



Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 25th April 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/04/0054	<p>Present - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Bob Threadgold (BT), Andy Newnham (AN) Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p> <p>In attendance – Rebecca Barry (RB), Clerk Members of Public - Four.</p>	
2	NPC24/04/0055	<p>Apologies and acceptance of reasons for absence – Cllr Rick Crane (RC) due to holiday - ACCEPTED, Rugby Borough Councillor (RBC) Eve Hassell (EH) due to attending another meeting</p>	
3	NPC24/04/0056	<p>Declarations of Interest – None</p>	
4	NPC24/04/0057	<p>Agreement of minutes from the previous meeting - Minutes of the meeting held on 28th March 2024 were agreed as a correct record and signed by the Chair.</p>	
5	NPC24/04/0058	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <ul style="list-style-type: none"> I. Update on Butterfly Information Sign – The Chair reported the history with the vandalism of the sign at the Five Arches wildlife site. The artwork has been tracked down and RBC will pay for a replacement sign at a cost of approximately £250. II. Update on funding for Community Orchard – The Chair recapped the history with this fund that was linked to the Coronation. A small area of land was identified alongside the carpark entrance to the Five Arches site. The Chair has chased up the application and awaits a response. III. Update on Ellis Gardens – The Chair reported that a meeting was due to take place between the PC, RBC and Lioncourt but this has not happened. RBC still need to resolve / confirm the commuted sum and will contact the developer when this has been calculated, therefore the meeting is still in abeyance. The Chair awaits further updates. IV. Update on Winter Warm Hub – It was reported that the warm hub has been well attended but that numbers have reduced since the start of spring. The Warm Hub is now closed and will look to re-open in the autumn after the clock change. The Clerk will make a note to include as an agenda item in September. 	<p>ID</p> <p>ID</p> <p>RB</p>

		<p>V. Update on Defibrillator Training – The Chair reported that Veronica Carter (VC) has offered to deliver some training sessions free of charge. (There may be a nominal charge from the fire service for the equipment – no more than £100, which the PC agreed to fund if required). The training sessions will be open to all of the Coton area, not just the parished area. The PC agreed to go ahead with the sessions. The Chair will engage Dean Welburn from Coton Park Residents Assoc (CPRA) and will liaise with VC to identify some potential dates for the training sessions.</p> <p>VI. Update on phone box refurbishment – The Chair reported that work will commence on Monday 29th April and has been communicated to residents via Facebook.</p>	ID
6	NPC24/04/0059	<p>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</p> <ul style="list-style-type: none"> • A member of the public shared an observation about parking of vans around the pub and that a Fire Engine could struggle to get past. The Chair mentioned that this has been raised before and that the Police have not been heavy handed due to most of the vehicles belonging to residents. The Chair suggested that the member of public referred the matter to the Police again if necessary. 	
7	NPC24/04/0060	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC24/04/0061	<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 being worked on and a first draft has been received, but this is not the complete version. The next meeting of the advisory committee is planned for 8th May, with the open event scheduled for Sat 1st June. The questionnaire is almost complete.</p> <p>II. Funding Update – The Clerk reported that the remaining grant balance of £2,000 was returned at the end of the financial year (as per the grant terms).</p>	
9	NPC24/04/0062	<p>Parish Council Elections – The Clerk reported that RBC had confirmed that the election was uncontested, so all 5 Cllrs that stood for re-election are duly elected Parish Cllrs from 2nd May and take up office on 7th May. The Cllrs will be entitled to serve until May 2028. The Notice of Uncontested Election can be viewed on the PC website: http://www.newtonparishcouncil.org.uk/notice-of-uncontested-election/</p> <p>Cllrs will be required to sign a Declaration of Acceptance of Office at the first meeting of the PC after the election (16th May) and must also register interests with RBC within 28 days and submit to the Monitoring Officer at RBC, along with the election expenses forms by 30th May. Cllrs will receive expenses forms in the post from RBC and the Clerk will provide blank copies of the others.</p>	All Cllrs / RB

