



Minutes of the Newton and Biggin Parish Council (PC) Meeting Wednesday 30th October 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/10/0156	Present – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), Andy Newnham (AN) In attendance – Rebecca Barry (RB), Clerk Members of Public - Three.	
2	NPC24/10/0157	Apologies and acceptance of reasons for absence – Cllr Bob Threadgold (BT) due to a family emergency – ACCEPTED Warwickshire County Councillor (WCC) Adrian Warwick (AW) and Rugby Borough Councillor (RBC) Eve Hassell (EH)	
3	NPC24/10/0158	Declarations of Interest – None	
4	NPC24/10/0159	Agreement of minutes from the previous meeting - Minutes of the meeting held on 26 th September 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/10/0160	<p>Matters Arising and updates from previous minutes, not specifically on this agenda:</p> <ul style="list-style-type: none"> I. Update on Ellis Gardens open spaces – The Chair reported that he and the Vice Chair met with RBC to discuss the various issues and were in mutual agreement as to why the open space could not currently be adopted by the PC. A joint letter from the PC & RBC to Lioncourt outlining the concerns and areas that require a resolution was drafted by RBC, but upon review by the Chair & Vice Chair, it needed strengthening. The Chair asked for the letter to be revised and is awaiting a second draft for review. Cllrs agreed to wait until the end of November, and if no update had been received, then the Chair will chase RBC. II. Update on St. Thomas Cross junction drainage - The Chair reported that the order for works has been placed, but no date for completion as yet. The Chair will chase for an update. III. Update on Defibrillator for Coton Park – The Chair reported that the defibrillator has been successfully installed in the parished area of Coton Park (as part of the budget 2024-25). The PC agreed to be responsible for funding consumables for the defibrillator going forward, in the same way that the Newton defibrillator consumables are funded. Regular checks on the defib and updates on ‘The Circuit’ will not be the PCs responsibility. IV. Update on Noticeboard for Coton Park - The Chair reported that the PC agreed to fund a noticeboard for the parished area of Coton Park. A response from the Coton Park Residents Association (CPRA) is awaited. 	<p>ID</p> <p>ID</p> <p>ID</p>

