



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 27<sup>th</sup> June 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/06/0102	<p><b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN), Bob Threadgold (BT)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk</p> <p style="text-align: right;"><b>Members of Public</b> - Three.</p>	
2	NPC24/06/0103	<p><b>Apologies and acceptance of reasons for absence</b> – Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)</p>	
3	NPC24/06/0104	<p><b>Declaration of Acceptance of Office from members, following the election</b> – Cllr Bob Threadgold signed the Declaration of Acceptance of Office for Parish and Town Councillors before the Clerk who also signed and dated the document. This is retained by the Clerk.</p>	<b>RB</b>
4	NPC24/06/0105	<p><b>Declarations of Interest</b> – None</p>	
5	NPC24/06/0106	<p><b>Agreement of minutes from the previous meeting</b> - Minutes of the two meetings held on 16<sup>th</sup> May 2024 were agreed as a correct record and signed by the Chair.</p>	
6	NPC24/06/0107	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <ul style="list-style-type: none"> <li>I. <b>Update on butterfly information sign</b> – The Chair reported that the work has been completed. This was funded by RBC and has been publicised on Facebook.</li> <li>II. <b>Update on Ellis Gardens</b> – The Chair gave a detailed report covering the history with this item. Issues preventing adoption: 1) the state of the open space which would need to be free of defects before all parties agree and the 12 month period begins before final handover. Failing trees, the balancing pond, and the issues with the eastern boundary and lack of maintenance strip are still unresolved. There is a possibility that the estate has been laid out wrong and RBC regard this as a serious issue that would prevent adoption. 2) The commuted sum amount that is still under review as the monetary value has been quoted as various differing amounts, and the length of the agreement is 20 years vs the usual agreement of 7 years. RBC are holding an internal meeting with their lawyers on Friday 28<sup>th</sup> June and then will arrange a meeting with the PC.</li> </ul>	<b>ID</b>

		<p>III. <b>Update on Defibrillator Training</b> – The free training took place yesterday evening 26<sup>th</sup> June with 9 attendees. Unfortunately, the planned Saturday event had to be cancelled due to low interest.</p> <p>IV. <b>Update on bus service</b> – The Chair reported that WCC have confirmed that a contract with Aviva has been entered into, and this will provide a bus service until 2029. WCC have been asked about the Coton bus service but have not yet responded.</p> <p>V. <b>Update on parking concerns</b> – The Chair reported that residents have complained about parking issues around the village hall (The Orchards / Silver Street). PCSO Tony Winter attended a meeting with the Chair to review, but there were no issues at that time. Residents have been leafleted asking them to park considerately. This issue was also discussed at the last Village Hall Committee (VHC) meeting and Sarah Morgan will use police signs for events.</p> <p>VI. <b>Update on WCC meeting to discuss St. Thomas Cross junction drainage and footpaths</b> - The Chair reported that a meeting has not taken place, but a conversation with Craig Thompson from WCC instead. A full report has been received, and the required work will be programmed by WCC as soon as possible.</p>	<p>ID</p> <p>BT / VHC</p> <p>ID</p>
7	NPC24/06/0108	<p><b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b></p> <ul style="list-style-type: none"> <li>• A member of the public mentioned that PCSO Tony Winter had also attended a bacon butties event, and this was well received and a good session.</li> <li>• A member of the public mentioned the overgrowth on the path out of the village. The Chair and Vice Chair will personally cut this back to ensure the footpath can be safely used.</li> <li>• A representative from Newton Village Events asked for clarification around the invoice / receipts for submission for the D-Day event. The Clerk confirmed that the invoice should reflect actual costs incurred, and this version was then submitted. The Clerk will arrange for this to be paid by cheque.</li> </ul>	<p>ID / RC</p> <p>RB</p>
8	NPC24/06/0109	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
9	NPC24/06/0110	<b>Receive the Internal Audit report and approve the action plan</b> - The Clerk reported that the internal audit undertaken on 17 <sup>th</sup> May by Bill Wooliscroft was a positive one with only two few minor observations raised for consideration. The report was circulated to Cllrs and an action plan to address the observations 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: <a href="http://www.newtonparishcouncil.org.uk/2023-24/">http://www.newtonparishcouncil.org.uk/2023-24/</a>	
10	NPC24/06/0111	<p><b>Annual Governance and Accountability Return (AGAR) 2023/24</b></p> <p>I. <b>To consider and approve Section 01 Annual Governance Statement</b> – Cllrs APPROVED the statement, and the Chair and the Clerk signed Section 01.</p> <p>II. <b>To consider and approve Section 02 Accounting Statements</b> – Cllrs APPROVED the statements and the Chair signed Section 02.</p>	

