



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

Thursday 31st July 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/07/0133	Present – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), Bob Threadgold (BT) and Kamal Mehta (KM) who was co-opted as a member of the PC. Rugby Borough Councillor (RBC) Eve Hassell (EH) In attendance – Rebecca Barry (RB), Clerk Members of Public – Three	
2	NPC25/07/0134	Apologies and acceptance of reasons for absence –Warwickshire County Councillor (WCC) Adrian Warwick (AW) – Due to other WCC business	
3	NPC25/07/0135	Declarations of Interest – None	
4	NPC25/07/0136	Agreement of minutes from the previous meeting - Minutes of the meeting held on 26 th June 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/07/0137	Co-option of Mr Kamal Mehta to fill the current vacancy – The Chair described the process and explained that the vacancy had been advertised and Kamal was the sole applicant. His co-option was proposed by the Chair and seconded by Cllr Bob Threadgold and unanimously approved. The Declaration of Acceptance of Office form was completed and signed. The Clerk will prepare a new councillor welcome pack for Kamal as there are several key documents to bring to his attention. The Chair confirmed that Kamal will be the PC liaison with Coton Park Residents Association – a new area of responsibility.	RB
6	NPC25/07/0138	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 work is continuing in the background and shared an advanced look of the new website format with those present. The website builder requires additional images which the Chair will collate and pass to the Clerk. II. Update on Traffic Speed Survey – The Chair gave a brief recap on the situation. The Clerk & 3 Cllrs have now reviewed the 25 x data files and sought clarification from WCC around some of the terminology. A full report can now be compiled and presented at the Sept meeting. The takeaway headline is that speeding is not a problem in any of the locations, when the outliers are removed.	ID / RB RB

		III. Update on Ellis Gardens Open Space – The Chair reported that no further progress has been made, and the commuted sum and S106 agreement is still awaited. The Chair will continue to chase. IV. Update on Coton Noticeboard – The Chair recapped the history with this item. Quote from RBC was expensive, particularly installation costs. CPRA were able to use a contractor who offered his services at no charge. An update is awaited from Dean Welburn from CPRA as to whether the contractor would be willing to install the PC noticeboard. V. Update on improvements to Coton Bridge access path, Great Central Way – The Chair recapped the history with this item. RBC agree that developments are required and this is included in their programme of improvement works, but no completion date is available. VI. Update on electricity (street lighting) invoicing - The Clerk reported that no invoices have been received from Npower for six months now. This is apparently due to switch to half hourly supply. A complaint has been logged and updates are being regularly received, and a £50 credit will be applied to the account. Next update due in August. The Clerk will continue to chase.	ID ID RB
7	NPC25/07/0139	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: A member of the public raised an issue with dangerous traffic due to HGVs going in and out of Coton Farm. The Chair will raise this with RBC / WCC and ask for an update.	ID
8	NPC25/07/0140	As there were no further issues raised by the public, the Standing Orders were resumed.	
9	NPC25/07/0141	Neighbourhood Plan (NP) I. General update – The Chair recapped progress made to date and explained the more recent funding issues. RBC have agreed to fund costs of the referendum. The Clerk will check whether the draft plan has been submitted to RBC for screening by Gary Kirk from YourLocale consultants. II. To note confirmation from RBC that CIL receipts may be used for costs of preparing a N.P. – The Clerk reported that this had been confirmed in writing by Neil Holly, and this was noted by Cllrs.	RB
10	NPC25/07/0142	AGAR – Conclusion of external audit – The Clerk reported that conclusion paperwork and report have been received from external auditors, Moore, and no issues have been raised. All relevant documents have been published on the website and displayed on the noticeboard. The Chair passed on thanks to the Clerk for her efforts.	
