



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

Thursday 18th September 2025 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC25/09/0148	Present – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), and Kamal Mehta (KM) Rugby Borough Councillor (RBC) Eve Hassell (EH); Warwickshire County Councillor (WCC) Adrian Warwick (AW) plus guest. In attendance – Rebecca Barry (RB), Clerk Lindsay Foster (LF), appointed at the meeting as new Clerk Also in attendance were three representatives from the Rugby Rural North local policing team: Sgt Ricky Franklin PC Ben Gaut PCSO Ian Barker Members of Public – Two	
2	NPC25/09/0149	Apologies and acceptance of reasons for absence – Cllr Bob Threadgold (BT) due to holiday - ACCEPTED	
3	NPC25/09/0150	Declarations of Interest – None	
4	NPC25/09/0151	Agreement of minutes from the previous meeting - Minutes of the meeting held on 31 st July 2025 were agreed as a correct record and signed by the Chair.	
5	NPC25/09/0152	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 – The Chair reported that the current Clerk and RFO, Rebecca Barry, had submitted her resignation with her final day being 31st October. The vacancy was advertised with a number of strong applications received. The Chair and Vice Chair made a recommendation to the council to appoint Lindsay Foster as Clerk and RFO, and this was unanimously APPROVED. The Chair introduced and welcomed Lindsay, who will start immediately, (from 18th September) with the same contractual Ts & Cs and pay scale. The Chair will arrange for a contract of employment to be drafted and signed, covering the finer details.	ID
6	NPC25/09/0153	Review of presentation summarising traffic and speed survey results – The Chair recapped the history with this item and explained the four locations. The presentation summarising the results of the survey was shared. No issues with speeding were identified at the Newton Road and Main Street locations. However, Newton Lane (St John's Gate) data indicated a clear speeding issue, and Newton Manor Lane data was borderline. HGVs – numbers are not significant. The police representatives in attendance explained that the rule of 10% +2mph was used. They had reviewed central	

		speeding data which was aligned with the data captured during the survey period. They advised the PC to report the concerns via the Central Speed Concern website for review. The concerns will then be graded as low / medium / high risk with potential actions such as community speed watch; police monitoring; mobile enforcement etc. County Cllr Adrian Warwick mentioned the possibility of a grant towards community speed watch equipment if required. 8pm AW and guest left the meeting.	ID / RB
7	NPC25/09/0154	To receive an update from Rugby Rural North team, Warwickshire Police – The police representatives introduced themselves and apologised for the lack of attendance at council meetings. The Chair suggested that one representative should attend meetings twice a year, and this was agreed. It was explained that PC Ben Gaut should be the main contact for the PC going forward. The website Warwickshire Connected was promoted and the PC was asked to share the details on the council website, which the clerk will arrange. Issues with electric scooters in Coton Park were noted as ongoing. It was confirmed that 999 should be used in life-or-death situations, or when a crime is in progress. Otherwise, 101 should be used for non-emergencies.	RB
8	NPC25/09/0155	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: No issues raised 8:10pm Police representatives left the meeting.	
9	NPC25/09/0156	As there were no further issues raised by the public, the Standing Orders were resumed.	
10	NPC25/09/0157	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 Clerk email has now moved to gov.uk version. All email moved from MS365 Personal to Business. Same for One Drive. Licences are being set up for Cllr email addresses, and formats have been agreed. The Clerk will share these with Cllrs once received. Website now reflects the 3 x agreed photos for the home page. Final checks on format / layout to be completed and then James at PC Websites can update the new website with content that has been added to current website in the last few months, ahead of launch. It was mentioned that the ‘welcome to Newton wording should be moved or reduced in size, and the Clerk will relay this feedback. II. Update on Coton Noticeboard – The Chair recapped the history with this item. The contractor would be willing to install the PC noticeboard for no charge in between jobs, so the noticeboard will need to be stored in Coton until the contractor is free. The Chair is waiting for final approval from RBC for the installation of the board and will work with Cllr Kamal Mehta on the logistics. III. Update on electricity (street lighting) invoicing - The Clerk reported that the invoicing issue is now resolved and a DD payment has been processed yesterday for Feb to July totalling £389.55 (including a £50 gesture of good will credit).	RB RB ID / KM

