



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 18th September 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 31st July 2025 – All
5. To note the resignation of the Clerk/RFO and approve the appointment of a replacement, based on the recruitment process and recommendations of the Chair and Vice Chair, with details of remuneration and start date to be confirmed - ID
6. Review of presentation summarising traffic and speed survey results - ID
7. To receive an update from PCSO Ian Barker, Warwickshire Police – All
8. **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**
9. **Resumption of Standing Orders**
10. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on website upgrade / Cllr email addresses – RB
 - II. Update on Coton noticeboard – ID
 - III. Update on electricity (street lighting) invoicing – RB
 - IV. Update on WCC Councillors Grant application - ID
11. Neighbourhood Plan – All
 - I. General update
12. Update on Ellis Gardens open space – ID
13. Update on Coton Farm tipping - ID
14. Update on Rugby Local Plan – collaborating with other parishes - ID
15. Plans for Remembrance Day – All
16. Plans for Christmas Celebrations – All
17. Plans for Bus Stop Renovation – All
18. Arrange Autumn Refresh of Planters – RB
19. Commence planning for 2025-26 Budget – RB
20. To note latest Asset Inspections - BT
21. To note planning applications received and PC response to consultations:
 - I. None
22. Parish Council Finance Report – RB
 - I. Financial report for July / August, and bank reconciliation report.
 - II. To note duplicate CIL payment from RBC.
 - III. Payments for approval:



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Payments for approval	NET	VAT	TOTAL
Butterfly Conservation – Five Arches wildflower seed	£530.40	£0.00	£530.40
Payments for approval – (Made under Scheme of Delegation)	NET	VAT	TOTAL
Uniserve - Email and data migration to Microsoft 365 for the Clerk – one off cost.	£225.00	£45.00	£270.00
Uniserve - Monthly Microsoft 365 Licences for 1 x Clerk (Business Standard) and 5 x Cllrs (Business Basic), plus data backup	£37.80	£7.56	£45.36

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

August / September 2025			NET	VAT	TOTAL
DD – 04/08/25	NPC25/05/0097	BT Broadband for Village Hall	£31.14	£6.23	£37.37
FPO – 06/08/25	NPC25/05/0097	Staffing (Net)	£681.06	£0.00	£681.06
FPO – 06/08/25	NPC25/05/0097	HMRC - Staffing PAYE Employee Tax & Employer NI	£240.84	£0.00	£240.84
FPO – 06/08/25	NPC25/05/0097	Warwickshire Pension Fund (Employer and Employee contributions)	£220.13	£0.00	£220.13
CHG – 19/08/25	NPC25/05/0097	Banking Monthly Charge	£4.25	£0.00	£4.25
DD – 04/09/25	NPC25/05/0097	BT Broadband for Village Hall	£31.14	£6.23	£37.37
FPO – 05/09/25	NPC25/05/0097	Staffing (Net)	£623.50	£0.00	£623.50
FPO – 05/09/25	NPC25/05/0097	HMRC - Staffing PAYE Employee Tax & Employer NI	£213.99	£0.00	£213.99
FPO – 05/09/25	NPC25/05/0097	Warwickshire Pension Fund (Employer and Employee contributions)	£200.74	£0.00	£200.74
FPO – 05/09/25	NPC25/05/0097	Webgrowth – Website maintenance June / July	£60.00	£0.00	£60.00
DD – 17/09/25	NPC25/05/0097	ICO Annual Fee – Data Protection	£47.00	£0.00	£47.00
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Feb 25	£93.55	£4.68	£98.23
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Mar 25	£88.68	£4.43	£93.11
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Apr 25	£70.87	£3.54	£74.41
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – May 25	£59.47	£2.97	£62.44
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Jun 25	£50.34	£2.52	£52.86
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Jul 25	£55.71	£2.79	£58.50
DD – 17/09/25	NPC25/05/0097	Npower – outstanding invoices – Aug 25 (part?)	£29.86	£1.49	£31.35
CHG – 20/09/25	NPC25/05/0097	Banking Monthly Charge	£4.25	£0.00	£4.25

V. To note payments received in period:

August / September 2025		
INT – 11/08/25	Interest (Gross) CIL Funds account	£0.14
INT – 09/09/25	Interest (Gross) CIL Funds account	£0.06
FPI – 11/08/25	CIL receipt – duplicate in error. Awaiting RBC correction.	£337.50
FPI – 27/08/25	Precept – part 2	£13,620.00

VI. To note bank transfers in period:

July 2025		
None		



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23. Closure of Council Meeting
24. Date and time of next Public Parish Council Meeting – 30th October 2025 at 7.30pm, Newton Memorial Hall.
25. Re-open meeting – Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971 (see separate agenda)

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 11 September 2025