



Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 19 March 2020

Coronavirus - Here are the Minutes of the Parish Council meeting held on 19th March 2019.

In the present circumstances the Parish Council will not be able to meet again for the foreseeable future so arrangements have been put in place for decisions to be made and work to continue. All significant decisions will be made on the dates that the Council was due to meet.

Advance notice will be given by the publishing of an 'Agenda' in the normal way and all decisions will be recorded in Minutes that will also be published.

If you have any issues that you'd like to bring to the Parish Council's attention please let one of the Councillors know or send them to clerk@newtonparishcouncil.org.uk

Ref	Minute	Text	Action
1	NPC20/03/0041	Attendance - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), Frank Preston (FP), County Councillor Leigh Hunt and PC Clerk Allyson Downes (ADo). The Chair welcomed one member of the public - Victoria Andrew.	
2	NPC20/03/0042	Apologies - County Councillor Adrian Warwick.	
3	NPC20/03/0043	Declarations of Interest - There were no declarations of interest expressed.	
4	NPC20/03/0044	Previous Minutes - the minutes from the 20 February 2020 were taken as read, agreed as a correct record and signed by the Chair.	
5	NPC20/03/0045	Coronavirus - There was a wide-ranging discussion on issues relating to the Coronavirus crisis including arrangements for future decision making and arrangements to assist in community support networks. The Chair described the legal framework around the requirements for meetings and decision making. It was proposed by the Chair and seconded by Councillor Goulborn that In the light of Government advice that it is inadvisable to hold Parish Council Meetings, it was agreed that all necessary decisions, including planning consultations that cannot be delayed and that are within budget and policy, be delegated to the Clerk who shall first consult with all Councillors or, if this is not possible, with the Chair and Vice Chair. Meetings using technology will be used wherever possible as routine meetings are currently cancelled. The statutory requirement to hold an Annual Parish Meeting and the Annual Assembly are cancelled (planned for 21 May 2020) and advice on how this is managed is awaited.	ADo

		<p>Having taken advice, the Chair explained that there were difficulties in the Parish Council taking on a formal role in coordinating and administrating volunteers. Such volunteers would assume the position of employees and it would be necessary for them to be DBS checked before they could assist vulnerable people. Consequently, the Council would continue to carry out an informal role, assisting volunteers' groups and acting as a 'clearing house' to bring the vulnerable and volunteers together.</p> <p>Councillor Anne Davis asked if activities in the Village Hall should be cancelled. The Council agreed and Councillor Preston would speak to Mrs Ruth Hughes and cancel all bookings.</p>	FP
5	NPC20/03/0046	<p>Matters Arising:</p> <ul style="list-style-type: none"> I. Ditch cleaning - The Chair reported that he still awaited a WCC Highways Department progress report. Victoria Andrew reported that the land that was draining onto the road, belonged to Dixon/Murphy, who were the owners and therefore responsible. It was noted that she had shared this information with WCC Highways. II. Projector security cabinet - Identifying an appropriate cabinet was proving problematic. It was agreed that Councillor Crane would speak to Lee Adams, carpenter who worked on the VH refurbishment for a quote to make a bespoke cabinet. III. VH Internet site survey - The Clerk reported that the providers would only accept electronic payment for the survey. It was agreed that the Clerk would pay and the Parish Council would reimburse her. IV. Scribe purchase - It was noted that the Scribe financial management system was ordered and the cost is £257 per year. This was noted and agreed. V. VE Celebrations - The Council noted that activities were cancelled in line with recent Government directives. 	RC ADo
6	NPC20/03/0047	Suspension of Standing Orders - The Standing Orders were suspended to enable members of the public to address the Parish Council. There were not issues raised.	
7	NPC20/03/0048	Resumption of Standing Orders.	
8	NPC20/03/0049	Annual Litter Pick - It was noted that this would not take place in line with recent Government directives but may be postponed until later in the year.	
9	NPC20/03/0050	Draft PC Newsletter - The draft newsletter was distributed. There were several comments about content and presentation and the Clerk agreed to amend prior to distribution.	ADo
10	NPC20/03/0051	<p>Village Memorial Hall - The Chair described the process and costs associated with the refurbishment of the Village Memorial Hall. It was noted that these works were now complete, all accounts paid and the total cost was £14,964.65. With regard to the budget and expenditure, a decision was made to vire the appropriate amount from the unspent Environmental Improvements budget to meet the overspend on the Village Hall.</p> <p>It was also noted that the Clerk had applied to HMRC for a VAT refund. The VAT element of the VH expenditure of £2,186.10 included, although it was not clear when the Parish Council would receive this refund. The summary of expenditure is as follows:</p>	ADo

