



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 30th January 2025 at 7.30pm

AGENDA

1. Present
2. Apologies
3. Declarations of Interest regarding items on the agenda - All
4. To agree the draft minutes from the meeting held on 28 November 2024– All
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on Ellis Gardens streetlights – ID
 - II. Update on Noticeboard for Coton Park – ID
 - III. Update on Website upgrade and Cllr Email Addresses – RB / AN
 - IV. Update on Traffic Speed Survey – ID
 - V. Update on Missing Hedgehog Sign – RB / ID
 - VI. Update on works at Coton Farm, Newton Lane – ID
 - VII. Review of Christmas Celebrations - All
6. **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**
7. **Resumption of Standing Orders**
8. Neighbourhood Plan – All
 - I. General update
 - II. Theme Groups update – Housing and Environment
9. 2025-26 Budget / Precept – All
 - I. To approve the budget for 2025-26
 - II. To approve a precept request of £27,240
10. Ellis Gardens Open Space - Joint Parish Council / RBC letter to Lioncourt – ID
11. Government's Devolution White Paper – ID
12. Keep Britain Tidy Great British Spring Clean campaign 2025 – RB / ID
13. To discuss a debit card for the Lloyds Community bank account - RB
14. Annual review of Emergency Plan – RB
15. New NALC Financial Regulations - RB
16. Internal Controls - All
 - I. Re-adopt Internal Controls Policy and Template (annual review - no changes made)
 - II. Formulate a plan to complete the Review of Effectiveness of Internal Control
17. General Assessment of Risk - All
 - I. Re-adopt General Assessment of Risk Template (annual review – no changes made)
 - II. Formulate a plan to complete the assessment
18. Appointment of Internal Auditor 2024-25 – RB
19. To approve the Clerk completing SLCC course 'Principles of Internal Auditing Local Councils' - All
20. To note the results of the Quarter 3 Asset Inspection - BT
21. To note Planning applications received and PC response to consultations:

None
22. Parish Council Finance Report – RB



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- I. Financial report for Q3, and bank reconciliation report.
- II. Q3 VAT update
- III. Payments for approval:

Payments for approval	NET	VAT	TOTAL
Ethical disposal of Christmas Tree – Reimburse R. Barry	£30.00	£0.00	£30.00
YourLocale – Neighbourhood Plan Consultancy Fees	£1,000.00	£200.00	£1,200.00
Christmas event refreshments – reimburse Cllr Anne Davis (retro)	£51.10	£0.00	£51.10
Payments for approval – (Made under Scheme of Delegation)			
Webgrowth – website maintenance	£90.00	£0.00	£90.00
E.on – streetlight maintenance quarterly invoice	£48.00	£9.60	£57.60

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

December 2024			NET	VAT	TOTAL
SO – 02/12/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 05/12/24	NPC24/05/0079	Staffing	£602.28	£0.00	£602.28
FPO – 05/12/24	NPC24/05/0079	HMRC - Staffing PAYE	£144.00	£0.00	£144.00
DD – 05/12/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46
DD – 27/12/24	NPC24/05/0079	Npower – electricity for street lighting	£93.55	£4.68	£98.23
SO – 30/11/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07
January 2025			NET	VAT	TOTAL
SO – 02/01/25	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 06/01/25	NPC24/05/0079	Staffing	£589.11	£0.00	£589.11
FPO – 06/01/25	NPC24/05/0079	HMRC - Staffing PAYE	£140.80	£0.00	£140.80
DD – 03/01/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46
DD – 25/01/25	NPC24/05/0079	Npower – electricity for street lighting	£97.12	£4.86	£101.98
SO – 28/01/25	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07

- V. To note payments received in period:

December 2024 / January 2025		
FPI – 02/12/24	VHC – Village Hall Internet Provision 01/04/24 to 31/03/25	£252.58
FPI - 15/01/25	HMRC VAT form 126 refund (Q3)	£252.70

23. Closure of Council Meeting
24. Date and time of next Public Parish Council Meeting – 27 February 2025 7.30pm, Newton Memorial Hall. (No meeting in December)
25. Re-open meeting – Newton and Biggin Parish Council as Sole Trustee of Newton Village Memorial Hall, registered charity number 522971 (see separate agenda)

Agenda prepared by Rebecca Barry, Clerk and RFO - Newton & Biggin Parish Council, 24 January 2025