



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 25th May 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/05/0649	<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 was one member of the public present.</p>	
2	NPC23/05/0650	<p>Apologies and acceptance of reasons for absence – Rugby Borough Councillor (RBC) Eve Hassell (EH) and Warwickshire County Councillor (WCC) Adrian Warwick (AW), who were both attending another meeting.</p>	
3	NPC23/05/0651	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC23/05/0652	<p>Agreement of minutes from the previous meeting - Minutes of the meeting held on 27th April 2023 were agreed as a correct record and signed by the Chair.</p>	
5	NPC23/05/0653	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <ul style="list-style-type: none"> I. Update on purchase of planter next to the newly refurbished bench – The Chair reported that he has purchased a planter from a garden centre and will also buy compost and plants. A request for reimbursement will then be submitted to the Clerk. II. Update on Ecological Off-setting meeting, Five Arches – The Chair recapped the history with this item. Around £212,000 has been secured and will be spent on the Five Arches site / Great Central Way / Coton Balancing Ponds. A report has been produced, which the Chair will forward to Cllrs. RBC need to agree as landowner. The Chair and Mike Slater (Butterfly Conservation) had a meeting with the Open Spaces Manager this week and await further feedback. 	<p>ID / RB</p> <p>ID</p>

		<p>III. Update on St. Thomas Cross signage – The scheme of improved and simplified road markings and signage, funded by the Magna Park development, has been agreed by WCC and the order placed with the contractors. We’re awaiting the manufacture of the signs, and an implementation date.</p> <p>IV. Update on blocked drains at St. Thomas Cross junction – No update could be given due to Cllr Adrian Warwick being absent from the meeting.</p> <p>V. Review of Coronation Celebrations – Cllr Newnham reported that the event in Newton was very successful, with around 80 people attending. The BBQ received great feedback. The only learning for any future events was to make an earlier decision about whether to put up a marquee or not. The Clerk reported that an invoice had been received from Coton Park Residents Association (CPRA) for £1,500 and is in the table of payments for approval. No invoice has been received yet from Newton Village Events (NVE) and Cllr Newnham confirmed that this will be submitted soon.</p> <p>VI. Update on future of the Warm Hub – Cllrs agree to review in September ahead of the Autumn / Winter seasons. The Clerk will diary-date this. The Chair reported that he had submitted all requested feedback to WRCC. The Clerk reported that an Ear-Marked Reserve (EMR) has been set up for this financial year to ‘hold’ the remainder of the grant £435.27. One payment had been made from the EMR since April for the purchase of refreshments, leaving an updated EMR balance of ££424.37.</p> <p>VII. Update on banking arrangements – The Clerk reported that progress is finally being made with Lloyds. Cllr Anne Davis – can login to internet banking. Cllr Bob Threadgold – can login to internet banking. Cllr Ian Davis – correspondence received should allow login. The Chair will review and test. Cllr Rick Crane – Access has been set up, but a call needs to be made to Lloyds to request access card and PIN. The Clerk will provide all the necessary details. Cllr Andy Newnham – Access has been requested but no progress has been made and this will be chased up with Lloyds. The Clerk’s access has been successfully changed from ‘Delegate’ to ‘Full Access’ user, allowing the set-up of payment controls. The Council need to agree how the payment controls should be initially set-up and will review this at the next meeting.</p> <p>VIII. Update on consideration of a Neighbourhood Plan (NP) – The Chair reported that an informal public meeting is being held on Monday 5th June with Gary Kirk (NP Consultant), to introduce the idea and answer any questions. Cllrs are asked to remind key contacts and promote the meeting. The Chair will contact Gary for a leaflet / advert template, and the event will be promoted on Facebook and the noticeboard. It will also require sharing with the Coton area of the parish, and residents that are not on Facebook.</p>	<p>AW</p> <p>AN</p> <p>RB</p> <p>ID RB / RB</p> <p>AN / RB</p> <p>All</p>
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6	NPC23/05/0654	<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 that there had been another accident at the St. Thomas Cross junction. 	
7	NPC23/05/0655	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC23/05/0656	<p>Response to RBC’s Consultation on a proposed Community Infrastructure Levy (CIL) – The Chair gave a high-level explanation of CIL which was introduced by the Government 10 years ago. RBC are looking to introduce this, with a consultation in place now. The PC has been invited to comment on the proposals and the consultation has been shared with Cllrs. The Chair proposed to submit comments with no objections to the principle, but with a few of queries: 1 – Are the rates per square meter correct as they seem high? 2 – Is the cap correct? 3 – When can CIL funds be spent? The Chair will circulate the consultation again to Cllrs and the Chair and the Clerk will formulate a response to RBC.</p> <p>Further information is available on the RBC website: https://www.rugby.gov.uk/info/20004/planning_strategy/564/community_infrastructure_levy_draft_charging_schedule_public_consultation</p>	ID / RB
9	NPC23/05/0657	<p>Internal Audit Report and agree Action Plan – The Clerk reported that the internal audit was a positive one with only a few minor issues raised. The report and proposed action plan were discussed in detail. Cllrs agreed with all the suggested action points except from the point relating to inspecting trees every three to five years, (even if not the responsibility of the council). Further guidance will be sought from WALC and the Chair’s network to ascertain if this is necessary and the plan will be reviewed again at the next meeting.</p> <p>It was also noted that a process should be agreed to document the <u>order</u> approval of payments for village hall items, that are paid by the PC and reimbursed by the VHC. The Clerk will draft a proposal.</p>	ID / RB RB
10	NPC23/05/0658	Preparations for Annual Governance Accountability Return (AGAR) – The Clerk reported that June’s meeting will be an important one as all the AGAR forms will need to be approved by the Council, with the deadline for submission the following day on 30 th June. There is a new external auditor – Moore UK, who replace PKF Littlejohn.	All
11	NPC23/05/0659	<p>Policies due for approval –</p> <ol style="list-style-type: none"> I. Transparency Code – APPROVED II. Data Protection / GDPR Policy – APPROVED III. Internal Controls Policy - APPROVED 	
12	NPC23/05/0660	Review of Insurance Policy – The Clerk reported that the renewal quote from Zurich had come in at around budget. The Council agreed that the levels of cover were acceptable, and approved the renewal. It was also agreed to seek alternative quotes in 2024 as the policy will have been in place for three years. The Clerk will diary date.	RB