		<p>V. Update on Website upgrade and Cllr email addresses – The Clerk reported that she and a number of Cllrs attended an introductory call with the Parish Domain Helper Service via WALC and has since attended a follow up call which was very informative. A list of the 22 approved suppliers has been received. The Clerk explained the three parts and covered approximate costs that other PCs had shared:</p> <ol style="list-style-type: none"> 1) Domain (gov.uk) which is the minimum requirement 2) Connected services website – either connect to existing website; or design / manage a completely new website 3) Connected services email (@gov.uk addresses) – either through a basic web mail service or using 3rd party software such as Microsoft accounts. <p>Most of the approved suppliers offer money saving bundles for domain, website & email ranging from £250 to £500 a year. The Council agreed to a domain name of newtonparishcouncil.gov.uk as this appears to be currently available, and to setting up all three parts listed above.</p> <p>The Clerk will approach 3 of the approved suppliers for bundle quotes and review at the next meeting.</p> <p>VI. Update on Community Lottery – The Chair reported that he had met with the RBC rep to obtain further information. It was confirmed that there is no cost or risk to the PC. Cllrs agreed that the lottery would have to be aligned to a specific cause, such as the Five Arches or another project. It was agreed to park this to allow Cllrs to digest the info and think about possible projects. Review again at the next meeting.</p> <p>VII. Update on Traffic Speed Survey - The Chair reported that a traffic speed survey has been commissioned by the PC following complaints from members of the public. The survey will be undertaken in four locations for a two-week period commencing on 11th November, at a cost of approximately £220 per location. The PC may need to commission and fund another survey in Coton, after the Neighbourhood Plan questionnaire results have been fully analysed.</p> <p>VIII. Update on Payment for Defibrillator Training – The Clerk reported that she had spoken to Warwickshire Fire & Rescue and explained the difficulties of PCs making donations to charity. A nominal fee of £50 was agreed for the use of the training equipment. The PC resolved to APPROVE the payment of this invoice.</p> <p>IX. Update on Bus Stop Renovation – A temporary renovation is being completed by the Vice Chair, Cllr Rick Crane, at no cost to the PC. The cost of a full renovation will be considered when producing the budget for 2025/26, and this will be noted by the Clerk. The PC passed on their thanks to the Vice Chair for this work.</p> <p>X. Update on Autumn Refresh of Planters – The Clerk reported that 2 x £25 vouchers have been purchased and the Vice Chair agreed to pass them on to the sponsors. The next vouchers will be issued in the Spring, and this will be diary-dated. The Clerk’s request for reimbursement for the cost is included in the payments for approval table.</p>	<p>RB</p> <p>All</p> <p>ID</p> <p>RB</p> <p>RC</p>
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		XI. Update on Missing Hedgehog Sign – Cllr Bob Threadgold passed on an update to be given in his absence. The sign is definitely missing and looks like it may have been vandalised or damaged by hedge cutting. The PC agreed to arrange a replacement sign from Kilsby Lane Signs. The Clerk and the Chair will try and find the contact details and previous invoice.	RB / ID
6	NPC24/10/0161	Suspension of Standing/ Orders in order to let the Public raise any issues of concern: <ul style="list-style-type: none"> A member of the public mentioned that the recent electricity outage on 28th October was not communicated to all households by the National Grid, with only some addresses receiving an advance warning letter. Ellis Gardens did not receive any comms and were also affected. The letters that were received, did not make it clear that the entire village would be affected. The Clerk will attempt to get some feedback from the National Grid and request that the PC are also given advance warning in future so that the council can also communicate such outages via the website and facebook groups. 	RB
7	NPC24/10/0162	As there were no further issues raised by the public, the Standing Orders were resumed.	
8	NPC24/10/0163	Neighbourhood Plan (NP) <ol style="list-style-type: none"> I. Questionnaire analysis update – The Chair reported that the questionnaire response rate was higher than expected and the results will be reviewed at a meeting of the Neighbourhood Plan Advisory Committee. II. Theme Groups update <ol style="list-style-type: none"> a. Housing - The first meeting of the housing theme group has taken place, with a second meeting planned on 7th November. b. Environment - The environment theme group have completed a walk round of the parish (Newton & Coton) and then met as a group to identify the essential green open spaces. John Martin, consultant from YourLocale, is looking into designated areas such as the Five Arches & the ancient orchard. Also looking at subjective work like areas of separation. Next meeting of the group is planned for 19th Nov. III. To consider an annual subscription to Parish Online - The council resolved to APPROVE this subscription as it is needed for the Neighbourhood Plan but will also bring other benefits. Cost £45 exc. VAT per annum. The Clerk will make the necessary arrangements. 	All RB
9	NPC24/10/0164	Plans for Winter Warm Hub 2024 – The Chair reported that the first Warm Hub session was held on 29 th October, with a good turnout. A group of volunteers are coordinating the arrangements. Receipts for the purchase of refreshments were passed to the Clerk and the council resolved to APPROVE the reimbursement of these expenses and report the costs at the next meeting. The Clerk will make the necessary arrangements via bank transfer.	RB
10	NPC24/10/0165	Plans for Remembrance Day – The Chair reported that the service will follow the same format as previous years and will be held on Sunday 10 th November at 10:45am. All participants have been engaged and tea and coffee will be provided after the service. The Chair will note the changes to the order of service and pass to the Clerk to amend	ID / RB

		and print 50 x copies. The wreath has been ordered and the payment is noted in the payments for approval table. The Chair will promote the event on the Newton and Coton facebook groups.	ID
11	NPC24/10/0166	Plans for Christmas Celebrations – The Council agreed that the Christmas lights switch on will take place on Saturday 7 th December and will work alongside Newton Village Events (NVE) to organise. A 13ft tree has been ordered and Cllrs will meet at 10am on the 7 th to put the tree up. As the tree will be bigger this year, help will be needed to secure it. Cllr Anne Davis has sourced a new set of reindeer lights. Newton Choir may be available to perform at the switch-on.	All
12	NPC24/10/0167	2025-26 Budget – The Clerk reported that work will begin shortly on next year’s budget. An informal meeting will be planned in early December to have initial discussions around the budget. The Clerk will propose some dates and ascertain Cllrs availability. Cllrs are asked to start thinking about any projects or one-off costs that might be considered for next year, and the council will also need to decide where to pitch inflation, and gain clarity around whether the recently announced changes to employer NI contributions will affect PCs or not. Ahead of the informal meeting, the Clerk will produce a pack that covers all the known costs for the year as a starting point.	RB All
13	NPC24/10/0168	To Consider and Approve a Scheme of Delegation – The Chair explained the reasons for such a policy and the council resolved to APPROVE the policy. The Clerk will upload to the website in the policies library.	RB
14	NPC24/10/0169	To note LGA have approved pay award for 2024-25, backdated to April 2024 – The Council noted that the pay award has been agreed and is effective from 1 st April 2024, resulting in some backdated pay. The payroll provider will be notified.	ID / RB
15	NPC24/10/0170	To note planning applications received and PC response to consultations: R24/0928 at UNIT 12, EUROPARK, WATLING STREET, NEWTON, RUGBY, CV23 0AL for Change of use to parking for commercial vehicles and trailers. <i>The Council agreed a ‘no comment’ response, which the Clerk will send to RBC.</i>	RB
16	NPC24/10/0171	Parish Council Financial Report i. Financial report for September and H1, and bank reconciliation report - The Council reviewed the detailed financial report for H1, and this is also available on the PC website: http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/10/2024-25-Q2-H1-Finance-and-Budget-Update.pdf The Clerk talked through each cost centre in detail, including predicted over and underspends. Year-end prediction is approximately £377 surplus. General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total is £18,220.11.	

