



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 29th June 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 two meetings held on 25 May 2023 – All**
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on ecological off-setting meeting, Five Arches – ID
 - II. Update on St. Thomas Cross Signage - ID
 - III. Update on blocked drains at St. Thomas Cross junction – ID / AW
 - IV. Update on Response to RBC's consultation on a proposed Community Infrastructure Levy - 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. Approval to proceed with developing a Neighbourhood Plan – ID
9. Internal Audit Report and Action Plan – All
 - I. Consider and approve the updated Internal Audit Action Plan
 - II. Approval of the process for Village Hall expenditure made by the Parish Council
10. Annual Governance and Accountability Return (AGAR) 2022/23 - All
 - I. To consider and approve Section 01 Annual Governance Statement, with Chair and Clerk to sign.
 - II. To consider and approve Section 02 Accounting Statements, with Chair to sign.
 - III. To receive the Annual Internal Audit Report, signed by Bill Wooliscroft.
 - IV. To note the Explanation of Variances.
 - V. To note the dates set for the period for the exercise of public rights and submission date to the External Auditor.
11. Review banking arrangements and agree payment controls – RB
12. Relocation of dog waste bin (Main Street by bus stop) – AD
13. Refurbishment of Phone Box - ID
14. To note Planning applications received and PC response to consultations:
 - I. No applications received
15. Parish Council Finance Report – RB
 - I. Financial report for May and bank reconciliation report.
 - II. Payments for approval:

Payments for approval	NET	VAT	TOTAL
Newton Village Events – Coronation invoice	£1,106.52	£0.00	£1,106.52
Reimburse Cllr Ian Davis for planter and compost (Retro)	£49.98	£0.00	£49.98



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Reimburse Cllr Anne Davis for plants (Retro)	£38.00	£0.00	£38.00
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III. To note Direct Debits and payments made in period (with pre-approval):

June 2023			NET	VAT	TOTAL
FPO – 30/05/23	NPC23/04/0632	Honorarium – grass-cutting	£31.50	£0.00	£31.50
FPO – 01/06/23	NPC23/04/0632	Honorarium - picnic area gates	£105.00	£0.00	£105.00
DD – 01/06/23	NPC23/04/0630	Npower – electricity for street lighting	£54.72	£2.74	£57.46
FPO – 05/06/23	NPC23/04/0630	Staffing	£480.06	£0.00	£480.06
FPO – 05/06/23	NPC23/04/0630	HMRC - Staffing PAYE	£115.80	£0.00	£115.80
DD – 21/06/23	NPC23/04/0630	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 24/06/23	NPC23/04/0630	Npower – electricity for street lighting	£50.36	£2.52	£52.88

IV. To note payments received in period:

June 2023	
None	

16. **Closure of Council Meeting.** The Council resolve to exclude members of the public and press from the following item of business (15.1) due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. (As per Newton and Biggin Parish Council's Standing Orders 3-D)

- a. Admin Support for WALC Area Meeting – **Confidential**

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

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 23 June 2023