



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 27th April 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/04/0620	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Bob Threadgold (BT), Andy Newnham (AN)</p> <p>In attendance – Rebecca Barry (RB), Clerk</p> <p>Members of Public - There were six members of the public present.</p>	
2	NPC23/04/0621	<p>Apologies – Cllr Rick Crane (RC), on holiday. Rugby Borough Councillor (RBC) Eve Hassell (EH) and Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p>	
3	NPC23/04/0622	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC23/04/0623	<p>Agreement of minutes from the previous meeting - Minutes of the meeting held on 30th March 2023 were agreed as a correct record and signed by the Chair.</p>	
5	NPC23/04/0624	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on purchase of planter next to the newly refurbished bench – The Chair reported that he had investigated options for the planter. The range of planters available from the usual supplier, Broxap, were not suitable as they were too expensive and too big. The Chair suggested a wooden planter available to order from The Range (£86.99) and the Clerk mentioned a similar priced planter available through Royal British Legion. Cllrs approved the planter cost of up to £86.99. The Chair and the Clerk will review both options.</p> <p>II. Update on Ecological Off-setting meeting, Five Arches – (as reported by the Chair at the Annual Parish Meeting) “The PC has been funding the maintenance and improvement of the site for the last 5 or 6 years and as well as fulfilling its wildlife role it’s now a valuable recreational resource not for the Parish but a much wider area. The Parish Council, in responding to a planning application for a commercial development at Coton Park became aware of the possibility of developer funded eco-offsetting. That has now been secured and amounts</p>	<p>ID / RB</p> <p>ID</p>

		<p>to over £200,000. Meetings have been held with WCC Ecology who are happy for the money to be spent at Five Arches. A meeting has been arranged with RBC which owns the site. If we can get their agreement, then we can work up a 30-year plan for the area which will include not just the Five Arches but the Great Central Way and the Coton Balancing Ponds.”</p> <p>A meeting is being held with RBC next week as their permission will be required as the landowner.</p> <p>III. Update on St. Thomas Cross signage – (as reported by the Chair at the Annual Parish Meeting) “The PC requested a scheme of improved and simplified road markings and signage funded by the Magna Park development. This has now been agreed by WCC and has passed the Safety Audit. We’re awaiting an implementation date which I’m assured will be soon”.</p> <p>IV. Update on blocked drains at St. Thomas Cross junction – Cllr Adrian Warwick will chase this up.</p> <p>V. Update on Coronation of King Charles III – Newton event is being held on Sunday 7th from midday, with a free BBQ and savoury sharing table. The Choir are performing at 12:15pm; games for children; cake and pudding competition. In Coton, similar events are planned, but as it is a much larger audience it is not a free event (apart from the first 200 tickets booked through Eventbrite).</p>	AW
6	NPC23/04/0625	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • No issues raised 	
7	NPC23/04/0626	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC23/04/0627	<p>Update on the Internal Audit Action Plan:</p> <p>I. Review banking arrangements – The Clerk reported that the process continued to evolve with new challenges to overcome.</p> <ul style="list-style-type: none"> • Cllr Anne Davis now has access to internet banking. • Cllr Bob Threadgold needs the internet banking card to be able to login. He has chased this with Lloyds. • The Clerk has struggled to get through to Lloyds to query the applications for the Chair and Cllr Rick Crane. • The Clerk has had to submit a further application to upgrade her access to full control (to be able to set up payment controls). 	All
9	NPC23/04/0628	<p>Review of Internal Controls – The Clerk explained that this was an obligation of the PC and formed part of the Annual Governance Accountability Return (AGAR). The Chair and the Clerk completed the review, using the approved template, and circulated to Cllrs. The Council agreed with the findings and that no actions were required. The Clerk will upload a copy onto the PC website.</p>	RB

