



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 28<sup>th</sup> September 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/09/0717	<p><b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Bob Threadgold (BT), Andy Newnham (AN) Warwickshire County Councillor (WCC) Adrian Warwick (AW), Rugby Borough Councillor (RBC) Eve Hassell (EH) <b>In attendance</b> – Rebecca Barry (RB), Clerk <b>Members of Public</b> - Two.</p>	
2	NPC23/09/0718	<b>Apologies and acceptance of reasons for absence</b> – None	
3	NPC23/09/0719	<b>Declarations of Interest</b> - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC23/09/0720	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 31 <sup>st</sup> August 2023 were agreed as a correct record and signed by the Chair.	
5	NPC23/09/0721	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on new dog waste bin</b> – The new bin has been installed and publicised. The Chair will let RBC know.</p> <p>II. <b>Update on streetlight maintenance contract</b> – The Clerk reported that she was still struggling to get any response from Hi-Lite regarding a quote for a maintenance contract, despite numerous emails. Cllr Adrian Warwick passed on a mobile number and the Clerk will make contact via the phone. It was suggested that alternative contractors were also contacted, possibly Eon.</p> <p>III. <b>Update on St. Thomas Cross signage</b> - The Chair reported that he had requested another update and had been advised that the works were delayed due to the requirement of crash poles. Installation is now planned for 8<sup>th</sup> to 10<sup>th</sup> October and some minor traffic restrictions may be in place.</p>	ID RB
6	NPC23/09/0722	<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>	
7	NPC23/09/0723	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC23/09/0724	<b>Neighbourhood Plan (NP)</b>	

		<p>I. <b>General Update</b> - The Chair recapped the history with this item. The first NP meeting was held on Monday 25<sup>th</sup> September with Cllr Ian Davis being elected as Chair, and Dean Welburn elected as Vice Chair. There were approximately 15 people in attendance, including representatives from Coton. The group will meet every six weeks and jobs will be allocated to focus groups.</p>	
9	NPC23/09/0725	<p><b>AGAR – Conclusion of External Audit</b>  The Clerk reported that the conclusion paperwork had been received at the end of August and included two ‘except for...’ matters. The Clerk challenged these and was very disappointed in the lack of response from Moore UK. Eventually a reply was received confirming that one of the ‘except for...’ matters was incorrect but could not be changed once the conclusion had been sent. Instead, a ‘Letter of Clarification to be read in conjunction with the External Auditor’s Report’ was issued. All the details have been published on the PC website:  <a href="http://www.newtonparishcouncil.org.uk/annual-governance-and-accountability-return-agar-completion-for-the-financial-year-ended-31-march-2023/">http://www.newtonparishcouncil.org.uk/annual-governance-and-accountability-return-agar-completion-for-the-financial-year-ended-31-march-2023/</a></p>	
10	NPC23/09/0726	<p><b>2024-25 Budget</b> – The Chair explained that the PC would soon be producing the budget for next year, and an informal meeting will be held in November. Cllrs are asked to think about any areas that they would like to be considered. The Clerk will produce a detailed financial report for the first half of the year (H1), with predictions for the remainder of the year (H2), which will be used as a starting point.</p>	All
11	NPC23/09/0727	<p><b>Plans for Remembrance Sunday</b> – The service will follow the same format as previous years and will be held on Sunday 12<sup>th</sup> November at 10:45am. No bugler has been found, but the Chair has asked Katherine Heathcote; and Cllr Adrian Warwick has a digital file if required. The Clerk reported that there was £50 budgeted for the event. Cllr Anne Davis will arrange for a wreath to be ordered.</p>	ID / AD
12	NPC23/09/0728	<p><b>Plans for Christmas Celebrations</b> – The Christmas lights switch on will take place on 9<sup>th</sup> December and the PC will work alongside Newton Village Events (NVE) to organise. The Clerk reported that £300 was budgeted for Christmas events. The Chair reported that he would contact Alcohols Ltd as they mentioned the possibility of funding the tree to support the local community. Welford Christmas Tree Farm was mentioned as a reasonably priced supplier.</p>	ID
13	NPC23/09/0729	<p><b>Plans for ‘D-Day 80’ in 2024</b> – The Chair reported that PCs were being encouraged to support these celebrations and asked Cllrs to think about possible events. The PC will work alongside NVE, and the event will be a consideration for next year’s budget.</p>	All
14	NPC23/09/0730	<p><b>Damage to Butterfly Identification sign (Five Arches) and decision on possible replacement</b> – The Chair reported that there were two signs at the Five Arches site. The woodland sign was recently taken down by a RBC Contractor, so RBC bought and installed a replacement. The grassland sign has now been vandalised. Cost of replacement is approximately £75. Cllrs agreed to replace the sign.</p>	ID
15	NPC23/09/0731	<p><b>The Leys bus stop- damage and renovation</b> – The Chair reported that the bus stop had been vandalised with graffiti and reported to the PC. Cllrs Rick Crane and Andy Newnham were thanked for their efforts at getting this</p>	

