



Newton and Biggin Parish Council

You are cordially invited to the Public Parish Council Meeting to be held in the Newton Village Memorial Hall – Thursday 25th January 2024 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 28 November 2023 – All**
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on Butterfly Identification sign – ID
 - II. Review of Christmas Celebrations - All
 - III. Update on Phone Box refurbishment and grant application- ID
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 / Precept
 - I. To approve the budget for 2024-25
 - II. To approve a precept request of £27,240
10. To approve virement of £200 from 'Christmas Celebrations' cost code to 'Coton Community Fund' cost code – ID / RB
11. Plans for Winter Warm Hub 2023-24 - ID
12. To note application for funding for Community Orchard - ID
13. Plans for Joint Police / Parish Council Meeting - ID
14. Plans for Spring refresh of village planters and purchase of garden vouchers - RB
15. Ellis Gardens Update - ID
16. To approve formal response to RBC Local Plan Consultation - All
17. To re-adopt Emergency Plan (annual review - no changes to previous version) – All
18. Internal Controls - All
 - I. Re-adopt Internal Controls Policy and Template (annual review - no changes to previous version)
 - II. Formulate a plan to complete the Review of Effectiveness of Internal Control
19. General Assessment of Risk - All
 - I. Approve updated General Assessment of Risk Template
 - II. Formulate a plan to complete the assessment
20. Appointment of Internal Auditor 2023-24 – RB
21. To note the results of the Quarter 3 Asset Inspection - BT
22. To note Planning applications received and PC response to consultations:
 - I. **None**
23. Parish Council Finance Report – RB
 - I. Financial report for Q3, and bank reconciliation report.



Newton and Biggin Parish Council

- II. VAT update
- III. Payments for approval:

Payments for approval	NET	VAT	TOTAL
SLCC – FiLCA training for the Clerk	£120.00	£24.00	£144.00
SLCC – ChatGPT training for the Clerk	£20.00	£4.00	£24.00
WALC – AGAR training for the Clerk	£30.00	£6.00	£36.00
Butterfly Conservation (Five Arches Project)	£746.29	£149.26	£746.29
Christmas refreshments (reimburse Cllr Anne Davis)	£48.25	£0.00	£48.25
Christmas Tree Lights (reimburse Cllr Ian Davis)	£20.00	£4.00	£24.00
Ethical disposal of Christmas Tree	£20.00	£0.00	£20.00
Kitchen Unit for Village Hall (reimburse Cllr Bob Threadgold)	£123.09	£24.62	£147.71
YourLocale Neighbourhood Plan Consultancy Invoice	£1,500.00	£300.00	£1,800.00

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

December 2023			NET	VAT	TOTAL
SO – 01/12/23	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	£848.44
FPO – 04/12/23	NPC23/08/0710	HMRC - Staffing PAYE	£205.60	£0.00	£205.60
DD – 21/12/23	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 27/12/23	NPC23/08/0710	Npower – electricity for street lighting	£90.54	£4.53	£95.07
SO – 28/12/23	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50
January 2024			NET	VAT	TOTAL
SO – 01/01/24	NPC23/04/0632	Honorarium – picnic area gates	£105.00	£0.00	£105.00
FPO – 05/01/24	NPC23/08/0710	Staffing	£545.96	£0.00	£545.96
FPO – 05/01/24	NPC23/08/0710	HMRC - Staffing PAYE	£130.20	£0.00	£130.20
DD – 21/01/24	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 25/01/24	NPC23/08/0710	Npower – electricity for street lighting	£95.11	£4.76	£99.87
SO – 28/01/24	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50

- V. To note payments received in period:

December 2023		
06/12/23	Funding for Newton Christmas Tree from Alcohols Ltd	£180.00
January 2024		
11/01/24	HMRC Q3 VAT form 126 refund	£290.18
15/01/24	Contribution for Village Hall Kitchen Unit from VHC	£123.09

24. Date and time of next Public Parish Council Meeting – 29 February 2024 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 19 January 2024