



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 27th June 2024 at 7.30pm

AGENDA

1. Present
2. Apologies
3. To receive the Declaration of Acceptance of Office from Cllr Bob Threadgold, following the election – BT / RB
4. Declarations of Interest regarding items on the agenda - All
5. To agree the draft minutes from the two meetings held on 16 May 2024– All
6. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on Butterfly Information sign - ID
 - II. Update on Ellis Gardens – ID
 - III. Update on Defibrillator Training – ID
 - IV. Update on bus service – ID
 - V. Update on parking concerns – ID
 - VI. Update on WCC meeting to discuss St. Thomas Cross junction drainage and footpaths - ID
7. **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**
8. **Resumption of Standing Orders**
9. To receive the Internal Audit report and approve the action plan – All
10. Annual Governance and Accountability Return (AGAR) 2023/24 - All
 - I. To consider and approve Section 01 Annual Governance Statement, with Chair and Clerk to sign.
 - II. To consider and approve Section 02 Accounting Statements, with Chair to sign.
 - III. To receive the Annual Internal Audit Report, signed by Bill Wooliscroft.
 - IV. To note the Explanation of Variances.
 - V. To approve the dates set for the period for the exercise of public rights and submission date to the External Auditor.
11. Neighbourhood Plan - ID
 - I. General update
 - II. Open Event
12. To approve the purchase of a 5m HDMI cable to allow for paperless meetings - RB
13. To note Planning applications received and PC response to consultations:
 - I. **None**
14. Parish Council Finance Report – RB
 - I. Financial report for May, and bank reconciliation report.



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II. Payments for approval:

Payments for approval	NET	VAT	TOTAL
Newton Village Events – Invoice for D-Day Celebrations	TBC		TBC
Currys PC World – 1 x magenta printer cartridge; 1 x 5m HDMI cable	£92.71	£18.54	£111.25
Reimburse R. Barry – Signed for 1 st Class postage (Barclays banking forms)	£3.05	£0.00	£3.05
1000 x A5 leaflets and 20 x A4 posters for NP open event	£76.60	£0.00	£76.60
Webgrowth – March to June website maintenance	£120.00	£0.00	£120.00

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

June 2024			NET	VAT	TOTAL
SO –03/06/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 05/06/24	NPC24/05/0079	Staffing	£643.55	£0.00	£643.55
FPO – 05/06/24	NPC24/05/0079	HMRC - Staffing PAYE	£154.20	£0.00	£154.20
N/A	N/A	BT – new broadband account – in credit	N/A	N/A	N/A
DD – 26/06/24	NPC24/05/0079	Npower – electricity for street lighting	£73.58	£3.68	£77.26
SO – 28/06/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07

IV. To note payments received in period:

June 2024	
None	

15. Date and time of next Public Parish Council Meeting – 25 July 2024 7.30pm, Newton Memorial Hall.

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 21 June 2024