

NEWTON AND BIGGIN PARISH COUNCIL

Minutes of the meeting held on 20th September 2012 in Newton Village Hall

1. **Present:** Cllrs. D. Carter (Chairman), A. Davis (vice-Chairman), F. Preston, J. Leggatt , R. Greenaway, PCSO S. Bailie-Crabtree, PCSO N. Vernon and M. Stent RBC
Cllr. L. Hunt also attended.
2. **Apologies:** Cllr. P. Morris-Jones
3. **Declarations of Interest:** None
4. **Minutes of the extra-ordinary meeting held on 16th August 2012:** Two minor corrections were made. In item 9, a name was changed from Ray Moyle to Ray Millward. In item 12g, Newton Road was changed to Newton Lane. The alterations were made and initialled by the clerk and the chair signed the minutes as correct.
5. **Matters arising from the minutes of the extra-ordinary meeting held on 16th August 2012:**
6. **Correspondence:**
 - a. **Council tax reforms:** DC said that it was hoped that Rugby Borough Council would be making up any short fall in the council tax revenue. LH confirmed that she was hopeful, in principle, this was going to be the case but it would have to go through due process at the RBC and the cabinet were due to meet in November 2012, when the item would be discussed.
DC confirmed that NPC would be setting their budget in November 2012.
 - b. **Warwickshire County Council Rights of Way Volunteer Agreement:** LH suggested that WCC were trying to get volunteers to maintain the rights of ways. A discussion followed about what would happen if the council did or did not sign the agreement. DC took the document in order to study it in more depth.
 - c. **WALC AGM:** Handed to DC for distribution in circulars
 - d. **Audit Commission appointment of external auditor 2012/2013:** Grant Thornton have now been appointed as external auditors for the next 5 years, replacing Clement Keys.
DC added that because there had been a change in clerk, RBC would be calling in the books before the external audit. DC also requested that the accounts be audited by Ken Maycock up to the time of change over from Heather to Sarah as clerks and financial officers.
 - e. **Rugby Borough Council Housing Strategy - second phase:** There was an extension of time for the consultation. LH said that she had some questionnaires regarding it which she would pass on to DC.
DC asked those present if anyone had any comments. JL saw no reason to make comments and DC replied that commenting might offer the parish council some protection. LH agreed with him.
 - f. **NALC LTN 28 Basic Charity Law:** Handed to DC for distribution in circulars.
 - g. **NALC LTN 21 Local Councils help for Village Halls:** JL said that is was relevant to the village at the moment and it was agreed to discuss this matter in item 14 a.
 - h. **Fields in Trust and the Great Legacy Debate:** Handed to DC for distribution in circulars.
 - i. **Invitation to Mayor's Parlour:** JL had attended the event and the email was handed to DC for distribution in circulars for in. formation.

