



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 24th November 2022 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC22/11/0551	<p>Present - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Bob Threadgold (BT), Anne Davis (AD), Rick Crane (RC), Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance – Rebecca Barry (RB), Clerk.</p> <p>Members of Public - There were three members of the public present.</p>	
2	NPC22/11/0552	Apologies – Andy Newnham (AN) – Illness	
3	NPC22/11/0553	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC22/11/0554	Agreement of minutes from the previous meeting - Minutes of the meeting held on 27 th October 2022 were agreed as a correct record and signed by the Chair.	
5	NPC22/11/0555	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on request for signage near the church to warn of elderly people crossing – The Chair recapped the history with this item and reported that there was no progress yet with relocating the sign, which the PC will be responsible for funding. The Chair agreed to contact Liberty Signs to discuss the cost of relocation.</p>	ID

		<p>II. Update on consideration of a Neighbourhood Plan – The Chair explained that the PC were investigating whether a Neighbourhood Plan would benefit the parish. The Chair is in the process of reviewing RBC Local Plan and policies; and undertaking a gap analysis. The Chair will update the PC once this work is complete.</p> <p>III. Review of Remembrance Sunday and unveiling of new Roll of Honour – The Chair reported that the service went well with no learnings to capture for next year, apart from the PC should put up the flag to avoid any issues.</p> <p>IV. Update on Christmas Celebrations – Cllr Crane reported that all plans were in hand and on schedule. The tree is being delivered on the 9th Dec and will be erected on the 10th. The lights will be switched on at 6pm and there will be an organist, carol singing, mince pies and mulled wine / squash. PC will purchase mince pies and squash and will use the Mulled Wine that is already available in the Village Hall. Cllr Crane will pay for the tree and then request to be reimbursed for the cost (£180).</p> <p>V. Update on meeting with WCC Highways – The Chair explained the history of this item and reported that WCC did provide him with an update. Funding from the s106 Magna Park developer fund is still being debated, and a detailed design is to be confirmed (for the third time). Cllr Warwick will help to progress this if necessary.</p>	<p>ID</p> <p>RC</p> <p>ID / AW</p>
6	NPC22/11/0556	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> A member of the public asked who is responsible for footpaths in the village as they were concerned that some areas were in need of repair. The Chair explained that the responsibility was with WCC Highways. 	
7	NPC22/11/0557	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC22/11/0558	<p>Update on the Internal Audit Action Plan:</p> <p>I. Review banking arrangements – The Clerk reported that internet banking applications were with Lloyds and we await confirmation of user set-ups.</p> <p>II. Generic Risk Assessment – The Clerk reported that a first draft has been produced. There has not been any progress since the October meeting due to finances and budgets being focused on. The Chair and the Clerk will meet to review the template and then circulate to Cllrs ahead of approving the format.</p>	<p>RB</p> <p>RB / ID</p>
9	NPC22/11/0559	<p>2023-24 Budget – The Chair reported that Cllrs had attended an informal meeting to discuss next year’s budget and reviewed all known costs for this year and proposed a budget for 2023-24. Discretionary spend will be reviewed after housing figures are received from RBC at the end of the first week in December. RBC have a new process this year with improved communication. The PC intend to submit a draft Precept requirement to RBC by the 9th Jan and then confirm the final Precept after approval at the January PC meeting.</p>	All
10	NPC22/11/0560	<p>Approval of updated Emergency Plan – The Council approved the updated document, and the Clerk will forward a copy to the Resilience Team.</p>	

