



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

Thursday 27th March 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/03/0041	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) In attendance – Rebecca Barry (RB), Clerk Members of Public – Two (plus AW guest)	
2	NPC25/03/0042	Apologies and acceptance of reasons for absence – None	
3	NPC25/03/0043	Declarations of Interest – None.	
4	NPC25/03/0044	Agreement of minutes from the previous meeting - Minutes of the meeting held on 27 th February 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/03/0045	Receive an update from PCSO Nina Parish, Warwickshire Police – The Chair reported that PCSO Nina Parish had failed to attend the meeting as planned and had also failed to respond to recent emails. WCC Adrian Warwick asked the Clerk to forward the relevant email trail to him so that he could seek feedback from the police.	RB / AW
6	NPC25/03/0046	Matters Arising and updates from previous minutes, not specifically on this agenda: I. Update on Website upgrade and Cllr email addresses – The Clerk reported that the chosen provider has been engaged, and the current provider has been advised of the upcoming change and she awaits his response. The Council resolved to APPROVE the movement of budgeted funds (£1,500) from 2024-25 into an Ear Marked Reserve as the costs will hit the 2025-26 financial year. <i>(7:35pm WCC Adrian Warwick and guest left the meeting due to other work commitments)</i> II. Update on Traffic Speed Survey - The Chair reported the history with this item and explained that the results of the surveys have been received in the format of 25 x Excel files containing raw data but not high-level summaries. Assistance was requested from the team that sent the data but it was confirmed that this would be at an additional cost. Cllr Andy Newnham offered to review the files and use AI to summarise. The Clerk will forward the documents. RBC Eve Hassell also advised that Churchover have been through the same process recently so may be able to offer advice.	RB / AN

		III. Update on Ellis Gardens Open Space – The Chair recapped the history with this item and reported that the reworded draft joint letter to Lioncourt has been approved and signed by Tom Kittendorf at RBC. A response from Lioncourt is awaited. IV. Update on debit card for the Lloyds Community bank account – The Clerk reported that the debit card and pin have been received and are stored safely. The Clerk asked if any further security options should be considered such as lock box to store the card in but it was decided that this was not necessary.	
7	NPC25/03/0047	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: A member of the public asked about the noticeboard for the parished area of Coton Park. The Chair explained the initial agreement with Coton Park Residents Association (CPRA) was for them to make arrangements for the noticeboard at the same time as they were already arranging another noticeboard for the non-parished area. At the proposed location, the land has now been adopted by RBC so the Chair will contact Fiona James at RBC to discuss the noticeboard location.	ID
8	NPC25/03/0048	As there were no further issues raised by the public, the Standing Orders were resumed.	
9	NPC25/03/0049	Neighbourhood Plan (NP) 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. The PC continues to play an active role in RBC’s draft Local Plan consultation and a separate meeting is planned for Thursday 10th April to further discuss these plans.	
10	NPC25/03/0050	Agree Parish Council meeting dates for 2025-26 – Cllrs approved the circulated dates and the Clerk will upload to the website and put a copy on the noticeboard. The Clerk mentioned the Annual Parish meeting planned for April and it was agreed that the PC would advertise and promote the event but would not chase updates. The Clerk will make the necessary arrangements.	RB
11	NPC25/03/0051	Agree a Response to Clifton upon Dunsmore Draft Neighbourhood Plan - The PC agreed that a response to offer full support and congratulations should be submitted. The Clerk will arrange this.	RB
12	NPC25/03/0052	To approve updated Financial Regulations - The Clerk reported these are the new NALC model regulations and have been tailored to the PC where there was scope to do so. These regulations also include the most recent update for the Procurement Act. The PC resolved to APPROVE the new regulations and the Clerk will upload to the website.	RB
13	NPC25/03/0053	To note completion of Clerk’s annual appraisal and subsequent annual increment rise on the SCP pay scale - The Chair explained the process and confirmed that the Clerk’s appraisal had been completed and that performance was satisfactory. As per the Clerk’s contract, this results in a move of 1 x SCP point on the LGA pay scales. The Clerk will move from SCP 20 to SCP 21 effective 1 st April 2025 and this was noted by the Council.	RB

