



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 25<sup>th</sup> July 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/07/0117	<b>Present</b> - Ian Davis (Chair) (ID), Councillors (Cllrs) Anne Davis (AD), Rick Crane (RC), Andy Newnham (AN), Bob Threadgold (BT) <b>In attendance</b> – Rebecca Barry (RB), Clerk <span style="float: right;"><b>Members of Public</b> - None.</span>	
2	NPC24/07/0118	<b>Apologies and acceptance of reasons for absence</b> – None received	
3	NPC24/07/0119	<b>Declarations of Interest</b> – None	
4	NPC24/07/0120	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 27 <sup>th</sup> June 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/07/0121	<b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b> I. <b>Update on Ellis Gardens</b> – A meeting is planned to be held with representatives from the PC and RBC on Tuesday 30 <sup>th</sup> July at the Town Hall. The Chair and Vice Chair will attend. A pre-read of RBC’s position statement has been requested. II. <b>Update on St. Thomas Cross junction drainage</b> - The Chair reported that there have been no further updates since receiving the report that detailed the required engineering works. The Chair will request an update before the next PC meeting. III. <b>Update on footpath overgrowth</b> – The overgrowth was cleared by Cllr Rick Crane and a member of the public who helped. The PC conveyed their thanks and commented that a great job had been completed.	<b>ID / RC</b>  <b>ID</b>
6	NPC24/07/0122	<b>Suspension of Standing/ Orders in order to let the Public raise any issues of concern:</b> • None.	
7	NPC24/07/0123	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC24/07/0124	<b>Neighbourhood Plan (NP)</b> I. <b>General / funding update</b> – The Clerk reported that the 2024/25 funding application has been successful and £8,000 has been received. This will be held in an Ear Marked Reserve.	

		<p>The draft Design Code document has been received from AECOM and aligns with the comments made at the open event. The questionnaire is ready to be shared and this will be discussed at next week's committee meeting. It was noted that the new Government may make changes to the planning system.</p> <p>II. <b>Open Event</b> – The Chair reported that the open event was a success and exceeded expectations with approx. 50 people attending with the majority engaging with the process.</p>	<b>All</b>
<b>9</b>	NPC24/07/0125	<p><b>Street Lighting Maintenance Contract</b> – The Clerk reported that a maintenance contract was budgeted for this year, after seeking quotes from companies last year. The Clerk has checked that the agreed quote from Eon was still valid, and this has been confirmed. The PC resolved to proceed with setting up the contract, but that the Clerk should ascertain the length of the contract first. The Clerk will also check the number of streetlights in the parish as there was a difference in opinion as to whether there were 24 or 48.</p>	<b>RB</b>
<b>10</b>	NPC24/07/0126	<p><b>Website upgrade and Councillor email addresses</b> – The Clerk reported that this is another area where a budgetary provision has been made for this year, but as yet no action has been taken. The Clerk will seek advice and attempt to obtain quotes from three providers. It will also be crucial to ensure that Cllrs can access any council email account via their phones or tablets, so the Clerk will raise this with the providers.</p>	<b>RB</b>
<b>11</b>	NPC24/07/0127	<p><b>To note planning applications received and PC response to consultations:</b></p> <p>I. <b>R24/0551</b> at PERI LIMITED, MARKET HARBOROUGH ROAD, NEWTON, RUGBY, CV23 0AN for erection of Two demountable structures on existing hardstanding.</p> <p><i>The PC responded with no objection to the application but suggested that the length of this temporary consent should be for 5 years, as none was referenced within the application.</i></p>	
<b>12</b>	NPC24/07/0128	<p><b>Parish Council Financial Report</b></p> <p>I. <b>Financial report for June and bank reconciliation report</b> - The Council reviewed the financial report for June, and this is also available on the PC website:  <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/07/Financial-Report-June.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/07/Financial-Report-June.pdf</a>  The Clerk reported that although Q1 is now complete, it is too early in the financial year to forecast a year end prediction, so the report just covers actual payments / receipts for June.  General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total remains at £10,300.66. The Clerk reminded Cllrs that the following cost codes were set up at budget this year and action still needs to be taken to progress these items:</p> <ul style="list-style-type: none"> <li>• Defibrillator for Coton Park</li> <li>• Bus-stop renovation</li> <li>• Noticeboard for Coton Park (carried over into an EMR from last year)</li> </ul> <p>The Chair will get in touch with Dean Welburn from Coton Park Residents Assoc to discuss how to progress.</p>	<b>ID</b>

EMR Balances at the end of June:

<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 **£31,689.87**

II. **Q1 VAT update** – The Clerk reported that the VAT reclaim for Q1 had been submitted and a refund of £238.21 was received on 22/07/24.

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

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Butterfly Conservation invoice for weedkiller	£75.99	£15.99	£95.98
Reimburse R.Barry for purchase of name badges for NP open event	£3.95	£0.00	£3.95
Reimbursement for refreshments for NP open event – no longer required	TBC	£0.00	£TBC

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

<b>July 2024</b>			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
SO –01/07/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 05/07/24	NPC24/05/0079	Staffing	£586.68	£0.00	£586.68

		FPO – 05/07/24	NPC24/05/0079	HMRC - Staffing PAYE	£140.20	£0.00	£140.20
		DD – 05/07/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46 minus £7.08 credit = £27.38
		DD – 24/07/24	NPC24/05/0079	Npower – electricity for street lighting	£64.75	£3.24	£67.99
		SO – 29/07/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07
		<b>V. Receipts were noted as follows:</b>					
		<b>July 2024</b>					
		12/07/24	Neighbourhood Plan Grant – Groundwork UK		£8,000.00		
		22/07/24	Q1 VAT refund		£238.21		
<b>13</b>	NPC24/07/0129	The meeting concluded at 7:50pm. Next meeting – 26 <sup>th</sup> September 2024 at 7.30pm, Newton Memorial Hall (NO SCHEDULED MEETING IN AUGUST).					