



# 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 28th March 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 7 March 2024– All**
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
  - I. Update on funding for Community Orchard – ID
  - II. Update on Ellis Gardens – ID
  - III. Update on Joint Police / Parish Council meetings – ID / RB
  - IV. Update on Winter Warm Hub - 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
  - II. Funding update
9. Parish Council Elections 2024 – ID / RB
10. To note submitted response to Warwickshire Rights of Way Improvement Plan Survey – ID
11. To approve the submitted quote for Telephone Box refurbishment – All
12. Defibrillator Training – ID
13. To agree Parish Council meeting dates for 2024 – All
14. Approval of Asset Register (for Annual Return and Insurance purposes) – All
15. Review of Effectiveness of Internal Controls – All
16. Review results of the General Assessment of Risk, and agree action plan if necessary – All
17. Policies due for allocation and review - RB
18. To note Planning applications received and PC response to consultations:
  - I. **None**
19. Parish Council Finance Report – RB
  - I. Financial report for January / February, and bank reconciliation report.
  - II. VAT update
  - III. Payments for approval:

Payments for approval	NET	VAT	TOTAL
Website / server maintenance x 4 months (final invoiced amount may change)	£120.00	£0.00	£120.00
Microsoft 365 Annual Subscription (reimburse R. Barry)	£66.66	£13.33	£79.99
McAfee Annual Subscription (reimburse R. Barry)	£66.66	£13.33	£79.99
Warm Hub Refreshments (reimburse Cllr A Davis)	£47.35	£0.00	£47.35
Coton Park Residents Assoc (CPRA) – Christmas event invoice	£200.00	£0.00	£200.00
Butterfly Conservation (Five Arches Project)	£423.25	£73.80	£497.05



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Scribe Renewal for 2024-25	£345.60	£69.12	£414.72
Currys for Business – A4 Printer paper	£20.67	£4.13	£24.80
Currys for Business – 3 x Ink cartridges	£211.97	£42.39	£254.36

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

March 2024			NET	VAT	TOTAL
SO – 01/03/24	NPC23/04/0632	Honorarium – picnic area gates	£105.00	£0.00	£105.00
FPO – 05/03/24	NPC23/08/0710	Staffing	£533.88	£0.00	£533.88
FPO – 05/03/24	NPC23/08/0710	HMRC - Staffing PAYE	£126.80	£0.00	£126.80
DD – 21/03/24	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
DD – 26/03/24	NPC23/08/0710	Npower – electricity for street lighting	£87.13	£4.36	£91.49
SO – 28/03/24	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50

V. To note payments received in period:

March 2024		
08/03/24	HMRC Q4 part 1 VAT form 126 refund	£510.24

20. Date and time of next Public Parish Council Meeting – 25 April 2024 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 22 March 2024