14	NPC25/03/0054	To note planning applications received and PC response to consultations: I. R25/0210 at COTON PARK EAST, CENTRAL PARK DRIVE, RUGBY for Reserved matters application for infrastructure works (installation of new link road, footways / cycleways, 4no. bus stops and temporary drainage) pursuant to outline planning permission R20/0787 for up to 475 dwellings <i>The Chair explained the history with Coton Park East and the PC APPROVED the proposed response:</i> "Newton and Biggin Parish Council thanks you for the opportunity to comment on the application and has no objections to the details contained therein. However, the Parish Council would observe that the submission of these details, if approved, would keep the planning permission for residential development alive. Rugby Borough Council is now seeking, via the Local Plan, to re-allocate the site for employment. The Parish Council respectfully seeks to remind RBC that it is not control of the situation; the site owner has a planning permission for residential and the Council now wishes to have it used for employment. In developing the Local Plan RBC should recognise that it has created a situation whereby it is the site owner and not the Local Planning Authority which will determine the use for which the site will be developed" II. E23/0374 at Land adjacent to 11, WATLING CRESCENT, NEWTON, RUGBY, CV23 0AH – Appeal Hearing <i>The Chair explained this history with the site and confirmed that a response has been sent to RBC with no further comments to add.</i> III. R24/0952 at Newton House Farm, Pilgrims Lane, Newton, Rugby, CV23 0ED for Prior Approval change of use of agricultural buildings to form 5 no. dwellings (Class Q) – Appeal <i>The Chair explained this history with the application and confirmed that a response has been sent to RBC with no further comments to add.</i>	
15	NPC25/03/0055	Parish Council Financial Report I. Financial report for February, and bank reconciliation report - The Council reviewed the financial report for February, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/03/Financial-Report-Feb.pdf The Clerk reported that the Council's finances and bank account are in a healthy position, with a year-end forecast now of approximately £1,466 surplus. This is an increase due to considerable underspend on the Contingency cost code of c£700; Coton Community Fund underspend of c£107 and Employer Contributions (arrears) for the newly joined LGPS have still not been actioned and will hit the new financial year c£600. The final underspend will be confirmed at the April PC meeting and the PC will look to formally approve the General Reserve increasing by this surplus. The Clerk mentioned that the Streetlighting maintenance cost of £48 a month has been queried again with E.On and the manager has confirmed that the monthly amount is infact correct and apologises for the confusion. A revised invoice for the amount due has been requested by the Clerk but unfortunately will not be received by 31st March.	

General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total is £10,982.82. The only movement in the EMRs is in the Neighbourhood Plan and Warm Hub Grant lines. It was noted that the Warm Hub Grant balance will stand at £62.60 (after the reimbursement payment to Cllr Anne Davis is processed) and the Neighbourhood Grant EMR is now at £0 as the remaining £1,000 has been returned to the provider in March.

<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 S	3,500.00				3,500.00
Coton Noticeboard	1,500.00				1,500.00
Warm Hub Grant balance	342.12		238.02		104.10
Neighbourhood Plan - Grant			7,000.00	8,000.00	1,000.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgeted		1,000.00	140.15		859.85
Total Earmarked	8,678.52	1,682.47	7,378.17	8,000.00	10,982.82
GENERAL RESERVE					14,900.00
TOTAL RESERVES					25,882.82

Scribe Accounts vs Lloyds bank account has been reconciled by the Clerk and approved and signed by the Vice Chair. Lloyds account balance at the end of the month was **£31,129.47**

II. VAT update:

The Clerk reported that part 1 of Q4 VAT has been claimed and received (for January & February), totalling £600.57. Part 2 (March) will be claimed at the beginning of April.

III. The Council APPROVED the following payments:

Payments for approval	NET	VAT	TOTAL
Warm Hub refreshments – reimburse Cllr Anne Davis (retro)	£40.97	£0.00	£40.97
Warm Hub refreshments – reimburse Cllr Anne Davis	£41.50	£0.00	£41.50
MS365 Annual Subscription – reimburse R. Barry	£87.49	£17.50	£104.99
McAfee Total Protection – reimburse R. Barry	£45.83	£9.16	£54.99
Garden Centre Vouchers (3 x £30) plus postage - DEBIT CARD	£92.50	£0.00	£92.50

