



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 30th March 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/03/0603	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Bob Threadgold (BT), Andy Newnham (AN) Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p> <p>In attendance – Rebecca Barry (RB), Clerk</p> <p>Members of Public - There were two members of the public present.</p>	
2	NPC23/03/0604	Apologies - Rugby Borough Councillor (RBC) Eve Hassell (EH)	
3	NPC23/03/0605	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC23/03/0606	Agreement of minutes from the previous meeting - Minutes of the meeting held on 23 rd February 2023 were agreed as a correct record and signed by the Chair.	
5	NPC23/03/0607	<p>Matters Arising and updates from previous minutes, not specifically on this agenda: The Chair took a moment to announce that former Parish Councillor Derek Brown sadly passed away last week. Parish Councillors offered their condolences to Derek’s family.</p> <p>I. Update on consideration of a Neighbourhood Plan – The Chair reported that an initial public meeting is planned to be held in June and will be attended by Gary Kirk, Neighbourhood Planning Consultant. Parish Cllrs are requested to target key individuals to attend.</p>	All

		<p>II. Update on inconsiderate parking in the village – The Chair explained that this was raised at February’s meeting and the PC have passed on some traffic cones. No further feedback has been received. The Chair also mentioned that some complaints have been made about residents parking next to The Stag and Pheasant Pub, but the PC cannot take any action.</p> <p>III. Update on St. Thomas Cross signage – The Chair reported that he had chased a progress report with this – the signage scheme has been costed and passed to the contractor for completion. However, there is no estimated time for completion yet.</p> <p>IV. Update on the purchase of planter next to the newly refurbished bench – The Chair reported that there was no progress to report, and the space between the wall and bench needs to be measured.</p> <p>V. Update on Coton Park Residents Association (CPRA) and the PC working together – The Chair recapped the history with this item and explained that the PC were working with Dean Welburn from CPRA to enable the council to engage with the Coton area of the parish. CPRA will be holding their AGM in Newton Memorial Hall on Wednesday 26th April, and Cllrs are asked to attend if possible.</p> <p>VI. Ecological off-setting meeting, Five Arches update – The Chair recapped the history with this item and explained that funding approved as part of the planning permission process for a distribution warehouse on Coton Park East will go into a pot held by WCC ecological unit. A meeting is due to be held in April with the Butterfly Conservation and WCC to see if any of the funds can be directed to the Five Arches site. The Chair and Cllr Newnham will attend.</p> <p>The Chair also reported that he was now aware of another national scheme for ecological off-setting for the impact of Highways England new road schemes. Local organisations can bid for funds and RBC have identified grasslands for enhancements, including Great Central Way. They are proposing to enhance the section from Newton manor Lane to Foxon’s Bridge where the trees are in poor condition and there is too much shade. The Chair is meeting representatives on Wednesday 6th April and Cllr Newnham will also attend.</p>	<p>ID</p> <p>ID</p> <p>All</p> <p>ID / AN</p> <p>ID / AN</p>
6	NPC23/03/0608	<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 mentioned an issue with the drains by the St. Thomas Cross being blocked, where water runs off down the hill and floods at the bottom. Cllr Warwick agreed to get this resolved and asked the Chair to send him an email. <p>The Chair also explained, for information, that street cleaning was historically completed on a rota basis – whether it was needed or not. Now, it is only being undertaken by RBC when needed.</p>	ID / AW
7	NPC23/03/0609	<p>As there were no further issues raised by the public, the Standing Orders were resumed. (Cllr Warwick left the meeting.)</p>	
8	NPC23/03/0610	<p>Update on the Internal Audit Action Plan:</p>	

