



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 29th June 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/06/0666	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN) Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance – Rebecca Barry (RB), Clerk</p> <p>Members of Public - There were 8 members of the public present.</p>	
2	NPC23/06/0667	<p>Apologies and acceptance of reasons for absence – Cllr Bob Threadgold (BT) due to illness – ACCEPTED Warwickshire County Councillor (WCC) Adrian Warwick (AW) due to holiday.</p>	
3	NPC23/06/0668	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC23/06/0669	<p>Agreement of minutes from the previous meeting - Minutes of the two meetings held on 25th May 2023 were agreed as a correct record and signed by the Chair.</p>	
5	NPC23/06/0670	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. 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. RBC, as landowners, have now given their approval. Ecologists at WCC will complete a baseline survey and a long-term (30 year) management plan will be drawn up from this. The funds will be managed by WCC Ecology unit. The PC noted that there may be delays with the management plan being drawn up due to Mike Slater from the Butterfly Conservation charity being seriously ill.</p> <p>II. 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 (Balfour Beatty). They batch up jobs by location until they have enough work to complete together, but this must be completed within 6 months of being awarded the contract.</p>	

		<p>III. Update on blocked drains at St. Thomas Cross junction – The Chair reported that the drains have been pumped out, but as there has not been any major rain since then, it is difficult to know if the problem has been solved. If the junction floods again, the PC are to inform Cllr Adrian Warwick.</p> <p>IV. Response to RBC’s Consultation on a proposed Community Infrastructure Levy (CIL) – The PC drafted an initial response with no objections in principle, but with questions around the value of the average levy on a new home being expensive (between £25k and £30k) and also around the amount that would be passed onto the PC and the cap of £100 per existing property. RBC confirmed that the amounts were correct. Cllr Eve Hassell reported that RBC had received many objections from other PCs.</p>	
6	NPC23/06/0671	<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 asked who was responsible for the maintenance of the Five Arches site. The Chair explained that most of the funding comes from the PC. RBC undertake a flail cut once a year only. 	
7	NPC23/06/0672	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC23/06/0673	<p>Approval to proceed with developing a Neighbourhood Plan (NP) – The Chair recapped the history with this item and reported that a public meeting was held on 5th June which was well attended with around 25-30 people. The Chair explained that the PC would be guided through the process by a specialist consultant, Gary Kirk, and the PC would receive a grant to cover the cost of the expenses (excluding any clerical hours). Engagement from residents would be required as they would form a large part of the steering groups.</p> <p>The PC unanimously APPROVED to commence developing a NP for the entire parish, and the Chair will advise Gary Kirk of this outcome.</p> <p>It was noted that the Neighbourhood Plan that exists for part of the Coton development is out of date; and that additional clerical hours should be a consideration when planning 2024-25 budget.</p>	ID
9	NPC23/06/0674	<p>Internal Audit Report and agree Action Plan</p> <p>I. The Clerk reported that one issue raised by the Internal Auditor for consideration was contentious – “<i>No assessment of the risks which may occur from trees etc being the responsibility of the PC and others, was available. This needs to be put in place and recorded and reviewed regularly</i>”. (The PC do not own any trees.) The Clerk sought advice from WALC and a Clerks’ Support Group, who all agreed that the PC <u>should not</u> be undertaking any inspections of anything that is not owned or run by the PC. The Internal Audit Action Plan has been amended to reflect this advice and was APPROVED. Full details of the Internal Audit report and the updated action plan can be found on the PC website: http://www.newtonparishcouncil.org.uk/2022-23/internal-audit-action-plan-june-2023-final/</p> <p>II. Approval of the process for Village Hall expenditure made by the PC – APPROVED. The Clerk will liaise with Cllr Bob Threadgold and the VHC to also seek their approval.</p>	RB

