



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 28th March 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/03/0034	Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Rick Crane (RC), Anne Davis (AD), Bob Threadgold (BT), Andy Newnham (AN) In attendance – Rebecca Barry (RB), Clerk Members of Public - One.	
2	NPC24/03/0035	Apologies and acceptance of reasons for absence – Warwickshire County Councillor (WCC) Adrian Warwick (AW) Rugby Borough Councillor (RBC) Eve Hassell (EH)	
3	NPC24/03/0036	Declarations of Interest – Cllr Rick Crane declared an interest in agenda item 11 and did not participate in the discussion.	
4	NPC24/03/0037	Agreement of minutes from the previous meeting - Minutes of the meeting held on 7 th March 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/03/0038	Matters Arising and updates from previous minutes, not specifically on this agenda: I. Update on funding for Community Orchard – The Chair reported that there had been no updates. II. Update on Ellis Gardens – The Chair reported that Lioncourt have asked for a meeting with RBC, but a date has not yet been fixed. The eastern boundary will be reviewed against the plans. RBC are recalculating the commuted sum. The Chair awaits further updates. III. Update on Joint Police / Parish Council meetings – The Chair reported that the ambitious plans have been scrapped and PCSO Tony Winter plans to attend a PC meeting in July. The Chair received informal updates regarding a burnt-out car that is being investigated, and the recent machete damage where a group of youths were questioned in a den where they were in possession of an axe / machete. IV. Update on Winter Warm Hub – It was reported that the warm hub is doing well and has good attendance. An end date was discussed, and it was agreed that Cllr Anne Davis would ask attendees for their feedback.	ID ID AD
6	NPC24/03/0039	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: • A member of the public made comments relating to item 5.III – There are two families in Ellis Gardens who are also in possession of machetes. The Chair will pass this information onto PCSO Tony Winter.	ID
7	NPC24/03/0040	As there were no further issues raised by the public, the Standing Orders were resumed.	

8	NPC24/03/0041	<p>Neighbourhood Plan (NP)</p> <p>I. General Update - The Chair reported that there were two pieces of work being undertaken by AECOM. The Housing Needs Assessment which has been completed and shared with the Advisory Committee. The Design Code document is outstanding with a first draft expected in April.</p> <p>II. Funding Update – The Clerk reported that the End of Grant report has been submitted, with confirmation that the remaining balance of £2,000 must be returned (as per the grant terms). Cllrs resolved to approve this payment being made. The Clerk will raise the online payment and Cllr Rick Crane will approve as the amount is over the Clerk’s payment limit. It was noted that due to the end of the financial year falling during the Easter long weekend, the payment may not be processed by Lloyds until the new financial year.</p>	RB / RC
9	NPC24/03/0042	<p>Parish Council Elections – The Clerk reported that an information pack had been received from RBC, along with timescales. The Notice of Election was displayed on the noticeboard and website from 15th March. Nomination papers have been printed and passed to all Cllrs for completion. The Chair will deliver all the papers to the Returning Officer at RBC by the deadline of 5th April.</p>	All Cllrs / ID
10	NPC24/03/0043	<p>To note submitted response to Warwickshire Rights of Way Improvement Plan Survey – The PC noted the response, and this has also been shared with Cllrs.</p>	
11	NPC24/03/0044	<p>To approve the submitted quote for Telephone Box refurbishment – The PC resolved to approve accepting the quote of £375 plus circa £125 for materials. Cllr Rick Crane abstained due to declaring an interest in this item. Dates will now be scheduled for completion of the work.</p>	RC / ID
12	NPC24/03/0045	<p>Defibrillator Training – The Chair reported that Veronica Carter has offered to undertake some free defibrillator training sessions. The Council agreed that the training sessions would be valuable to the community and the Chair will discuss the plans further with Veronica.</p>	ID
13	NPC24/03/0046	<p>To agree Parish Council meeting dates for 2024/25 – The PC approved the draft proposal that had been circulated to Cllrs. It was noted that the Annual Parish Meeting will be held on Thursday 25th April 2024 at 7pm, immediately before the normal PC meeting. The Clerk will publish the meeting dates on the website and will advertise the Annual Parish Meeting.</p>	RB
14	NPC24/03/0047	<p>Approval of Asset Register (for Annual Return and Insurance purposes) – Cllrs approved the two versions of the Asset Register that had been circulated to Cllrs before the meeting.</p>	
15	NPC24/03/0048	<p>Review of Effectiveness of Internal Controls – The Chair and the Clerk completed the review using the approved template and the results were circulated to Cllrs before the meeting. The PC agreed that there were no areas for development / improvement, and no further action was required.</p>	
16	NPC24/03/0049	<p>Review results of the General Assessment of Risk and agree action plan if necessary – The Chair and the Clerk completed the assessment of risk using the approved template and results were circulated to Cllrs before the meeting. The risks were discussed at the meeting and Cllrs agreed that all were classed as ‘low’ risks. It was noted</p>	

