



## Minutes of the Newton and Biggin Parish Council (PC) Meeting

### Thursday 27<sup>th</sup> July 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/07/0683	<p><b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN), Bob Threadgold (BT)</p> <p>Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk</p> <p><b>Members of Public</b> - There were 2 members of the public present.</p>	
2	NPC23/07/0684	<p><b>Apologies and acceptance of reasons for absence</b> – Rugby Borough Councillor (RBC) Eve Hassell (EH) due to attending another meeting.</p>	
3	NPC23/07/0685	<p><b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.</p>	
4	NPC23/07/0686	<p><b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 29<sup>th</sup> June 2023 were agreed as a correct record and signed by the Chair.</p>	
5	NPC23/07/0687	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on Ecological Off-setting meeting, Five Arches</b> – 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. The Chair reported that the funds are on hold and the trigger for the developer to release the money is on occupation of the development. (c.12 months)</p> <p>II. <b>Update on St. Thomas Cross signage</b> – The Chair reported that there was no update but will keep chasing.</p> <p>III. <b>Update on new dog waste bin</b> – Cllr Anne Davis reported that RBC no longer pay half of the cost of any new bins, but on this occasion will honour their previous commitment and pay half. This is anticipated to be approximately £120, with additional cost of £80 for a local handyman to collect and install the bin on the corner of Pilgrim’s Lane. The Council <u>APPROVED</u> these costs of approximately £200 and this will be funded from the Contingency Fund cost centre code. The Chair confirmed that RBC will continue to empty dog waste bins with no charge.</p>	<p><b>ID</b> <b>AD / ID</b></p>

		<p>IV. <b>Update on refurbishment of telephone box</b> – Cllr Rick Crane reported that he had reviewed the condition of the phone box, which is quite poor in places externally, but also internally as the ceiling is in poor condition. He proposed two options:</p> <ul style="list-style-type: none"> <li>• Quick Fix – Cosmetic clean, sand and two coats of paint. 1 days work. Approx cost £150 inc paint.</li> <li>• Better job – As above but also work on the interior, the base and the crowns. 3 days work. Approx cost £400 - £450.</li> </ul> <p>Cllr Adrian Warwick mentioned that he had just been quoted £6,500 for renovation of a telephone box and reminded the Council that the WCC Councillors Grant fund round 2 opens soon, so the Council could apply for a grant for some of the cost.</p> <p>The Council agreed to park this project for now and look to submit a grant to contribute to the costs of the full renovation. Cllr Rick Crane will provide a written quote, and it was agreed to endeavour to obtain two further quotes (in line with Standing Orders and Financial Regs).</p>	<b>RC / ID / RB</b>
<b>6</b>	NPC23/07/0688	<p><b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b></p> <ul style="list-style-type: none"> <li>• No issues were raised</li> </ul>	
<b>7</b>	NPC23/07/0689	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
<b>8</b>	NPC23/07/0690	<p><b>Neighbourhood Plan (NP)</b></p> <ol style="list-style-type: none"> <li><b>General Update</b> - The Chair recapped the history with this item and reported that the PC had submitted a formal letter to RBC but were facing some delays. The next NP meeting has been scheduled for Monday 25<sup>th</sup> September at 7pm in the village hall.</li> <li><b>Approve and sign Your Locale contract</b> – Deferred to the next meeting to allow time to clarify funding queries.</li> </ol>	<b>ID</b>
<b>9</b>	NPC23/07/0691	<p><b>Internal Audit Action Plan</b></p> <ol style="list-style-type: none"> <li><b>Process for Village Hall expenditure made by the PC</b> – The proposal was approved by the PC at the meeting in June. The Clerk will forward a copy of the process to Cllr Bob Threadgold who will arrange for the VHC to consider and approve at their next meeting in October.</li> <li><b>Tender Quotation Process</b> – This was circulated to Cllrs on 16<sup>th</sup> June via email as a reminder of the agreed process as per Financial Regs and Standing Orders. THIS ACTION POINT IS NOW COMPLETE.</li> <li><b>Acceptance of apologies</b> – The Clerk has now added the word ‘accepted’ to apologies in the minutes and will continue to do so going forward. THIS ACTION POINT IS NOW COMPLETE.</li> <li><b>Review of Clerk’s contract</b> – This is in progress and a re-written contract will be considered for approval at the PC meeting in August as a confidential item.</li> </ol>	<b>RB / BT</b>    <b>ID / RB</b>

