



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

Thursday 24th April 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/04/0065	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 – Five	
2	NPC25/04/0066	Apologies and acceptance of reasons for absence – None	
3	NPC25/04/0067	Declarations of Interest – It was noted that the Clerk has an interest in confidential item 18.II, however she does not have any voting rights.	
4	NPC25/04/0068	Agreement of minutes from the previous meeting - Minutes of the meetings held on 27 th March and 10 th April 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/04/0069	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 progress is being made in the background with 95% of content copied from the old website to the new website. A deposit invoice has been received and is due for payment (listed in payment table). A decision is required on the style of websites and we have been provided with five examples to choose from. Cllrs agreed to the Clerk and Cllr Andy Newnham reviewing the versions and deciding on the style of the website. Two M365 suppliers, who work with James at Parish Council Websites, have been in touch and the Clerk has meetings planned with both of them. An update will be provided at the next meeting to decide which Microsoft 365 supplier to go with. 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. Cllr Andy Newnham offered to review the data and use AI to assist, but has not had the opportunity to complete the work yet. This will be completed before the next meeting in May. III. Update on Ellis Gardens Open Space – The Chair reported that he has chased up Tom Kittendorf at RBC for an update on the joint letter to Lioncourt but has not yet received a response.	RB / AN RB / AN ID

		IV. Update on Winter Warm Hub – The Chair reported that the Warm Hub has now ended and that the funds from the grant are nearly gone with £32.96 remaining. The Warm Hub has been popular and well attended, and may continue in the autumn, but run by volunteers rather than the PC. The PC agreed to allow the Village Hall to be used at no cost. V. Update on Coton Noticeboard – The Chair recapped the history with this item. The land is now adopted by RBC and the noticeboard is being arranged by Fiona James at RBC. The noticeboard will be purchased and installed by RBC who will then invoice the PC for the cost. The Chair is awaiting a more detailed response from Fiona with regards to exact cost and timescales.	ID
6	NPC25/04/0070	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: - Richard Allanach spoke about the PC proposed response to RBC’s Draft Local Plan Consultation and introduced a constructive alternative (‘RAP’ – Realistic Alternative Plan), collaborating with other PCs. Richard asked... - Would the PC like to come and work together with the group? The Chair agreed to attend a planned meeting in May and be an active member. - Would the PC consider a slightly stronger response to RBC regarding the Coton East proposals? The PC agreed that the proposed response could be amended to urge RBC to carefully consider if Coton East would be better used for residential, particularly because of the school site. WCC Adrian Warwick mentioned the potential cost of consultants (if required) in the future and that any costs should be dependent on parish size and impact to the parish. There would need to be transparency around how this is calculated. - A member of the public mentioned that there is little knowledge in Coton Park East about the Draft Local Plan. The Chair mentioned that he was meeting with some Coton residents next week. He would also put another post on the Coton Park Facebook page that focused on Coton East. - A member of the public asked how to view the original master plan. The Chair will forward a copy.	ID ID ID ID
7	NPC25/04/0071	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC25/04/0072	Neighbourhood Plan (NP) General update – The Chair reported that the next stage is to hold another exhibition before the plan goes to RBC. This is planned for Sunday 22nd June.	
9	NPC25/04/0073	To approve PC response to Rugby Local Plan Preferred Options Consultation – Cllrs agreed to strengthening the Coton East response. The Chair will amend the draft response to reflect this and will circulate to Cllrs for approval before the 19 th May deadline. Once agreed, the Clerk will submit the response to RBC, upload the response onto the PC website and Facebook pages.	ID RB

10	NPC25/04/0074	Spring Refresh of Planters – The Clerk reported that the vouchers have been purchased. Vice Chair Cllr Rick Crane will distribute the vouchers to the sponsors of the planters.	RC
11	NPC25/04/0075	Foul Sewer Little London Lane - The Chair reported that there is a long-standing problem in Little London Lane with a combined gravity sewer. This can be unpleasant for those affected where raw sewage can be discharged into the garden of the properties at the bottom of Little London Lane. The usual resolution is for Severn Trent to pump out the sewer, however this is not always done in a timely fashion. The Chair will email Dan Perkins at WCC for a contact at Severn Trent Water and then write to the supplier to 1) Request a prompt response to the problems and 2) Look at designing a permanent solution. County councillor Adrian Warwick suggested requesting a mole camera to look for issues such as radial cracks.	ID
12	NPC25/04/0076	VE Day 80 celebrations I. To approve Newton Village Events Committee facilitating an event on 8 th May 2025 with a maximum contribution of £500 from the PC. This was APPROVED by Cllrs and was included in the 2025-26 budget. The Chair then allowed a member of the public to speak who is concerned that this event was only open to residents of Newton and not open to residents of the parished area of Coton Park. The PC explained that due to the complexities of the way the parish is split, the PC agreed to fund events separately - with money being allocated for Newton Village Events and greater funds being allocated to Coton Park Residents Association (CPRA). The member of the public requested that we look at a way of managing events going forward to be inclusive to all residents of the parish and he will arrange a meeting with Dean Welburn from CPRA and the PC to discuss to discuss further.	All
13	NPC25/04/0077	Approval of Asset Register (for Annual Return and Insurance Purposes) - the Clerk reported that two documents have been circulated to councillors for review. The first being a list of all assets owned by the PC that will be used when completing the Annual Return, and the second document that splits the assets by insurer - separating those assets that are insured by the Village Hall Committee (VHC) and those that are insured by the PC. The only changes to the asset register since the previous version are the addition of the Coton Park defibrillator & cabinet and the new decorative Christmas lights. The council APPROVED both documents and the Clerk will forward the insurance version to Gordon Coates from the VHC in order for him to cross check that these items are covered by their insurance.	RB
14	NPC25/04/0078	Community Infrastructure Levy (CIL) Payment I. It was noted that the first payment from RBC was due in April 2025 for £337.50. This is from the industrial development at Peri Limited. II. The Clerk reported on the timescales, restrictions and audit process around spending CIL receipts. PCs can use CIL funds to support the development of their local area including spending on infrastructure projects or	