		IV. Update on WCC Councillors Grant application – The Chair reported that an application was submitted and approved, with £500 awarded towards the cost of a planter for the parished area of Coton Park. Cllr Kamal Mehta agreed to lead on this and identify someone who will be able to maintain the planting. Wording for the planter is to be finalised. The Chair will check that RBC approve the location.	KM ID
11	NPC25/09/0158	Neighbourhood Plan (NP) I. General update – The Chair recapped progress made to date and explained that the draft plan has been submitted to RBC for SEA screening. An update is expected in October.	
12	NPC25/09/0159	Update on Ellis Gardens open space – The Chair recapped the history with this item and explained that a meeting had been held via teams with RBC to discuss the commuted sum details. RBC are now checking with contractors and getting prices to ascertain whether the proposed sum is sufficient. The PC can either accept the sum; dispute the sum and request an increase; or decline. The Chair will continue to liaise with RBC.	ID
13	NPC25/09/0160	Update on Coton Farm tipping – The Chair recapped the history with this item and explained that tipping continues and has extended to adjoining land (a spinney). The enforcement officer has been very helpful and will visit the site. The Chair will update again at the next meeting.	ID
14	NPC25/09/0161	Update on Rugby Local Plan – collaborating with other parishes – The Chair reported that he and Cllr Kamal Mehta had attended a meeting today with the group of parishes including Brinklow, Wolvey, Clifton, Dunchurch. It was explained that WCC have objected to the dispersal strategy on the grounds of the costs of serving the dispersed population e.g. school transport and adult social care, along with the highways impact. A letter has been drafted by the group to the Head of Planning for RBC, asking for constructive engagement by working together to arrive at a Local Plan that removes some of the concerns. The Chair will update when further progress has been made.	ID
15	NPC25/09/0162	Plans for Remembrance Day – The Chair and Cllr Bob Threadgold will work together to plan the outstanding items such as a bugler; armed forces contact for the reading; and the vicar attending. Cllr Anne Davis will order a wreath from Honeybee Floral again. The Clerk will use last year’s Order of Service as a template and await updated names and other relevant details.	ID / BT AD RB / LF
16	NPC25/09/0163	Plans for Christmas Celebrations – A Christmas tree was discussed and it was agreed for the Clerk to obtain a price for a 13ft Nordman Fir tree from Warwickshire Christmas Trees (as recommended by Clifton PC). The Chair will contact Sarah Morgan about Newton Village Events (NVE) leading the lights switch on service.	RB ID
17	NPC25/09/0164	Plans for Bus Stop Renovation – The Vice Chair reported that he had investigated the condition of the bus stop and does not believe that any renovation is required, other than a tidy-up next year (max £50).	
18	NPC25/09/0165	Autumn refresh of planters – The Clerk reported that the autumn refresh of plants was due. Cllrs APPROVED the purchase of 3 x £25 garden centre vouchers (debit card payment) which will be distributed to the adopters of the planters. The Clerk will make the necessary arrangements.	RB
19	NPC25/09/0166	Commence planning for 2026-27 Budget - The Clerk reported that work will begin shortly on next year’s budget. Cllrs are asked to start thinking about any projects or one-off costs that might be considered for next year.	All

20	NPC25/09/0167	To note latest Asset Inspections – Deferred until October meeting.	RB / BT						
21	NPC25/09/0168	To note planning applications received and PC response to consultations: I. None							
22	NPC25/09/0169	Parish Council Financial Report I. Financial report for July / August and bank reconciliation report - The Council reviewed the financial reports and these are also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/09/Financial-Report-Actuals-Apr-to-Aug-and-Forecast-Sept-to-Mar-SUMMARY-for-Sept-Meeting.pdf http://www.newtonparishcouncil.org.uk/wp-content/uploads/2025/09/Monthly-forecast-of-Receipts-and-Payments-for-Sept-Meeting.pdf The Clerk explained the overspend in the admin cost centre and the underspend in the street lighting maintenance contract. The Scribe system is now being used for forecasting the year to go (YTG). 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: <table><tr><td>Community Account</td><td>£45,247.18</td></tr><tr><td>CIL Account</td><td>£114.76</td></tr><tr><td>TOTAL</td><td>£45,361.94</td></tr></table> EMR balance at the end of the month was £10,391.53:	Community Account	£45,247.18	CIL Account	£114.76	TOTAL	£45,361.94	
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<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	-2,000.00			1,500.00
Coton Noticeboard	1,500.00				1,500.00
Warm Hub Grant balance	47.76		14.80		32.96
Neighbourhood Plan - Grant					0.00
Tax Base Smoothing	682.47	-350.00			332.47
Neighbourhood Plan - Budgetec	859.85	2,000.00	859.85		2,000.00
IT Upgrades	1,500.00		262.15		1,237.85
CIL Funds			223.15	675.00	451.85
Total Earmarked	11,426.48	-350.00	1,359.95	675.00	10,391.53

II. To note duplicate CIL payment from RBC: The Clerk reported that the duplicate payment was queried and RBC has confirmed it was sent in error. A resolution is awaited from RBC accounts team.

III. The Council APPROVED the following payments:

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

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

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		V. Receipts were noted as follows: <table><tr><th colspan="3">August / September 2025</th></tr><tr><td>INT – 11/08/25</td><td>Interest (Gross) CIL Funds account</td><td>£0.14</td></tr><tr><td>INT - 09/09/25</td><td>Interest (Gross) CIL Funds account</td><td>£0.06</td></tr><tr><td>FPI – 11/08/25</td><td>CIL receipt – duplicate in error. Awaiting RBC correction.</td><td>£337.50</td></tr><tr><td>FPI – 27/08/25</td><td>Precept – part 2</td><td>£13,620.00</td></tr></table>	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																																																					
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23/24	NPC25/09/0170	The meeting concluded at 8:45pm. Next meeting – 30 th October 2025 at 7.30pm, Newton Memorial Hall																																																																				
25	NPC25/09/0171	The meeting was then re-opened as ‘Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971’ – MEETING POSTPONED UNTIL 30 TH OCTOBER.																																																																				