RB

		<table><tr><th colspan="3">Payments for approval – (Made under Scheme of Delegation)</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td colspan="3">WCC County Fund – Speed survey</td><td>£880.00</td><td>£176.00</td><td>£1056.00</td></tr><tr><td colspan="3">Butterfly Conservation – Five Arches Project</td><td>£337.73</td><td>£32.67</td><td>£370.40</td></tr><tr><td colspan="3">Purple Cat – Projector Bulb for Village Hall</td><td>£197.56</td><td>£39.51</td><td>£237.07</td></tr><tr><td colspan="3">Groundwork – Return of grant balance</td><td>£1,000.00</td><td>£0.00</td><td>£1,000.00</td></tr></table>	Payments for approval – (Made under Scheme of Delegation)			NET	VAT	TOTAL	WCC County Fund – Speed survey			£880.00	£176.00	£1056.00	Butterfly Conservation – Five Arches Project			£337.73	£32.67	£370.40	Purple Cat – Projector Bulb for Village Hall			£197.56	£39.51	£237.07	Groundwork – Return of grant balance			£1,000.00	£0.00	£1,000.00																						
Payments for approval – (Made under Scheme of Delegation)			NET	VAT	TOTAL																																																	
WCC County Fund – Speed survey			£880.00	£176.00	£1056.00																																																	
Butterfly Conservation – Five Arches Project			£337.73	£32.67	£370.40																																																	
Purple Cat – Projector Bulb for Village Hall			£197.56	£39.51	£237.07																																																	
Groundwork – Return of grant balance			£1,000.00	£0.00	£1,000.00																																																	
		IV. Direct Debits and routine payments (with pre-approval) were noted as follows: <table><tr><th colspan="3">March 2025</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td>SO – 30/03/25</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 – 05/03/25</td><td>NPC24/05/0079</td><td>Staffing</td><td>£608.87</td><td>£0.00</td><td>£608.87</td></tr><tr><td>FPO – 05/03/25</td><td>NPC24/05/0079</td><td>HMRC - Staffing PAYE</td><td>£145.60</td><td>£0.00</td><td>£145.60</td></tr><tr><td>DD – 07/03/25</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>CHG – 18/03/25</td><td>NPC24/11/0185</td><td>Banking Monthly Charge</td><td>£4.25</td><td>£0.00</td><td>£4.25</td></tr><tr><td>TBC</td><td>NPC24/05/0079</td><td>Npower – electricity for street lighting</td><td>TBC</td><td>TBC</td><td>TBC</td></tr></table> The Clerk reported that an electricity invoice has not been received from Npower in March and is not listed in the online account. This will be queried. V. Receipts were noted as follows: <table><tr><th colspan="3">March 2025</th></tr><tr><td>FPI - 12/03/25</td><td>HMRC Q4 part 1 VAT form 126 refund</td><td>£600.57</td></tr><tr><td>FPI – 14/03/25</td><td>Village Hall Committee – Net contribution for projector bulb</td><td>£191.57</td></tr></table> (8:05pm Cllr Andy Newnham left the meeting due to other commitments)	March 2025			NET	VAT	TOTAL	SO – 30/03/25	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25	FPO – 05/03/25	NPC24/05/0079	Staffing	£608.87	£0.00	£608.87	FPO – 05/03/25	NPC24/05/0079	HMRC - Staffing PAYE	£145.60	£0.00	£145.60	DD – 07/03/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46	CHG – 18/03/25	NPC24/11/0185	Banking Monthly Charge	£4.25	£0.00	£4.25	TBC	NPC24/05/0079	Npower – electricity for street lighting	TBC	TBC	TBC	March 2025			FPI - 12/03/25	HMRC Q4 part 1 VAT form 126 refund	£600.57	FPI – 14/03/25	Village Hall Committee – Net contribution for projector bulb	£191.57	RB
March 2025			NET	VAT	TOTAL																																																	
SO – 30/03/25	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25																																																	
FPO – 05/03/25	NPC24/05/0079	Staffing	£608.87	£0.00	£608.87																																																	
FPO – 05/03/25	NPC24/05/0079	HMRC - Staffing PAYE	£145.60	£0.00	£145.60																																																	
DD – 07/03/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46																																																	
CHG – 18/03/25	NPC24/11/0185	Banking Monthly Charge	£4.25	£0.00	£4.25																																																	
TBC	NPC24/05/0079	Npower – electricity for street lighting	TBC	TBC	TBC																																																	
March 2025																																																						
FPI - 12/03/25	HMRC Q4 part 1 VAT form 126 refund	£600.57																																																				
FPI – 14/03/25	Village Hall Committee – Net contribution for projector bulb	£191.57																																																				
16	NPC25/03/0056	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 Five Arches Gates opening / closing - Confidential. The Council discussed alternative ways of operating and agreed to the Chair discussing this with an existing contractor.	ID																																																			
17	NPC25/03/0057	The meeting concluded at 8:15pm. Next meeting – 10 th April 2025 at 6:45pm, Newton Memorial Hall																																																				