



Newton and Biggin Parish Council

Minutes of the meeting held on Thursday 18th May 2017 at 7.30pm in Newton Village Hall

1. The clerk chaired the meeting for the election of the Chairman, ID proposed and FP seconded Dave Carter as Chairman, it was unanimously agreed he be elected as Chairman, he signed the Acceptance of Office form and then took the chair.
2. DC proposed and ID seconded Jim Hotten as Vice-chair. It was unanimously agreed he be elected as Vice-Chair.
3. Present. D. Carter (Chair), J. Hotten (Vice-chair), F. Preston, I. Davies, A. Davies, Adrian Warwick (newly elected County Councillor), L. Hunt (Borough Councillor), and Sarah Palmer (Internal Auditor).
4. There were no apologies.
5. Public recording of proceedings. This did not apply as there were no members of the public.
6. There were no Declarations of interest.
7. The minutes of the meeting held on 16th March 2017 were approved by everyone and signed by the Chairman.
8. Matters arising.
 - a) Item 11. The litter pick had been successful. 12 people had turned up to help, there was not as much rubbish removed as in previous years, RBC had supplied the equipment and taken the rubbish away.
 - b) Item 9. JH reported he was in the process of obtaining quotes for additional street lights.
 - c) Item 13. LH had been investigating broadband problems at The Hollies due to their supply coming from a different source (Swinford). This was to be rectified with the supply being rerouted from a new cabinet in Newton. It was noted that when the development at field by The Leys of 40 houses went ahead it would be up to the developer to deal with the broadband there.
9. Appointment of sub committee/miscellaneous representatives
 - a. Burial Committee – JH and FP – JH supplied the clerk with their year end Accounts.
 - b. Charities – AD
 - c. Allotments – ID
 - d. Emergencies – DC and ID
 - e. Village Hall – FP
10. The contract of employment was signed by Heather Miles (the new clerk). She pointed out that the Parish Council was not named on her insurance and all agreed this was acceptable.
11. Appointment of internal auditor. The clerk explained that there had not been time to appoint an Internal auditor at a meeting so one was appointed out of meeting. JH proposed and ID seconded that Sarah Palmer be appointed internal auditor retrospectively, all were in favour of this and it was approved.
12. Submission of annual return for the year ended 31st March 2017. Sarah Palmer kindly talked the Parish Council through the revised financial report which she had drawn up. She had removed all the unrepresented cheques except a cheque for £7,784.40 for eon and 3 cheques



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of £42 made out to HMRC. This left a total balance per cash book at 23/3/17 of £15,988.37 and a balance as per statement on 29/3/17 of £23,898.77.

- a) The Annual Governance Statement 2016/17 was read through and explained by Sarah Palmer, filled in by the Chairman and approved by members. It was then signed by the Chairman and the Clerk.
- b) The accounting statements for 2016/7 were explained by Sarah Palmer and approved by members and signed by the Chairman and the clerk. It was agreed that the Clifton and Newton Joint Burial Committee had not received a precept from Newton and Biggin Parish Council since March 2015 and they were operating separately from the Parish Council and members felt they would not need to show their income on the annual return and this would be mentioned in the covering letter when the audit was sent in.
- c) The Annual Internal Audit. Sarah Palmer talked members through her findings and comments on this and explained why she had put 'no' for three of the objectives. She then signed the form and dated it.

She was thanked by the Chairman for all her hard work carrying out the internal audit.

13. It was proposed by DC that the website host/provider be changed to Web Growth Consulting. All agreed to this.
14. Planning
 - a) R17/0517 St. Valery 102 Newton Road – erection of single storey rear extension. This had been circulated to all members and had now been approved by RBC.
 - b) R17/0037 Unit 14 Tripontium – The haulage application had been approved. The bus maintenance depot and bus company application had been refused.
 - c) R17/0254 34 Newton Lane – fence line. This had been approved.
 - d) R17/0841 Reserved matters for 40 houses on Newton Lane, adjacent to The Leys. It was agreed the developer would be asked to meet with the Parish Council before any comment would be submitted.
15. Provision of a dog waste bin. ID had contacted RBC who were happy to supply and install a dog waste bin at the allotment site on Little London Lane (private land) at a cost of £225.10 (Newton would pay for half the cost). RBC would regularly empty it FOC. All agreed ID could arrange this and for the bill be sent to the Parish Council.
16. Correspondence – there was none.
17. Finances
 - a) There was currently £29,755.78 in the bank account. The unrepresented cheques had been written off but there was still £7,910 saved for cheques to be reissued. This left £21,845.78. The clerk was instructed to contact eon about the outstanding bill and could raise a cheque out of meeting. The vat up to December 2016 was being reclaimed.
 - b) Payments due

WALC membership	234.78
RBC uncontested election	142.99
Web Growth – IT	81.00
Eon – st light electric	48.95
Eon – st light maintenance	71.12
Came and Co. Insurance	364.47



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Heather Miles – clerk	345.06
Cardiac Science – defibrillator	1,542.00

Total 2,830.37

- c) Lloyds bank had sent a form for change of address for the parish council, to remove R. Greenaway and J. Leggatt as signatories and to add Jim Hotten and Ian Davies as new signatories. This was filled in and signed by the two new signatories and two existing signatories.
- d) Purchase of printer for the clerk. The clerk informed members she had been given a printer so did not need a new one but asked if she could submit receipts for cartridges for it occasionally. It was agreed this could be done.
18. Review of insurance – the renewal was circulated. Members queried whether there was cover for the bus shelter, street lights, the village hedge trimmer and strimmer. The cheque was raised and could be paid when the above matters agreed.
19. Review standing orders – everyone was happy to review and approve them.
20. Picnic site – it was agreed to keep locking and unlocking the picnic site for the time being and to review it at the end of October. It was suggested a rota for locking could be drawn up.
21. Joint event with Clifton upon Dunsmore. Newton Parish Council had been invited to joint Clifton’s fete which the parish council were organising. Newton had a Village open day planned in July but had cancelled their fete which was due to be held on the same day as Clifton’s. It was agreed Rosemary Preston would contact Clifton thanking them for the opportunity to join them but declining the offer.
22. Walkers on Victoria Andrews’ field. This was raised at the Annual Parish meeting. DC had contacted the Rights of Way Officer at WCC who would deal with it in order of priorities.
23. A cheque for £1,542.00 was raised for DC to purchase a defibrillator. It would then need installing by an electrician.
24. There were no items for inclusion at the next meeting.
25. The date of the next meeting was arranged for Thursday 29th June.

The meeting closed at approx. 9.30 p.m.

Chairman

Date