



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 27th February 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 30 January 2025– All
5. **Matters arising and updates from previous minutes, not specifically on this agenda:**
 - I. Update on Noticeboard for Coton Park – ID
 - II. Update on Website upgrade and Cllr Email Addresses – RB / AN
 - III. Update on Traffic Speed Survey – ID
 - IV. Update on Missing Hedgehog Sign – RB
 - V. Update on Ellis Gardens Open Space - Joint Parish Council / RBC letter to Lioncourt – ID
 - VI. Update on Keep Britain Tidy Great British Spring Clean campaign 2025 – RB / ID
 - VII. Update on debit card for the Lloyds Community bank account – RB
 - VIII. Update on new NALC model financial regulations - RB
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
9. Live and Local Information Event – ID / RB
10. Review of Effectiveness of Internal Controls - All
11. Review results of the General Assessment of Risk, and agree action plan if necessary – All
12. Approve the appointment of Bill Wooliscroft as Internal Auditor 2024-25 and letter of instruction – All
13. To note Planning applications received and PC response to consultations:
None
14. Parish Council Finance Report – RB
 - I. Financial report for January, and bank reconciliation report.
 - II. Payments for approval:

Payments for approval	NET	VAT	TOTAL
SLCC – PIALC Training Course	£120.00	£24.00	£144.00
SLCC – Annual membership fee (due 1 st April)	£150.00	£0.00	£150.00
Webgrowth – Website maintenance for Dec & Jan	£60.00	£0.00	£60.00
Warm Hub refreshments – reimburse Cllr Anne Davis (retro)	£71.47	£0.00	£71.47
Scribe Accounts – annual renewal (due 1 st April)	£345.60	£69.12	£414.72
Liberty Graphics – Replacement Hedgehog sign	£170.00	£34.00	£204.00
Currys Business – Yellow toner cartridge	£94.99	£18.99	£113.98
Stationery A4 lever arch folders x 3 – reimburse R. Barry	£9.96	£2.01	£11.97
Defib Store – Adult pads and rescue ready kit	£88.99	£17.80	£106.79



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

February 2025			NET	VAT	TOTAL
SO – 03/02/25	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25
FPO – 05/02/25	NPC24/05/0079	Staffing	£615.25	£0.00	£615.25
FPO – 05/02/25	NPC24/05/0079	HMRC - Staffing PAYE	£147.40	£0.00	£147.40
DD – 04/02/25	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46
DD – 26/02/25	NPC24/05/0079	Npower – electricity for street lighting	£104.69	£5.23	£109.92
SO – 28/02/25	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07

IV. To note payments received in period:

February 2025	
None	

15. **Closure of Council Meeting.** The Council resolve to exclude members of the public and press from the following item of business (19.I) due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. (As per Newton and Biggin Parish Council's Standing Orders 3-D)

I. Discuss Honorarium payments – Confidential

16. Date and time of next Public Parish Council Meeting – 27 March 2025 7.30pm, Newton Memorial Hall.

17. 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, 21 February 2025