



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 7th March 2024 at 7.30pm

(This was a short, two-item meeting to approve urgent items after February meeting was cancelled as it was inquorate)

Ref	Minute	Record and Resolution	Action by																								
1	NPC24/03/0025	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Rick Crane (RC), Bob Threadgold (BT), Anne Davis (AD)</p> <p>In attendance – Rebecca Barry (RB), Clerk</p> <p>Members of Public - None.</p>																									
2	NPC24/03/0026	<p>Apologies and acceptance of reasons for absence – Cllr Andy Newnham (AN) due to a business trip ACCEPTED</p> <p>Warwickshire County Councillor (WCC) Adrian Warwick (AW) Rugby Borough Councillor (RBC) Eve Hassell (EH)</p>																									
3	NPC24/03/0027	<p>Declarations of Interest - There were no Declarations of Interest expressed relating to any items on the agenda.</p>																									
4	NPC24/03/0028	<p>Agreement of minutes from the previous meeting - Minutes of the meeting held on 25th January 2024 were agreed as a correct record and signed by the Chair.</p>																									
5	NPC24/03/0029	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • No issues were raised 																									
6	NPC24/03/0030	<p>As there were no further issues raised by the public, the Standing Orders were resumed.</p>																									
7	NPC24/03/0031	<p>To approve the appointment of Bill Wooliscroft as Internal Auditor for 2023-24 The appointment and letter of instruction were both APPROVED.</p>																									
8	NPC24/03/0032	<p>Parish Council Finances</p> <p>I. The Council APPROVED the following payments:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="text-align: center;">Payments for approval</th> <th style="text-align: center;">NET</th> <th style="text-align: center;">VAT</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">YourLocale Neighbourhood Plan Consultancy Invoice #3 (Cheque 001021)</td> <td style="text-align: right;">£2,500.00</td> <td style="text-align: right;">£500.00</td> <td style="text-align: right;">£3,000.00</td> </tr> <tr> <td style="text-align: center;">YourLocale Neighbourhood Plan Consultancy Invoice #4 (Cheque 001020)</td> <td style="text-align: right;">£3,000.00</td> <td style="text-align: right;">£600.00</td> <td style="text-align: right;">£3,600.00</td> </tr> <tr> <td style="text-align: center;">WALC training e-learning courses x 4</td> <td style="text-align: right;">£64.00</td> <td style="text-align: right;">£12.80</td> <td style="text-align: right;">£76.80</td> </tr> <tr> <td style="text-align: center;">Warm Hub refreshments (reimburse Cllr Anne Davis)</td> <td style="text-align: right;">£34.90</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£34.90</td> </tr> <tr> <td style="text-align: center;">Defibrillator Adult Pads</td> <td style="text-align: right;">£67.00</td> <td style="text-align: right;">£13.40</td> <td style="text-align: right;">£80.40</td> </tr> </tbody> </table>	Payments for approval	NET	VAT	TOTAL	YourLocale Neighbourhood Plan Consultancy Invoice #3 (Cheque 001021)	£2,500.00	£500.00	£3,000.00	YourLocale Neighbourhood Plan Consultancy Invoice #4 (Cheque 001020)	£3,000.00	£600.00	£3,600.00	WALC training e-learning courses x 4	£64.00	£12.80	£76.80	Warm Hub refreshments (reimburse Cllr Anne Davis)	£34.90	£0.00	£34.90	Defibrillator Adult Pads	£67.00	£13.40	£80.40	
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		II. Direct Debits and routine payments (with pre-approval) were noted as follows:					
		February 2024			NET	VAT	TOTAL
		SO – 01/02/24	NPC23/04/0632	Honorarium – picnic area gates	£105.00	£0.00	£105.00
		FPO – 05/02/24	NPC23/08/0710	Staffing	£546.16	£0.00	£546.16
		FPO – 05/02/24	NPC23/08/0710	HMRC - Staffing PAYE	£130.00	£0.00	£130.00
		DD – 21/02/24	NPC23/08/0710	Plusnet Village Hall Internet	£18.00	£3.60	£21.60
		DD – 26/02/24	NPC23/08/0710	Npower – electricity for street lighting	£100.18	£5.01	£105.19
		SO – 28/02/24	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50
		III. Receipts were noted as follows:					
		February 2024 - None					
9	NPC24/03/0033	The meeting concluded at 7.35pm. Next meeting – 28 th March 2024 at 7.30pm, Newton Memorial Hall					