10	NPC24/04/0063	To discuss Bus Services to Newton – The Chair reported that s106 funding to subsidise the bus service runs out on 31 st July. WCC are reviewing if a solution is possible once the subsidy runs out, however this is dependent on people using the service, so the use of the bus should be encouraged.	
11	NPC24/04/0064	Payment Schedules for Approval I. Honorarium for Five Arches gates - The PC resolved to approve the payment schedule for the year. II. Honorarium for bridleway grass cutting – The PC resolved to approve the payment schedule for the year.	
12	NPC24/04/0065	To note results of Q4 Asset Inspection – Cllr Bob Threadgold reported that the asset inspection had been completed and circulated to Cllrs. There were no items of concern, other than further vandalism to the bus stop, and Cllrs noted these results.	ID
13	NPC24/04/0066	To note planning applications received and PC response to consultations: I. R24/0301 at LAND ADJACENT TO 11, WATLING CRESCENT, NEWTON for Certificate of Lawfulness (Existing use) - Use for the stationing of a caravan/mobile home for residential purposes all year round. The PC agreed the following response to RBC “Were this an application for planning permission, the Parish Council would have observations to make. However, the application is for a Certificate of Lawfulness and as the Parish Council has no evidence to refute or support the application it is content for the Local Planning Authority to reach a decision on the basis of the evidence available to it.”	
14	NPC24/04/0067	Parish Council Financial Report I. Financial report for March and bank reconciliation report - The Council reviewed the financial report for March, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/04/Financial-Report-March-2024.pdf The Clerk reported that the Council’s finances and bank account are in a healthy position, with a year-end position in line with predictions. Underspend vs budget of -£1,506.36. Year-end balance of £1,935.90. Any underspend at year-end to move into the Council’s General reserve and therefore the PC resolved to approve increasing the General Reserve from £13,000 to <u>£14,900</u> . Ear Marked Reserves (EMRs) movement only in the Warm Hub reserve and the Neighbourhood Plan reserve. No movement in any other reserves. Balances at 31/03/24:	

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
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		93.15		342.12
Neighbourhood Plan			10,000.00	10,000.00	0.00
Total Earmarked	7,971.67	800.00	10,093.15	10,000.00	8,678.52

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk, and approved and signed by the Chair. Lloyds account balance at the end of March was **£24,553.67** with one unrepresented payment of £2,000, bringing the closing adjusted balance to **£22,553.67**.

- II. **VAT update** – The Clerk reported that Q4 VAT form 126 claim has been split into three, to allow for timely refunds. January claim submitted to HMRC and funds received 08/03 - £510.24
February claim submitted to HMRC and funds received 02/04 - £527.41
March claim submitted to HMRC and funds not yet received - £768.34

III. **The Council APPROVED the following payments:**

Payments for approval	NET	VAT	TOTAL
Warm Hub refreshments (Reimburse Cllr Anne Davis)	£39.88	£0.00	£39.88
WALC Subscription for 2024-25	£417.00	£68.20	£485.20
13 th Edition Arnold Baker Local Council Admin book from SLCC	£137.00	£0.00	£137.00
Delivery cost for Arnold Baker book	£4.50	£0.90	£5.40
SLCC Subscription for 2024-25	£154.00	£0.00	£154.00

IV. **Direct Debits and routine payments (with pre-approval) were noted as follows:**

April 2024			NET	VAT	TOTAL
SO – 02/04/24	NPC24/04/0064	Honorarium – picnic area gates	£105.00	£0.00	£105.00
FPO – 05/04/24	NPC23/08/0710	Staffing	£564.58	£0.00	£564.58

		FPO – 05/04/24	NPC23/08/0710	HMRC - Staffing PAYE	£134.80	£0.00	£134.80
		N/A	N/A	BT – new broadband account – in credit	N/A	N/A	N/A
		DD – 25/04/24	NPC23/08/0710	Npower – electricity for street lighting	£89.24	£4.46	£93.70
		FPO – 25/04/24	NPC24/04/0064	Honorarium – picnic area gates (adjustment)	£5.25	£0.00	£5.25
		SO – 28/04/24	NPC24/04/0064	Honorarium – grass cutting	£33.13	£0.00	£33.13
		July 2023 (Retrospective correction)					
		SO – 28/07/23	NPC23/04/0632	Honorarium – grass cutting	£31.50	£0.00	£31.50
		The Clerk drew Cllrs attention to the above Honorarium payment that was made as per 2023 payment schedule with pre-authorisation but had not been previously reported to the PC.					
		V. Receipts were noted as follows:					
		April 2024					
		FPI – 02/04/24	HMRC VAT Refund (Q4 part 2)		£527.41		
		FPI – 03/04/24	RBC Precept Part One		£13,620.00		
		DD – 16/04/24	DD refund – closure of Plusnet account		£16.02		
		The Clerk drew Cllrs attention to the receipt of part one of 2024-25 Precept from RBC and also the DD refund from the closure of the Plusnet account which has been replaced by an account with BT which is currently in credit.					
15	NPC24/04/0068	The meeting concluded at 8.00pm. Next meeting – 16 th May 2024 at 7.00pm, Newton Memorial Hall (Annual Meeting of the Parish Council) followed by the usual Parish Council meeting at 7.30pm.					