10	NPC23/04/0629	Consider the future of the Warm Hub – The Chair recapped the history with this item and a £500 grant received from WRCC in partnership with Cadent. The Warm Hub ran from January to Easter and attendance was patchy. A feedback form has been received from WRCC that we must complete and return. The balance of the grant is still over £400 so the question was raised whether the Warm Hub should continue through the summer, or by joining forces with the existing Bacon Butties / Active Aging groups. The Clerk explained the conditions of the grant included the provision of energy saving advice. Suggestions were made to hold a fortnightly or monthly event rather than weekly, or perhaps a monthly breakfast. The PC will give this some further consideration.	All
11	NPC23/04/0630	Policies due for approval – I. Standing Orders – APPROVED II. Equality and Diversity Policy – APPROVED III. Safeguarding Policy – APPROVED IV. Financial Procedures (including appendix with approved regular payments for budgeted items) – APPROVED V. Financial Reserves Policy – APPROVED VI. Transparency Code – DEFERRED to the next meeting, as this code requires rewriting as the turnover of the PC now exceeds £25,000. VII. Complaints Procedure – APPROVED	
12	NPC23/04/0631	Policies due for allocation and review – Cllrs agreed to review the policies and feedback any changes as follows: I. Data Protection / GDPR Policy – Cllr Andy Newnham II. Internal Controls Policy – The Chair	AN ID
13	NPC23/04/0632	Payment schedules for approval – I. Honorarium for Five Arches gates – APPROVED II. Honorarium for bridleway grass-cutting - APPROVED	
14	NPC23/04/0633	Review of Insurance Policy – This item was deferred to the next meeting due to delayed response from Zurich.	RB
15	NPC23/04/0634	To note planning applications received and PC response to consultations: I. R23/0409 at Land on the West side of Watling Street, Europark, Rugby, CV23 0AL for Construction of warehouse with ancillary offices and associated parking and loading. – <i>The Council will respond with “no comments”</i> II. R23/0346 17, Oxlip Close, Rugby, CV23 0JQ for Single storey side and rear extension - <i>The Council will respond with “no comments”</i>	
16	NPC23/04/0635	Parish Council Financial Report I. Financial report for March and bank reconciliation report - The Council reviewed the financial report for March, and this is also available on the PC website:	

<http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/04/Financial-Report-March-2023-End-of-Year.pdf>

The Clerk reported that the Council's finances and bank account are in a healthy position at year end with a surplus of approximately £187. This has reduced vs. the reported surplus at the last meeting due to Cllrs approving a £1000 increase to the General Reserve, which will increase from £12,000 to £13,000.

An Ear Marked Reserve of £1500 has been set up for the Coton Noticeboard. All other reserves are intact at year end.

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved by the Chair.

II. **Update on VAT position for Q4** – The Clerk reported that the Q4 VAT reclaim of circa £383 has been submitted online to HMRC last week

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

Payments for approval	NET	VAT	TOTAL
Reimburse Cllr Newnham for Warm Hub refreshments (RETRO)	£10.90	£0.00	£10.90
Village Hall sign	£265.00	£53.00	£318.00
WALC Annual Subscription	£395.00	£65.00	£460.00

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

April 2023			NET	VAT	TOTAL
FPO – 31/03/23	NPC22/04/0415	Honorarium – grass-cutting	£30.00	£0.00	£30.00
FPO – 03/04/23	NPC22/07/0491	Honorarium - picnic area gates	£105.00	£0.00	£105.00
FPO – 05/04/23	NPC22/04/0415	Staffing	£465.56	£0.00	£465.56
FPO – 05/04/23	NPC22/04/0415	HMRC - Staffing PAYE	£112.40	£0.00	£112.40
DD – 21/04/23	NPC22/04/0415	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/04/23	NPC22/04/0415	Npower – electricity for street lighting	£39.61	£1.98	£41.59

V. **Receipts were noted as follows:**

April 2023		
FPI – 12/04/23	Precept Part One from RBC	£10,625

17 & 18	NPC23/04/0636	The meeting concluded at 8pm. Next meeting – 25 th May 2023 at 7.30pm, Newton Memorial Hall
19	NPC23/04/0637	The meeting was then re-opened as 'Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971' – see separate minutes.