood Plan</b> – The Chair explained the idea and benefits of a Neighbourhood Plan. It covers land use, open spaces and areas to be protected, whilst being pro-growth and development. The process takes around two years so is a big commitment. A specialist Consultant is used, which is supported by a grant. The Chair and Cllr Crane attended a public exhibition for Clifton’s proposed plan and found it very beneficial. Cllrs agreed to an informal meeting being arranged with Clifton’s Consultant to obtain more information.	ID / RC
17	NPC22/09/0526	<b>Consideration of ‘The Civility and Respect Pledge’</b> – The Clerk explained this new initiative that WALC are encouraging councils to sign up to. Cllrs agreed to ‘park’ this for now, and possibly review next year.	
18	NPC22/09/0527	<b>Defibrillator spare pads</b> – Cllr Davis explained that the existing spare pads in the defibrillator are now out of date. It is good practice to keep a spare set. The Clerk reported that there are enough funds in this cost code to cover the purchase of spare pads. Cllrs approved the cost of £54 plus £10 postage, and the Clerk will order.	RB
19	NPC22/09/0528	<b>Grant application for solar panels for the Village Hall</b> – The Clerk and the Chair reported that a draft application form had been completed and circulated to Cllrs. The Clerk will add the builds already received and share with Gordon Coates for any feedback. Cllr Threadgold agreed to arrange a letter in support of the application on behalf of the VHC. The Clerk will submit the application and supporting documents on Sunday 2 <sup>nd</sup> October, ahead of the deadline of the 3 <sup>rd</sup> .	RB, BT
20	NPC22/09/0529	<b>2023-24 Budget</b> – The Chair reported that the budgeting process will commence in November for submission in January. Cllrs were asked to start thinking about any projects that they would like to be considered. The Chair explained that the ‘General Reserve’ needs to be increased to cover circa 12 months of operating costs. The Clerk reported that consideration will need to be made for inflation, and that Scribe were running a training session around this.	All
21	NPC22/09/0530	<b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations: <b>I. R22/0551 LAND NORTH EAST OF CASTLE MOUND WAY, CASTLE MOUND WAY, RUGBY</b> The Parish Council submitted further comments after receiving additional information from the agent.	

		<p><b>II. 2021/0895/03 (2021/VOCM/0062/LCC) Shawell Tile Works Appeal</b> The Parish Council reviewed the comments originally submitted at the time of the application and confirmed that they still stand and will not be making further representations.</p> <p><b>III. 2022/LD/0104/LCC Certificate of Lawfulness Application, New Earth Solutions, Gibbet Lane, Shawell</b> The Parish Council submitted a response on 13<sup>th</sup> September.</p>																																																																													
22	NPC22/09/0531	<p><b>Parish Council Financial Report</b></p> <p><b>I. Financial position and bank reconciliation (for August)</b> - The Council reviewed the financial report for August and this is also available on the PC website <a href="http://www.newtonparishcouncil.org.uk/agenda-for-parish-council-meeting/financial-report-august-2022/">http://www.newtonparishcouncil.org.uk/agenda-for-parish-council-meeting/financial-report-august-2022/</a> Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved by Cllr Crane. Current financial position is healthy, and year end prediction is that there will be an overspend of around £100. (This has reduced as the budget balance has been adjusted for the Roll of Honour cost code.) The Clerk reported that the end of September brings the end of Q2 and the first half of the financial year, so will be preparing a detailed review of finances and budget balances / year end predictions before the next meeting.