



# Newton and Biggin Parish Council

**You are cordially invited to the Public Parish Council Meeting to be held in the Newton Village Memorial Hall – Thursday 29<sup>th</sup> May 2025 at 7.30pm**

## AGENDA

1. Present
2. Apologies
3. Declarations of Interest regarding items on the agenda - All
4. To agree the draft minutes from the meeting held on 24<sup>th</sup> April 2025– All
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
  - I. Update on Website upgrade / Cllr Email Addresses – RB / AN
  - II. Update on Traffic Speed Survey – AN / ID
  - III. Update on Ellis Gardens Open Space – ID
  - IV. Update on Coton Noticeboard – ID
  - V. Update on Foul Sewer, Little London Lane – ID
  - VI. Update on Bank Account to hold CIL funds and approve bank transfer - RB
6. **Suspension of Standing Orders: An opportunity for any issues raised by Members of the Public to be considered by the Council, subject to the agreement of the Chair**
7. **Resumption of Standing Orders**
8. To Receive the Internal Audit Report / Comments and Approve the Action Plan – All
9. Annual Governance and Accountability Return (AGAR) 2024/25 - All
  - I. To consider and approve Section 01 Annual Governance Statement, with Chair and Clerk to sign.
  - II. To consider and approve Section 02 Accounting Statements, with Chair to sign.
  - III. To receive the Annual Internal Audit Report, signed by Bill Wooliscroft.
  - IV. To note the Explanation of Variances.
  - V. To approve the dates set for the period for the exercise of public rights and submission date to the External Auditor
10. Neighbourhood Plan – All
  - I. General update
  - II. Open Event
11. To Review and Approve Insurance Renewal - All
12. To approve Letter of Engagement for Grounds Maintenance Contractor – RB
13. Replacement Projector for Village Hall - ID
14. To note Planning applications received and PC response to consultations:
  - I. R25/0396 at Newton House Farm, Pilgrims Lane, Newton, Rugby, CV23 0ED for Permission in principle for the erection of up to 7 dwellings
15. Parish Council Finance Report – RB
  - I. Financial report for April, and bank reconciliation report.
  - II. Payments for approval:

Payments for approval	NET	VAT	TOTAL
Webgrowth – Website maintenance for Feb & Mar	£60.00	£0.00	£60.00
Newton Village Events – Invoice for D-Day Celebrations	TBC		TBC



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Internal Audit Fee	£360.00	£72.00	£432.00
Zurich – Annual Insurance Renewal	£436.95	£0.00	£436.95
EON Street Light Maintenance Q1 Jan to Mar	£48.00	£9.60	£57.60
1000 x A5 leaflets and 20 x A4 posters for NP open event	TBC		TBC
<b>Payments for approval – (Made under Scheme of Delegation)</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
None			

III. To note Direct Debits and payments made in period (with pre-approval):

May 2025			NET	VAT	TOTAL
FPO – 08/05/25	NPC24/05/0079	Staffing	£655.47	£0.00	£655.47
FPO – 08/05/25	NPC24/05/0079	HMRC - Staffing PAYE	£228.72	£0.00	£228.72
FPO – 08/05/25	TBC	Warwickshire Pension Fund	£211.46	£0.00	£211.46
DD – 06/05/25	NPC24/05/0079	BT Broadband for Village Hall (annual inc)	£31.14	£6.23	£37.37
CHG – 20/05/25	NPC24/11/0185	Banking Monthly Charge	£4.25	£0.00	£4.25
TBC	NPC24/05/0079	Npower – electricity for street lighting	TBC	TBC	TBC

IV. To note payments received in period:

April / May 2025		
FPI – 25/04/25	CIL Funds	£337.50
FPI – 08/05/25	Q4 VAT refund – part 2	£298.80

16. Date and time of next Public Parish Council Meeting – 26<sup>th</sup> June 2025 at 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 22 May 2025