



Minutes of the Newton and Biggin Parish Council (PC) Meeting Tuesday 28th November 2023 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC23/11/0754	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Rick Crane (RC), Anne Davis (AD), Bob Threadgold (BT), Andy Newnham (AN) Rugby Borough Councillor (RBC) Eve Hassell (EH) In attendance – Rebecca Barry (RB), Clerk Members of Public - Three.</p>	
2	NPC23/11/0755	Apologies and acceptance of reasons for absence – Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC23/11/0756	Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.	
4	NPC23/11/0757	Agreement of minutes from the previous meeting - Minutes of the meeting held on 26 th October 2023 were agreed as a correct record and signed by the Chair.	
5	NPC23/11/0758	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on streetlight maintenance contract – The Clerk reported that there had been a lot of email correspondence with Eon, with some ambiguous information received. A helpful summary of the maintenance and non-maintenance contracts has now been received, but too late to circulate to Cllrs ahead of meeting. The Clerk will share the details, and this will be considered for the next financial year as a budget item.</p> <p>II. Update on Butterfly Information sign – The Chair reported that the artwork has now been tracked down and Nuneaton Signs has been contacted for a quote. This will be reviewed at the next meeting.</p> <p>III. Review of Remembrance Sunday – The Chair reported that the event was well attended (c. 70 people) despite the poor weather. The musicians were very good and have been asked to perform again next year. The only suggestion for next year would be to specify an end time to the refreshments after the service.</p> <p>IV. Update on Christmas Celebrations – Cllr Crane reported that the tree had been ordered and paid for personally, so requests reimbursement. (In payments for approval table). Delivery of tree on 8th Dec and will be put up on the morning of 9th Dec. The lights need to be located and tested. Cllr Anne Davis will purchase</p>	<p>RB</p> <p>ID</p> <p>AD / RB</p>

		mince pies and mulled wine and request reimbursement. The Clerk will submit a payment authorisation request to Cllr Rick Crane for approval.	
6	NPC23/11/0759	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: <ul style="list-style-type: none"> No issues were raised 	
7	NPC23/11/0760	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC23/11/0761	Neighbourhood Plan (NP) <ol style="list-style-type: none"> General Update - The Chair reported that a second meeting of the advisory committee was held but was poorly attended, with many genuine apologies. Next meeting is arranged for 11th January. Grant of £10,000 has been received and Cllrs approved these funds moving into a new Ear Marked Reserve to keep the funds separate (in accounting terms). The Clerk will make the necessary adjustments on Scribe. 	RB
9	NPC23/11/0762	2024-25 Budget – The Clerk reported that an informal meeting will be held on Fri 8 th Dec and will produce a budget pack to circulate ahead of the meeting. Still awaiting housing figures from RBC so initial discussions will use 2023-24 Precept as a starting point.	RB
10	NPC23/11/0763	Winter Warm Hub 2023 – The Chair reported that the two planned Warm Hub trial sessions had not taken place in November. This will now happen in January and will be reviewed again at the next meeting.	ID / AD
11	NPC23/11/0764	Local Plan Consultation – The Chair reported that RBC were consulting on the Local Plan until February and an event was being held for Parish Councils on Thu 30 th Nov, with all Cllrs and the Clerk attending. The PC will review all documentation and will approve a formal response at the next meeting.	All
12	NPC23/11/0765	Planned review of Emergency Plan – The Clerk reported that the annual review of this document was due. The Chair agreed to review the plan and advise the Clerk of any changes, ahead of approval in January.	ID / RB
13	NPC23/11/0766	Internal Audit Action Plan <ol style="list-style-type: none"> To note the successful testing of new internet banking payment controls – The Clerk reported that a payment greater than £1,000 was raised by the Clerk and approved by Cllr Rick Crane (this must be approved via the full web version on online banking and cannot be approved via the app.) This was noted by Cllrs. To note conclusion of action plan – The Clerk reported that all action points from the Internal Audit had now been completed. This was noted by Cllrs. 	
14	NPC23/11/0767	To note approved pay award from LGA for 2023-24, backdated to April 2023 – This was noted by Cllrs.	
15	NPC23/11/0768	To note replacement of Clerk’s printer – The Clerk reported that her own laser printer (c. 10 years old) had now failed and could not be fixed. The Chair approved an emergency purchase of a new laser printer (as per Financial Procedures 5.5), which will be listed as a council asset. The Clerk will update the Asset Register and Cllr Bob Threadgold will update the quarterly asset checklist.	RB / BT

16	NPC23/11/0769	<p>To note submission of application to WCC Councillors’ Grant Fund (Round 2) for phone box refurbishment – The Chair reported that an application had been submitted for £350 and we will hear if successful in December.</p>	ID																												
17	NPC23/11/0770	<p>To note planning applications received and PC response to consultations:</p> <ul style="list-style-type: none"> I. R23/1003 at 7, SILVER STREET, NEWTON, RUGBY, CV23 0DU for First floor rear extension - <i>The Parish Council responded with no objection</i> II. R23/1095 2, St Johns Gate, Newton, Rugby, CV23 0PW for convert existing detached garage to annexe - <i>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.</i> 																													
18	NPC23/11/0771	<p>Parish Council Financial Report</p> <ul style="list-style-type: none"> I. Financial report for October and bank reconciliation report - The Council reviewed the detailed financial report, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2023/11/Financial-Report-October-2023.pdf The Clerk reported that the Council’s finances and bank account are in a healthy position, with a year-end prediction of approximately £960 surplus. Any underspend at year-end to move into the Council’s General reserve. There has been no movement within the Ear Marked Reserves: <table border="1" data-bbox="546 802 1680 1126"> <thead> <tr> <th colspan="2">EMR balances</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> <tr> <td>Warm Hub</td> <td>£424.37</td> </tr> <tr> <td>TOTAL</td> <td>£8,760.77</td> </tr> <tr> <td>General reserve</td> <td>£13,000.00</td> </tr> </tbody> </table> <p>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 October was £31,384.60</p> <ul style="list-style-type: none"> II. The Council APPROVED the following payments: <table border="1" data-bbox="465 1286 1955 1409"> <thead> <tr> <th>Payments for approval</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Reimburse R. Barry for stationery – diary / planner & printer paper</td> <td>£17.49</td> <td>£3.50</td> <td>£20.99</td> </tr> <tr> <td>Gift Voucher for payroll services</td> <td>£100.00</td> <td>£0.00</td> <td>£100.00</td> </tr> </tbody> </table> 	EMR balances		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	General reserve	£13,000.00	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	
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		Replacement laser printer (Retro)	£306.99	£59.99	£366.98		
		Remembrance Wreath (Retro)	£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 – reimburse Cllr Rick Crane	£180.00	£0.00	£180.00		
		<p>The Clerk mentioned that the payment to YourLocale will need approval via Online Banking by the Chair or Vice Chair as it is greater than the Clerk’s limit within payment controls.</p>					
		<p>III. Direct Debits and routine payments (with pre-approval) were noted as follows:</p>					
		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
		<p>IV. Receipts were noted as follows:</p>					
		November 2023					
		BGC – 10/11/23	Neighbourhood Plan Grant from Locality		£10,000.00		
19 & 20	NPC23/11/0772	The meeting concluded at 7.55pm. Next meeting – 25 th January 2023 at 7.30pm, Newton Memorial Hall (No meeting in December).					
21	NPC23/11/0773	The meeting was then re-opened as ‘Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971’ – see separate minutes.					