



Final Minutes of Newton and Biggin Parish Council (PC) meeting held on Thursday 30 January 2020

Ref	Minute	Text	Action
1	NPC20/01/0010	<p>Attendance - Ian Davis (ID) Chair, Parish Councillors Anne Davis (ADa), Vanessa Goulborn (VG), Rick Crane (RC), Frank Preston (FP), Rugby Borough Council (RBC) Councillor Leigh Hunt (LH) and PC Clerk Allyson Downes (ADo).</p> <p>The Chair welcomed three members of the public - Jane Morgan, Pauline Holdsworth and Fiona Haggett.</p>	
2	NPC20/01/0011	Apologies - Warwickshire County Council (WCC) Councillor Adrian Warwick (AW).	
3	NPC20/01/0012	There were no declarations of interest expressed.	
4	NPC20/01/0013	Previous minutes - the minutes from 09 January 2020 meeting were agreed as a correct record and signed by the Chair.	
5	NPC20/01/0014	<p>Matters Arising:</p> <ol style="list-style-type: none"> I. Projector security cabinet - Councillor Goulborn confirmed that there is no off the shelf security cabinet available, so measurements and quotes to make a bespoke cabinet will be sought. II. Village Hall (VH) Internet - it was agreed to proceed with organising the site survey to determine capability and costs, subject to double checking the quotations received from PlusNet unlimited business broadband. III. Notice Board for Ellis Gardens - it was noted that the cheapest quote from the Noticeboard Company (£449.00 + VAT) exceeded the amount previously agreed (£300) and the Clerk would further explore lower costs and proceed to order once confirmed by councillors via email. It was agreed that a header is to be included in the quote and installation would be by local volunteers. IV. Drainage ditches, blocked drain and slippery pavement – Following a site meeting (arranged by Councillor Adrian Warwick) between the Chair and the WCC Highways Officer, arrangements had been made to clean the pavements and stabilise the access to St Thomas Cross. The gulleys at the junction had been jetted and were running freely but it was noted that blocked ditches were causing mud from fields to discharge onto the highway. WCC would advise the farmer of his/her responsibility to maintain the ditches. V. Siting and planting the new planters - It was agreed to site one planter at the front of the Church and the other at the entrance of the village on the northern side. ADa and VG would purchase gravel and compost and organise siting and planting. VI. Burial ground payment - the Clerk confirmed that Clifton would not request payment this financial year and this funding would be re directed to the VH improvements. VII. Website - it was noted that updating the website is in hand. VIII. Speed Guns - it was noted that Wolvey PC had bought speed guns which NPC could 'rent'. Organising collection of speed data would require a Community Speed Watch Group to take responsibility for collection of the data to send to the police. It was agreed that publicity for this activity would be added to the March/April Newsletter and the PC would pay for equipment and training. 	<p>VG</p> <p>ADo</p> <p>ADo</p> <p>AW</p> <p>ADa VG</p>



		<p>IX. Pothole repair - it was noted that Highways had repaired the reported pothole on Newton Lane.</p> <p>X. VH internal building works - the Chair reported that the start date had moved and was now scheduled to begin on 10 February 2020 and would take around two weeks. Ruth Hughes who administered VH bookings, had been informed. The kitchen had been purchased and on receipt of an invoice, the Clerk would reimburse the purchaser. The Chair reported that installation of the patio door would be included in the works and RBC had confirmed that planning permission was not required for this work. The new patio doors would be kept locked and the key would not be available to hirers. It would be at the discretion of the PC to decide when it was appropriate to have the doors open to prevent any noise nuisance to local residents. Planning permission would be required for the planned porch and pointing. The PC would progress the application.</p> <p>XI. Preparation for VE Celebrations - Jane Morgan as representative of the Events Committee, reported that the committee had not met, but a meeting is planned where activities will be agreed. This will be an item on the February PC agenda.</p> <p>XII. The PC formally thanked Jane Morgan for sharing contact with Ram Singh who had kindly donated 8 Elm Trees for planting in the Butterfly Conservation area. It was agreed that the PC would pay for delivery on receipt of an invoice and volunteers from Butterfly Conservation would undertake planning under the supervision of Mike Slater.</p>	<p>ADo</p> <p>ADo</p> <p>IA</p> <p>ADo</p> <p>ADo</p>
6	NPC20/01/0015	<p>The Standing Orders were suspended to enable members of the public to address the Parish Council.</p> <ul style="list-style-type: none"> Fiona Haggett asked the PC if there was any knowledge of the circumstances around re-surfacing work outside of her property, which had been unprompted and poorly finished. The Chair agreed to pursue. Fiona Haggett asked for a view from the PC should she pursue adoption of the highway outside the front of her house and that of her next door neighbour, into her property boundary as there are significant costs associated with this activity. The PC confirmed that they would raise no objections. 	IA
7	NPC20/01/0016	Resumption of Standing Orders.	
8	NPC20/01/0017	The budget for 2020/2021 of £18,000 was ratified and the Clerk would confirm to RBC to enable payment of the precept in line with their procedures.	ADo
9	NPC20/01/0018	<p>The Clerk asked the PC to pay for specific software 'Scribe' to support provision of accurate financial reporting. It was noted that this bespoke software was used by many Parish Councils to save time and provide assurance to Councillors on accuracy and confidence around provision of the AGAR (Annual Governance Assurance Return), a statutory requirement. Payment for Scribe was agreed and it was noted that this would be an annual charge of £257+ VAT.</p> <p>The Chair reported the financial position and likely underspend which would be carried over to 2020/2021. The bank reconciliation and I&E report for January 2020 is as follows:</p>	ADo