11	NPC22/11/0561	<p>To note approved pay award from LGA for 2022-23, backdated to April 2022 – The Chair reported that the Clerk’s salary is governed by the LGA pay scales. A pay award has been approved for 2022-23 which the council will implement immediately and arrange for backpay to April 2022 to be calculated and paid.</p>																					
12	NPC22/11/0562	<p>Planning Applications – It was noted that the PC had received and responded to the following applications / consultations:</p> <p>I. R22/0720 CLIFTON LAKES, WATLING STREET, CLIFTON UPON DUNSMORE, CV23 0AQ for change of use of land to a recreational fishery including the erection of fence line to aid identification of public right of way and associated works. Includes retrospective amendments to the entrance of the site and regularisation of previously imported soils to the entrance of site and Hillcrest Lakes. <i>A detailed response has been submitted to RBC. This response can be viewed on the Parish Council website http://www.newtonparishcouncil.org.uk/planning/</i> The Chair also explained the history with this site.</p> <p>II. R22/1103 PERI LIMITED, MARKET HARBOROUGH ROAD, NEWTON, RUGBY, CV23 0AN for Prior Approval for the installation of PV panels on existing roofs <i>The Parish Council responded in support of this application and congratulated Peri Ltd on the substantial investment in solar power.</i></p> <p>III. R22/0966 UNIT 17, EUROPARK, WATLING STREET, NEWTON for Change of use from Sui Generis to B8 storage yard and retention of portacabin. <i>The Parish Council responded with no objection.</i></p>																					
13	NPC22/11/0563	<p>Parish Council Financial Report</p> <p>I. Financial position and bank reconciliation report (for October) - The Council reviewed the financial report for October, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2022/11/Financial-Report-October-2022.pdf The Clerk reported that the Council’s finances and bank account are in a healthy position, with year-end prediction fairly level against budget. Any underspend at year-end to move into the Council’s General Reserve as the PC are aware this should ideally be increased. Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved by Cllr Crane.</p> <p>II. The Council approved the following payments:</p> <table border="1" data-bbox="465 1174 1951 1385"> <thead> <tr> <th data-bbox="465 1174 1525 1217">Payments for approval</th> <th data-bbox="1525 1174 1664 1217">NET</th> <th data-bbox="1664 1174 1792 1217">VAT</th> <th data-bbox="1792 1174 1951 1217">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="465 1217 1525 1259">Remembrance Wreath (Retro)</td> <td data-bbox="1525 1217 1664 1259">£40.00</td> <td data-bbox="1664 1217 1792 1259">£0.00</td> <td data-bbox="1792 1217 1951 1259">£40.00</td> </tr> <tr> <td data-bbox="465 1259 1525 1300">Stationery – diary / planner 2023</td> <td data-bbox="1525 1259 1664 1300">£14.99</td> <td data-bbox="1664 1259 1792 1300">£0.00</td> <td data-bbox="1792 1259 1951 1300">£14.99</td> </tr> <tr> <td data-bbox="465 1300 1525 1342">2nd class stamps</td> <td data-bbox="1525 1300 1664 1342">£5.44</td> <td data-bbox="1664 1300 1792 1342">£0.00</td> <td data-bbox="1792 1300 1951 1342">£5.44</td> </tr> <tr> <td data-bbox="465 1342 1525 1385">Reimburse R.Barry for one ream of quality A4 paper</td> <td data-bbox="1525 1342 1664 1385">£5.79</td> <td data-bbox="1664 1342 1792 1385">£0.00</td> <td data-bbox="1792 1342 1951 1385">£5.79</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	Remembrance Wreath (Retro)	£40.00	£0.00	£40.00	Stationery – diary / planner 2023	£14.99	£0.00	£14.99	2 nd class stamps	£5.44	£0.00	£5.44	Reimburse R.Barry for one ream of quality A4 paper	£5.79	£0.00	£5.79	
Payments for approval	NET	VAT	TOTAL																				
Remembrance Wreath (Retro)	£40.00	£0.00	£40.00																				
Stationery – diary / planner 2023	£14.99	£0.00	£14.99																				
2 nd class stamps	£5.44	£0.00	£5.44																				
Reimburse R.Barry for one ream of quality A4 paper	£5.79	£0.00	£5.79																				

		Gift Voucher for payroll services	£100.00	£0.00	£100.00		
		Christmas Tree	£180.00	£0.00	£180.00		
		III. Direct Debits and routine payments (with pre-approval) were noted as follows:					
		November 2022		NET	VAT	TOTAL	
		FPO – 31/10/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
		FPO – 01/11/22	NPC22/04/0415	Honorarium - picnic area gates	£100.00	£0.00	£100.00
		FPO – 04/11/22	NPC22/04/0415	Staffing	£428.85	£0.00	£428.85
		FPO – 04/11/22	NPC22/04/0415	HMRC - Staffing PAYE	£103.00	£0.00	£103.00
		DD – 21/11/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – 24/11/22	NPC22/04/0415	Npower – electricity for street lighting	£52.89	£2.64	£55.53
		IV. Receipts were noted as follows:					
		November 2022					
		None					
		The Clerk reported that the Q2 VAT form 126 refund had not yet been received into the bank account and she would chase this up with HMRC.					
14	NPC22/11/0564	The meeting concluded at 7.50pm. Next meeting – 26 th January 2023 at 7.30pm, Newton Memorial Hall (No meeting in December)					