



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 26<sup>th</sup> January 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/01/0565	<p><b>Present</b> - Ian Davis (Chair,) (ID,) Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN) Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk.</p> <p><b>Members of Public</b> - There were three members of the public present.</p>	
2	NPC23/01/0566	<b>Apologies</b> - Bob Threadgold (BT) - Illness	
3	NPC23/01/0567	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC23/01/0568	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 24 <sup>th</sup> November 2022 were agreed as a correct record and signed by the Chair.	
5	NPC23/01/0569	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on request for signage near the church to warn of elderly people crossing</b> – The Chair reported that there was no progress yet with relocating the sign, which the PC will be responsible for funding. Cllrs agreed to ‘park’ this issue until the new budget year.</p> <p>II. <b>Update on consideration of a Neighbourhood Plan</b> – The Chair explained that the PC were investigating whether a Neighbourhood Plan would benefit the parish, and a meeting had been held with a specialist</p>	

		<p>consultant. A large amount of resource would be required but a grant could be obtained to cover the costs, including consultants' fees. Residents would need to be involved and take on some of the workload. The process would take between 18 and 24 months. The Chair reviewed RBC's Local Plan to identify any gaps in policies, but there were very few. However, there could be a need in the future. The next step is to invite the consultant to attend a meeting to share more information.</p> <p>III. <b>Review of Christmas Celebrations</b>– Cllr Crane reported that the event was a success and was well attended with around sixty people at the switch on of the lights and forty into the church for carols. The Christmas tree looked lovely. The Council want to thank Dilys for the carols and Hannah for playing the piano.</p> <p>IV. <b>Note unsuccessful outcome of the Solar grant application</b> – The Clerk reported that the application was unsuccessful, and that feedback had been requested on two occasions, but no response received. Cllr Warwick reported that he was aware that Brinklow PC was also struggling to obtain feedback. The Clerk will keep chasing.</p>	<p><b>ID</b></p> <p><b>RB</b></p>
6	NPC23/01/0570	<p><b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b></p> <ul style="list-style-type: none"> <li>• A member of the public asked if the drains could be cleared down Newton Road to the St. Thomas Cross. Cllr Warwick agreed to get this resolved.</li> <li>• An issue was raised about a collapsed utility access hole cover, owned by Openreach, in The Paddocks. This has been ongoing since September and has been reported on three occasions but has not been resolved. The Clerk agreed to contact Openreach on behalf of the resident.</li> </ul>	<p><b>AW</b></p> <p><b>RB</b></p>
7	NPC23/01/0571	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC23/01/0572	<p><b>Update on the Internal Audit Action Plan:</b></p> <ol style="list-style-type: none"> <li>I. Review banking arrangements – The Clerk reported that internet banking applications were still with Lloyds, and we await confirmation of user set-ups. The Clerk will contact Lloyds for an update, but Cllrs are also asked to chase up their individual applications.</li> <li>II. To approve the format of the Generic Risk Assessment – Cllrs approved the document. Next step is for the formal assessment to be completed and findings reported back to full council.</li> </ol>	<p><b>All</b></p> <p><b>RB / ID / AN</b></p>
9	NPC23/01/0573	<p><b>Update on Planning Permission R22/051 Storage &amp; Distribution etc Coton Park - developer obligations in respect of local employment opportunities and ecological off-setting</b> - The Chair recapped the history with this planning application and explained that the PC objected and requested two things:</p> <ol style="list-style-type: none"> <li>1. The development would benefit local people in terms of employment strategy.</li> <li>2. The developer would contribute to The Five Arches Wildlife site.</li> </ol> <p>Planning permission has been granted and the first request has been included as a condition. The second request is around environmental off-setting and ecologists will calculate the value of what is being destroyed, and this value will be invested somewhere else. The value has been calculated at approximately £220,000. The funds will go to</p>	<b>ID</b>

