



Newton and Biggin Parish Council

You are cordially invited to the Public Parish Council Meeting to be held in the Newton Village Memorial Hall - Thursday 28th April 2022 at 7.30 pm

AGENDA

1. **Present**
2. **Apologies**
3. **Declarations of Interest regarding items on the agenda - All**
4. **To agree the draft minutes from meeting held on 24 February 2022 and 31st March 2022– All**
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on repair of benches – RC
 - II. Update on St. Thomas Cross signage - ID
 - III. Update on hedgerow gaps, Great Central / Great Burnet Close – ID / EH
 - IV. Village Hall aluminium ramp – RC
 - V. Update on Village Hall energy efficiency - ID
6. **Suspension of Standing Orders: An opportunity for any issues raised by Members of the Public to be considered by the Council, subject to the agreement of the Chair**
7. **Resumption of Standing Orders**
8. Arrangements for the Platinum Jubilee
 - a. Commemorations – ID
 - b. Celebration Working Party update – RT / ID / EH
9. Village Hall Trustee Management – ID / RB
10. The Fisheries Site (Reilly's) – outcome of appeal - ID
11. To agree Parish Council meeting dates for 2022/23 – RB
12. Policies due for review & approval – All
 - I. Standing Orders
 - II. Equality and Diversity Policy
 - III. Safeguarding Policy
 - IV. Health and Safety Policy
 - V. Financial Reserves Policy
 - VI. Financial Procedures
 - VII. Transparency Code
 - VIII. Complaints Procedure
13. Preparation for Internal Audit & Annual Return (AGAR) – RB / ID
14. Asset Register – review and approve updated version – RB
15. To note Planning applications received and PC response to consultations - ID
 - I. R22 0084 - 31 Betony Road, Rugby, CV23 0FB (Coton) for residential loft conversion – **Parish Council responded with no objections.**
 - II. R22 0224 - 10 Newton Lane, Newton, CV23 0DZ for proposed single storey rear extension, along with a single storey wrap around extension to the front elevation and associated internal alterations – **Parish Council responded with no objections.**



Newton and Biggin Parish Council

III. R22 0019 - 31 The Leys, Newton, CV23 0EA for PAX – erection of a single storey rear extension - **Parish Council responded thanking RBC for the consultation but noted this is a prior approval application and the need for planning permission is a technical matter for the LPA on which the Parish Council has no observations.**

IV. R21 1149 - 3, Great Burnet Close, Rugby, CV23 0LF – single storey rear extension – **Planning permission has been approved by RBC.**

16. Parish Council Finance Report – RB

- I. Financial position and bank reconciliation report (for February and March)
- II. VAT reclaim update
- III. Village Hall Committee annual accounts
- IV. Payments for approval:

Payments for approval	NET	VAT	TOTAL
McAfee Total Protection (security for new laptop)	£15.85	£3.17	£19.02

V. To note Direct Debits and payments made in period (with pre-approval):

March / April 2022			NET	VAT	TOTAL
FPO – 28/02/22	NPC22/03/0402	Timber for benches (reimbursement)	£63.24	£12.65	£75.89
FPO – 28/02/22	NPC21/08/0305	Honorarium – grass-cutting for February	£30.00	£0.00	£30.00
FPO – 01/03/22	NPC20/06/0100	Honorarium - picnic area gates for February	£83.33	£0.00	£83.33
FPO – 04/03/22	NPC20/06/0100	Staffing for February	£364.26	£0.00	£364.26
FPO – 04/03/22	NPC20/06/0100	HMRC for February - Staffing PAYE	£86.80	£0.00	£86.80
FPO – 04/03/22	NPC22/03/0402	Defibrillator Battery	£230.00	£46.00	£276.00
DD - 21/03/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
FPO – 31/03/22	NPC21/08/0305	Honorarium – grass-cutting for March	£30.00	£0.00	£30.00
FPO – 31/03/22	NPC22/03/0402	WALC training courses x 2	£105.00	£21.00	126.00
FPO – 31/03/22	NPC22/03/0402	Back pay	£35.91	£0.00	£35.91
FPO – 31/03/22	NPC22/03/0402	Butterfly Conservation (Five Arches)	£316.80	£0.00	£316.80
FPO – 31/03/22	NPC22/03/0402	New laptop set up by Webgrowth	£75.00	£0.00	£75.00
FPO – 31/03/22	NPC22/03/0402	Legal Fees for Village Hall deed of trust	£416.50	£83.30	£499.80
FPO – 01/04/22	NPC20/06/0100	Honorarium - picnic area gates for March	£83.33	£0.00	£83.33
FPO – 01/04/22	NPC22/03/0402	Scribe Accounts annual subscription	£288.00	£57.60	£345.60
FPO – 05/04/22	NPC20/06/0100	Staffing for March	£458.04	£0.00	£458.04
FPO – 05/04/22	NPC20/06/0100	HMRC for March - Staffing PAYE	£110.20	£0.00	£110.20
FPO – 05/04/22	NPC22/03/0402	WALC annual subscription	£335.00	£55.00	£390.00
DD – 22/04/22	NPC20/06/0100	Npower – outstanding invoice for electricity for Jan	£67.56	£3.38	£70.94
DD – 22/04/22	NPC20/06/0100	Npower – outstanding invoice for electricity for Feb	£58.33	£2.92	£61.25
DD - 25/04/22	NPC20/08/0133	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/04/22	NPC20/06/0100	Npower – electricity for March	£60.88	£3.04	£63.92



Newton and Biggin Parish Council

VI. To note receipts in period:

March / April 2022		TOTAL
BGC – 22/02/22	VAT (form 126) refund from HMRC	£1,706.33
BGC – 11/04/22	Precept part one from RBC	£10,552.79

17. **Closure of Council Meeting.** The Council resolve to exclude members of the public and press from the following item of business (18.1) due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. (As per Newton and Biggin Parish Council's Standing Orders 3-D)

I. Clerk's salary review – **Confidential**

18. Date and time of next Public Parish Council Meeting – 26 May 2022 at 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 21 April 2022