



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 23<sup>rd</sup> February 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/02/0587	<p><b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Bob Threadgold (BT), Andy Newnham (AN) Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk and Dean Welburn, Chair of Coton Park Residents Association (CPRA) (DW)</p> <p><b>Members of Public</b> - There were six members of the public present.</p>	
2	NPC23/02/0588	<b>Apologies</b> - Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC23/02/0589	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC23/02/0590	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 26 <sup>th</sup> January 2023 were agreed as a correct record and signed by the Chair.	
5	NPC23/02/0591	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on consideration of a Neighbourhood Plan</b> – The Chair re-capped the history with this item and explained that the PC were investigating whether a Neighbourhood Plan would benefit the parish. The next</p>	<b>ID</b>

		<p>step is to ask the consultant that lead Clifton’s plan to attend a general meeting in May and to encourage as many residents as possible to attend. Coton Park are also to be engaged.</p> <p>II. <b>Update on Weekly Warm Hub</b> – The Chair re-capped the history with this item and the £500 grant received from Warwickshire Rural Community Council (WRCC). A weekly afternoon tea is being held every Tuesday afternoon at the Village Hall, funded from the grant, and has been well attended. It is a positive way to support loneliness and to share some energy saving information and carbon monoxide monitors.</p>	
6	NPC23/02/0592	<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 why the afternoon tea is not advertised as a ‘Warm Hub’. The PC agreed to tag WRCC in the Facebook post going forward.</li> <li>• Several members of the public raised concerns about the safety of the St. Thomas Cross junction, following another recent accident. The Chair explained all the history with the safety of the junction and that, unfortunately any major improvements to the junction layout would not be funded by WCC Highways as the incidents are only minor ones, and the junction doesn’t feature in the top 150 hotspots in Warwickshire. The only other option to get improvements funded would be through developer funding for any large-scale future developments. It would be possible to make this a marker in any Neighbourhood Plan. The Chair also explained the history of the funding for updated, clearer signage from the Magna Park development fund that the PC successfully made a bid for. This will clarify the priorities for drivers and introduce a 30pmh speed limit. Once these plans are approved by Cllrs, contractors will be engaged, and the works should be completed in the next few months.</li> <li>• A member of the public raised the issue of inconsiderate parking in the village, specifically on the corner of The Orchards. The Chair explained that the police can take action if dangerous but will refer to PCSO Tony Winter to come and have a look. The Chair will also arrange for some traffic cones to be placed on the corner of The Orchards.</li> </ul>	<p><b>ID / RB</b></p> <p><b>ID</b></p>
7	NPC23/02/0593	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC23/02/0594	<p><b>Update on the Internal Audit Action Plan:</b></p> <p>I. Review banking arrangements – The Clerk reported that she had contacted Lloyds for updates on the outstanding internet banking applications, only to be told that they had been unsuccessful due to the forms being signed by a Cllr who did not have full signatory powers. A form has been completed to amend this. Unfortunately this means that we are back to the beginning of the process again. Applications for internet banking need to be completed and signed again and submitted to Lloyds.</p>	<b>All</b>

