



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

Thursday 29th May 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/05/0103	Present – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), Bob Threadgold (BT) 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	NPC25/05/0104	Apologies and acceptance of reasons for absence – Andy Newnham (AN) due to other commitments - ACCEPTED	
3	NPC25/05/0105	Declarations of Interest – None	
4	NPC25/05/0106	Agreement of minutes from the previous meeting - Minutes of the meeting held on 24 th April 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/05/0107	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 she and Cllr Andy Newnam had reviewed the different website design styles on offer, as agreed at the last meeting, and they had chosen the more ‘dynamic’ website design. The Clerk also reported that she had attended two virtual meetings with Microsoft 365 suppliers (both recommended by James at Parish Council Websites) and summarised the quotes: <u>Supplier 1</u> - Monthly licence payments. Any ad hoc work/remote support completed at hourly rate (£74 +VAT) Clerk (Business Standard) £10.30 a month + VAT Cllrs x 5 (Business Basics) £4.90 a month + VAT Email & data backup £3 a month + VAT per selected mailbox TOTAL £37.80 + VAT a month ONE OFF COSTS £225 + VAT to migrate email history / One Drive etc <u>Supplier 2</u> -Monthly licence payments plus support package monthly costs. Clerk (Business Standard) £9.60 a month + VAT Cllrs x 5 (Business Basics) £4.60 a month + VAT Entry Business Support package £25 a month + VAT per user. TOTAL £182.60 + VAT a month ONE OFF COSTS £300 + VAT to migrate email history / One Drive etc	

		<p>The PC discussed the two options and did not think that a monthly support package suited the requirements of the council, as support has rarely been required in the past four years. It was also noted that Supplier 2 was 20 minutes late for the planned meeting. The PC resolved to APPROVE engaging the services of Supplier 1 – Uniserve – for providing MS365 licences and for the one-off costs quoted. The Clerk will make the necessary arrangements.</p> <p>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 was also struggling to summarise the data into a meaningful format. It was agreed that the Chair would contact WCC for a cost for summarising the data, and to ask Cllr Andy Newnham to hold a 30-minute session with Cllrs to talk through the files.</p> <p>III. Update on Ellis Gardens Open Space – The Chair reported that Tom Kittendorf at RBC had received a response from Lioncourt, apologising for the delay. The letter has now been passed to the relevant colleague at Lioncourt, and then a meeting will be planned with the PC & RBC. The Chair will continue to chase progress.</p> <p>IV. Update on Coton Noticeboard – The Chair recapped the history with this item. No update on cost has been received from Fiona James at RBC, despite emails from the Chair requesting updates. RBC Eve Hassell will chase Fiona on behalf of the PC.</p> <p>V. Update on Foul Sewer, Little London Lane – The Chair recapped the history with this item and reported that Severn Trent have now been helpful. The sewer has been surveyed with cameras, revealing blockages which have been jetted. Scale was reducing capacity by 50% in one area, and 75% in another, and this has now been cleared with no further action planned by Severn Trent. The Chair has asked that they 1) proactively check the sewer and 2) in the worst case if this problem occurs again, who should be contacted at Severn Trent.</p> <p>VI. Update on Bank Account to hold CIL funds and approve bank transfer – The Clerk reported that a separate savings account has been set up with Lloyds. The PC APPROVED a bank transfer of £337.50 from the Community account to the savings account, which the Clerk will process.</p>	<p>RB</p> <p>ID</p> <p>ID / EH</p> <p>ID</p> <p>RB</p>
6	NPC25/05/0108	<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 (representing Newton Village Events) reported that the VE Day party was a successful event with 59 attendees. He asked if the PC could fund more than the £500 approved at the last meeting and would receipts be required. The Clerk explained that no further funding could be provided by the PC and that receipts totalling the £500 would be required. An invoice with accompanying receipts was then passed to the Clerk who will raise a cheque for signing. A member of the public (representing Clifton School) asked about closing Silver Street for a school event that has been booked in the village hall. The PC had no objections in principle, but would need clarity / assurance on 	RB