		addressing development demands such as affordable housing or public transport improvements. Funds may only be held for a maximum of five years and expenditure must be reported to RBC once a year. III. To consider opening a separate bank account to hold CIL funds - The Clerk reported that this is considered best practice as it allows the funds to be kept completely separate to other PC funds with a clear audit trail (rather than just holding in an earmarked reserve). The council APPROVED opening a savings account linked to the main Lloyds community bank account that will only be used to hold CIL funds.	
15	NPC25/04/0079	To note the results of the Q4 asset inspection - Cllrs noted these results, confirming that all assets were in good condition, with no actions required.	
16	NPC25/04/0080	To note planning applications received and PC response to consultations: I. 025/0269 at NEWTON HOUSE, NEWTON RD, NEWTON, RUGBY, CV23 0DR for construction of two single storey outbuildings (personal gym and cycle store) - <i>The PC submitted a 'no comments' response to RBC.</i>	
17	NPC25/04/0081	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/2025/04/Financial-Report-March.pdf The Clerk reported that the end of the financial year 2024-25 has now closed, with an EoY balance of approximately £1,811. As previously agreed, any balance at year end is to move into the General Reserve. Councillors APPROVED increasing the General Reserve by £1,800 from £14,900 to <u>£16,700</u>. The underspend is driven by the contingency cost code underspend by approximately £700; the street light maintenance contract underspent by approximately £480 (due to the contract starting midway through the year and an outstanding invoice issue); celebrations in Newton and Coton Park underspent by £232; and employer pension contributions from December to March have been paid in April in the new financial year. The reserves balance was £11,426.48 and this includes the newly set up EMR for IT Upgrades of £1,500.	

<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		294.36		47.76
Neighbourhood Plan - Grant			8,000.00	8,000.00	0.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgetec		1,000.00	140.15		859.85
IT Upgrades		1,500.00			1,500.00
Total Earmarked	8,678.52	3,182.47	8,434.51	8,000.00	11,426.48

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 **£27,839.10**

II. VAT update:

The Clerk reported that the final part of the Q4 VAT refund has been submitted to HMRC totalling £298.80, but this has not been received as yet.

III. The Council APPROVED the following payments:

Payments for approval	NET	VAT	TOTAL
Warm Hub refreshments – reimburse Cllr Anne Davis (retro)	£14.84	£0.00	£14.84
Warm Hub refreshments – reimburse Cllr Anne Davis (retro)	£14.80	£0.00	£14.80
WALC Annual Subscription (inc NALC)	£549.00	£89.80	£638.80
Parish Council Websites – 35% of total website cost	£262.15	£52.43	£314.58
Payments for approval – (Made under Scheme of Delegation)	NET	VAT	TOTAL
Warwickshire Pension Fund – Backdated contributions to 28 th Nov	£809.46	£0.00	£809.46

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

April 2025			NET	VAT	TOTAL
FPO – 07/04/25	NPC24/05/0079	Staffing	£460.42	£0.00	£460.42
FPO – 07/04/25	NPC24/05/0079	HMRC - Staffing PAYE	£150.60	£0.00	£150.60

		<table><tr><td>DD – 04/04/25</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 – 20/04/25</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 April and is not listed in the online account. This will be queried. V. Receipts were noted as follows: <table><tr><th colspan="3">April 2025</th></tr><tr><td>FPI - 07/04/25</td><td>Precept Part One</td><td>£13,620.00</td></tr><tr><td>TBC</td><td>HMRC Q4 part 2 VAT form 126 refund</td><td>TBC</td></tr></table>	DD – 04/04/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46	CHG – 20/04/25	NPC24/11/0185	Banking Monthly Charge	£4.25	£0.00	£4.25	TBC	NPC24/05/0079	Npower – electricity for street lighting	TBC	TBC	TBC	April 2025			FPI - 07/04/25	Precept Part One	£13,620.00	TBC	HMRC Q4 part 2 VAT form 126 refund	TBC	
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18	NPC25/04/0082	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 and approve new contractor - Confidential. Council resolved to APPROVE engaging the services of Steve Bryan as a contractor. The Clerk will draft a letter of instruction II. Approval of Clerk's updated contract - Confidential. The council resolved to APPROVE the updated contract for the Clerk reflecting only minor changes due to the inclusion of the pension scheme.	RB																											
19	NPC25/04/0083	The meeting concluded at 8:40pm. Next meeting – 29 th May 2025 at 7.15pm, Newton Memorial Hall																												