



# 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 30<sup>th</sup> March 2023 at 7.30pm

## AGENDA

1. Present
2. Apologies
3. Declarations of Interest regarding items on the agenda - All
4. To agree the draft minutes from the meeting held on 23 February 2023 – All
5. Matters arising and updates from previous minutes, not specifically on this agenda:
  - I. Update of consideration of a Neighbourhood Plan – ID
  - II. Update on inconsiderate parking in the village – ID
  - III. Update on St. Thomas Cross Signage – ID
  - IV. Update on purchase of planter for next to the newly refurbished bench – ID / RB
  - V. Update on Coton Park Residents Association and Newton & Biggin Parish Council working together – ID
  - VI. Ecological Off-setting meeting, Five Arches, update - 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. Internal audit action plan
  - I. Review banking arrangements – All
9. Update on plans for Coronation of King Charles III – All
10. Update on Coton Noticeboard and to approve moving funds into an Ear Marked Reserve – ID / RB
11. To agree Parish Council meeting dates for 2023 – All
12. To approve updated Asset Register (for Annual Return and Insurance purposes) - All
13. To re-adopt LGA Model Councillor Code of Conduct – All
14. Policies due for allocation and review: - All
  - I. Standing Orders
  - II. Equality and Diversity Policy
  - III. Safeguarding Policy
  - IV. Financial Procedures
  - V. Financial Reserves Policy
  - VI. Transparency Code
  - VII. Complaints Procedure
15. To note Planning applications received and PC response to consultations: – ID
  - I. R23/0083 at LAND ADJACENT TO 11, WATLING CRESCENT, NEWTON for Use of land to site a caravan for residential occupation throughout the year (Use Class C3) – **Responded stating that the PC does not wish to put forward any observations or evidence on the application.**
16. Parish Council Finance Report – RB
  - I. Financial report for February and bank reconciliation report.



# Newton and Biggin Parish Council

- II. Update on VAT position for Five Arches invoices.
- III. Payments for approval:

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Webgrowth server invoice (2 months)	£60.00	£0.00	£60.00
Five Arches project – wildflower seed, bugle plug plants and bluebell plants	£331.50	£14.80	£346.30
Five Arches project – ground works by PB Forestry	£646.00	£129.20	£775.20
S. Bryan - Removal of fallen tree (retro)	£120.00	£0.00	£120.00
Reimburse R. Barry for the purchase of stationery – lever arch files	£13.28	£2.68	£15.96
Reimburse R. Barry for the purchase of stationery - dividers	£6.03	£1.21	£7.24

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

<b>March 2023</b>			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
FPO – 28/02/23	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
FPO – 01/03/23	NPC22/07/0491	Honorarium - picnic area gates	£100.00	£0.00	£100.00
FPO – 03/03/23	NPC22/04/0415	Staffing	£494.08	£0.00	£494.08
FPO – 03/03/23	NPC22/04/0415	HMRC - Staffing PAYE	£119.40	£0.00	£119.40
DD – 21/03/23	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 24/03/23	NPC22/04/0415	Npower – electricity for street lighting	£36.18	£1.81	£37.99

- V. To note payments received in period:

<b>February / March 2023</b>		
FPI – 24/02/23	VHC contribution for new VH noticeboard (net of VAT)	£408.03

- 17. Date and time of next Public Parish Council Meeting – 27 April 2023 at 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 24 March 2023