



Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 20 August 2020

Ref	Minute	Text	Action
1	NPC20/08/0123	<p>Attendance - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Rick Crane (RC), Frank Preston (FP) and PC Clerk Allyson Downes (ADo).</p> <p>Members of the Public - G. Bates, Rosemary Hill, Stephen Wall, Kim Ross, Jan Jamieson, Jane Morgan, Kate Riley, Pauline Holdsworth, Gordon Coates and Geoff Findon.</p> <p>Guests in attendance - Robert Nedelea and Michael O'Brien from Hermes.</p>	
2	NPC20/08/0124	<p>Apologies - Councillor Vanessa Goulborn, County Councillor Adrian Warwick and Borough Councillor Leigh Hunt.</p>	
3	NPC20/08/0125	<p>Declarations of Interest - None declared.</p>	
4	NPC20/08/0126	<p>Previous Minutes - the minutes from the 23 July 2020 were taken as read and agreed as accurate.</p> <p>RESOLVED that the minutes as above be confirmed and signed by the Chairman as a correct record.</p>	
5	NPC20/08/0127	<p>Matters Arising:</p> <p>I. Progress with commissioning the Projector Security Cabinet.</p> <p>RESOLVED that Councillor Crane had agreed with the Treasurer of the Village Hall Committee, (Gordon Coates) who would progress a more permanent, safe structure to house the new the projector, most likely a static shelf.</p> <p>II. Reilly's Reclamation Site - Following complaints from the Parish Council, Warwickshire County Council (WCC) had visited the site and confirmed that the development was not taking place in accordance with the approved plans in respect of size and safety of bunds, footpath diversion, stream piping and landscaping. Given the long history of unauthorised development on this site the Chair had suggested</p>	GC

		<p>enforcement action be taken but WCC prefers to give the owner another chance to “put things right” before considering this option. No deadlines have been given.</p> <p>RESOLVED to report on progress at a future meeting when information is available.</p> <p>III. Asset Register - The Clerk updated the meeting and confirmed that insurance cover including public liability and material coverage was up to date for the Village Hall and the Asset Register reflected this and had been submitted as part of the AGAR return to Littlejohns LLP.</p> <p>RESOLVED to note the position.</p> <p>IV. Ellis Gardens Open Space. All open spaces, including the play area, will be adopted by the Parish Council but at present they remain in the ownership of Lioncourt. Post Covid-19 lockdown, Lioncourt refuses to reopen the play area despite requests from the Chair. Residents expressed concerns both at their children being denied the use of the facility and also that some children were climbing in to use the equipment. The Chair agreed to repeat the request to Lioncourt and it was also agreed that residents would approach the company directly.</p> <p>RESOLVED that the Chair would again raise the issues, including signage with Lioncourt.</p> <p>V. Councillor Anne Davis reported that she had refreshed the Newton planters and it was agreed to reimburse her for the new plants on submission of a receipt.</p> <p>RESOLVED to thank Councillor Davis for her voluntary work and the Clerk would reimburse her for the plants.</p>	<p>ADo</p> <p>ID</p> <p>ADo</p>
6	NPC20/08/0128	<p>Standing Orders - the Standing Orders were suspended to enable the PC to consider issues raised by residents.</p> <p>I. Rosemary Hill raised the issue of cars parked outside of the Stag and Pheasant up to the Paddocks restricting visibility and asked if double yellow lines could be a solution. Residents considered that this is not the only site with poor visibility due to inconsiderate parking. The Chair described the inherent difficulties in progressing this suggestion with the Highways Authority and the Police.</p> <p>RESOLVED that the Chair would contact the Police and ask them to distribute leaflets reminding people that it was against the law to park on a junction and that the Clerk would add a reminder about considerate parking to the Newton Village Newsletter.</p>	<p>ID</p> <p>ADo</p>

		<p>II. The two new houses being constructed near the Paddocks - issues around inconsiderate practices and the very early start of building works and subsequent impact on residents. The Chair reported that the builders had been formally contacted by the Environmental Protection Team and Community Safety Wardens and the practice and attitude of the builders should be improved.</p> <p>III. A further issue around the two new houses was concerns about adherence to the planning condition for two car parking per house.</p> <p>RESOLVED that the Chair would approach the planning authority and check that the layout is as approved to ensure this condition is met.</p>	ID
7	NPC20/08/0129	There were no further issues raised and as such the Standing Orders were re-instated.	
8	NPC20/08/0130	<p>Weight Restrictions and Heavy Goods Traffic through the Village - The Chair welcomed and thanked Mick O'Brien and Robert Nedelea from Hermes who kindly came along to the PC meeting to discuss the increasing incidence of heavy goods traffic coming through the village, ignoring the 7.5-ton weight restriction, getting stuck on restricted roads and causing distress to residents. It was noted that by no means was Hermes the only company. It is generally agreed that 'Unsuitable for HGVs' signs are effective and these have the support of WCC as Highway Authority. The southern approach to the village (Newton Rd at St Thomas Cross) isn't a problem as this is in the control of WCC. However, for signs to be effectively and safely sited at the northern approach (Newton Lane/A5) they would need to be alongside the A5 which is the responsibility of Highways England (HE). The agreement of HE would therefore, be sought.</p> <p>RESOLVED that the Chair would take up this issue with the relevant agencies and would keep in touch with Hermes and residents.</p>	ID
9	NPC20/08/0131	<p>Consultation on Proposals to change the Planning System - The Chair described the formal government consultation on proposals to change the planning system and potential implications, such as future zoning which could mean a proliferation of development.</p> <p>RESOLVED that residents respond via multiple methods such as a personal visit to the government website or contribute to the PC response via the PC website and the Clerk would add to the Newsletter.</p>	