<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				3,500.00
Coton Noticeboard	1,500.00				1,500.00
Warm Hub Grant balance	342.12		60.33		281.79
Neighbourhood Plan - Grant				8,000.00	8,000.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgetec		1,000.00	80.55		919.45
Total Earmarked	8,678.52	1,682.47	140.88	8,000.00	18,220.11

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved and signed by the Vice Chair. Lloyds account balance at the end of the month was **£49,604.59**

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

Payments for approval	NET	VAT	TOTAL
Warwickshire County Council – Defibrillator Training Course Fees	£50.00	£0.00	£50.00
OurJay Foundation – Defibrillator and Cabinet for Coton Park	£1,100.00	£70.00	£1,170.00
Reimburse R. Barry for the purchase of Garden Centre vouchers for sponsored planters	£50.00	£0.00	£50.00
Reimburse R. Barry for the purchase of Xmas Deer Family Set of 3 Lights	£79.99	£0.00	£79.99
Remembrance Wreath	TBC	TBC	£40.00
YourLocale Neighbourhood Plan Consultancy Fees	£1,000.00	£200.00	£1,200.00

The Clerk mentioned that the 2 x invoices over £1,000 will require additional approval via internet banking by the Chair or Vice Chair, as per Financial Regs and Payment Approval set-up.

RB / RC / ID

		<p>III. Direct Debits and routine payments (with pre-approval) were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="3">October 2024</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>SO – 01/10/24</td> <td>NPC24/04/0064</td> <td>Honorarium – picnic area gates</td> <td>£110.25</td> <td>£0.00</td> <td>£110.25</td> </tr> <tr> <td>FPO – 04/10/24</td> <td>NPC24/05/0079</td> <td>Staffing</td> <td>£580.40</td> <td>£0.00</td> <td>£580.40</td> </tr> <tr> <td>FPO – 04/10/24</td> <td>NPC24/05/0079</td> <td>HMRC - Staffing PAYE</td> <td>£138.60</td> <td>£0.00</td> <td>£138.60</td> </tr> <tr> <td>DD – 05/10/24</td> <td>NPC24/05/0079</td> <td>BT Broadband for Village Hall</td> <td>£28.72</td> <td>£5.74</td> <td>£34.46</td> </tr> <tr> <td>DD – 24/10/24</td> <td>NPC24/05/0079</td> <td>Npower – electricity for street lighting</td> <td>£73.63</td> <td>£3.68</td> <td>£77.31</td> </tr> <tr> <td>SO – 28/10/24</td> <td>NPC24/04/0064</td> <td>Honorarium – grass cutting</td> <td>£33.07</td> <td>£0.00</td> <td>£33.07</td> </tr> </tbody> </table> <p>IV. Receipts were noted as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">October 2024</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> </tr> </tbody> </table>	October 2024			NET	VAT	TOTAL	SO – 01/10/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25	FPO – 04/10/24	NPC24/05/0079	Staffing	£580.40	£0.00	£580.40	FPO – 04/10/24	NPC24/05/0079	HMRC - Staffing PAYE	£138.60	£0.00	£138.60	DD – 05/10/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46	DD – 24/10/24	NPC24/05/0079	Npower – electricity for street lighting	£73.63	£3.68	£77.31	SO – 28/10/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07	October 2024		None		
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