NEWTON VILLAGE HALL KITCHEN AND TOILETS REFURBISHMENT COSTS							
Invoice date	Payee and Invoice ref	Date paid and cheque ref	Item	Net cost	VAT	Gross cost	Comments
05/03/2020	Mick and Jim Brown Plastering - 1113	07/03/2020 - 0997	Building works	£6,989.00	£1,397.80	£8,386.80	
03/03/2020	Lee Adams - 19/20	07/03/2020 - 0996	Carpentry	£1,750.00	£0.00	£1,750.00	
19/02/2020	Howdens - 659/0130549	19/02/2020 - 0987	Kichen cabinets	£3,302.57	£660.51	£3,963.08	
24/02/2020	Howdens - 510/0207465	25/02/2020 - 0990	Kichen cabinets	£124.34	£24.87	£149.21	
19/02/2020	F Preston - 7802V	20/02/2020 - 0988	Towel rail	£25.00	£4.99	£29.99	F Preston purchased - PC reimbursed him cheque no 988
17/02/2020	CWIKSKIP - T/652501h	19/02/2020 - 0986	Skip hire	£166.67	£33.33	£200.00	
05/03/2020	CWIKSKIP - T/654568a	05/03/2020 - 0995	Skip hire	£120.83	£24.17	£145.00	
06/03/2020	Homebase 02240013077	06/03/2020 - 0999	Paint etc	£97.99	£0.00	£97.99	R Crane purchased - PC reimbursed him cheque no 1005
13/03/2020	Howdens - 659/0131231	19/03/2020 - 1005	Tall cupboard	£202.15	£40.43	£242.58	
TOTAL COSTS				£12,778.55	£2,186.10	£14,964.65	
07/03/2020	Homebase - 02240013754	07/03/2020 - 1001	Tiles and peripherals	£104.00	£0.00	£104.00	A Downes purchased - PC reimbursed her cheque no 1001. VH Committee reimbursed the PC -paid into the PC account on 09/03/20. Tiler paid by VH Committee
11	NPC20/03/0052	Effluent into the large balancing pond in Coton Fields - The Chair described an issue of potential sewage discharging into the large balancing pond at Coton Fields. Victoria Andrew described an historical pump failing and posed this as a possible reason. The Chair described how ongoing testing was currently taking place.					
12	NPC20/03/0053	The Chair advised that RBC Planning had confirmed that there was no requirement for land drainage to be installed in the open space. Normally it is only formal playing fields that are drained, not informal open space. Much planting remained to be carried out by the developer, particularly around the balancing pond before the site could be considered for adoption.					
13	NPC20/03/0054	Bank Reconciliation and Financial Report - The Clerk described the bank reconciliation and financial report as follows. This was noted and approved as accurate by the Parish Council.					