		The action plan can be viewed on the PC website <a href="http://www.newtonparishcouncil.org.uk/2022-23/internal-audit-action-plan-june-2023-final/">http://www.newtonparishcouncil.org.uk/2022-23/internal-audit-action-plan-june-2023-final/</a>															
10	NPC23/07/0692	<p><b>Review banking arrangements and agree payment controls</b> – All Cllrs can now successfully login to Lloyds Internet Banking, and the relevant levels of access are in place for the Clerk to set-up payment controls. The PC reviewed the final proposal for internet banking payment controls (individual payment limits) and <b>APPROVED</b> the following individual limits:</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Individual Limit</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>£1,000</td> </tr> <tr> <td>Chair</td> <td>£2,000</td> </tr> <tr> <td>Vice Chair</td> <td>£2,000</td> </tr> <tr> <td>Councillor</td> <td>£200</td> </tr> <tr> <td>Councillor</td> <td>£200</td> </tr> <tr> <td>Councillor</td> <td>£200</td> </tr> </tbody> </table> <p>The Clerk reported that Lloyds confirmed that any payments over the maximum limit could still be made by cheque. The PC should review these limits when confirming the annual budget, to consider any projects that may require payments greater than the maximum individual limit. The Clerk will set up the approved individual limits; amend the Financial Regulations to reflect the changes; and make a calendar note to review and approve Payment Control set-up at the Annual Meeting of the PC (AGM) every year.</p>	Role	Individual Limit	Clerk	£1,000	Chair	£2,000	Vice Chair	£2,000	Councillor	£200	Councillor	£200	Councillor	£200	RB
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11	NPC23/07/0693	<p><b>Temporary closure of Newton Lane</b> – The Clerk and the Chair reported that the PC had been advised of a planned, two-day road closure of Newton Lane, between The Hollies and The Leys, from the 9<sup>th</sup> to 11<sup>th</sup> August. The Chair sought clarity around communication to bus companies and other services and was assured that bus companies had been advised, and that the closure would be advertised in the Rugby Observer. Local residents and businesses would be notified by letter drop and advance warning signs. Sat Nav systems would also be updated. The Clerk will ensure that Facebook and website updates are made.</p>	RB														
12	NPC23/07/0694	<p><b>Visit to Alcohols Ltd</b> – The Chair reported that Alcohols Ltd are a new employer at Europark. The PC visited the site, which was informative, and it was clear that the building and landscaping were of a high standard. They will have several start-up vacancies and the Clerk will share the link to the jobs on the PC website and Newton Facebook site. <a href="https://alcohols.co.uk/careers/">https://alcohols.co.uk/careers/</a></p>	RB														
13	NPC23/07/0695	<p><b>Street Lighting</b></p> <ol style="list-style-type: none"> <li>I. <b>Faulty light and maintenance contract</b> – The Clerk reported that a resident had notified the PC of a faulty streetlight on the corner of Main Street / Newton Lane. As this is the first instance of a fault since the new LED streetlights were installed, the PC sought advice and contacted a recommended company to arrange the repair. The lantern may need replacing (at a cost of around £300) or it may be a simple repair (at a cost</li> </ol>															