11	NPC25/07/0143	To note NJC have approved local govt pay award for 2025-26, backdated to April 2025 – The Council noted that the pay award has been agreed and is effective from 1 st April 2025, resulting in some backdated pay. The payroll provider will be notified.	RB
12	NPC25/07/0144	Plans for Remembrance Day – The Chair reported that the PC should begin to think about plans for the event, which will go ahead in the same format as previous years. The usual participants will be engaged by the Chair and Cllr Bob Threadgold. Learnings from last year were noted: - At the end of the service the Chair should thank everyone that played a part - The start time should be adjusted so that that two-minute silence falls at exactly 11am.	ID / BT

13	NPC25/07/0145	To note planning applications received and PC response to consultations: I. None																																																																																																								
14	NPC25/07/0146	Parish Council Financial Report I. Financial report for June and Q1, and bank reconciliation report - The Council reviewed the detailed financial report for Q1, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/07/Q1-Financial-Report.pdf The Clerk talked through each cost centre in detail and called out some areas where projects that have been budgeted for in this financial year have not yet commenced, such as the bus stop renovation. The Vice Chair will review the condition of the bus stop and provide an approximate cost and summary of the work required for the Sept meeting. Scribe Accounts vs Lloyds bank account has been reconciled by the Clerk and APPROVED and signed by the Vice Chair. Lloyds account balances at the end of the month were: Community Account £35,374.19 CIL Account £337.58 TOTAL £35,711.77 EMR balance at the end of the month was £11,137.03 , with expenditure in the Warm Hub Grant balance and IT Upgrades EMRs only (however this position has changed in July): <table><tr><th colspan="2"><u>Earmarked Reserves</u></th><th rowspan="2"><u>Bal. B/Fwd.</u></th><th colspan="2"><u>Receipts</u></th><th colspan="2"><u>Payments</u></th><th><u>Current Balance</u></th></tr><tr><th><u>Code</u></th><th><u>Title</u></th><th><u>Budget</u></th><th><u>Actual</u></th><th><u>Budget</u></th><th><u>Actual</u></th><th><u>Budget</u></th></tr><tr><td>11</td><td>Burial Committee</td><td>750.00</td><td></td><td></td><td></td><td></td><td>750.00</td></tr><tr><td>35</td><td>Ellis Gardens Open Space</td><td>2,586.40</td><td></td><td></td><td></td><td></td><td>2,586.40</td></tr><tr><td>51</td><td>Future Enhancements to C</td><td>1,500.00</td><td></td><td></td><td></td><td></td><td>1,500.00</td></tr><tr><td>57</td><td>Warm Hub</td><td>47.76</td><td></td><td></td><td></td><td>14.80</td><td>32.96</td></tr><tr><td>58</td><td>Colton Noticeboard</td><td>1,500.00</td><td></td><td></td><td></td><td></td><td>1,500.00</td></tr><tr><td>60</td><td>Neighbourhood Plan - Gra</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>63</td><td>Tax Base Smoothing</td><td>332.47</td><td></td><td></td><td></td><td></td><td>332.47</td></tr><tr><td>67</td><td>IT Upgrades</td><td>1,500.00</td><td></td><td></td><td></td><td>262.15</td><td>1,237.85</td></tr><tr><td>68</td><td>Neighbourhood Plan - Buc</td><td>2,859.85</td><td></td><td></td><td></td><td></td><td>2,859.85</td></tr><tr><td>72</td><td>CIL Funds</td><td></td><td></td><td>337.50</td><td></td><td></td><td>337.50</td></tr><tr><td colspan="2"></td><td></td><td>£11,076.48</td><td>£337.50</td><td></td><td>£276.95</td><td>11,137.03</td></tr></table> II. Q1 VAT update: The Clerk reported that a claim has been submitted for Q1 of £504.32 and this has been received today 31/07/25.	<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	<u>Code</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	11	Burial Committee	750.00					750.00	35	Ellis Gardens Open Space	2,586.40					2,586.40	51	Future Enhancements to C	1,500.00					1,500.00	57	Warm Hub	47.76				14.80	32.96	58	Colton Noticeboard	1,500.00					1,500.00	60	Neighbourhood Plan - Gra							63	Tax Base Smoothing	332.47					332.47	67	IT Upgrades	1,500.00				262.15	1,237.85	68	Neighbourhood Plan - Buc	2,859.85					2,859.85	72	CIL Funds			337.50			337.50				£11,076.48	£337.50		£276.95	11,137.03	RC