</p> <p><b>II. The Council approved the following payments:</b></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>Roll of Honour deposit (Retro)</td> <td>£25.00</td> <td>£0.00</td> <td>£25.00</td> </tr> <tr> <td>Coton Park Residents Association Jubilee Event costs claim</td> <td>£1,177.83</td> <td>£0.00</td> <td>£1,177.83</td> </tr> <tr> <td>WALC Training – GDPR and Data Protection x 3 parts</td> <td>£90.00</td> <td>£18.00</td> <td>£108.00</td> </tr> <tr> <td>Reimburse Cllr Anne Davis for the cost of plants for village planter (Retro)</td> <td>£7.44</td> <td>£0.00</td> <td>£7.44</td> </tr> <tr> <td>Reimburse Cllr Anne Davis for the cost of flower bouquet (Retro)</td> <td>£15.00</td> <td>£0.00</td> <td>£15.00</td> </tr> <tr> <td>Brush cutting banks at Five Arches</td> <td>£380.00</td> <td>£0.00</td> <td>£380.00</td> </tr> </tbody> </table> <p><b>III. Direct Debits and routine payments (with pre-approval) were noted as follows:</b></p> <table border="1"> <thead> <tr> <th colspan="3">September 2022</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>FPO – 31/08/22</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 – 01/09/22</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 – 05/09/22</td> <td>NPC22/04/0415</td> <td>Staffing</td> <td>£439.46</td> <td>£0.00</td> <td>£439.46</td> </tr> <tr> <td>FPO – 05/09/22</td> <td>NPC22/04/0415</td> <td>HMRC - Staffing PAYE</td> <td>£105.60</td> <td>£0.00</td> <td>£105.60</td> </tr> <tr> <td>DD – 16/09/22</td> <td>NPC22/04/0415</td> <td>ICO Data Protection annual fee</td> <td>£35.00</td> <td>£0.00</td> <td>£35.00</td> </tr> <tr> <td>DD – 23/09/22</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 – TBC</td> <td>NPC22/04/0415</td> <td>Npower – electricity for street lighting</td> <td>£45.43</td> <td>£2.27</td> <td>£47.70</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Roll of Honour deposit (Retro)	£25.00	£0.00	£25.00	Coton Park Residents Association Jubilee Event costs claim	£1,177.83	£0.00	£1,177.83	WALC Training – GDPR and Data Protection x 3 parts	£90.00	£18.00	£108.00	Reimburse Cllr Anne Davis for the cost of plants for village planter (Retro)	£7.44	£0.00	£7.44	Reimburse Cllr Anne Davis for the cost of flower bouquet (Retro)	£15.00	£0.00	£15.00	Brush cutting banks at Five Arches	£380.00	£0.00	£380.00	September 2022			NET	VAT	TOTAL	FPO – 31/08/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00	FPO – 01/09/22	NPC22/04/0415	Honorarium - picnic area gates	£100.00	£0.00	£100.00	FPO – 05/09/22	NPC22/04/0415	Staffing	£439.46	£0.00	£439.46	FPO – 05/09/22	NPC22/04/0415	HMRC - Staffing PAYE	£105.60	£0.00	£105.60	DD – 16/09/22	NPC22/04/0415	ICO Data Protection annual fee	£35.00	£0.00	£35.00	DD – 23/09/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.43	£3.69	£22.12	DD – TBC	NPC22/04/0415	Npower – electricity for street lighting	£45.43	£2.27	£47.70	
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		<p>The Clerk drew Cllrs attention to the Information Commissioner’s Office annual fee that has just been paid by direct debit, and an updated certificate is now displayed on the noticeboard in the Village Hall.</p> <p><b>IV. Receipts were noted as follows:</b></p> <table border="1"> <thead> <tr> <th colspan="3">September 2022</th> </tr> </thead> <tbody> <tr> <td>BGC – 13/09/22</td> <td>Precept part two</td> <td>£10,552.79</td> </tr> <tr> <td>DEP – 14/09/22</td> <td>Refund from Eon (after transition to Npower)</td> <td>£32.71</td> </tr> </tbody> </table>	September 2022			BGC – 13/09/22	Precept part two	£10,552.79	DEP – 14/09/22	Refund from Eon (after transition to Npower)	£32.71	
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<b>23</b>	NPC22/09/0532	The meeting concluded at 8.30pm. Next meeting – 27 <sup>th</sup> October 2022 at 7.30pm, Newton Memorial Hall										