		risk, liability & insurance. WCC Adrian Warwick suggested an alternative option being a “street meet” which is an informal closure. Clifton School would need to ensure that public liability insurance was in place. The rep from Clifton will seek advice at the next school meeting and let the PC know of the outcome.	
7	NPC25/05/0109	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC25/05/0110	To Receive the Internal Audit Report / Comments and Approve the Action Plan - The Clerk reported that the internal audit undertaken on 25 th April by Bill Wooliscroft was a positive one with only one minor observation raised for consideration. The report was circulated to Cllrs and an action plan to address the observation has been drafted and Cllrs APPROVED this plan. Full details of the Internal Audit report and the updated action plan can be found on the PC website: http://www.newtonparishcouncil.org.uk/audit/2024-25/ The Chair thanked the Clerk for the work involved. The Chair reported that it was good practice to change auditors regularly, and the PC agreed to look for a new auditor for the financial year 2025-26. The Clerk will contact the internal audit forum later in the year.	RB
9	NPC25/05/0111	Annual Governance and Accountability Return (AGAR) 2024/25 I. To consider and approve Section 01 Annual Governance Statement – Cllrs APPROVED the statement, and the Chair and the Clerk signed Section 01. II. To consider and approve Section 02 Accounting Statements – Cllrs APPROVED the statements and the Chair signed Section 02. III. To receive the Annual Internal Audit Report, signed by Bill Wooliscroft – Cllrs received this section of the AGAR form. IV. Explanation of Variances - Cllrs noted the Explanation of Variances that will be submitted to the External Auditor. V. Dates for public rights and submission of documents to External Auditor – Cllrs APPROVED an announcement being made on 2nd June for the period for the exercise of public rights being from 3 rd June to 14 th July 2025. The Clerk will submit all documents to the External Auditor (Moore UK) on 2 nd June 2025 and will issue the required notice documents. All audit documents will be available to view on the PC website http://www.newtonparishcouncil.org.uk/audit/2024-25/	RB
10	NPC25/05/0112	Neighbourhood Plan (NP) I. General update – The Chair reported that the final version of the plan has been sent to all committee members. II. Open event – The event is planned for Sunday 22 nd June from 12-2.30pm. The Chair will email a reminder to all committee members. A quote has been received from Copyshop for 100 x A5 leaflets and 25 x A4 posters, totalling £83 (no VAT) and this was APPROVED by the PC. The Clerk will circulate the final draft of the leaflet to Cllrs and Kamal Mehta for any further builds and then send to Copyshop for printing. Cllr Bob Threadgold	ID RB BT

		will collect when the order is complete. Kamal and Cllr Rick Crane will deliver to Coton area of the parish, and the other Cllrs will cover Newton village.	All
11	NPC25/05/0113	To review and approve Insurance Renewal – The Clerk reported that a summary paper had been circulated to Cllrs and summarised that the quote from the existing provider, Zurich, is down -£69 on last year and is -£120 under budget. The renewal was APPROVED by Cllrs and the Clerk will arrange payment.	RB
12	NPC25/05/0114	To approve Letter of Engagement for Grounds Maintenance Contractor – Cllrs APPROVED the letter that had been circulated ahead of the meeting. The Chair signed the letter and will meet the contractor, Steve Bryan, to obtain his agreement and signature.	ID
13	NPC25/05/0115	Replacement Projector for Village Hall – Cllr Bob Threadgold and Gordon Coates from the Village Hall Committee (VHC) reported that the replacement bulb did not solve the issues, and advice had been sought from a local company around the most cost-effective solution. A repair was not recommended at a cost of c£350. A quote was received for a new Epsom projector - £1,095 inc VAT and £60 installation through Trafalgar Electrical. The PC resolved to APPROVE the order being raised and invoiced to the PC (as Sole Trustee of the Village Hall) and the VHC will contribute the net cost. Due to the urgent nature of the replacement, the PC APPROVED the Clerk using delegated powers to pay the invoice ahead of the next PC meeting if necessary.	BT / RB
14	NPC25/05/0116	To note planning applications received and PC response to consultations: I. R25/0396 at Newton House Farm, Pilgrim's Lane, Newton, Rugby, CV23 0ED for Permission in principle for the erection of up to 7 dwellings – The Chair reported that the previous application for prior approval for converting agricultural buildings was refused by RBC. An application has now been submitted for planning permission in principle for 7 houses (existing farmhouse and Conkers property would be demolished). The proposal is within the village boundary, so there should be no objection in principle. The PC agreed that the Chair would complete a more detailed review of the documents and draft a proposed response and circulate to Cllrs for agreement before a final response is submitted to RBC. The response should also mention that access and amenities / utilities should be considered carefully.	ID RB
15	NPC25/05/0117	Parish Council Financial Report I. Financial report for April, and bank reconciliation report - The Council reviewed the high-level Scribe financial report for April, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/05/April-2025-Summary-of-Finances-Scribe.pdf 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 £39,857.89	

16	NPC25/05/0118	II. The Council APPROVED the following payments:					
		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		£500.00	£0.00	£500.00	
		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		£83.00	£0.00	£83.00	
		Payments for approval – (Made under Scheme of Delegation)		NET	VAT	TOTAL	
		None					
		The Clerk reported that the ongoing query with EON about cost per streetlight for maintenance contract is resolved. Now confirmed as £2 per streetlight per quarter, not per month - in writing. A significant saving vs budget.					
		III. Direct Debits and routine payments (with pre-approval) were noted as follows:					
		May 2025			NET	VAT	TOTAL
		FPO – 08/05/25	NPC25/05/0097	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
		The Clerk reported that she has raised a complaint with EON about lack of invoices for electricity, street-lighting (last received in Feb). We are moving from unmetered supply to half hourly supplies, but no comms received. Invoices expected from July. £50 compensation will be applied to the account.					
		IV. Receipts were noted as follows:					
		April / May 2025					
		FPI – 25/04/25	CIL Funds		£337.50		
		FPI – 08/05/25	Q4 VAT refund – part 2		£298.80		
The meeting concluded at 8:30pm. Next meeting – 26 th June 2025 at 7.30pm, Newton Memorial Hall							