

## Newton and Biggin Parish Council

Minutes of the meeting held at 8pm on 19<sup>th</sup> June 2013 at The Village Hall, Newton.

1. **Present:** Dave Carter, Frank Preston, Judith Leggatt, Anne Davies, Cllr P Morris-Jones, Cllr L Hunt and one member of the public.
2. **Apologies:** Richard Greenaway, PC S Crabbe-Bailey
3. **Declarations of Interests:** None
4. **Minutes of the meeting held on 09<sup>th</sup> May 2013:** The minutes were agreed and signed.
5. **Items arising from minutes of meeting held on 09<sup>th</sup> May 2013:** There were no matters arising.
6. **Correspondence:**
  - a. Circulars handed over for circulation of the councillors and emails forwarded to councillors were briefly discussed. Judith Leggatt requested that the clerk requests the hard copy of the WALC newsletter for circulation as she found it easier to read from a paper copy than on a computer screen. It was agreed that the council take advantage of the special offer to purchase a copy of Local Council Administration 9<sup>th</sup> edition, by Charles Arnold Baker and Paul Clayden.
  - b. The clerk has received an update of the electoral register, which she will file.
  - c. The dates set for the next council meetings have been requested from Louise Boffey so that she can organised the Fosse Forum meetings. It was decided to discuss this in agenda item 11.
7. **Superfast Broadband:** Cllr Leigh Hunt updated the parish council that BT has started working alongside the RBC in the project office and RBC are hoping to learn from the experience of BT workers from the commercial scheme in a “fast start” meeting.
8. **Community Asset:** Dave Carter has been making enquiries as to how the village could make the pub a community asset, should the villagers want to do so. Dave Carter explained that if the pub were made a community asset there could be many positives for the local community such as securing the pub, additional facilities might include the provision of food, parcel collection point, and a potential site for a village play area. Dave Carter explained that if the pub were made a village asset, the village would have six months in which to make a bid for the pub. Leigh Hunt agreed that if the pub were listed as a community asset the village would have six months to raise the money and bid for the pub. However the pub owners do not have to accept that bid so there are no guarantees that if the village does raise the money and bid for the pub, that they will be successful. She added that if the pub is listed as a community asset then it would be more difficult for potential developers to obtain change of use for the property. Dave Carter said that there were no guarantees but felt that the village should look into the matter. He added that the parish council should facilitate and not fund it and when asked how funding could be achieved suggested shares could be offered. Dave Carter reiterated that the PC would not fund the project.

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Dave Carter proposed that the parish council agreed in principle to the pub being listed as a community asset and a village meeting in the village hall is to be called to gauge the villagers' opinions.

Judith Legatt seconded the proposal and all the councillors were in agreement.

It was decided that the meeting should be organised for 05.07.13. Dave Carter has drafted a leaflet and would circulate it via email for the councillors' agreement, before printing and doing a leaflet drop to notify the villagers of the meeting.

Dave Carter said that the PC's role was to facilitate but not lead in getting the pub listed as a community asset. Judith Legatt asked Dave Carter if there was massive interest would he be part of the group and Dave Carter said that he would be interested in preserving and improving the pub.

9. **Picnic Site:** As Mick Stent has left Rugby Borough Council Anne Davies is to ask Ian Davies to e-mail all the parish councillors, with an update on progress at the site.

10. **Highways:**

- a. **Gritting:** Dave Carter asked Cllr. Morris-Jones if a way forward was to ask the scrutiny committee into the situation. Cllr. Morris-Jones said that the first point of contact should be the portfolio holder, Cllr. Peter Butlin and the new area manager. There was a discussion about the council had already approached WCC and although it has been said that Newton's gritting should be in the review, nothing definite had been decided and NPC were keen to sort it out before the new gritting routes were printed. Cllr. Morris-Jones stated that he thought there was a good case for the section of road to the A5 to be included in the gritting route. Dave Carter then asked Cllr. Morris-Jones if in his view it was worth approaching the scrutiny committee about the question of gritting and Cllr. Morris-Jones said that it might be worth trying, although he had never heard of this approach before. Leigh Hunt added that RBC had an annual scrutiny workshop for items that were need of further scrutiny. She asked Cllr. Morris-Jones to follow it up and Cllr. Morris-Jones agreed to do so.
- b. **State of roads:** Dave Carter had called Kevin Blount, the temporary replacement for Kish, who had told Dave Carter that it was hoped that a permanent replacement for Kish would be appointed within two months. The manager for the highways department of north Warwickshire is Mervin Hancock. Dc is going to call WCC and ask for a meeting to be arranged in Newton with Kish's replacement to discuss the roads with him/her.

