



## Minutes of the Newton and Biggin Parish Council (PC) Meeting Wednesday 28<sup>th</sup> November 2024 at 7.30pm

Ref	Minute	Record and Resolution	Action by
1	NPC24/11/0173	<p><b>Present</b> – Councillors (Cllrs) Ian Davis (Chair) (ID), Rick Crane (Vice Chair) (RC), Anne Davis (AD), Bob Threadgold (BT) Andy Newnham (AN), 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> - Two.</span></p>	
2	NPC24/11/0174	<b>Apologies and acceptance of reasons for absence</b> – Warwickshire County Councillor (WCC) Adrian Warwick (AW)	
3	NPC24/11/0175	<b>Declarations of Interest</b> – The Clerk, as the only employee of the council, has an interest in item 19, and therefore will not be present.	
4	NPC24/11/0176	<b>Agreement of minutes from the previous meeting</b> - Minutes of the meeting held on 30 <sup>th</sup> October 2024 were agreed as a correct record and signed by the Chair.	
5	NPC24/11/0177	<p><b>Matters Arising and updates from previous minutes, not specifically on this agenda:</b></p> <p>I. <b>Update on Ellis Gardens open spaces</b> – The Chair reported that there was no update from RBC so will chase. It was also reported that the roads are being readied for adoption and the PC has been contacted by Lioncourt to take on responsibility for the streetlights, which has prompted a number of questions such as has the 12-month adoption period started / snagging / what the commuted sum is. Lioncourt do not know, so the Chair will liaise with WCC Highways. As the next meeting is not until the end of January, a decision may need to be made before then, in which case the Scheme of Delegation will be used.</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, but this is now anticipated to be March / April. This item will now be taken off the agenda until April, and the Clerk will diary date this. The Chair also mentioned that he has reported the collapsed drain, and this will require a separate job.</p> <p>III. <b>Update on Noticeboard for Coton Park</b> - The Chair reported there is no update on this item.</p> <p>IV. <b>Update on Website upgrade and Cllr email addresses</b> – The Clerk reported that she had obtained 3 x quotes for a bundle (website, email and gov.uk domain). A summary of the quotes was reviewed, and the prices were similar. Two of the providers only sent a non-personalised response, and did not quote for building a new website. The third provider gave a personalised quote after reviewing the PC’s current website and also quoted</p>	<p><b>ID</b></p> <p><b>ID / RB</b></p> <p><b>RB</b></p> <p><b>ID</b></p>

		<p>for the design, build and migration of all content to a new website. This quote was well under the amount budgeted. Microsoft 365 Business would also be required for all three options. It was agreed that the Clerk would send details of all the quotes for Cllr Andy Newnham to review, and the item would be discussed again at the next PC meeting in January.</p> <p><b>V. Update on Community Lottery</b> – This item was discussed again and the PC decided to ‘park’ the idea for now but may consider the lottery in the future.</p> <p><b>VI. Update on Traffic Speed Survey</b> - The Chair reported that the traffic speed survey has been completed in three of the four planned locations. One set could not be placed due to parked cars, but this will be completed separately in late January. The PC will receive advance notice, and the Chair will notify the vehicle owners. The results will be released when all the data is available.</p> <p><b>VII. Update on Missing Hedgehog Sign</b> – The Clerk reported that she had contacted the producer of the original signs for a quote. The council agreed to use the Scheme of Delegation once a satisfactory quote has been received to allow the replacement sign to be purchased, due to no planned meeting in December.</p> <p><b>VIII. Review of Remembrance Sunday</b> – The service went well and was well attended. Points to note for next year: 1) at the end of the service, the Chair should thank everyone that played a part (as the vicar forgot) or alternatively, the vicar could be given a script to include this, and 2) adjust the start time of the service so that the two-minute silence is actually at 11am, not earlier.</p>	<p><b>RB / AN</b></p> <p><b>ID</b></p> <p><b>RB</b></p> <p><b>All</b></p>
6	NPC24/11/0178	<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>The Chair allowed a discussion relating to agenda item 14. See this item for details.</li> <li>A member of the public requested an additional grit box at the bottom of the hill by the St. Thomas Cross pub. The Chair will email Cllr Adrian Warwick to ask how this could be arranged.</li> </ul>	<b>ID</b>
7	NPC24/11/0179	<b>As there were no further issues raised by the public, the Standing Orders were resumed.</b>	
8	NPC24/11/0180	<p><b>Neighbourhood Plan (NP)</b></p> <p><b>I. Theme Groups update</b></p> <p><b>a/b Housing &amp; Environment</b> - The work for both theme groups is well underway, and both are making good progress. The expectation is that the two theme groups will come together as a group in February. Once a draft plan is produced, another drop-in session will be planned before submitting to RBC.</p> <p>The Clerk reported that an invoice had been received from YourLocale for Neighbourhood Planning consultancy fees. The council resolved to APPROVE the payment of £1200 inc VAT (£1000 exc VAT), and it was noted that this will require additional approval in the online banking as the amount is above the Clerk’s individual limit. The Vice Chair will approve.</p>	<p><b>All</b></p> <p><b>RB / RC</b></p>