BANK RECONCILIATION & I&E REPORT January 2020			
1. Income			
Bank Statement 98 - Balance as at 02 December 2019 £34,165.35			
Less Cheques drawn			
484 Eon (Oct)	34.82		
485 Butterfly Conservation	257.93		
486 Honorarium	83.33		
487 Copy shop account	148.58		
490 Clerk Salary	202.88		
491 Planters	1,293.60		
492 VH Projector	2,290.44		
Add Receipt from VH Committee	4,000.00		
Bank Statement 99 - Balance as at 02 January 2020 £33,853.77			£33,853.77
Less 8 Unpresented cheques drawn and not shown on statement			
488 Eon (Nov)	33.69		
489 HMRC	50.80		
493 Honorarium	83.33		
494 Salary	194.51		
495 HMRC	48.60		
496 EON (Dec)	37.00		
497 Web Growth	120.00		
498 WALC	30.00		
			33,255.84
2. Expenditure			
(i) Capital			
VH internals	10,000.00		
Street furniture	6,000.00		
			16,000.00
(ii) Outstanding Revenue Commitments - projected to year end			
SLCC (expected Jan)	76.00		
Clerks Salary (Jan, Feb & March @253.68 = 761.04)	761.04		
E.On (Jan, Feb & March @ £37.00 = 111.00)	111.00		
Buriel Committee	750.00		
IT support and development (Jan, Feb & March @ £30 = £90.00)	90.00		
Misc training	30.00		
Printing and consumables (PC papers)	60.00		
Misc (honorarium) Jan, Feb, March @ £83.33	250.00		
Planters and bulbs (planters paid and bulbs outstanding)	480.00		
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			4,718.04
(iii) Reserves (includes £5,344.00 from 19/20 budget)			12,000.00
VAT to be claimed thus far £619.05			619.05
3. Unallocated			1,156.85



10	NPC20/01/0019	The PC noted that there were no comments on Planning Application R20/0005, rear extension, Newton Road, Newton and this would be communicated to RBC planning department.	ADo
11	NPC20/01/0020	The Chair described the four yearly scheduled election process planned for 7 May 2020 where all councillors are up for election. The process is supported by the RBC Electoral Team and nomination packs and the statutory timetable will be sent to the PC in March.	
12	NPC20/01/0021	Great British Spring Clean - the dates of 20/03/20 to 13/04/2020 were noted and it was agreed that the PC would sign up to this national initiative to receive promotional material and would organise the annual Litter Pick.	ADo
13	NPC20/01/0022	Air Ambulance Recycling Bin - after debate, it was agreed not to support placing of a recycling bin at the VH and the Clerk would confirm with the organisers and suggest they approach the Stag and Pheasant.	ADo
14	NPC20/01/0023	<p>Key Policy Documents - It was noted that the following policies are due for review. This is important for operational reasons as well as to ensure they are up to date for inclusion, along with other key documents, into the RBC grant application for VH works:</p> <ul style="list-style-type: none"> • Standing Orders • Equality and Diversity Policy • Health and Safety Policy • Safeguarding Policy <p>The Clerk would review these and send to Councillors for amendment and adoption. There is also a requirement for a Reserves Policy a draft of which the Clerk will provide.</p>	ADo
15	NPC20/01/0024	Parish Emergency Plan - The Chair committed to complete the new Emergency Plan for adoption by the PC.	
16	NPC20/01/0025	Date and time of next meeting was noted as Thursday 20 February 2020 - venue to be confirmed	
		There being no further business, the meeting concluded at 8.10.	

Minutes prepared on 1 February 2020 by A Downes - Clerk and Responsible Finance Officer
Chair - I Davis