



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

Ref	Minute	Text	Action
1	NPC20/02/0026	Attendance - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), Frank Preston (FP), and PC Clerk Allyson Downes (ADo). The Chair welcomed three members of the public - Fiona Haggett, Pauline Holdsworth and Kate Riley.	
2	NPC20/02/0027	Apologies - Warwickshire County Council (WCC) Councillor Adrian Warwick (AW) and Rugby Borough Council (RBC) Councillor Leigh Hunt (LH).	
3	NPC20/02/0028	There were no declarations of interest expressed.	
4	NPC20/02/0029	Previous minutes - the minutes from 30 January 2020 meeting were agreed as a correct record and signed by the Chair.	
5	NPC20/02/0030	Matters Arising: <ol style="list-style-type: none"> I. <u>Projector security cabinet</u> - Councillor Goulborn will report to the March meeting on progress II. <u>Internet provision to the Village Hall</u> - it was agreed that the Clerk would pursue once the VH internal works were sufficiently progressed III. Costs associated with the <u>new notice board</u> for Ellis Gardens continued to be explored by the Clerk and would be ordered in due course IV. <u>Scribe</u> (financial management software) will be ordered, once the internal auditor advises on compliance of the chosen system V. <u>VE Celebrations Plan</u> and PC input would be an item at the next PC meeting when a member of the VH Committee is in attendance. Insurance cover for events would be checked by the Clerk VI. <u>Elm Tree Planting</u> in the Five Arches Wildlife site - Councillor Preston outlined the planting and publicity and formally thanked all those involved in procurement, planting and celebrations 	VG ADo ADo ADo ADo



		<p>VII. <u>Resurfacing work</u> - The Chair reported on the work that had been carried out by WCC under its planned maintenance regime at 107 Main Street, Newton. Ms Haggett was provided with contact details to enable her to take up her concerns re the extent and quality of the work. It was noted that potholes on Newton Lane had been repaired</p> <p>VIII. <u>Siting and planting the Newton Planters</u> - the Chair reported that Councillors Anne Davis and Vanessa Goulborn would be purchasing soil and plants for the new Newton Planters which would be sited at two focal positions at the entrance and exit to the village this coming weekend.</p>	
6	NPC20/02/0031	<p><u>Suspension of Standing Orders</u> - The Standing Orders were suspended to enable members of the public to address the Parish Council.</p> <p>I. With regard to a previous request on the Parish Council view on highway adoption, the Chair would speak to Fiona Haggett outside of the meeting</p> <p>II. Kate Riley asked if there was a timescale associated with clearing of ditches which are leading to standing water on the highway, a particular worry with likely icy conditions predicted. The Chair reported that the issue is still with the WCC Highways Department. The Chair agreed to seek a position statement from WCC.</p>	ID
7	NPC20/02/0032	<u>Resumption of Standing Orders.</u>	
8	NPC20/02/0033	<u>Active Ageing</u> – The Chair reported that he had been advised by RBC that the 12 week trial had been successful and regular attendance was good. RBC was prepared to carry on supporting the scheme, particularly as attendees were now paying a nominal amount towards costs. The Hall would continue to be available at zero cost and the Parish Council confirmed that it would look favourably on a request to assist in providing additional equipment.	All
9	NPC20/02/0034	<u>Bank Reconciliation and Financial Report</u> - The Clerk outlined the Bank Reconciliation and Finance Report and this was noted and approved as accurate by the Parish Council. The report is as follows:	



BANK RECONCILIATION & I&E REPORT February 2020			
1. Income			
Bank Statement 99 - Balance as at 02 January 2020 £33,853.77			
Less cheques drawn			
493	Honorarium (Dec)	83.33	
494	Salary (Dec)	194.51	
495	HMRC (Tax Dec)	48.60	
496	Eon (Dec)	37.00	
			-363.44
Bank Statement 01 - Balance as at 31 January 2020 £33,490.33			£33,490.33
Less 11 unrepresented cheques drawn and not shown on statement			
488	E.on (Nov)	33.69	
489	HMRC (Tax Nov)	50.80	
497	Webgrowth	120.00	
498	Mince pies (Carol service)	16.56	
499	Mulled wine (Carol service)	29.94	
500	Honorarium	83.33	
981	Lubbe - bulbs	480.00	
982	Salary (Jan 2020)	236.76	
983	HMRC (Jan)	59.20	
984	WALC training	30.00	
985	E.on (Jan)	39.67	
			-1,179.95
2. Expenditure			32,310.38
(i) Capital			
	VH internals	10,000.00	
	Street furniture	6,000.00	
			-16,000.00
(ii) Outstanding Revenue Commitments - projected to year end			16,310.38
	SLCC (expected Jan/Feb)	76.00	
	Clerks Salary (Feb & March @ 253.68 = £507.36)	507.36	
	E.on (Feb & March @ £37.00 = £74.00)	74.00	
	Buriel Committee	750.00	
	IT support and development (Feb & March @ £30 = £60)	60.00	
	Printing and consumables (PC papers)	60.00	
	Honorarium (Feb & March @ £83.33 = £166.66)	166.66	
	5 Arches maintenance	650.00	
	Projector cabinet	300.00	
	VH Projection Screen	300.00	
	Small second notice board	300.00	
	VH Internet provision -install, Feb and March contract	560.00	
Total Budgetary Planned Expenditure			-3,804.02
(iii) General Reserves (includes £5,344.00 from 19/20 budget)			-12,000.00
VAT to be claimed thus far			702.70
3. Unallocated			1,209.06



