



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Thursday 26<sup>th</sup> September 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/09/0130	<p><b>Present</b> – Councillors (Cllrs) Ian Davis (Chair) (ID), Anne Davis (AD), Bob Threadgold (BT), Rugby Borough Councillor (RBC) Eve Hassell (EH)</p> <p><b>In attendance</b> – Rebecca Barry (RB), Clerk <span style="float: right;"><b>Members of Public</b> - Four.</span></p>	
2	NPC24/09/0131	<p><b>Apologies and acceptance of reasons for absence</b> – Cllr Andy Newnham (AN) due to illness – ACCEPTED, Cllr Rick Crane (Vice Chair) (RC) due to holiday - ACCEPTED</p> <p>Warwickshire County Councillor (WCC) Adrian Warwick (AW)</p>	
3	NPC24/09/0132	<b>Declarations of Interest</b> – None	
4	NPC24/09/0133	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 25 <sup>th</sup> July 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/09/0134	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on Ellis Gardens</b> – The Chair reported that he and the Vice Chair met with RBC to discuss the various issues and are in mutual agreement as to why it could not currently be adopted by the PC. It was agreed that RBC would draft a joint letter from the PC &amp; RBC to Lioncourt outlining the concerns and areas that require a resolution. The Chair received the draft letter yesterday but believes it need strengthening. The letter will be jointly reviewed by the Chair and Vice Chair and a response sent to RBC. This will also be shared with Cllrs.</p> <p>II. <b>Update on St. Thomas Cross junction drainage</b> - The Chair reported that the order for works has been placed, but no date for completion as yet.</p> <p>III. <b>Update on Defibrillator for Coton Park</b> – The Chair reported that the PC agreed to fund a defibrillator for the parished area of Coton Park as part of the budget 2024-25. A response from the Coton Park Residents Association (CPRA) is awaited.</p> <p>IV. <b>Update on Noticeboard for Coton Park</b> - 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>	<p><b>ID / RC</b></p> <p><b>ID</b></p> <p><b>ID</b></p> <p><b>ID</b></p>

		<p>V. <b>Update on Street Lighting Maintenance Contract</b> – The Clerk reported that this is now in place with E.ON. A full survey has been completed and the Clerk will circulate a copy to Cllrs along with details of the dedicated email address for reporting faults. The PC noted E.ON’s correspondence regarding the newer two lights in The Leys being ‘fixed columns’ rather than ‘raise and lower columns’. This may prove problematic if faulty, so the columns may need replacing in the future. It was also noted that the streetlights in Ellis Gardens are not included as they are not owned by the PC.</p> <p>VI. <b>Update on Website upgrade and Cllr email addresses</b> – The Clerk reported that she and a number of Cllrs attended an introductory call with the Parish Domain Helper Service via WALC. The Clerk is now booked onto a follow up call in October for further details and to receive documents such as a list of approved suppliers.</p>	<b>RB</b>
<b>6</b>	NPC24/09/0135	<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>• None.</li> </ul>	
<b>7</b>	NPC24/09/0136	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
<b>8</b>	NPC24/09/0137	<p><b>Neighbourhood Plan (NP)</b></p> <ol style="list-style-type: none"> <li>I. <b>General update</b> – The Chair reported that the ‘gathering information’ stages are complete with the Housing Needs Analysis and Design Code approved; Open Event held; and Questionnaire live. The next stage is the initiation of two Theme Groups for Housing and Environment.</li> <li>II. <b>Questionnaire</b> – The Chair reported that the questionnaire is live and has a good response rate so far with over 50 surveys completed.</li> </ol>	<b>All</b>
<b>9</b>	NPC24/09/0138	<p><b>AGAR – Conclusion of external audit</b></p> <p>The Clerk reported that the conclusion paperwork has been received from the external auditors, Moore UK. Their report confirmed that the PC has followed Proper Practices and had no issues to raise. The Clerk will post the relevant documents on the website and noticeboard.</p> <p>Two items were noted in the covering letter 1- to specifically list bank account with a name / identifier on the Bank Reconciliation template and 2- the internal auditor had made a minor error with how he reported petty cash being N/A for the PC. The Clerk will feed this back to B. Wooliscroft and note the bank reconciliation comment for next year. The Chair expressed his thanks to the Clerk for her hard work.</p>	<b>RB</b>
<b>10</b>	NPC24/09/0139	<b>To consider a Community Lottery</b> – The Chair reported that he had been approached by RBC to see if the PC would be interested in joining their existing lottery scheme. The PC would invite residents to sign up, with prizes available in the £1000s. The PC would get a proportion of each ticket sale and could use the funds to support a specific project such as the Five Arches site. The Chair will gather further information and report at the next meeting.	<b>ID</b>
<b>11</b>	NPC24/09/0140	<b>To consider a Traffic Speed Survey</b> – The Chair reported that he had received a number of concerns about speeding. This is impossible to confirm or refute without evidence / data such as a traffic speed survey. WCC can	

