

## Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 25 June 2020

Coronavirus - Here are the Minutes of the third virtual Parish Council meeting held on 25 June 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

	Minute	Text	Action
Ref			
1	NPC20/06/0079	Attendance - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), and PC Clerk Allyson Downes (ADo).	
2	NPC20/06/0080	Apologies - Councillor Frank Preston, County Councillor Adrian Warwick and Borough Councillor Leigh Hunt.	
3	NPC20/06/0081	Declarations of Interest - None.	
4	NPC20/06/0082	Previous Minutes - the minutes from the 21 May 2020 were taken as read and considered.	
		RESOLVED that the minutes of the meeting held on 21 May 2020 be confirmed and signed by the Chairman as a correct record when the clerk and he next meet.	
5	NPC20/06/0083	Matters Arising:	
		I. Progress with commissioning the Projector Security Cabinet.	
		RESOLVED that Councillor Crane would ask the floor fitter for a price and timescale.	
		II. Wetland Area Bridges - work to replace three bridges is due to commence in July and includes removal of detritus.	
		RESOLVED that the update be noted.	
6	NPC20/06/0084	<b>Standing Orders</b> - the Standing Orders were suspended to enable the Parish Council to consider any issues raised by residents.	
7	NPC20/06/0085	There were no issues raised with Councillors or the Clerk, so the <b>Standing Orders were re-instated</b> .	

8	NPC20/06/0086	Village Hall	
		Preparation for re-opening - It was noted that Councillors and key individuals from the Village Hall Committee had met	
		to discuss opening arrangements. A preliminary opening date has been agreed as 20 July. It was	
		RESOLVED to:	
		I. Re-write hiring arrangements with particular reference to Covid-19.	ID
		2. Review and enhance cleaning arrangements.	ID
		3. Write 'contract of employment' for cleaner specifying standards.	ID
		4. Undertake Risk Assessment(s).	VG
		5. Purchase free standing hand sanitizer, disinfectant, anti-bac spray and PPE for cleaner. (G Coates to action as Chair of VH Committee)	GC
		6. Prepare bespoke notices.	GC
		7. Procure generic Covid-19 signage.	ADo
9	NPC20/06/0087	Loss of Business Compensation Scheme - Cost of new flooring for the Village Hall would come from a £10k grant	
		received by the Village Hall Committee for loss of business during lock down. It was agreed that a new vinyl floor	
		would allow for more effective cleaning of the Hall to create a Covid-secure environment as well as making the venue	
		more attractive to hirers as we move to a promote usage post lockdown.	
		RESOLVED that the update be noted.	
10	NPC20/06/0088	Material for the new <b>Village Hall floo</b> r had been ordered and a contractor sourced.	
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		RESOLVED that the update be noted.	
11	NPC20/06/0089	Internet provision to the Village Hall Internet provision - It was noted that the Clerk was awaiting the debit card to	
		enable paying for the site survey.	
		RESOLVED that the update be noted.	
12	NPC20/06/0090	Village Hall Porch and Repointing - Porch and Re-pointing - It was noted that the Clerk is in the process of completing	
		the planning application as the funding from the successful RBC grant had now been received.	
		RESOLVED that the update be noted.	
13	NPC20/06/0091	Village Hall Curtains - It was noted that the curtain material had been ordered and paid for. The total cost of materials	
	5=5, 55, 555=	and make would be around £600.	
		RESOLVED that the update be noted.	
14	NPC20/06/0092	Village Hall Valuation - The valuation had taken place and for accounting purposes the Village Hall had been valued at	
		£145,000 and for Insurance purposes had been valued at £195,000. This had been passed to the Chair of the Village	
		Hall Committee who organises insurance. The Clerk had updated the Asset Register.	