10	NPC20/08/0132	<p>Defibrillator - The Clerk described that there were on going commitments around monitoring and provision of consumables to ensure effective defibrillation should this be needed.</p> <p>RESOLVED that the Clerk would take on responsibility for monitoring the defib unit and ensure consumables were purchased and installed in a timely manner and explore the issue of the damaged door with the manufacturers. It was noted that this is an ongoing budgetary commitment that had not been accounted for and whilst costs would be absorbed this year, they would be included in budget planning in future.</p> <p>RESOLVED that the defib access code would not be displayed on the front of the unit and users would need to call 999 to obtain the access code in line with standard practice and as a protection against vandalism.</p>	ADo
11	NPC20/08/0133	<p>Village Hall</p> <p>I. Internet Provision - It was noted that Open Reach for Plusnet were assessing the Village Hall for internet provision on Tuesday 25 August 2020. If there are further costs or addition instillation work required, these would be reported at the next PC meeting.</p> <p>II. Covid Arrangements - It was considered that the arrangements put in place to re-open the Village Hall were suitable and working effectively and in line with Government directives. Enhanced cleaning arrangements were in place, a new cleaner had been appointed and furniture and kitchen apparatus had been assessed as in use or not in use and thus not accessible.</p> <p>III. Risk Assessment - Resumption of PC meetings had been risk assessed and this document was formally approved by Councillors. A couple of spelling errors were noted. Once these had been corrected, the Risk Assessment would be signed by the Chair.</p> <p>RESOLVED to note this report.</p>	ADo ADo ID
12	NPC20/08/0134	<p>Five Arches wildlife site - The Chair described the site management arrangements and how Covid had affected the programme of work. It was noted that this is now increasing however, and two rustic benches and three bridges have been installed.</p> <p>RESOLVED to note this report.</p>	
13	NPC20/08/0135	<p>Draft Newsletter - The first draft Newsletter was considered. A further draft would be circulated to Councillors prior to printing and distribution and an article about weight limits and considerate parking would be added.</p> <p>RESOLVED to increase the number of items and pictures where possible and reduce the level of text.</p>	ADo

14 NPC20/08/0136

The PC Financial Report - Payments for the period - These were noted and had been made under Clerks delegated powers and in consultation with the Chair. Details of these are included in the following report considered by the PC.

Finance report and Bank Reconciliation for 20 August 2020 Parish Council Meeting		
Bank Balance - Statement No 9 closing balance dated 2 July 2020		£28,287.74
Income:		
The Newton Village Hall Committee - flooring	£2,348.11	
		£30,635.85
Faster Payments (FP) made via Internet Banking		
FP Salary - June	£245.13	
FP HMRC - June	£61.40	
FP Planning permission fee ;for VH Porch	£142.00	
FP Honorarium	£83.33	
	-£531.86	
Bank Balance - Statement No 10 and Statement No 11 closing balance dated 31 July 2020 (no activity on statement 11)		£30,103.99
Payments made since statement		
FP Village Hall (VH) Covid Signage	£45.29	
FP WALC training - Bookeeping	£18.00	
CHQ Jane Morgan - VH curtain making	£250.00	
FP Howdens Joinery - VH Flooring material (VH Cmtee reimbursed)	£2,348.11	
FP Rugby Borough Council - 50% new Litter Bin	£277.20	
FP A J Franklin - 5 Arches wetland bridges repair	£1,440.00	
FP Webgrowth - June and July 2020	£60.00	
FP Salary - July	£228.39	
FP HMRC - July	£57.00	
FP Howdens Joinery - Additional VH Flooring material (VH Cmtee reimbursed)	£100.99	
FP Honorarium July	£83.33	
FP Eon June	£38.39	
FP Eon July	£39.67	
FP Broxap - 2 new Picnic tables	£1,800.00	
FP Copyshop account July	£42.24	
FP Plusnet - VH internet assessment	£21.60	
FP Heatbeat Trust - Defib pads	£97.20	
	-£6,947.41	
Balance		£23,156.58
Paid in since Bank Statement		
Newton Village Hall Committee - additional flooring	£100.99	£23,257.57
General Reserves	-£12,000.00	
		£11,257.57
Outstanding budget commitments	-£11,853.31	-£595.74
Agreed further spend, not paid to date		
Projector cabinet	£300.00	
Projector screen	£300.00	
2nd notice board	£300.00	
VH internet provision	£400.00	
Porch	£5,000.00	
	-£6,300.00	-£6,895.74
Further income yet to be received Precept II due September 2020	£9,000.00	
Predicted unallocated		£2,104.26

		<p>RESOLVED to:</p> <p>I. Note the financial report and that the £300 allocated for a new projector screen was unlikely to be needed as the existing screen is considered to be in good repair and fit for purpose. The PC will assess this at the next meeting when it is anticipated that it will be used to share the PC meeting agenda and supporting papers to reduce paperwork and save on printing costs.</p> <p>II. Consider costs associated with the repair or replacement of the bench on Main Street and repair or replacement of the bench on Newton Lane. These would be agenda items for the September meeting.</p>	<p>ADo</p> <p>ADo</p>
15	NPC20/08/0137	Date and Time of Next Meeting - Thursday 24 September 2020. 7.30pm in Newton Village Memorial Hall.	
		The meeting closed at 8.55 pm.	

Minutes prepared on 26 August 2020 by A Downes - Clerk and Responsible Finance Officer

I Davis - Chair