



## Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 21 May 2020

**Coronavirus** - Here are the Minutes of the second virtual Parish Council meeting held on 21 May 2020.

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 and the Government has now agreed that decisions made at virtual meetings via electronic means are now legal and binding. Thus, the Parish Council will hold virtual meetings wherever possible as scheduled.

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](mailto:clerk@newtonparishcouncil.org.uk)

Ref	Minute	Text	Action
1	NPC20/05/0067	<b>Attendance</b> - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), and PC Clerk Allyson Downes (ADo).	
2	NPC20/05/0068	<b>Apologies</b> - Councillor Frank Preston, County Councillor Adrian Warwick and Borough Councillor Leigh Hunt.	
3	NPC20/05/0069	<b>Declarations of Interest</b> - None.	
4	NPC20/05/0070	<b>Previous Minutes</b> - the minutes from the 23 April 2020 were taken as read, agreed as a correct record and would be signed by the Chair when next the Clerk and he meet.	

5	NPC20/05/0071	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>I. Ditch cleaning - WCC Highways department have ownership details and are dealing with this issue.</li> <li>II. Procurement of projector security cabinet - Councillor Crane reported that he has contacted a carpenter to make and the quote of £175 per day was agreed. Councillor Crane was asked to place the order with the Carpenter.</li> <li>III. VH Internet site survey - The Clerk gave an update. The cheapest provider would not arrange a site survey without prior payment via a Parish Council debit card. The Parish Council resolved to obtain a debit card in order to secure the survey.</li> <li>IV. Village Hall Redecoration and replacement curtains - It was noted that the redecoration was completed. The Clerk gave an update on curtaining and it was noted that she still awaited a number of fabric only and fabric and make costs. Seven providers had been approached. The requirement for the curtains to be fire retardant puts the cost up and the PC may have to apply this independently. The timing is dependent on receipt of quotes. But a summary of costs would be reported to the next meeting.</li> <li>V. Bridges in the Wetland Area - The Chair gave an update on repair costs. He has received a quote for £300 per bridge which is within the PC budget. It was resolved that the contractor (Alan Franklin) would be approached by the Chair to replace the three bridges at a total cost of £900.</li> </ul>	<p>RC</p> <p>ADo</p> <p>ADo</p> <p>ID</p>
6	NPC20/05/0072	<p><b>Standing Orders</b> - the Standing Orders were suspended to enable the Parish Council to consider any issues raised by residents.</p> <p>Reilly's Reclamation - Concern had been raised with the Chair about a potential hazard on the site. The Chair had raised this with WCC and they had reported that an inspection was imminent. This would be a June PC agenda item.</p> <p>There were no further issues raised with Councillors or the Clerk, so the <b>Standing Orders were re-instated.</b></p>	<p>ADo</p>
7	NP20/05/0073	<p><b>Planning Consultations</b> - A PC response had been sent to RBC on 5 May 2020 re <b>R20/0272</b> Land north east of Castle Mound Way, Rugby, erection of industrial buildings etc. as per the agreement in April 2020. The PC resolved to respond to RBC with regard to R20/0336 Land of Long Hassocks, erection of 225 dwellings as follows:</p> <p>Newton and Biggin Parish Council notes that the proposals conform to the Adopted Rugby Local Plan and are broadly in accordance with the Master Plan for the Coton Park East development. As such the Parish Council does not wish to object to the principal of the development, however it would ask Rugby Borough Council to take the following into account in determining the application.</p> <ul style="list-style-type: none"> <li>1. The southern facing part of the development is well-designed with houses fronting onto open space making an attractive transition between the built environment and open countryside beyond.</li> </ul>	

		<p>However, much of the rest of the development is uninspiring, consisting of semi-detached and terraced houses fronting long, straight roads along a common building line. It is suggested that RBC seeks to negotiate a more attractive form of development.</p> <ol style="list-style-type: none"> <li>2. The development is adjacent to the Great Central Way, a well-used linear walking and cycling route owned and maintained by RBC. The development will inevitably lead to increased use of the Great Central Way and it is suggested that the developer makes a contribution towards appropriate improvements and habitat (offset) strengthening.</li> <li>3. At the northern end of the Great Central Way, within 500m of the proposed development, is the Five Arches Wildlife and Picnic Site. This is owned by RBC but its maintenance and improvement is funded by Newton and Biggin Parish Council. Again, the proposed development is bound to lead to increased use of this already popular area. It is suggested therefore that the developer makes the following financial contributions to Newton and Biggin Parish Council: <ol style="list-style-type: none"> <li>(a) £3000 towards the improvements of paths in the wetland area.</li> <li>(b) £2000 towards the strengthening of the 'zig-zag' path from the Picnic Site to the Great Central Way.</li> <li>(c) £3000 towards improvements to the Picnic Site, in particular the provision of additional seating.</li> </ol> </li> </ol> <p>In addition, part of the area of the proposed development lies within the boundary of Newton and Biggin Parish Council. As the Coton East development expands, the Parish Council has seen increased use of the Village Hall. Whilst this is to be welcomed it does place an extra burden on the building and so it is requested that the developer makes a £3000 contribution towards improving the entrance facilities, including a new porch.</p> <p>The Clerk was asked to write to RBC with the PC comments.</p>	<b>ADo</b>
<b>8</b>	NPC20/05/0074	<p><b>Lost Revenue Compensation Scheme</b> - The Chair described a scheme to compensate for loss of revenue due to the coronavirus pandemic and it was noted that he had approached the Chair of the Village Hall Committee to establish the amount the village hall has lost whilst closed. This information was still awaited.</p>	