		<p>of around £75. The Council <u>APPROVED</u> a cost of approximately £300 and the Clerk will also find out if a maintenance contract can be provided and quoted for.</p> <p>II. <b>Prices increases from 1<sup>st</sup> September</b> – The Clerk reported that electricity prices for street lighting are increasing from 1<sup>st</sup> September to reflect current market prices. The PC noted these increases and agreed that there is currently no need to switch provider.</p> <p>Current price 33.80p/kWh New price 50.188p/kWh</p>											
14	NPC23/07/0696	<p><b>Planter at Junction of Newton Lane and The Hollies</b> – The Chair reported that the three planters in the village have ‘sponsors’ who maintain and refresh the plants. One planter needed some work, and a resident has offered to be the new ‘sponsor’ and has already refreshed it with new plants. The Council <u>APPROVED</u> the reimbursement of £50.50, although it was noted that the budget per planter had been reduced this year to £25 each. This additional cost will be met from the Contingency budget cost line. The Chair will advise how to reimburse the resident.</p>	ID										
15	NPC23/07/0697	<p><b>Closure of Plusnet Business Broadband</b> – The Clerk reported that the PC had received notification that Plusnet Business Broadband is closing in 4 months, affecting the Village Hall internet provision. The PC will be offered a move to BT Business Services. The Clerk will obtain prices of the alternative provision and Cllr Threadgold will add this as an agenda item at the next VHC meeting to discuss whether the VH should take on the new contract.</p>	RB / BT										
16	NPC23/07/0698	<p><b>To note planning applications received and PC response to consultations:</b></p> <p>I. <i>R23/0679 14, The Leys, Newton, Rugby, CV23 0EA for PROPOSED 2 STOREY SIDE EXTENSION TO DWELLING</i> – This application was discussed, with the applicants in attendance, and the PC agreed no objection to the proposal. The Clerk will respond to RBC.</p>	RB										
17	NPC23/07/0699	<p><b>Parish Council Financial Report</b></p> <p>I. <b>Financial report for June and bank reconciliation report</b> - The Council reviewed the financial report for June, and this is also available on the PC website: <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/07/Financial-Report-June-2023.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/07/Financial-Report-June-2023.pdf</a> 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 early in the financial year. There has been no movement within the Ear Marked Reserves:</p> <table border="1"> <thead> <tr> <th colspan="2"><b>EMR balances (30/06/23)</b></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> </tbody> </table>	<b>EMR balances (30/06/23)</b>		Burial Committee	£750.00	Ellis Gardens Open Spaces	£2 586.40	Future Enhancements to Open Spaces	£3 500.00	Coton Noticeboard	£1,500.00	
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Warm Hub	£424.37
<b>TOTAL</b>	<b>£8,760.77</b>

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 **£27,028.40**.

II. **Update on VAT position for Q1** – The Clerk reported that the Q1 VAT claim had been submitted to HMRC and funds received into the Lloyds account on 25/07/23. Total refunded £274.16.

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

Payments for approval	NET	VAT	TOTAL
Reimburse R. Barry for printer paper	£26.91	£5.38	£32.29

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

July 2023			NET	VAT	TOTAL
FPO – 28/06/23	NPC23/04/0632	Honorarium – grass-cutting	£31.50	£0.00	£31.50
FPO – 03/07/23	NPC23/04/0632	Honorarium - picnic area gates	£105.00	£0.00	£105.00
FPO – 05/07/23	NPC23/04/0630	Staffing	£491.54	£0.00	£491.54
FPO – 05/07/23	NPC23/04/0630	HMRC - Staffing PAYE	£118.80	£0.00	£118.80
DD – 21/07/23	NPC23/04/0630	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/07/23	NPC23/04/0630	Npower – electricity for street lighting	£45.12	£2.26	£47.38

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

July 2023		
FPI – 25/07/23	Q1 VAT refund from HMRC	£274.16

**18** NPC23/07/0700 The meeting concluded at 8.10pm. Next meeting – 31<sup>st</sup> August 2023 at 7.30pm, Newton Memorial Hall