



Minutes of the Newton and Biggin Parish Council (PC) Meeting

Thursday 27th February 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/02/0024	<p>Present – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), Bob Threadgold (BT) Andy Newnham (AN), Warwickshire County Councillor (WCC) Adrian Warwick (AW), Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p>In attendance – Rebecca Barry (RB), Clerk</p> <p style="text-align: right;">Members of Public - Three</p>	
2	NPC25/02/0025	Apologies and acceptance of reasons for absence – None	
3	NPC25/02/0026	Declarations of Interest – None.	
4	NPC25/02/0027	Agreement of minutes from the previous meeting - Minutes of the meeting held on 30 th January 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/02/0028	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <p>I. Update on Noticeboard for Coton Park - The Clerk reported that Dean from Coton Park Residents Association (CPRA) was struggling to get a response from RBC regarding the proposed location. The PC confirmed that they do not wish to go ahead and order a noticeboard until a suitable location was agreed. The Chair will consult with Fiona James at RBC to try and gain agreement.</p> <p>II. Update on Website upgrade and Cllr email addresses – The Clerk reported that Cllr Andy Newnham had reviewed the detail behind the three quotes that were discussed in November. He agreed that quote 3 was the preferred option due to the personalised, more bespoke service, along with a reasonable price. The Council resolved to APPROVE engaging the services of Parish Council Websites at an annual cost of £300 plus VAT. In addition, a one-off cost of £749 plus VAT was APPROVED for the design, build and migration of content for a new website. Additional cost associated with Microsoft 365 accounts would also need to be included (1 x Business Standard account, and 5 x exchange online accounts) at an approximate cost of £321 per year. The Clerk will make the necessary arrangements with the company and will also advise the current provider of the upcoming changes.</p>	<p style="text-align: center;">ID</p> <p style="text-align: center;">RB</p>

		<p>III. Update on Traffic Speed Survey - The Chair reported that the traffic speed survey has been completed in all four locations. Numerous discussions took place to try and reassess / reduce the cost, but this was unsuccessful, so the Council resolved to APPROVE the full payment of £880 plus VAT to enable access to the full data captured.</p> <p>IV. Update on Missing Hedgehog Sign – The Clerk reported that the replacement sign is now in place. Invoice received and is listed in payments for approval table.</p> <p>V. Update on Ellis Gardens Open Space – Joint Parish Council / RBC letter to Lioncourt – The Chair recapped the history with this item and reported that the reworded draft letter has been forwarded to Tom Kittendorf at RBC, who is happy with the updated version. Tom will send to Lioncourt but requires a wet signature from the Chair first.</p> <p>VI. Update on Keep Britain Tidy Great British Spring Clean Campaign – It was decided not to progress with this initiative due to the proposed date clashing with Mother’s Day and also due to recent litter picks already having occurred in Newton.</p> <p>VII. Update on debit card for the Lloyds Community bank account – The Clerk reported that the request form has been completed but requires two approved signatures. Examples of debit card policies are also being reviewed, alongside any guidance in the new NALC Financial Regs.</p> <p>VIII. Update on new NALC model financial regulations – The Clerk reported that no work has been completed on this in yet, but a first draft will be ready for circulation before the March meeting.</p>	<p>ID</p> <p>RB</p> <p>RB</p>
6	NPC25/02/0029	<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 asked when the results of the traffic survey would be received, and in what format. The Chair explained that the PC did not know yet and would await the results. • A member of the public mentioned that a white line located on the bend at the junction of Main St & Newton Lane in the centre of the village required repainting. The Chair agreed to speak to RBC. • It was mentioned that farming signs have been damaged (Tractor / HGV), and the Chair has reported both to WCC and stressed the importance of these being repaired or replaced. 	<p>ID</p> <p>ID</p>
7	NPC25/02/0030	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC25/02/0031	<p>Neighbourhood Plan (NP)</p> <p>I. General update – The Chair reported that a draft plan is now ready for initial circulation to the committee for input. The next committee meeting is planned for 1st April. Then the next stage is told hold another exhibition before the plan goes to RBC.</p> <p>The Chair also reported that a NP must be in accordance with a Local Plan (LP). RBC is currently working a new LP and preparing a draft for consultation. This draft goes to RBC Cabinet on 4th March and the agenda</p>	