10	NPC20/02/0035	<p>It was noted that the following <u>Policies and the Parish Council Standing Orders</u> had been assessed as part of the annual review and these were agreed for 202/2021. The next annual review will be February 2021.</p> <p>Equality and Diversity Policy - approved Health and Safety Policy - approved Safeguarding Policy - approved Standing Orders - approved</p> <p>New Managing Reserve’s Policy – approved.</p>													
11	NPC20/02/0036	<p><u>Ellis Gardens Customer Parking Area</u> - The Chair reported that Lioncourt Homes had approached him regarding the Parish Council’s view on adopting the existing 6 car block-paved show houses car parking area. Or alternatively, Lioncourt grassing the area, therefore removing the temporary car park. There were differing views expressed around adopting the site, ranging around deterioration of the car park over time and the PC being responsible for its upkeep, versus this being a potential amenity for users of the playground and visitors to the site potentially relieving parking pressure on The Leys. The Parish Council did not come to a unanimous conclusion so a vote was taken.</p> <p>There were two options to consider as follows:</p> <p>Option 1 - Retaining the block paved car park in front of the show homes as an amenity and the Parish Council being responsible for its upkeep when the open site is adopted. OR Option 2 - Lioncourt Homes grassing the car park area, the land which will become part of the open site for adoption by the Parish Council when the open site is adopted.</p> <p>The results of the vote was -</p> <table border="1" data-bbox="853 1219 1267 1425"> <thead> <tr> <th>Councillor</th> <th>Vote for Option</th> </tr> </thead> <tbody> <tr> <td>I Davis</td> <td>2</td> </tr> <tr> <td>V Goulborn</td> <td>1</td> </tr> <tr> <td>F Preston</td> <td>1</td> </tr> <tr> <td>R Crane</td> <td>2</td> </tr> <tr> <td>A Davis</td> <td>1</td> </tr> </tbody> </table>	Councillor	Vote for Option	I Davis	2	V Goulborn	1	F Preston	1	R Crane	2	A Davis	1	
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		<p>The majority decision was that the PC would take up Lioncourt Homes offer of retaining the block paved parking area opposite the show houses and for the car park to be maintained and included in the area of open space when adopted by the PC. The Chair would communicate the Parish Council result to Lioncourt Homes.</p> <p>This decision was conditional upon there being no objection from the residents of the houses facing the parking area and that Lioncourt Homes would ascertain their views. It was noted that Lioncourt Homes were planning to remove the fencing and lighting around the car park.</p>	ID
12	NPC20/02/0037	<p><u>Ellis Gardens - SuDS (balancing pond)</u> - The Chair reported that despite balancing ponds not usually being fenced, he had negotiated with Lioncourt Homes who had agreed to erect a post and rail fence around the balancing pond on the Ellis Gardens open space due to concerns expressed by councillors on its proximity to the playground.</p>	
13	NPC20/02/0038	<p>Councillor Preston gave a progress report on Phase 2 of the Village Hall internal refurbishments. It was noted that moving the walls and plastering had been completed, the kitchen units, appliances and work surfaces had been delivered and were in the process of being fitted. It is anticipated that the patio doors will be fitted shortly. Although the work is on track for completion next week as scheduled, works could extend into the following week. The Chair agreed to inform Ruth Hughes who administered Village Hall bookings.</p> <p>It was noted that Phase 3 of the Village Hall works, pointing and erection of a porch was the subject of a Rural Development Grant from RBC. The application has been submitted and the success of the application will not be known until May 2020.</p>	ID
14	NPC20/02/0039	<p>Parish Emergency Plan - the Chair reported that this would be progressed shortly and conclusions/actions reported to the Parish Council in due course.</p>	ID
15	NPC20/02/0040	<p>Date and time of next meeting was noted as Thursday 19 March 2020. Venue - Newton Village Hall.</p>	All
		<p>There being no further business, the meeting concluded at 8.10.</p>	