		WCC Ecology unit who will decide where to direct the money, and this does not have to be locally. The Chair is making a case to request that some of the funds are used locally and is meeting the Ecologist at 11am on 15th March 2023 at the Five Arches site to discuss.	
10	NPC23/01/0574	<b>To note message from King Charles III following the death of Queen Elizabeth II</b> – The Chair reported that the PC had received a response to the letter of condolence. A card with a picture of the late Queen was received and the Chair read out the words. It was agreed that the card should be framed and displayed in the Village Hall, and posted on the website and Facebook sites.	ID / RB
11	NPC23/01/0575	<b>Coronation of King Charles III</b> – The Chair reported that £1500 has been budgeted for a celebration in Newton, and £1500 for Coton. The expected events are: Saturday – Most people will want to watch the Coronation at home or travel to London. The Stag will also be showing the Coronation. Sunday – A community event / celebration. Monday – Volunteering events. Cllr Newnham agreed to lead on the Sunday celebration, working with Newton Village Events Committee.	AN
12	NPC23/01/0576	<b>Butterfly Conservation – ‘The Warwickshire Experience’ book</b> - The Chair reported that the charity has published a book which includes a case study of Newton Five Arches site. The PC have purchased a copy for the parish, and this is available to borrow on request.	
13	NPC23/01/0577	<b>Warm Hub Grant Application</b> – The Chair reported that the PC had made a late application to the grant fund and have successfully been awarded £500. A weekly event will be held at the Village Hall with drinks and refreshments provided free of charge. The Chair and Cllr Newnham will organise and advertise the event. The Clerk reported that a condition of the grant was that energy saving advice was made available at the events, so will contact the grant provider for some information packs.	ID /AN / RB
14	NPC23/01/0578	<b>Update on St. Thomas Cross Signage</b> – The Chair recapped the lengthy history with this item. New plans have been received but are missing part of the originally agreed signage. The Chair has asked for this to be reviewed and amended, and awaits a further updated copy of the plans for review.	ID
15	NPC23/01/0579	<b>Purchase of Noticeboard for Village Hall</b> – The Chair reported (on behalf of Cllr Threadgold) that the Village Hall Committee (VHC) wish to purchase a new noticeboard to replace one that was removed during recent improvements to the building. It was agreed that the PC will purchase the noticeboard, and the VHC will reimburse the amount excluding VAT. (The PC are able to reclaim the VAT as they are Sole Trustees of the Village Hall.) It was approved that any purchases for the Village Hall can be made by the PC in future.	BT / RB
16	NPC23/01/0580	<b>Approval of 2023-24 Budget and Precept</b> – The Clerk 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. A final draft was circulated to Cllrs and a provisional precept request was submitted to RBC. The Clerk explained that the budget and precept total values are the same, as the PC has no other sources of income and there is no projected	RB

		<p>carryover of funds from 2022-23 into the new budget year. The 2023-24 tax base (projected number of properties in the parish) has decreased as it was overestimated by RBC in 2022-23.</p> <p><b>The PC resolved to approve the budget and precept demand of £21,250.</b> This is an increase of 4.93% for an average Band D property, (an increase of £2.04 a year or £0.04 a week). The Clerk will submit a confirmed precept request to RBC on 27<sup>th</sup> January and will also publish the budget details on the website.</p>	
17	NPC23/01/0581	<p><b>Approval the transfer of the remainder of ‘Legal Fees’ Ear Marked Reserve (EMR) £83.50 to ‘Ellis Gardens’ EMR –</b> The Clerk reported that all Ear Marked Reserves were reviewed as part of the budgeting process. The Legal Fees EMR was originally £500, but only £83.50 remains after paying for the legal cost of advice for the Deed of Trust for the Village Hall. The PC approved this transfer. The Clerk will make the necessary adjustments in Scribe at year end.</p>	RB
18	NPC23/01/0582	<p><b>Approve the appointment of Bill Wooliscroft (BW) as Internal Auditor for 2022-23 –</b> The Clerk explained that the PC needed to formally approve the instruction of an Internal Auditor for this budget year. Bill Wooliscroft (last year’s auditor) confirmed that he was willing to continue in the role. Cllrs approved this along with the letter of instruction and fees. The Clerk will confirm back to BW.</p>	RB
19	NPC23/01/0583	<p><b>Note the result of the Quarter 3 Asset Inspection –</b> The Clerk reported (on behalf of Cllr Threadgold) that the inspection had been completed and report passed to the Clerk. The only asset that needed review was the PC Noticeboard which needs a further coat of paint when the weather improves.</p>	BT
20	NPC23/01/0584	<p><b>Planning Applications –</b> It was noted that the PC had received and responded to the following applications / consultations:</p> <ol style="list-style-type: none"> <li>I. <b>R22/1331 34, NEWTON LANE, NEWTON, RUGBY, CV23 0DX for Variation of Condition 2 (R22/0458 Proposed single and two storey front extension and alterations to dwellinghouse) a roof window removed, and a side window added.</b> <i>The Parish Council responded with no objection.</i></li> </ol>	
21	NPC23/01/0585	<p><b>Parish Council Financial Report</b></p> <ol style="list-style-type: none"> <li>I. <b>Quarter 3 Financial position and bank reconciliation report -</b> The Council reviewed the financial report for Q3, and this is also available on the PC website:  <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/01/Financial-Report-Q3-2022.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/01/Financial-Report-Q3-2022.pdf</a>  The Clerk reported that the Council’s finances and bank account are in a healthy position, with year-end prediction fairly level against budget. This is consistent with the position last reported in November. The ‘Admin’ cost centre is overspent, but we predict to underspend on the others. Any underspend at year-end (particularly on cost centres such as ‘General Contingency Fund’ will be moved 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.</li> <li>II. <b>VAT Update –</b> The Clerk reported that VAT refunds are now being completed online, rather than completing a paper form. This means that funds will be received after around 7 days rather than a month.</li> </ol>	