10	NPC23/06/0675	<p>Annual Governance and Accountability Return (AGAR) 2022/23</p> <ol style="list-style-type: none"> I. To consider and approve Section 01 Annual Governance Statement – Cllrs APPROVED the statement, and the Chair and the Clerk signed Section 01. II. To consider and approve Section 02 Accounting Statements – Cllrs APPROVED the statements and the Chair signed Section 02. III. To receive the Annual Internal Audit Report, signed by Bill Wooliscroft – Cllrs received this section of the AGAR form. IV. Explanation of Variances - Cllrs noted the Explanation of Variances that will be submitted to the External Auditor. V. Dates for public rights and submission of documents to External Auditor – Cllrs noted that an announcement will be made on 29th June for the period for the exercise of public rights being from 30th of June to 10th August, 2023. The Clerk will submit all documents to the External Auditor (Moore UK) on 30th June 2023 and will issue the required notice documents. All audit documents will be available to view on the PC website http://www.newtonparishcouncil.org.uk/2022-23/ 	RB
11	NPC23/06/0676	<p>Review banking arrangements and agree payment controls – The PC reviewed the three proposals for internet banking payment controls and agreed that proposal three (individual payment limits) was the best course of action. Next Steps: 1) The Clerk and the Vice Chair will make recommendations around how the limits should be set and bring back to the next meeting. 2) Await confirmation that the Chair and Vice-Chair can successfully access internet banking.</p>	RB / RC / ID
12	NPC23/06/0677	<p>Relocation of dog waste bin (Main Street by bus stop) – Cllr Anne Davis reported that the dog waste bin by the refurbished bench and planter was now in an inappropriate location. The Chair will contact Zoe at RBC to obtain a price for a new bin that would be located away from the bench, along with a sticker for the existing bin to state ‘no dog waste’.</p>	ID
13	NPC23/06/0678	<p>Refurbishment of Phone Box – The Chair reported that the telephone box is owned by the PC and is used as a book exchange. The paint is faded, and the telephone box needs a new coat of paint. Cllr Rick Crane will provide a rough estimate of the cost to re-paint and bring to the next meeting. The PC will then decide whether to go ahead and obtain quotes, or whether to postpone until the 2024-25 financial year and budget for the cost.</p>	RC
14	NPC23/06/0679	<p>To note planning applications received and PC response to consultations:</p> <ol style="list-style-type: none"> I. No applications received 	

15 NPC23/06/0680

Parish Council Financial Report

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

<http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/06/Financial-Report-Apr-May-2023.pdf>

The Clerk reported that the Council’s finances and bank account are in a healthy position. The financial report assumes spend in line with the budget, as it is very early on in the financial year.

There has been no movement within the Ear Marked Reserves:

EMR balances (31/05/23)	
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

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk, and approved and signed by Cllr Rick Crane. Lloyds account balance at the end of May was **£27,980.68**.

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

Payments for approval	NET	VAT	TOTAL
Newton Village Events – Coronation invoice (Cheque to be signed by 2 Cllrs)	£1,106.52	£0.00	£1,106.52
Reimburse Cllr Ian Davis for planter and compost (Retro)	£49.98	£0.00	£49.98
Reimburse Cllr Anne Davis for plants (Retro)	£38.00	£0.00	£38.00

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

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

		<p>IV. Receipts were noted as follows:</p> <table border="1"> <tr> <td colspan="2" style="text-align: center;">June 2023</td> </tr> <tr> <td>None</td> <td></td> </tr> </table>	June 2023		None		
June 2023							
None							
16	NPC23/06/0681	<p>Closure of Council Meeting - The Council resolved to exclude members of the public and press from the following item of business (16.a) 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)</p> <p>a. Admin Support for WALC Area Meeting (confidential) – This item was discussed, and the PC approved the support for the Rugby Area Meetings, held once a quarter.</p>					
17	NPC23/06/0682	The meeting concluded at 8.25pm. Next meeting – 27 th July 2023 at 7.30pm, Newton Memorial Hall					