		<p>III. <b>To receive the Annual Internal Audit Report, signed by Bill Wooliscroft</b> – Cllrs received this section of the AGAR form.</p> <p>IV. <b>Explanation of Variances</b> - Cllrs noted the Explanation of Variances that will be submitted to the External Auditor.</p> <p>V. <b>Dates for public rights and submission of documents to External Auditor</b> – Cllrs APPROVED an announcement being made on 28th June for the period for the exercise of public rights being from 1<sup>st</sup> July to 9<sup>th</sup> August 2024. The Clerk will submit all documents to the External Auditor (Moore UK) on 28<sup>th</sup> June 2024 and will issue the required notice documents. All audit documents will be available to view on the PC website <a href="http://www.newtonparishcouncil.org.uk/2023-24/">http://www.newtonparishcouncil.org.uk/2023-24/</a></p>	
11	NPC24/06/0112	<p><b>Neighbourhood Plan (NP)</b></p> <p>I. <b>General Update</b> – The Clerk reported that the 2024/25 funding application has been submitted for £8,000.</p> <p>II. <b>Open Event</b> – The Chair reported that leaflets have been produced to promote the event on 14<sup>th</sup> July. Parish Councillors and members of the Neighbourhood Plan Committee will deliver a leaflet to every house in the parish. The Chair will also promote the event on Facebook and email Adam Wallis at Alcohols Ltd to include Europark.</p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>ID</b></p>
12	NPC24/06/0113	<p><b>Purchase of a 5m HDMI cable to allow for paperless meetings</b> – Cllrs APPROVED this purchase from Currys PC World at a cost of £15.99 exc VAT. The Clerk will raise the order.</p>	<p><b>RB</b></p>
13	NPC24/06/0114	<p><b>To note planning applications received and PC response to consultations:</b></p> <p>I. <b>None.</b></p>	
14	NPC24/06/0115	<p><b>Parish Council Financial Report</b></p> <p>I. <b>Financial report for May and bank reconciliation report</b> - The Council reviewed the financial report for May, and this is also available on the PC website:  <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/06/Financial-Report-May.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/06/Financial-Report-May.pdf</a>  The Clerk reported that it is too early in the financial year to forecast a year end prediction, so the report just covers actual payments / receipts for April to May. General Reserve now stands at £14,900 and Ear Marked Reserves (EMRs) total £10,300.66. EMR Balances at the end of May:</p>	

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Ellis Gardens Open Spaces	2,586.40				2,586.40
Burial Committee	750.00				750.00
Future Enhancements to Open :	3,500.00				3,500.00
Coton Noticeboard	1,500.00				1,500.00
Warm Hub Grant balance	342.12		60.33		281.79
Neighbourhood Plan - Grant					0.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgetec		1,000.00			1,000.00
<b>Total Earmarked</b>	<b>8,678.52</b>	<b>1,682.47</b>	<b>60.33</b>		<b>10,300.66</b>

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk, and approved and signed by the Vice Chair, Cllr Rick Crane. Lloyds account balance at the end of May was **£33,374.50**

**II. The Council APPROVED the following payments:**

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Newton Village Events – Invoice for D-Day Celebrations	£454.75	£0.00	£454.75
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 <sup>st</sup> 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. Direct Debits and routine payments (with pre-approval) were noted as follows:**

<b>June 2024</b>			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
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								
		<p><b>IV. Receipts were noted as follows:</b></p> <table border="1" style="margin-left: 20px;"> <tr> <td colspan="3" style="text-align: center;"><b>June 2024</b></td> </tr> <tr> <td>None</td> <td></td> <td></td> </tr> </table>							<b>June 2024</b>			None			
<b>June 2024</b>															
None															
<b>15</b>	NPC24/06/0116	The meeting concluded at 8:10pm. Next meeting – 25 <sup>th</sup> July 2024 at 7.30pm, Newton Memorial Hall.													