		RESOLVED that the update be noted.	
15	NPC20/06/0093	Planning Application - R20/0336 Land off Long Hassocks, Rugby erection of 225 dwellings - the Clerk had sent a	
		response on behalf of the Parish Council to RBC.	
		RESOLVED that the update be noted.	
16	NPC20/06/0094	Planning Application - 2020/CM/0045/LCC National Waste Re-cycling Facility Gibbet Lane, Shawell.	
		RESOLVED that the Clerk would send the response as drafted by the Chair and agreed by the Parish Council to the	
		planning authority at Leicestershire County Council copying the response to Howard Jones at Shawell.	ADo
17	NPC20/06/0095	Picnic site Car Park	
		Locking arrangements - it was noted that cars had been locked in the car park.	
		DECOLVED that the arrangements would stand with no shange	
18	NPC20/06/0096	RESOLVED that the arrangements would stand with no change.  It was noted that the new <b>Litter Bin</b> had been installed and it was agreed that the Parish Council pay half as previously	
10	NPC20/06/0096	agreed.	
		agreeu.	
		RESOLVED that the Clerk pay this on receipt of an invoice.	ADo
19	NPC20/06/0097	<b>Provision of a Picnic Units</b> - It was agreed that two steel, wheelchair accessible Garthdee picnic units would be	
		purchased from Broxap at a cost of £1,934.40 (inclusive) and installed by Rugby Borough Council to replace the stolen	
		and broken units in the picnic site.	
		RESOLVED that the Clerk order the benches and inform RBC on delivery.	ADo
20	NPC20/06/0098	Reilly's site - It was noted that Warwickshire County Council were due to visit the site and there was nothing to report	
		at this time	
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	110000 (05 (0000	RESOLVED that the Clerk adds to the next PC agenda.	ADo
21	NPC20/06/0099	Local Electricity Bill - MP Mark Pawsey had thanked the Parish Council for backing the Bill which had received cross	
		party support in the House of Commons. It was noted that this issue relates to low carbon electricity and development of flexible energy systems.	
		of flexible effergy systems.	
		RESOLVED that the update be noted.	
22	NPC20/06/0100	Signing off Payments Report	
	020, 00, 0200	The recommendations in the Clerks report were agreed.	
		RESOLVED that the Clerk would pay routine invoices without prior approval from the Parish Council. These payments	ADo
		would be reported to the next Parish Council Meeting.	
23	NPC20/06/0101	Financial matters relating to the Parish Council were considered.	
		RESOLVED that the following invoices be paid by the Clerk.	ADo

		The meeting closed at 18.40.	
27	NPC20/06/0105	Date and time of next meeting Thursday 23 July 2020. Venue is dependent on lockdown status. Residents are asked to contact a Parish Councillor or the Clerk if there are items they wish to raise.	
27	NDC30/06/0105	RESOLVED that the Clerk would add this to the PC website and Parish Council notice board.	ADo
		Under the Accounts and Audit Regulations 2015, it is noted that the Parish Council are required to publish information regarding the AGAR on a publicly accessible website before 1 July 2020.	
		RESOLVED that the Clerk would ensure signatures are included and submit all required documents to the External Auditors PKF Littlejohn LLP.	ADo
		RESOLVED that Section 2 Accounting Statement was accurate and agreed and can now be signed.	
		RESOLVED that Section 1 Annual Governance Statement was accurate and agreed and can now be signed.	
26	NPC20/06/0104	The Annual Governance and Accountability Return (AGAR) was received.	
		RESOLVED that, the Bank Reconciliation and Financial report were accurate.	
25	NPC20/06/0103	The Bank Reconciliation and Financial Report were received and agreed as accurate.	
		RESOLVED that the Clerk would provide a summary of expenditure, achievements and impact on village amenities for publication.	ADo
		RESOLVED that the Annual Accounts were accurate and the Internal Auditors report was received and there were no recommendations for improvement noted.	
		residents.	
	525, 53, 5252	Internal Auditors report and these were deemed to be accurate with no issues of concern. It was noted that the Village Hall attracted considerable expenditure in year and the Parish Council had managed funds prudently on behalf of	
24	NPC20/06/0102	professional services to the Parish Council.  Annual Accounts 2019/20 and Internal Auditors Report - The Parish Council considered the Annual Accounts and	
		paid under Clerk discretion with Chair approval)  Two M&S Vouchers@ £50 each - £100.00 for the PC Internal Auditor and Cleaver Accounting as thank you for	
		<ul> <li>Fabrics Direct (Village Hall curtain material) - £350.58</li> <li>George &amp; Co (Professional survey of the Village Hall) - £420.00. (This was not an agenda item, but raised and</li> </ul>	
		Scribe (finance software) - £246.72      Scribe (finance software) - £246.72	
		Webgrowth (Server and website support x 3 months) - £90.00	