



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 16<sup>th</sup> May 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/05/0088	<p><b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN) Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk</p> <p style="text-align: right;"><b>Members of Public</b> - Three.</p>	
2	NPC24/05/0089	<b>Apologies and acceptance of reasons for absence</b> – Cllr Bob Threadgold (BT) due to family emergency - ACCEPTED, Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC24/05/0090	<b>Declarations of Interest</b> – Cllr Rick Crane declared an interest in agenda item 5.IV.	
4	NPC24/05/0091	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 25 <sup>th</sup> April 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/05/0092	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on funding for Community Orchard</b> – The Chair recapped the history with this fund that was linked to the Coronation. The PC’s application to this fund was unsuccessful, but the area has been added to a list for free trees in the future.</p> <p>II. <b>Update on Ellis Gardens</b> – The Chair reported there is still no conclusion with this item. There have been discussions with RBC, with the commuted sum still being calculated. A meeting still needs to take place with the three parties (Lioncourt, RBC and the PC) to review the areas of concern – the pond, the boundary, failing trees and the play area.</p> <p>III. <b>Update on Defibrillator Training</b> – The Chair reported that Veronica Carter (VC) has offered to deliver some training sessions free of charge. Dates have been identified at the end of June and the Chair will check VH availability and then confirm. Each session can accommodate a maximum of 12 people.</p> <p>IV. <b>Update on phone box refurbishment</b> – The Chair reported that the works have been completed by Cllr Rick Crane to a great standard. The cost came in under budget.</p>	<p><b>ID</b></p> <p><b>ID</b></p>
6	NPC24/05/0093	<b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b>	

		<ul style="list-style-type: none"> <li>• A member of the public mentioned that items such as a skip and portable toilet were still located at Ellis Gardens after the recent road / pavement repairs, and it was suggested that they contact Lioncourt.</li> <li>• A member of the public mentioned that it was difficult to walk along the footpath between the church and the gate. The Chair will contact WCC for support in resolving.</li> <li>• The footpath at St. Thomas Cross junction was also mentioned and the Chair explained that a meeting was planned onsite with WCC to discuss drainage, the road and the footpaths. The drains had also been jetted out today.</li> </ul>	ID ID
7	NPC24/05/0094	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC24/05/0095	<b>Neighbourhood Plan (NP)</b> <ol style="list-style-type: none"> <li><b>General Update</b> - The Chair reported that the work is progressing well, with the open event planned for Sunday 14<sup>th</sup> July. The public need to be engaged and a leaflet will be distributed ahead of the event. Representatives from Coton are playing an active role on the committee.</li> </ol>	All
9	NPC24/05/0096	<b>Clerk's annual incremental rise from SCP 19 to SCP 20</b> – This was noted by the Council and the rise was effective from 1 <sup>st</sup> April 2024.	
10	NPC24/05/0097	<b>Consider the 'Review of Insurance' paper and approve one provider</b> – The Chair reported that it was good practice to receive alternative quotes, which the PC aim to do every three years minimum. A paper has already been circulated to Cllrs detailing 4 x insurance proposals. Two were excluded as they came in over budget. The remaining two were with the same insurance company, but one quote was for an online policy suitable for PCs with precepts of less than £30k. Cllrs discussed the merits of each but decided that the PC could exceed this precept in the next three years, therefore it would be false economy. The PC resolved to APPROVE renewing the existing policy with Zurich (£505.95) and will review again in three years, or if a quote is significantly increased / over budget. The Clerk will make the necessary arrangements.	RB
11	NPC24/05/0098	<b>Preparations for Annual Governance Accountability Return (AGAR)</b> – The Clerk reported that the next meeting of the PC in June will be very important as the AGAR will need to be approved and signed, with a very tight turnaround to then submit all documents to the External Auditor. The Internal Audit is being completed tomorrow, 17 <sup>th</sup> May, so the report from this will also be reviewed. The Clerk will circulate a full accounting pack and audit documentation ahead of the next meeting.	RB
12	NPC24/05/0099	<b>To note planning applications received and PC response to consultations:</b> <ol style="list-style-type: none"> <li><b>R24/0096</b> at 22 WATLING CRESCENT, NEWTON RUGBY, CV23 0AH for Construction of new rear dormer. <b>The PC agreed a 'no comments' response to RBC</b> and the Clerk will submit this ahead of the consultation deadline.</li> </ol>	RB

**Parish Council Financial Report**

- I. **Financial report for April and bank reconciliation report** - The Council reviewed the financial report for April, and this is also available on the PC website:

<http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/05/Financial-Report-April-2024-Net-Position.pdf>

Ear Marked Reserves (EMRs) now include a Neighbourhood Plan EMR and a Tax Base Smoothing EMR, as approved during the budget setting process. Balances at 30/04/24:

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Ellis Gardens Open Spaces	2,586.40				2,586.40
Burial Committee	750.00				750.00
Future Enhancements to Open :	3,500.00				3,500.00
Coton Noticeboard	1,500.00				1,500.00
Warm Hub Grant balance	342.12		39.88		302.24
Neighbourhood Plan - Grant					0.00
Tax Base Smoothing		682.47			682.47
<b>Total Earmarked</b>	<b>8,678.52</b>	<b>682.47</b>	<b>39.88</b>		<b>9,321.11</b>

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk, and approved and signed by the Vice Chair, Cllr Rick Crane. Lloyds account balance at the end of April was **£34,544.44**.

- II. **VAT update** – The Clerk reported that final part of the Q4 VAT form 126 claim has been received - £768.34.
- III. **The Council APPROVED the following payments:**

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Warm Hub refreshments (Reimburse Cllr Anne Davis)	£20.45	£0.00	£20.45
Refurbishment and redecoration of telephone box	£466.03	£0.00	£466.03
Internal Audit Fee	£360.00	£72.00	£432.00

		<b>IV. Direct Debits and routine payments (with pre-approval) were noted as follows:</b>					
		May 2024			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
		SO – 01/05/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
		FPO – 03/05/24	NPC24/05/0079	Staffing	£580.40	£0.00	£580.40
		FPO – 03/05/24	NPC24/05/0079	HMRC - Staffing PAYE	£138.60	£0.00	£138.60
		N/A	N/A	BT – new broadband account – in credit	N/A	N/A	N/A
		DD – 24/05/24	NPC24/05/0079	Npower – electricity for street lighting	£79.55	£3.98	£83.53
		SO – 28/05/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07
		<b>V. Receipts were noted as follows:</b>					
		May 2024					
		FPI – 07/05/24	HMRC VAT Refund (Q4 part 3)		£768.34		
<b>14</b>	NPC24/05/0101	The meeting concluded at 7:55pm. Next meeting – 27 <sup>th</sup> June 2024 at 7.30pm, Newton Memorial Hall.					