The Q2 paper form sent to HMRC was not received, so was resubmitted online and received into the PC Lloyds account on 30/11/22. The Q3 claim has also been submitted online and received into the account today, 26/01/23.

III. **Electricity – street lighting update** – The Clerk reported that there have been discrepancies between the invoices received from Npower and the direct debit payment amounts, with the invoices being for a greater amount. Two queries and a complaint have been raised. The Clerk also reported that the PC are now receiving government business support for cost of living, but this has not been formally communicated to the PC by Npower. This could be the reason for the discrepancies. The Clerk will continue to chase for a response.

IV. **The Council approved the following payments:**

Payments for approval	NET	VAT	TOTAL
Reimburse Cllr Crane for the purchase of Christmas Tree (Actual cost £185.00 vs £180 approved at Nov meeting) RETRO	£185.00	£0.00	£185.00
Reimburse Cllr Crane for the purchase of refreshments for Christmas event RETRO	£30.48	£0.00	£30.48
Rugby Borough Council – Two litter bins RETRO	£195.00	£39.00	£234.00
Ethical disposal of Christmas Tree RETRO	£15.00	£0.00	£15.00
Butterfly Conservation book for the parish RETRO	£25.00	£0.00	£25.00
Microsoft 365 Annual Renewal (March)			£79.99
McAfee Security Software Annual Renewal – Reimburse R. Barry			£35.99
Coton Park Residents Association – Christmas event	£322.17	£0.00	£322.17
Website maintenance Nov / Dec	£60.00	£0.00	£60.00

The Clerk explained that both Microsoft 365 and McAfee Security software were annual subscriptions and had now been set-up to auto-renew. This is to avoid any loss of continuity especially given that all PC files are stored on One Drive (cloud based). Unfortunately, the annual renewal can only be set-up using a debit or credit card so the Clerk has had to use her own personal card, due to the PC not having any form of debit card for the account. A claim for reimbursement will then be submitted.

V. **Direct Debits and routine payments (with pre-approval) were noted as follows:**

Dec 2022 / Jan 2023			NET	VAT	TOTAL
FPO – 30/11/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
FPO – 01/12/22	NPC22/07/0491	Honorarium - picnic area gates	£100.00	£0.00	£100.00
FPO – 05/12/22	NPC22/04/0415	Staffing	£687.25	£0.00	£687.25

RB

		FPO – 05/12/22	NPC22/04/0415	HMRC - Staffing PAYE	£167.60	£0.00	£167.60
		FPO – 09/12/22	NPC22/04/0415	Website maintenance Sept / Oct	£60.00	£0.00	£60.00
		DD – 21/12/22	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – 28/12/22	NPC22/04/0415	Npower – electricity for street lighting	£17.49	£0.87	£18.36
		FPO – 30/12/22	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
		FPO – 03/01/23	NPC22/07/0491	Honorarium - picnic area gates	£100.00	£0.00	£100.00
		FPO – 05/01/23	NPC22/04/0415	Staffing	£442.94	£0.00	£442.94
		FPO – 05/01/23	NPC22/04/0415	HMRC - Staffing PAYE	£106.60	£0.00	£106.60
		<b>VI. Receipts were noted as follows:</b>					
		<b>Nov 2022 to Jan 2023</b>					
		23/11/22	WALC refunds for cancelled training sessions (x2)		£72.00		
		30/11/22	HMRC Q2 VAT form 126 refund		£123.36		
		18/01/23	Warks Rural – Warm Hubs Grant		£500.00		
		26/01/23	HMRC Q3 VAT form 126 refund		£113.13		
<b>22</b>	NPC23/01/0586	The meeting concluded at 8.20pm. Next meeting – 23 <sup>rd</sup> February 2023 at 7.30pm, Newton Memorial Hall					