BANK RECONCILIATION & I&E REPORT March 2020			
1. Income			
Bank Statement 01 - Balance as at 31 January 2020 £33,490.33			£33,490.33
Less cheques drawn			
497	Webgrowth	Domain and web support (Oct, Nov, Dec)	120.00
499	F Preston	Carol service	29.94
982	A Downes	Salary (Jan)	236.76
983	HMRC	Tax (Jan)	59.20
500	N Reading	Honorarium (Jan)	83.33
981	Lubbe	Bulbs	480.00
985	EON	Electricity (Jan)	39.67
986	Cwikskip	Skip I	200.00
987	Howdens	Kitchen cabinets	3,963.08
			-5,211.98
Bank Statement 02 - Balance as at 01 March 2020 £28,278.35			£28,278.35
	Village Hall Committee - income, reimbursement for tiles	104.00	
	VAT reclaimed and yet to be paid by HMRC	3,034.58	
			3,138.58
			£31,416.93
2. Expenditure			
(i) Capital			
	VH Internals (Budget £10k) total cost £14,964.65	0.00	
	Environmental improvements (6K)	1,035.35	
			1,035.35
			£32,452.28
Note - The parish council budgeted £10,000 for VH Internal improvements and £6,000 for Environmental improvements, (such as street furniture, planters and plants). It resolved to vire this £6,000 unspent to fund overspend on the VH improvements. The overspend on the VH is £4,964.65, (leaving £1,035.35). Planters and plants were included in revenue reporting and overspent by 381.40, accounted for by revenue underspend.			
Less 23 unrepresented cheques drawn and not shown on statement			
1 488	EON	Electricity (Nov not drawn) * chasing	33.69
2 489	HMRC (Tax Nov)	Tax (Nov not drawn) * chasing	50.80
3 498	S Gould	Mince pies for carol service	16.56
4 984	WALC	End of year financial training	30.00
5 988	F Preston	Heated towel rail - Village Hall	29.99
6 989	S Dharti	Delivery of Elm Trees for 5 Arches	50.00
7 990	Howdens	Kitchen units/whitegoods - Village Hall	149.21
8 991	SLCC	Annual subscription	78.00
9 992	N Reading	Honorarium (Feb)	83.33
10 993	A Downes	Clerk Salary (Feb)	211.45
11 994	HMRC	Feb Tax	52.80
12 995	Cwikskip	Skip II	145.00
13 996	Lee Adams	Carpentry - Village Hall	1,750.00
14 997	Mick Brown	Building works - Village Hall	8,386.80
15 998	cancelled cheque	-	0.00
16 999	R Crane	Paint etc - Village Hall	97.99
17 1000	A Davis	Compost and plants for planters	87.80
18 1001	A Downes	Tiles etc - Reimbursed from VH Comm	104.00
19 1002	Wright Hassall LLP	Prof fees - Registration VH & Allot'mnts	840.00
20 1003	EON	Electricity - Feb	37.11
21 1004	Copy shop account	Copies - Feb	24.06
22 1005	Howdens	Tall cupboard - Village Hall	242.58
23 1006	Butterfly conservation	Wooden seat (i) and wood for seat (ii)	390.00
			-12,891.17
			£19,561.11
(ii) Outstanding Revenue Commitments - projected to year end			
	Clerks Salary (March @ 260.00 = £260.00)	260.00	
	HMRC For Clerk Feb	60.00	
	EON (March @ £37.00)	37.00	
	Burial Committee	0.00	
	IT support and development (Jan, Feb & March @ £30 = £90)	90.00	
	Printing and consumables (PC papers and March newsletter)	200.00	
	Honorarium (March @ £83.33 = £83.33)	83.33	
	5 Arches maintainance	2.07	
	Projector cabinet	300.00	
	VH Projection Screen	300.00	
	Small second notice board for Ellis Gardens	300.00	
	Scribe - finance software	308.40	
	VH Internet provision - installation and first months contract (increased cost to be resolved by PC)	382.76	
			-2,323.56
Total Planned Expenditure			£17,237.55
(iii) General Reserves (includes £5,344.00 from 19/20 budget)			-12,000.00
3. Unallocated			£5,237.55

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NPC20/03/0055

There being no further business, the meeting concluded at 8.15 pm.