11. **Village Hall bookings and parish council meetings:** Dave Carter asked whether those present were happy to change the regular parish council meeting day to Wednesday. Frank Preston said that as the tap dancers were planning to continue for a while on Thursday nights at the village hall then the council meetings should be changed to Wednesdays. It was said that if planning meetings clashed with the tap dancers then it would be okay if the tap dancers had to miss an occasional session. No-one raised any objections. Frank Preston proposed that the parish council's regular meeting evening should be

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changed from Thursdays to Wednesdays. Dave Carter seconded the proposal and everyone was in agreement.

**12. Planning:** Ref: R13/0175 Springpools Fishery, Newton Lane Newton CV23 0AQ Certificate of lawfulness for use of building as a residential dwelling. No observations were made so no further action needed.

**13. Consultation: DIRFT:** There has been notification that there is to be a meeting on 08.07.13 regarding the consultation about the DIRFT development. Newton Parish Council have been invited to send a representative. Dave Carter thought that it was important that NPC was represented. Because of other parish councillors working commitments, Judith Leggatt offered to attend. The clerk is to email the organiser to confirm Judith Leggatt's attendance.

### 14. Finances:

- a. **Audit:** audit form for 2012 – 2013 for approval and signing. The clerk reported that although the internal auditor had had the books for auditing since after the last meeting, he has not completed the audit and will not sign the internal audit section of the audit form until the council has agreed the accounts and the chair has signed section 1 of the form. The clerk's understanding of the audit procedure is that the council cannot agree and sign until the internal auditor has checked, approved and signed his section 4 of the audit form. The clerk had checked the procedure with Alison Hodge of WALC who confirmed in an e-mail that "the internal auditor should sign section 4 before the form is presented to the chair for signature." Because of the apparent stalemate between the internal auditor and the clerk it was decided that as time was now running short before the audit return by date of 01.07.13, that the clerk should collect the books from the existing internal auditor and a different auditor should be asked to complete the internal audit. The clerk was asked to approach Ray Clements or Sarah Palmer, who both have experience of auditing council books. It was proposed by Judith Leggatt that either Dave Carter or Anne Davies should sign the form on the council's behalf once the internal audit section had been completed and signed, without calling an extra council meeting. Frank Preston seconded the proposal and all were in agreement.

b. **Statement of accounts:** The latest accounts and bank statement were shown to the council.

c. **Accounts for payment:** The following payments were approved and cheques signed.

30.05.13	Insurance renewal	£369.04
19.06.13	Eon street lighting maintenance	£106.68
19.06.13	R Greenaway (skip hire)	£105.00
19.06.13	Eon Electricity for May and June	£97.77

The clerk said that she had not received details of her salary and PAYE in time for the meeting and would present them when she had received them. Dave Carter asked the clerk to find out details of the national agreed pay rise for clerks.

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15. **Items for inclusion in next meeting:** A resident had reported a broken street light in The Paddock to Judith Leggatt and she had organised its repair. Judith Leggatt gave the clerk the telephone number for the reporting of faulty street lights for future action. Judith Leggatt mentioned that there were large pot holes that needed attention.
16. **Date of next meeting:** 31<sup>st</sup> July 2013 at 8pm at the village hall. It was agreed to set the next three meeting dates on a rolling basis at every meeting. It was agreed that future meetings would be held on Wednesday 31.07.13, 11.09.13 and 30.10.13.
17. **Motion to exclude the public:** Item not required as no update available yet.

Signed

Date