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		III. The Council APPROVED the following payments: <table><tr><th colspan="3">Payments for approval</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td colspan="3">Copyshop – Flyers for Neighbourhood Plan event (From Neighbourhood Plan Ear Marked Reserve)</td><td>£83.00</td><td>£0.00</td><td>£83.00</td></tr><tr><td colspan="3">Moore – External Audit fixed rate fee</td><td>£210.00</td><td>£42.00</td><td>£252.00</td></tr><tr><td colspan="3">Currys Business – Cyan toner cartridge</td><td>£98.99</td><td>£19.79</td><td>£118.78</td></tr><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">None</td><td></td><td></td><td></td></tr></table> IV. Direct Debits and routine payments (with pre-approval) were noted as follows: <table><tr><th colspan="3">July 2025</th><th>NET</th><th>VAT</th><th>TOTAL</th></tr><tr><td>FPO – 04/07/25</td><td>NPC25/05/0097</td><td>Staffing (Net)</td><td>£592.48</td><td>£0.00</td><td>£592.48</td></tr><tr><td>FPO – 04/07/25</td><td>NPC25/05/0097</td><td>HMRC - Staffing PAYE Employee Tax & Employer NI</td><td>£199.64</td><td>£0.00</td><td>£199.64</td></tr><tr><td>FPO – 04/07/25</td><td>NPC25/05/0097</td><td>Warwickshire Pension Fund (Employer and Employee contributions)</td><td>£190.32</td><td>£0.00</td><td>£190.32</td></tr><tr><td>FPO – 02/07/25</td><td>NPC25/05/0097</td><td>Grounds Maintenance – Bridleway grass cutting / Five Arches gates (3 months Apr-Jun)</td><td>£450.00</td><td>£0.00</td><td>£450.00</td></tr><tr><td>DD – 04/07/25</td><td>NPC25/05/0097</td><td>BT Broadband for Village Hall</td><td>£31.14</td><td>£6.23</td><td>£37.37</td></tr><tr><td>CHG – 21/07/25</td><td>NPC25/05/0097</td><td>Banking Monthly Charge</td><td>£4.25</td><td>£0.00</td><td>£4.25</td></tr></table> V. Receipts were noted as follows: <table><tr><th colspan="3">June / July 2025</th></tr><tr><td>INT - 09/06/25</td><td>Interest (Gross) CIL Funds account</td><td>£0.08</td></tr><tr><td>INT - 09/07/25</td><td>Interest (Gross) CIL Funds account</td><td>£0.19</td></tr><tr><td>31/07/25</td><td>VAT refund</td><td>£504.32</td></tr></table> VI. Bank Transfers were noted as follows: <table><tr><th colspan="3">July 2025</th></tr><tr><td>25/07/25</td><td>FROM – CIL Funds account TO – Main community account As agreed at June meeting NPC25/06/0126-III</td><td>£223.15</td></tr></table>	Payments for approval			NET	VAT	TOTAL	Copyshop – Flyers for Neighbourhood Plan event (From Neighbourhood Plan Ear Marked Reserve)			£83.00	£0.00	£83.00	Moore – External Audit fixed rate fee			£210.00	£42.00	£252.00	Currys Business – Cyan toner cartridge			£98.99	£19.79	£118.78	Payments for approval – (Made under Scheme of Delegation)			NET	VAT	TOTAL	None						July 2025			NET	VAT	TOTAL	FPO – 04/07/25	NPC25/05/0097	Staffing (Net)	£592.48	£0.00	£592.48	FPO – 04/07/25	NPC25/05/0097	HMRC - Staffing PAYE Employee Tax & Employer NI	£199.64	£0.00	£199.64	FPO – 04/07/25	NPC25/05/0097	Warwickshire Pension Fund (Employer and Employee contributions)	£190.32	£0.00	£190.32	FPO – 02/07/25	NPC25/05/0097	Grounds Maintenance – Bridleway grass cutting / Five Arches gates (3 months Apr-Jun)	£450.00	£0.00	£450.00	DD – 04/07/25	NPC25/05/0097	BT Broadband for Village Hall	£31.14	£6.23	£37.37	CHG – 21/07/25	NPC25/05/0097	Banking Monthly Charge	£4.25	£0.00	£4.25	June / July 2025			INT - 09/06/25	Interest (Gross) CIL Funds account	£0.08	INT - 09/07/25	Interest (Gross) CIL Funds account	£0.19	31/07/25	VAT refund	£504.32	July 2025			25/07/25	FROM – CIL Funds account TO – Main community account As agreed at June meeting NPC25/06/0126-III	£223.15	
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