13	NPC23/05/0661	Clerk's annual incremental rise from SCP 18 to 19 – This was noted by the Council and the rise was effective from 1 st April 2023.																															
14	NPC23/05/0662	Result of the Q4 Asset Inspection – The Council noted the results. The repaired bench has now been securely bolted down. The only issues noted were that the noticeboard requires a top-coat of paint and the planter at The Leys has possible damage.																															
15	NPC23/05/0663	To note planning applications received and PC response to consultations: I. R23/0492 6, THE HOLLIES, NEWTON, RUGBY, CV23 0DD for PROPOSED 2 STOREY SIDE EXTENSION TO DWELLING AND REMOVAL OF EXISTING CONSERVATORY. <i>The Council agreed to respond with “no comments”.</i>	RB																														
16	NPC23/05/0664	<p>Parish Council Financial Report</p> <p>I. Financial report for April and bank reconciliation report - The Council reviewed the financial report for April, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/05/Finance-Report-April-2023-Scribe-format.pdf</p> <p>II. The Clerk reported that the Council's finances and bank account are in a healthy position at the start of the new financial year. Scribe Accounts have been set up for the new year with the approved budget and April's actuals. All EMRs have been carried forward from 2022-23.</p> <table border="1"> <thead> <tr> <th colspan="2">EMR balances (30/04/23)</th> </tr> </thead> <tbody> <tr> <td>Burial Committee</td> <td>£750.00</td> </tr> <tr> <td>Ellis Gardens Open Spaces</td> <td>£2 586.40</td> </tr> <tr> <td>Future Enhancements to Open Spaces</td> <td>£3 500.00</td> </tr> <tr> <td>Coton Noticeboard</td> <td>£1,500.00</td> </tr> <tr> <td>Warm Hub</td> <td>£424.37</td> </tr> <tr> <td>TOTAL</td> <td>£8,760.77</td> </tr> </tbody> </table> <p>Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk, and approved and signed by Cllr Crane. Lloyds account balance at the end of April was £30,603.10.</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>Zurich Insurance</td> <td>£494.71</td> <td>£0.00</td> <td>£494.71</td> </tr> <tr> <td>Webgrowth Consulting</td> <td>£60.00</td> <td>£0.00</td> <td>£60.00</td> </tr> <tr> <td>CPR A Coronation Invoice</td> <td>£1500.00</td> <td>£0.00</td> <td>£1500.00</td> </tr> </tbody> </table>	EMR balances (30/04/23)		Burial Committee	£750.00	Ellis Gardens Open Spaces	£2 586.40	Future Enhancements to Open Spaces	£3 500.00	Coton Noticeboard	£1,500.00	Warm Hub	£424.37	TOTAL	£8,760.77	Payments for approval	NET	VAT	TOTAL	Zurich Insurance	£494.71	£0.00	£494.71	Webgrowth Consulting	£60.00	£0.00	£60.00	CPR A Coronation Invoice	£1500.00	£0.00	£1500.00	
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		Reimburse R. Barry for the cost of 'signed for' postage x 2 banking forms	£5.20	£0.00	£5.20		
		Internal Audit fee	£345.00	£69.00	£414.00		
		IV. Direct Debits and routine payments (with pre-approval) were noted as follows:					
		May 2023		NET	VAT	TOTAL	
		FPO – 28/04/23	NPC23/04/0632	Honorarium – grass-cutting	£31.50	£0.00	£31.50
		FPO – 02/05/23	NPC23/04/0632	Honorarium - picnic area gates	£105.00	£0.00	£105.00
		FPO – 05/05/23	NPC23/04/0630	Staffing	£514.90	£0.00	£514.90
		FPO – 05/05/23	NPC23/04/0630	HMRC - Staffing PAYE	£124.20	£0.00	£124.20
		DD – 22/05/23	NPC23/04/0630	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – 01/06/23	NPC23/04/0630	Npower – electricity for street lighting	£54.72	£2.74	£57.46
		V. Receipts were noted as follows:					
		May 2023					
		FPI – 02/05/23	Contribution received from VHC for Noticeboard		£265.00		
		FPI – 03/05/23	Q4 VAT reclaim from HMRC		£383.89		
17	NPC23/05/0665	The meeting concluded at 8.25pm. Next meeting – 29 th June 2023 at 7.30pm, Newton Memorial Hall					