



Newton and Biggin Parish Council

You are cordially invited to the Public Parish Council Meeting to be held in the Newton Village Memorial Hall – Tuesday 28th November 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 meeting held on 26 October 2023 – All
5. Matters arising and updates from previous minutes, not specifically on this agenda:
 - I. Update on streetlight maintenance contract – ID / RB
 - II. Update on Butterfly Identification sign – ID
 - III. Review of Remembrance Sunday - All
 - IV. Update on Christmas Celebrations - All
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. Neighbourhood Plan - ID
 - I. General update
9. 2024-25 Budget – RB / ID
10. Winter Warm Hub 2023 - ID
11. Local Plan Consultation - ID
12. Planned review of Emergency Plan - RB
13. Internal Audit Action Plan
 - I. To note the successful testing of new internet banking payment controls - RB
 - II. To note conclusion of action plan - RB
14. To note approved pay award from LGA for 2023-24, backdated to April 2023 – ID
15. To note replacement of Clerk's printer – ID
16. To note submission of application to WCC Councillors' Grant Fund (Round 2) for phone box refurbishment - ID
17. To note Planning applications received and PC response to consultations:
 - I. R23/1003 at 7, SILVER STREET, NEWTON, RUGBY, CV23 0DU for First floor rear extension - ***The Parish Council responded with no objection***
 - II. R23/1095 2, St Johns Gate, Newton, Rugby, CV23 0PW for convert existing detached garage to annexe - ***The Parish Council has expressed concerns in relation to the potential for the creation of a separate dwelling and, more particularly, the implications for vehicle parking as land outside the applicants ownership or control is being relied on.***
18. Parish Council Finance Report – RB
 - I. Financial report for October, and bank reconciliation report.
 - II. Payments for approval:



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Payments for approval	NET	VAT	TOTAL
Reimburse R. Barry for stationery – diary / planner & printer paper	£17.49	£3.50	£20.99
Gift Voucher for payroll services	£100.00	£0.00	£100.00
Replacement laser printer	£306.99	£59.99	£366.98
Remembrance Wreath	£40.00	£0.00	£40.00
YourLocale (Neighbourhood Plan) Inv 1 – Evidence gathering / establishment of group	£1,000.00	£200.00	£1,200.00
Christmas Tree	£180.00	£0.00	£180.00

III. To note Direct Debits and payments made in period (with pre-approval):

November 2023			NET	VAT	TOTAL
SO – 01/11/23	NPC23/04/0632	Honorarium – picnic area gates	£105.00	£0.00	£105.00
FPO – 03/11/23	NPC23/08/0710	Staffing	£501.08	£0.00	£501.08
FPO – 03/11/23	NPC23/08/0710	HMRC - Staffing PAYE	£118.60	£0.00	£118.60
DD – 21/11/23	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 25/11/23	NPC23/08/0710	Npower – electricity for street lighting	£78.55	£3.93	£82.48
SO – 28/11/23	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50

IV. To note payments received in period:

November 2023		
BGC – 10/11/23	Neighbourhood Plan Grant from Locality	£10,000.00

19. Closure of Council Meeting.

20. Date and time of next Public Parish Council Meeting – 25 January 2024 at 7.30pm, Newton Memorial Hall. (No meeting in December)

21. Re-open meeting – Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971 (see separate agenda)

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 21 November 2023