		that the risk assessment last year had identified some ‘medium’ risks due to insufficient payment controls. This was addressed with internet banking payment controls in place, resulting in re-classifying these risks as ‘low’ in this year’s assessment.																																																													
17	NPC24/03/0050	Policies for allocation and review – The Clerk reported that a number of policies were due for annual review and proposed aligning this with the Annual Meeting of the PC. Cllrs approved this proposal. It was agreed that the Clerk would complete an initial review of the policies and share any recommendations with the policy owner. Then updated policies would be approved at the Annual Meeting of the PC in May.	RB																																																												
18	NPC24/03/0051	To note planning applications received and PC response to consultations: I. None																																																													
19	NPC24/03/0052	<p>Parish Council Financial Report</p> <p>I. Financial report for January / February and bank reconciliation report - The Council reviewed the financial report for Jan / Feb, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/03/Financial-Report-Jan-Feb-2024.pdf The Clerk reported that the Council’s finances and bank account are in a healthy position, with a year-end prediction of approximately £1,800 surplus. Any underspend at year-end to move into the Council’s General reserve. Ear Marked Reserves (EMRs) movement only in the Warm Hub reserve and the Neighbourhood Plan reserve. No movement in any other reserves. Balances at 28/02/24:</p> <table border="1"> <thead> <tr> <th>Reserve</th> <th>OpeningBalance</th> <th>Transfers</th> <th>Spend</th> <th>Receipts</th> <th>CurrentBalance</th> </tr> </thead> <tbody> <tr> <td colspan="6">Earmarked</td> </tr> <tr> <td>Ellis Gardens Open Spaces</td> <td>2,586.40</td> <td></td> <td></td> <td></td> <td>2,586.40</td> </tr> <tr> <td>Misc Legal Fees</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td>Burial Committee</td> <td>750.00</td> <td></td> <td></td> <td></td> <td>750.00</td> </tr> <tr> <td>Future Enhancements to Open :</td> <td>3,500.00</td> <td></td> <td></td> <td></td> <td>3,500.00</td> </tr> <tr> <td>Coton Noticeboard</td> <td>700.00</td> <td>800.00</td> <td></td> <td></td> <td>1,500.00</td> </tr> <tr> <td>Warm Hub Grant balance</td> <td>435.27</td> <td></td> <td>45.80</td> <td></td> <td>389.47</td> </tr> <tr> <td>Neighbourhood Plan</td> <td></td> <td></td> <td>2,500.00</td> <td>10,000.00</td> <td>7,500.00</td> </tr> <tr> <td>Total Earmarked</td> <td>7,971.67</td> <td>800.00</td> <td>2,545.80</td> <td>10,000.00</td> <td>16,225.87</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 February was £32,779.44</p> <p>II. VAT update – The Clerk reported that Q4 VAT form 126 has been split into three, to allow for timely refunds. January claim submitted to HMRC and funds received 08/03 - £510.24</p>	Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance	Earmarked						Ellis Gardens Open Spaces	2,586.40				2,586.40	Misc Legal Fees					0.00	Burial Committee	750.00				750.00	Future Enhancements to Open :	3,500.00				3,500.00	Coton Noticeboard	700.00	800.00			1,500.00	Warm Hub Grant balance	435.27		45.80		389.47	Neighbourhood Plan			2,500.00	10,000.00	7,500.00	Total Earmarked	7,971.67	800.00	2,545.80	10,000.00	16,225.87	
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February claim submitted to HMRC and funds not yet received - £527.41
 March claim to be finalised and submitted after year-end.

III. The Council APPROVED the following payments:

Payments for approval	NET	VAT	TOTAL
Website / server maintenance x 4 months	£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
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. Direct Debits and routine payments (with pre-approval) were noted as follows:

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. Receipts were noted as follows:

March 2024		
08/03/24	HMRC Q4 part 1 VAT form 126 refund	£510.24
28/03/24	WCC County Grant Fund – Phonebox Refurbishment	£235.00

20 NPC24/03/0053 The meeting concluded at 8.00pm. Next meeting – 25th April 2024 at 7.30pm, Newton Memorial Hall