		<p>and documents are available now. The headline is that this significantly affects Newton parish. RBC are opting for a dispersal strategy, where the housing requirement is broken up into lots of sites, with a good proportion in villages. Coton East will change to employment. Two housing allocations are proposed in Newton – 1) 25 houses in the triangle of land between Newton Lane and the Great Central and 2) 240 houses in Newton Manor Lane from the Great Central to the stream.</p> <p>A secondary school was originally planned for the Coton East development, but this now has a site reserved at St. Thomas Cross. This will be funded by s106 obligations on all sites.</p> <p>RBC Councillor Eve Hassell will try and obtain further information. The Chair will post an update on the Newton and Coton Facebook pages and will seek advice from Gary Kirk regarding the allocation in the NP.</p> <p>The Clerk reported that an invoice has been received from YourLocale for NP Consultancy fees for £1,500 plus VAT. The council resolved to APPROVE the payment of this invoice. The Clerk will raise the payment, and this will need additional approval by the Chair or Vice Chair due to the amount.</p> <p>The £1,000 remaining from this year's NP grant will need to be returned at the end of March as per the terms of the grant. Cllrs notes this and APPROVED this payment being raised by the Clerk once the EOY Grant form has been completed and submitted. The Clerk will make the necessary arrangements.</p>	<p>EH / ID</p> <p>RB / ID / RC</p> <p>RB</p>
9	NPC25/02/0032	Live and Local Information Event – The Clerk reported that correspondence had been received inviting representatives to a Live and Local event on 10 th March. The Chair mentioned how successful these events have been in previous years and will ask for any volunteers who may be interested in taking on and promoting this again.	ID
10	NPC25/02/0033	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.	
11	NPC25/02/0034	Review results of 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 with the exception of three areas that were flagged as 'medium' risk relating to ongoing Honorarium payments. This was discussed under confidential item 15.I and an action plan will be produced by the Clerk and the Chair.	RB / ID
12	NPC25/02/0035	To approve the appointment of Bill Wooliscroft as Internal Auditor for 2024-25 The appointment and letter of instruction were both APPROVED .	RB
13	NPC25/02/0036	To note planning applications received and PC response to consultations: None	
14	NPC25/02/0037	<p>Parish Council Financial Report</p> <p>I. Financial report for January, and bank reconciliation report - The Council reviewed the financial report for January, and this is also available on the PC website:</p>	

<http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/02/Financial-Report-Jan.pdf>

The Clerk reported that the Council's finances and bank account are in a healthy position, with a year-end prediction of approximately £400 surplus. The Clerk mentioned that the Streetlighting maintenance cost of £48 a month is being queried with E.on as we are only being invoiced for £48 a quarter.

It was noted that the Contingency Fund could end the year considerably underspent which would change the year end position dramatically. Any underspend at year-end to move into the Council's General reserve.

A VAT claim will be submitted early March for two thirds of Q4 so that this amount is received before the end of the financial year.

General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total is £12,595.26. The only movement in the EMRs is in the Neighbourhood Plan and Warm Hub Grant lines.

<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
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		125.58		216.54
Neighbourhood Plan - Grant			5,500.00	8,000.00	2,500.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgete		1,000.00	140.15		859.85
Total Earmarked	8,678.52	1,682.47	5,765.73	8,000.00	12,595.26
GENERAL RESERVE					14,900.00
TOTAL RESERVES					27,495.26

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved and signed by the Vice Chair. Lloyds account balance at the end of the month was **£36,018.41**