9	NPC23/02/0595	<b>Coronation of King Charles III</b> – The Chair reported that £1500 has been budgeted for a celebration in Newton, and £1500 for Coton. Newton Village Events (NVE) will be planning the celebrations for Newton, and CPRA are doing the same for Coton. NVE have a meeting on 8 <sup>th</sup> March to discuss plans. CPRA are arranging a street party for Sunday 7 <sup>th</sup> May. The Clerk mentioned applications for road closures, and Cllr Threadgold advised that the process for the Jubilee closure took around 12 weeks.	<b>AN</b>
10	NPC23/02/0596	<b>Update on St. Thomas Cross Signage</b> – This was mainly discussed in the public session of the meeting (item 6, NPC23/02/0592). Cllrs approved the updated plans.	<b>ID</b>
11	NPC23/02/0597	<b>Update on repair of bench by the bus top</b> – The Chair recapped that the bench by the bus stop that commemorates Paul Skillings who died in a car accident in 1977, was in poor condition. Village resident Martin Eadon has very kindly restored the bench at his own expense and has completed a first class job. The PC will investigate purchasing a small planter to complement the setting. The Clerk confirmed that approximately £250 remains in this budget cost code.	<b>ID / RB</b>
12	NPC23/02/0598	<b>Coton Park Residents Association and Newton &amp; Biggin PC working together</b> – Dean Welburn, Chair of CPRA, introduced himself and explained the role of the CPRA. The Chair explained that the PC were keen to engage the Coton area of the parish. CPRA will publicise PC meetings to encourage attendance from Coton. Dean suggested that a representative from the PC could attend CPRA meeting, and the PC agreed to this idea. Dean will advise meeting dates. The upcoming meeting is the AGM on Wed 26 <sup>th</sup> April which the PC have been invited to attend. The Chair will check to see if the Village Hall is available for the AGM.	<b>ID / DW</b>
13	NPC23/02/0599	<b>To review the results of the General Assessment of Risk and agree action plan</b> – The Clerk reported that she and the Chair had completed the assessment using the template approved at the January PC meeting. All areas reviewed and assessed as ‘low risk’ with the following exceptions: <ol style="list-style-type: none"> <li>1. Banking – Inadequate checks. This is a ‘medium’ risk due to internet banking only being in place for the Clerk.</li> <li>2. Potential for banking errors. This is also a ‘medium’ risk due to internet banking only being in place for the Clerk.</li> <li>3. Potential fraud by staff. This is also a ‘medium’ risk due to internet banking only being in place for the Clerk.</li> </ol> As covered in item 8, NPC23/02/0594, an action plan is already in place following last year’s internal audit that will address all of these ‘medium’ risks to the PC. Cllrs agreed that no further action plan is required.	
14	NPC23/02/0600	<b>Planning Applications</b> – It was noted that the PC had received and responded to the following applications / consultations: <ol style="list-style-type: none"> <li>I. None</li> </ol>	
15	NPC23/02/0601	<b>Parish Council Financial Report</b>	

I. **Financial report for January and bank reconciliation report** - The Council reviewed the financial report for January, and this is also available on the PC website:

<http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/02/Financial-Report-January-2023.pdf>

The Clerk reported that the Council's finances and bank account are in a healthy position, with an updated year-end prediction of a small surplus of c£1300 against budget. However, £464.92 of this is the Warm Hub grant, leaving an updated forecast of c£867 surplus. This prediction now assumes that the PC will not spend the 'General Contingency Fund' to budget. Any underspend at year-end 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.

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

Payments for approval	NET	VAT	TOTAL
Noticeboard for Village Hall (Maximum cost)	£562.58	£112.52	£675.10
Reimburse Cllr Newnham for refreshments for the Warm Hub – part 1 (RETRO)	£7.30	£0.00	£7.30
Reimburse Cllr Newnham for refreshments for the Warm Hub – part 2 (RETRO)	£19.08	£0.00	£19.08
Reimburse Cllr Newnham for refreshments for the Warm Hub – part 3 (RETRO)	£8.70	£0.00	£8.70
Reimburse R. Barry for printer ink	£57.16	£11.43	£68.59
Scribe Accounts Annual Renewal for 2023-24	£345.60	£69.12	£414.72

The Clerk explained that the noticeboard for the Village Hall has now been confirmed at a lower cost than the above.

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

February 2023			NET	VAT	TOTAL
DD – 23/01/23	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/01/23	NPC22/04/0415	Npower – electricity for street lighting	£42.83	£2.14	£44.97
FPO – 01/02/23	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
FPO – 01/02/23	NPC22/07/0491	Honorarium - picnic area gates	£100.00	£0.00	£100.00
FPO – 06/02/23	NPC22/04/0415	Staffing	£465.76	£0.00	£465.76
FPO – 06/02/23	NPC22/04/0415	HMRC - Staffing PAYE	£112.20	£0.00	£112.20
DD – 21/02/23	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 24/02/23	NPC22/04/0415	Npower – electricity for street lighting	£41.33	£2.07	£43.40

		IV. Receipts were noted as follows:		
		February 2023		
		N/A	None received	N/A
16	NPC23/02/0602	The meeting concluded at 8.15pm. Next meeting – 30 <sup>th</sup> March 2023 at 7.30pm, Newton Memorial Hall		