		removed the same day. Renovation of the bus stop was discussed, and the Clerk will note this for consideration when producing next year's budget. The Chair also reported that a theme seemed to be emerging with the damage at the Five Arches site; the bus stop; and also a car being keyed outside the Village Hall whilst the NP meeting was being held. The Chair will get in contact with PCSO Tony Winter to discuss.	<b>RB</b>  <b>ID</b>										
<b>16</b>	NPC23/09/0732	<b>Community Orchard- bid for funding</b> – The Chair reported that PCs had been asked to consider applying in principle for funding for a community orchard. Initial discussions suggested using an allotment plot, but this was not approved at their AGM. Alternative location has been suggested at the picnic site where there are already two apple trees. The PC are in support of the idea and the Chair has submitted an application in principle and will await an update from WCC.	<b>ID</b>										
<b>17</b>	NPC23/09/0733	<b>Winter Warm Hub 2023</b> – The Chair recapped the history of the Warm Hub grant last year and the weekly event that was held in the Village Hall. The Clerk reported that £435 remained from the grant and was currently held in an earmarked reserve. The PC discussed whether this was viable again this winter and how the remaining funds could be used. Cllrs were asked to give this some thought and will be discussed again at the next PC meeting.	<b>All</b>										
<b>18</b>	NPC23/09/0734	<b>Re-approval of the following policies</b> <b>I. Social Media</b> – APPROVED <b>II. Health and Safety</b> - APPROVED											
<b>19</b>	NPC23/09/0735	<b>To note planning applications received and PC response to consultations:</b> <b>I. None</b>											
<b>20</b>	NPC23/09/0736	<b>Parish Council Financial Report</b> <b>I. Financial report for August and bank reconciliation report</b> - The Council reviewed the financial report for August, and this is also available on the PC website: <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/09/Financial-Report-August-2023.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/09/Financial-Report-August-2023.pdf</a> The Clerk reported that the Council's finances and bank account are in a healthy position. As previously mentioned, a detailed financial report will be produced for H1 with predicted spend for H2 and will be reviewed at the next PC meeting. There has been no movement within the Ear Marked Reserves: <table border="1" data-bbox="548 1204 1680 1404"> <thead> <tr> <th colspan="2"><b>EMR balances (30/08/23)</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 (30/08/23)</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>
<b>General reserve</b>	<b>£13,000.00</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 July was **£23,679.17**

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

Payments for approval	NET	VAT	TOTAL
Webgrowth Server / website support – July and August	£60.00	£0.00	£60.00
Reimburse R. Barry for the purchase of 8 x 2 <sup>nd</sup> class stamps	£6.00	£0.00	£6.00
Installation of dog waste bin – Pilgrim’s Lane, Newton	£80.00	£0.00	£80.00

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

September 2023			NET	VAT	TOTAL
SO – 01/09/23	NPC23/04/0632	Honorarium – picnic area gates	£105.00	£0.00	£105.00
FPO – 05/09/23	NPC23/08/0710	Staffing	£500.88	£0.00	£500.88
FPO – 05/08/23	NPC23/08/0710	HMRC - Staffing PAYE	£118.80	£0.00	£118.80
DD – 15/09/23	NPC23/08/0710	ICO Data Protection annual fee	£35.00	£0.00	£35.00
DD – 21/09/23	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/09/23	NPC23/08/0710	Npower – electricity for street lighting	£45.19	£2.26	£47.45
SO – 28/09/23	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50

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

September 2023	
None	

The Clerk reported that part 2 of the Precept had not yet been received from RBC and is usually received in the first two weeks in September. Cllr Adrian Warwick confirmed that Wolvey had also not received their precept. Cllr Eve Hassell will investigate.

EH

**21** NPC23/09/0737 The meeting concluded at 8.15pm. Next meeting – 26<sup>th</sup> October 2023 at 7.30pm, Newton Memorial Hall