		provide aggregated data from mobile phones, and last time this was requested it confirmed that speeding was not an issue. WCC can also complete a full survey, but this is chargeable. The Council resolved to APPROVE a full survey being undertaken by WCC for two weeks at a cost of approx £800. (Funded from the General Contingency budget line.) Locations were agreed as 1- Newton Manor Lane, 2- Newton Rd, 3- Main St, 4-Newton Lane. The Chair will make the necessary arrangements with WCC.	ID
12	NPC24/09/0141	<b>To consider a donation to the Fire Fighters Chairty</b> – The Clerk reported that a request had been received from Warwickshire Fire & Rescue (WFR) for a donation to the Fire Fighters charity instead of receiving an invoice for the defibrillator training recently completed. The Council resolved to request an invoice rather than donate to the charity. The Clerk will arrange this.	RB
13	NPC24/09/0142	<b>Plans for Winter Warm Hub 2024</b> – The Council resolved to APPROVE the Warm Hub continuing this winter, commencing on Tuesday 29 <sup>th</sup> October. The warm hub will be operated by the same volunteers as last year, and the Village Hall has been block booked. The Clerk reported that £281 remained in the earmarked reserve (EMR).	All
14	NPC24/09/0143	<b>Plans for Remembrance Day</b> – The Chair reported that the service will follow the same format as previous years and will be held on Sunday 10 <sup>th</sup> November at 10:45am. All participants have been engaged. The Clerk reported that there was £50 budgeted for the event. Cllr Anne Davis will arrange for a wreath to be ordered. The Chair will note the changes to the order of service and pass to the Clerk to amend and print copies.	ID / AD
15	NPC24/09/0144	<b>Plans for Christmas Celebrations</b> – The Council agreed that the Christmas lights switch on will take place on Saturday 7 <sup>th</sup> December and will work alongside Newton Village Events (NVE) to organise. The Clerk reported that £300 was budgeted for Christmas events and an additional £100 for Christmas lights. The Vice Chair will be asked to arrange the Christmas Tree from Catthorpe Manor, utilising the credit note that was issued last year. Cllr Anne Davis will source some new Christmas lights, up to the value of £100.	ID / RC / AD
16	NPC24/09/0145	<b>Plans for Bus Stop Renovation</b> – The Council budgeted £100 to complete a minor renovation of the bus stop. Cllrs Andy Newnham and Bob Threadgold will arrange for this work to be completed.	AN / BT
17	NPC24/09/0146	<b>Arrange Autumn Refresh of Planters</b> – The Council resolved to APPROVE the purchase of 2 x £25 Garden Centre vouchers which will be passed to the sponsors of the planters to buy plants for an autumn refresh. The Clerk will purchase of the vouchers and then request reimbursement.	RB
18	NPC24/09/0147	<b>Commence planning for 2025-26 Budget</b> – The Clerk reported that work will begin shortly on next year’s budget. A detailed financial report for H1 will be produced by the Clerk and reviewed at the October meeting. An informal meeting will be planned in November to have initial discussions around the budget. Cllrs are asked to start thinking about any projects or one-off costs that might be considered for next year.	All
19	NPC24/09/0148	<b>To note change of next meeting date</b> – The Council noted the change of date from 31 <sup>st</sup> to 30 <sup>th</sup> October due to unavailability of the village hall. The Clerk will ensure that Cllrs Eve Hassell and Adrian Warwick are added to the calendar invite.	RB