7. **Update from the appointments Committee:** Heather Miles was thanked for her years of contribution as clerk to the parish council and DC said she would be sorely missed. JL added that Heather had been a valuable source of information and had always been bright and cheerful. Heather was presented with a leaving gift from her colleagues and thanked everyone for her time as clerk to the parish council. A vote of thanks for Heather's services to the council was proposed by DC and all present were in agreement.
- Sarah Esworthy was introduced as the new clerk to the parish council subject to the parish council's approval. DC proposed that Sarah's appointment should be approved and FP seconded her appointment and the council were in agreement.
- AD and JL reported that they had spoken to Alison Hodge of SLCC and the parish council do not have to contribute to a pension for the clerk as she is below the earnings limit.
- DC thanked AD and JL for their work in appointing the new clerk.
8. **Standing Orders:** DC stated that standing orders need to be reviewed on an annual basis. JL said that conduct had recently been looked at and she thought that the parish council was compliant with the regulations. DC volunteered to look at the standing orders and report back at the next meeting. The clerk is to provide him with a copy of the standing orders, which are not on a computer.
9. **Planning:**
- a. **A5 Tripontium:** DC said that this application is not actually in the parish. LH said that the applicant had actually called the application in because what was actually happening on the ground is not what is on the plans. Nisa at RBC was negotiating changes with the applicant, but as the application stands, Nisa was recommending that planning is refused. LH also recommended refusal.
- DC asked whether the council wanted him to print out the application for distribution in the circulars. LH agreed that the proposals were worth commenting on as a council and the application was coming up in the next 6 – 8 weeks.
- b. **Decisions:** shed
10. **Council IT:** DC is to ask Adam Steadman, of The Tech Factory to make sure the parish council members all had access to their new newton parish council email addresses.
11. **Highways:**
- a. **Tree pruning in Sliver Street and Newton Road:** DC reported that the tree pruning had now been completed right down the footpath.
- b. **Gritting Route:** DC had emailed Kish at WCC and was waiting to hear back from him with a date and time to walk the gritting routes and negotiate a price. JL said she had previously spoken to M Hancock about the road between the bus shelter and the A5 which needed to be included in the route because in icy weather this road became impassable and as it was on a bus route disturbed access to and from the village, especially school buses.
- There was an enquiry about the area just outside the parish boundary towards the A5 that affected access to the village, but was actually the responsibility of Churchover Parish Council. LH suggested that DC approach CPC informally and see whether NPC could take over the gritting of this section of road as the A5 seems like a more natural boundary.
- JL had previously spoken to a resident in this section and they had told her that he did not want to part of Newton as he was happy being in the parish of Churchover. LH thought that the property was now empty so it might be worth informally approaching Churchover before their next meeting on Monday. DC asked if everyone was in agreement and there were no objections to him making the informal approach about the parish boundary.

DC and JL are to report back to the parish council if either of them hears from Mervin or Kish regarding the gritting.

12. Consultations:

- a. **RBC Housing Strategy:** covered in item 6e
- b. **Coton Forward Proposals:** DC and AD had attended a meeting at Brownsover Hall earlier this evening but very little had come out of it as nothing seemed to be “cast in iron” and there were no proposals or time scales as yet. DC said he had thanked Jill for inviting them and was hopeful that communications would be kept open. LH thought it likely that a representative of Newton Parish Council would be invited to the neighbourhood forum that was being set up.

13. **Update on Super Fast Broadband:** DC said that a second drop of leaflets had been distributed and people were phoning for a hard copy. LH said that she had attended a meeting today and an imminent announcement was due and a questionnaire was to be distributed.

14. Finances:

- a. **VAT on Village Hall:** JL referred the council members to LTN 21 Local Councils Help for Village Halls, and asked whether the parish council could reclaim the VAT on the last payment, which amounted to £776. RG clarified that VAT could not be claimed back from the Village Hall Committee as they are not VAT registered. FP, as chair of the Village Hall Committee had written to the parish council requesting a grant of £600 + Vat to sand and recoat the floor of the hall before he was aware of the £776 shortfall. FP said in light of the VAT shortfall, this year’s grant of £500 from the parish council to the Newton Village Hall Committee should be put towards the VAT. DC asked if there was enough surplus in the account to cover the difference between the £500 and £766 i.e. £266. Heather Miles said that there should be. DC proposed that Newton Parish Council paid the £766 shortfall for VAT as £500 instead of a grant to the village Hall and £266 out of the account. Those present were in agreement.
- b. **Accounts for payment:** The following accounts were submitted for payment.

EON street lighting maintenance quarter ending 31/08/12	£106.68
Eon Street lighting electricity	£49.69
The Tech Factory	£67.32
H Miles	£214.99
Midland Admin Payroll Services	£12.00
Warwickshire County Council	£12.84
- c. **Statement of accounts and summary of expenditure:** Sarah explained that she had started to use an excel spread sheet to present the accounts. She did not have all the figures as she has not got the up to date bank statement and balance.
- d. **Change of address for bank statements:** Sarah requested that the form from the bank was signed by account signatories and DC and AD signed the form to redirect the bank statements to Sarah’s address. Enquiries are to be made about on line banking.

15. **Items for inclusion in November’s meeting:** The following items are to be included on the next agenda.

- a. New children’s play area
- b. Riley’s site
- c. New register of interests

- d. Gritting
- e. Churchover boundary

16. **Date of next meeting:** The date of the next meeting was arranged for Thursday 01st November 2012 at 8 p.m. in Newton Village Hall

Chairman
01st November 2012