		<p>I. Review banking arrangements – The Clerk reported that new applications for internet banking had been requested. Cllr Davis and Cllr Threadgold have received the necessary login details from Lloyds and will attempt to gain access. The Chair and Cllr Crane had not received any correspondence from Lloyds so the Clerk will chase their applications. Cllr Newnham still needs to request access.</p>	All
9	NPC23/03/0611	<p>Coronation of King Charles III – Cllr Newnham reported that the following events were planned: Saturday 6th May – The Coronation will be shown in the Stag and Pheasant pub in Newton. Sunday 7th May – A celebratory event will be held in and around the village hall in Newton with a BBQ, music, cake competition and a marquee. This is being arranged by Newton Village Events Committee (NVE) and they are also hoping to buy packs of commemorative seeds for all children. In the Coton area of the parish, a street party is planned for the Sunday, as explained at last month’s meeting, and is being arranged by CPRA. A commemorative clock has been designed and ordered for the village hall and will be delivered in a couple of weeks. This will be funded by the Village Hall Committee (VHC).</p>	AN
10	NPC23/03/0612	<p>Update on Coton Noticeboard and to approve moving funds into an Ear Marked Reserve (EMR) – The Clerk reported that a grant was received six months ago to fund approximately half the cost of a noticeboard for the Coton area of the parish. CPRA also received a grant for a second noticeboard, and they were going to arrange to order both. As there has been no progress with this, Cllrs approved moving £1,500 into an EMR to ‘protect’ these funds and carry forward into the new financial year. The Clerk will make the necessary changes in Scribe accounts.</p>	RB
11	NPC23/03/0613	<p>To agree Parish Council meeting dates for 2023/24 – Cllrs approved the proposed dates, and the Clerk will publish these on the website. The Clerk also mentioned that the Annual Parish meeting (facilitated by the PC) is planned to be held immediately before April’s PC meeting, and Cllrs agreed to mirror the format from last year. The Clerk will share a draft agenda and it was suggested that Dean Welburn from CPRA was approached to see if he would like to give an update.</p>	ID / RB
12	NPC23/03/0614	<p>To approve updated Asset register (for Annual Return and Insurance purposes – Cllrs approved the Asset Register</p>	
13	NPC23/03/0615	<p>To re-adopt LGA Model Councillor Code of Conduct – Cllrs resolved to re-adopt the current Councillor Code of Conduct after the LGA had confirmed it was unchanged.</p>	
14	NPC23/03/0616	<p>Policies due for allocation and review – Cllrs agreed to review the policies and feedback any changes as follows:</p> <ul style="list-style-type: none"> I. Standing Orders – Cllr Ian Davis II. Equality and Diversity Policy – Cllr Rick Crane III. Safeguarding Policy – Cllr Anne Davis IV. Financial Procedures – The Clerk and Cllr Rick Crane V. Financial Reserves Policy – The Clerk and Cllr Rick Crane VI. Transparency Code – Cllr Andy Newnham 	ID RC AD RB / RC RB / RC AN

		VII. Complaints Procedure – Cllr Bob Threadgold	BT																												
15	NPC23/03/0617	<p>To note planning applications received and PC response to consultations:</p> <p>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.</p>																													
16	NPC23/03/0618	<p>Parish Council Financial Report</p> <p>I. Financial report for February and bank reconciliation report - The Council reviewed the financial report for February, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/03/Financial-Report-February-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 surplus of approximately £1,000. Cllrs approved carrying the surplus into the General Reserve which will increase from £12,000 to £13,000. (Increasing this reserve was recommended by the internal auditor.) The Clerk confirmed that all reserves are still intact – only movement from Legal EMR to Ellis Gardens EMR as approved at the last meeting. Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved by Cllr Crane.</p> <p>II. Update on VAT position for Five Arches invoices – The Clerk reported that she had raised a query with Butterfly Conservation (BC) around the lack of VAT on invoices even though a VAT number was listed. The Treasurer confirmed that this was an error. They have confirmed that the PC have been correctly changed the gross amount, but that the VAT had not been detailed. This means that the PC has not reclaimed this VAT from HMRC. Updated invoices have been sent for this financial year that confirm the VAT element and BC will ensure that the VAT is reflected going forward. The Clerk confirmed that the amount paid by the PC to BC is correct, and she will ensure that the VAT is included in the final Q4 VAT reclaim to HMRC.</p> <p>III. The Council approved the following payments:</p> <table border="1"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Webgrowth server invoice (2 months)</td> <td>£60.00</td> <td>£0.00</td> <td>£60.00</td> </tr> <tr> <td>Five Arches project – wildflower seed, bugle plug plants and bluebell plants</td> <td>£331.50</td> <td>£14.80</td> <td>£346.30</td> </tr> <tr> <td>Five Arches project – ground works by PB Forestry</td> <td>£646.00</td> <td>£129.20</td> <td>£775.20</td> </tr> <tr> <td>S. Bryan - Removal of fallen tree (retro)</td> <td>£120.00</td> <td>£0.00</td> <td>£120.00</td> </tr> <tr> <td>Reimburse R. Barry for the purchase of stationery – lever arch files</td> <td>£13.28</td> <td>£2.68</td> <td>£15.96</td> </tr> <tr> <td>Reimburse R. Barry for the purchase of stationery - dividers</td> <td>£6.03</td> <td>£1.21</td> <td>£7.24</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	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	RB
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- Two other late payments were also approved:**
1 - £24.90 Reimburse Cllr Newnham for Warm Hub refreshments
2 - £4.75 Reimburse Cllr Newnham for Warm Hub refreshments

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

March 2023			NET	VAT	TOTAL
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. Receipts were noted as follows:

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

17	NPC23/03/0619	The meeting concluded at 8pm. Next meeting – 27 th April 2023 at 7.30pm, Newton Memorial Hall
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