20	NPC24/09/0149	<b>To note Q1 and Q2 Asset Inspections</b> – The Council noted the result of the latest asset inspections. There were no issues, but it was noted that the hedgehog sign was missing by the Five Arches site. Cllr Bob Threadgold will investigate.	BT
21	NPC24/09/0150	<b>To note Rugby in Bloom award</b> – The Chair reported that the volunteers and PC, Five Arches Wildlife Site, were awarded GOLD in the Environment Category of Rugby in Bloom 2024. The Chair, Vice Chair and Mike Slater from Butterfly Conservation attended the ceremony at the Benn Hall. The Chair will promote the award on Facebook and the Clerk will post on the website.	ID / RB
22	NPC24/09/0151	<b>To note Clerk achieving FILCA qualification</b> – The Council noted that the Clerk had successfully passed the Financial Introduction to Local Council Administration (FILCA) qualification.	
23	NPC24/09/0152	<b>To note PCSO Tony Winter leaving</b> – The Chair reported that he had received correspondence from PCSO Tony Winter advising that he is leaving the role and moving to a logistics position at Leek Wooten HQ. No replacement has yet been found, but we have been advised of a generic email address for the SNT Rugby Rural North team in the interim.	
24	NPC24/09/0153	<b>To note planning applications received and PC response to consultations:</b> <b>R24/0540</b> at Clifton Lakes, Watling Street, Clifton upon Dunsmore, Rugby, CV23 0AQ for Waiver of Condition 13 of planning permission reference R22/0720 (Change of use of land to a recreational fishery including the erection of fence line to aid identification of public right of way and associated works. Includes retrospective amendments to the entrance of the site and regularisation of previously imported soils to the entrance of the site and Hillcrest Lakes, dated 12 April 2024), and prevention of public access to the Memorial Garden. <b><i>The Council responded with no objection and RBC has granted planning permission.</i></b>	
25	NPC24/09/0154	<b>Parish Council Financial Report</b> I. <b>Financial report for July and August and bank reconciliation report</b> - The Council reviewed the financial report for July and August, and this is also available on the PC website: <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/09/Financial-Report-Jul-Aug.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/09/Financial-Report-Jul-Aug.pdf</a> The Clerk reported that the remainder of the financial year is now being forecasted and the current year-end prediction is a small surplus of just under £300. This will be reviewed in more detail at the next meeting with the H1 finance report. General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total is £18,220.11, which includes the £8,000 grant for the Neighbourhood Plan.	

<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				8,000.00	8,000.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgetec		1,000.00	80.55		919.45
<b>Total Earmarked</b>	<b>8,678.52</b>	<b>1,682.47</b>	<b>140.88</b>	<b>8,000.00</b>	<b>18,220.11</b>

Scribe Accounts vs Lloyds bank account have been reconciled by the Clerk and approved and signed by the Chair. Lloyds account balance at the end of the month was **£37,396.13**

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

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Five Arches invoice from S. Bryan – strimming and clearing embankments x 8 days	£2,000.00	£0.00	£2,000.00
Webgrowth – website maintenance / hosting, 2 months	£60.00	£0.00	£60.00
Copyshop – Neighbourhood Plan Questionnaire Posters	£14.60	£2.92	£17.52
Street Light Maintenance	£48.00	£9.60	£57.60
NP Invoice from YourLocale	£2,500.00	£500.00	£3,000.00
Moore UK – Internal Audit Fee	£210.00	£42.00	£252.00

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

<b>August / September 2024</b>			<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
SO – 01/08/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 05/08/24	NPC24/05/0079	Staffing	£555.10	£0.00	£555.10

**ID**

		FPO – 05/08/24	NPC24/05/0079	HMRC - Staffing PAYE	£132.40	£0.00	£132.40						
		DD – 05/08/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46						
		DD – 27/08/24	NPC24/05/0079	Npower – electricity for street lighting	£66.50	£3.32	£69.82						
		SO – 28/08/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07						
		SO – 02/09/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25						
		FPO – 05/09/24	NPC24/05/0079	Staffing	£611.98	£0.00	£611.98						
		FPO – 05/09/24	NPC24/05/0079	HMRC - Staffing PAYE	£146.40	£0.00	£146.40						
		DD – 05/09/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46						
		DD – 25/09/24	NPC24/05/0079	Npower – electricity for street lighting	£67.41	£3.37	£70.78						
		SO – 29/09/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07						
		DD – 13/09/24	NPC24/05/0079	ICO Annual Fee	£35.00	£0.00	£35.00						
		<p><b>IV. Receipts were noted as follows:</b></p> <table border="1" style="margin-left: 40px;"> <tr> <th colspan="3" style="background-color: #d9ead3;">August / September 2024</th> </tr> <tr> <td style="width: 20%;">02/09/24</td> <td style="width: 60%;">Precept Part 2</td> <td style="width: 20%; text-align: right;">£13,620.00</td> </tr> </table>						August / September 2024			02/09/24	Precept Part 2	£13,620.00
August / September 2024													
02/09/24	Precept Part 2	£13,620.00											
<b>26</b>	NPC24/09/0155	The meeting concluded at 8:35pm. Next meeting – 30 <sup>th</sup> October 2024 at 7.30pm, Newton Memorial Hall (NOTE CHANGE OF DAY TO A WEDNESDAY)											