9	NPC20/05/0075	<p><b>Finance Report</b> - The Clerk outlined the current financial status and the following was noted: -</p> <table border="1" data-bbox="712 108 1682 1023"> <thead> <tr> <th colspan="4">Finance report and Bank Reconciliation for 21 May 2020 Parish Council Meeting</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Bank Balance - 21 May 2020</b></td> <td></td> <td><b>£22,164.28</b></td> </tr> <tr> <td colspan="4">Includes Precept Stage Payment I £9,000 20/04/2020</td> </tr> <tr> <td colspan="2"><b>Less unrepresented Cheques</b></td> <td></td> <td></td> </tr> <tr> <td>498</td> <td>S Gould - Mince pies</td> <td>£16.56</td> <td></td> </tr> <tr> <td>989</td> <td>S Dharti - Elm delivery</td> <td>£50.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>-£66.56</td> <td><b>£22,097.72</b></td> </tr> <tr> <td></td> <td><b>VAT reclaim yet to be received</b></td> <td>£3,034.58</td> <td><b>£25,132.30</b></td> </tr> <tr> <td></td> <td><b>Precept II to be received Sept 2020</b></td> <td>£9,000.00</td> <td><b>£34,132.30</b></td> </tr> <tr> <td></td> <td><b>General Reserves</b></td> <td>-£12,000.00</td> <td><b>£22,132.30</b></td> </tr> <tr> <td></td> <td><b>Outstanding Budget Commitments</b></td> <td>-£17,028.32</td> <td><b>£5,103.98</b></td> </tr> <tr> <td></td> <td colspan="3">(budget for the year)</td> </tr> <tr> <td></td> <td colspan="3"><b>Agreed spend, await Internal Audit confirmation/invoice</b></td> </tr> <tr> <td></td> <td>Projector Cabinet*</td> <td>£300.00</td> <td></td> </tr> <tr> <td></td> <td>Projector Screen*</td> <td>£300.00</td> <td></td> </tr> <tr> <td></td> <td>Notice Board*</td> <td>£300.00</td> <td></td> </tr> <tr> <td></td> <td>Scribe</td> <td>£308.40</td> <td></td> </tr> <tr> <td></td> <td>VH Internet provision</td> <td>£382.76</td> <td></td> </tr> <tr> <td></td> <td>VH Curtains*</td> <td>£700.00</td> <td></td> </tr> <tr> <td></td> <td>(*estimated)</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>*-£2291.16</td> <td></td> </tr> <tr> <td></td> <td>Projected unallocated at 2020/21 year end</td> <td></td> <td><b>£2,812.82</b></td> </tr> <tr> <td></td> <td colspan="3"><b>This statement is subject to Internal Auditor confirmation in particular year end outturn (bring forward from 2019/20)</b></td> </tr> </tbody> </table>	Finance report and Bank Reconciliation for 21 May 2020 Parish Council Meeting				<b>Bank Balance - 21 May 2020</b>			<b>£22,164.28</b>	Includes Precept Stage Payment I £9,000 20/04/2020				<b>Less unrepresented Cheques</b>				498	S Gould - Mince pies	£16.56		989	S Dharti - Elm delivery	£50.00				-£66.56	<b>£22,097.72</b>		<b>VAT reclaim yet to be received</b>	£3,034.58	<b>£25,132.30</b>		<b>Precept II to be received Sept 2020</b>	£9,000.00	<b>£34,132.30</b>		<b>General Reserves</b>	-£12,000.00	<b>£22,132.30</b>		<b>Outstanding Budget Commitments</b>	-£17,028.32	<b>£5,103.98</b>		(budget for the year)				<b>Agreed spend, await Internal Audit confirmation/invoice</b>				Projector Cabinet*	£300.00			Projector Screen*	£300.00			Notice Board*	£300.00			Scribe	£308.40			VH Internet provision	£382.76			VH Curtains*	£700.00			(*estimated)					*-£2291.16			Projected unallocated at 2020/21 year end		<b>£2,812.82</b>		<b>This statement is subject to Internal Auditor confirmation in particular year end outturn (bring forward from 2019/20)</b>			
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10	NPC20/05/0076	<p><b>AGAR</b> - The Clerk outlined the timetable for the statutory requirement around publicising and submitting the PC Annual Governance Accountability Return (AGAR). It was noted that the requirement for an external audit by PKF Littlejohn had been delayed due to the coronavirus pandemic. This will take place later in the year, most likely October. The required timetable is June, PC consider draft internal audit report, July consider and sign off the AGAR for submission on 31 July and the public consultation will begin on the first working day in September for 30 days.</p>																																																																																													
11	NPC20/04/0077	<p>The next scheduled meeting is on Thursday 25 June 2020 and dependent on lockdown status, will likely be a virtual meeting. Residents are asked to contact a Parish Councillor or the Clerk if there are items they would like to raise.</p>	All																																																																																												
12	NPC20/04/0078	<p>The meeting closed at 18.25.</p>																																																																																													