		<div>II. The Council APPROVED the following payments:</div> <table><tr><th colspan="3">Payments for approval</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td colspan="3">SLCC – PIALC Training Course</td><td>£120.00</td><td>£24.00</td><td>£144.00</td></tr><tr><td colspan="3">SLCC – Annual membership fee (due 1st April)</td><td>£150.00</td><td>£0.00</td><td>£150.00</td></tr><tr><td colspan="3">Webgrowth – Website maintenance for Dec & Jan</td><td>£60.00</td><td>£0.00</td><td>£60.00</td></tr><tr><td colspan="3">Warm Hub refreshments – reimburse Cllr Anne Davis (retro)</td><td>£71.47</td><td>£0.00</td><td>£71.47</td></tr><tr><td colspan="3">Scribe Accounts – annual renewal (due 1st April)</td><td>£345.60</td><td>£69.12</td><td>£414.72</td></tr><tr><td colspan="3">Liberty Graphics – Replacement Hedgehog sign</td><td>£170.00</td><td>£34.00</td><td>£204.00</td></tr><tr><td colspan="3">Currys Business – Yellow toner cartridge</td><td>£94.99</td><td>£18.99</td><td>£113.98</td></tr><tr><td colspan="3">Stationery A4 lever arch folders x 3 – reimburse R. Barry</td><td>£9.96</td><td>£2.01</td><td>£11.97</td></tr><tr><td colspan="3">Defib Store – Adult pads and rescue ready kit</td><td>£88.99</td><td>£17.80</td><td>£106.79</td></tr><tr><th colspan="3">Additional late payments for approval</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td colspan="3">Coton Park Residents Association – Invoice 1 for Easter and Christmas events</td><td>£1,298.02</td><td>£0.00</td><td>£1,298.02</td></tr><tr><td colspan="3">Coton Park Residents Association – Invoice 2 for Easter and Christmas events</td><td>£94.18</td><td>£0.00</td><td>£94.18</td></tr></table> <div>III. Direct Debits and routine payments (with pre-approval) were noted as follows:</div> <table><tr><th colspan="3">February 2025</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td>SO – 03/02/25</td><td>NPC24/04/0064</td><td>Honorarium – picnic area gates</td><td>£110.25</td><td>£0.00</td><td>£110.25</td></tr><tr><td>FPO – 05/02/25</td><td>NPC24/05/0079</td><td>Staffing</td><td>£615.25</td><td>£0.00</td><td>£615.25</td></tr><tr><td>FPO – 05/02/25</td><td>NPC24/05/0079</td><td>HMRC - Staffing PAYE</td><td>£147.40</td><td>£0.00</td><td>£147.40</td></tr><tr><td>DD – 04/02/25</td><td>NPC24/05/0079</td><td>BT Broadband for Village Hall</td><td>£28.72</td><td>£5.74</td><td>£34.46</td></tr><tr><td>DD – 26/02/25</td><td>NPC24/05/0079</td><td>Npower – electricity for street lighting</td><td>£104.69</td><td>£5.23</td><td>£109.92</td></tr><tr><td>SO – 28/02/25</td><td>NPC24/04/0064</td><td>Honorarium – grass cutting</td><td>£33.07</td><td>£0.00</td><td>£33.07</td></tr></table> <div>IV. Receipts were noted as follows:</div> <table><tr><th colspan="3">February 2025</th></tr><tr><td>None</td><td></td><td></td></tr></table>	Payments for approval			NET	VAT	TOTAL	SLCC – PIALC Training Course			£120.00	£24.00	£144.00	SLCC – Annual membership fee (due 1 st April)			£150.00	£0.00	£150.00	Webgrowth – Website maintenance for Dec & Jan			£60.00	£0.00	£60.00	Warm Hub refreshments – reimburse Cllr Anne Davis (retro)			£71.47	£0.00	£71.47	Scribe Accounts – annual renewal (due 1 st April)			£345.60	£69.12	£414.72	Liberty Graphics – Replacement Hedgehog sign			£170.00	£34.00	£204.00	Currys Business – Yellow toner cartridge			£94.99	£18.99	£113.98	Stationery A4 lever arch folders x 3 – reimburse R. Barry			£9.96	£2.01	£11.97	Defib Store – Adult pads and rescue ready kit			£88.99	£17.80	£106.79	Additional late payments for approval			NET	VAT	TOTAL	Coton Park Residents Association – Invoice 1 for Easter and Christmas events			£1,298.02	£0.00	£1,298.02	Coton Park Residents Association – Invoice 2 for Easter and Christmas events			£94.18	£0.00	£94.18	February 2025			NET	VAT	TOTAL	SO – 03/02/25	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25	FPO – 05/02/25	NPC24/05/0079	Staffing	£615.25	£0.00	£615.25	FPO – 05/02/25	NPC24/05/0079	HMRC - Staffing PAYE	£147.40	£0.00	£147.40	DD – 04/02/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46	DD – 26/02/25	NPC24/05/0079	Npower – electricity for street lighting	£104.69	£5.23	£109.92	SO – 28/02/25	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07	February 2025			None			
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15	NPC25/02/0038	Closure of Council Meeting. The Council resolved to APPROVE to exclude members of the public and press from the following item of business (19.I) due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.																																																																																																																															

		I. Discuss Honorarium payments. The Council resolved to APPROVE immediately ceasing the existing Honorarium payments and to seek advice around alternative ways of working.	
16	NPC25/02/0039	The meeting concluded at 8:30pm. Next meeting – 27 th March 2025 at 7.30pm, Newton Memorial Hall	
17	NPC25/02/0040	The meeting was then re-opened as ‘Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971’ – see separate minutes.	