9	NPC24/11/0181	<b>Plans for Christmas Celebrations</b> – The Christmas lights switch on will take place on Saturday 7 <sup>th</sup> December and the PC will work alongside Newton Village Events (NVE) to organise. The Choir will also be performing. Cllr Anne Davis will check that the lights are working before the event. The Clerk will check the amount of mulled wine that was bought last year and let Cllr Anne Davis know. She will then purchase the mulled wine and request reimbursement.	All AD RB AD
10	NPC24/11/0182	<b>2025-26 Budget</b> – The Clerk reported that an informal meeting is planned for Friday 8 <sup>th</sup> December and she will produce a pack to send to Cllrs ahead of the meeting.	RB
11	NPC24/11/0183	<b>To note NI Employer Contributions increasing from April 2025</b> – The Clerk and the Chair reported that it had been confirmed by NALC that PCs will NOT be able to claim exemption from the changes to NI employer contributions that was announced by the government in the recent budget. NALC has objected but is advising PCs to include this increase in costs in their budgets for 2025-26. The Clerk will reflect the increase in the budget model and estimates that this will cost an additional £600 per year.	RB
12	NPC24/11/0184	<b>To consider a response to the Government Consultation on remote meeting attendance</b> – The Chair reported that NALC was fully in favour of remote meeting attendance. This would be voluntary and would be the decision of each individual council, and the right technology would need to be in place. The council agreed to leave this to NALC and would not complete the consultation.	
13	NPC24/11/0185	<b>To note changes to Lloyd's Treasurers' Account</b> – The Clerk reported that she had received correspondence from Lloyds, advising that the account will be changing to a new Community Account from January 2025 and that a monthly maintenance fee of £4.25 would be charged. After some research, it appears that most accounts now make such charges, so alternative accounts do not appear to be a viable route to investigate. The Clerk mentioned that this may be a good time to see if the account could be provided with a debit card, which would allow subscriptions to be linked to a PC card rather than the Clerk's own personal card. The council agreed to this being investigated further, so the Clerk will make enquiries with Lloyds.	RB
14	NPC24/11/0186	<b>Update on works at Coton Farm, Newton Lane</b> – The Chair explained the history of this item, going back around four years. The farm is in Churchover parish but is adjacent to Newton. WCC granted permission for regrading of agricultural land, with numerous conditions. The works have now started, and the trunks are bringing mud out onto the road to the A5. One condition from WCC was a wheel wash, but this does not appear to be in place. The Chair has asked WCC for an update, and an officer has visited the site. He has written to the owner, operator and solicitors asking for works to stop immediately, as in breach of planning and a danger to the highway. If work does not stop, WCC will take further action such as an enforcement notice or stop order. The Chair has asked for all conditions to be checked and WCC will keep the PC informed.  A member of the public spoke as part of the open session, explaining that they have also been contacting WCC as the soil going in is coming from different sites and also at weekends. Photos were also shared. The Chair asked the member of the public to advise who their contacts at WCC are so that the PC can ensure a joined-up approach.	ID

		<b><i>(8pm – Cllr Andy Newnham left the meeting due to other commitments)</i></b>	
<b>15</b>	NPC24/11/0187	<b>Planned review of the Emergency Plan</b> – The Clerk reported that the annual review is due soon. The Clerk and the Chair will complete a review and look to re-approve at the January meeting. However, the Chair will seek guidance first to ensure that the format has not changed.	<b>ID / RB</b>
<b>16</b>	NPC24/11/0188	<b>To note change of date of next Sole Trustee of Newton Memorial Hall meeting</b> – The council noted that the November meeting was being postponed until January.	
<b>17</b>	NPC24/11/0189	<b>To note planning applications received and PC response to consultations:</b> <b>R24/0952</b> at Newton House Farm, Pilgrims Lane, Newton, Rugby, CV23 0ED for Prior Approval change of use of agricultural buildings to form 5 no. dwellings (Class Q). <b><i>The Council agreed to let RBC determine whether the proposal meets the necessary requirements, and whether the existing buildings are capable of conversion without excessive reconstruction. The Council will also remind RBC of the public footpath. The Clerk will send a response to RBC.</i></b> <b>R24/0815</b> at 26, Newton Lane, Newton, Rugby, CV23 0DZ for Dropped Kerb to front of property. <b><i>The Council agreed a ‘no comment’ response, which the Clerk will send to RBC.</i></b>	<b>RB</b>  <b>RB</b>
<b>18</b>	NPC24/11/0190	<b>Parish Council Financial Report</b> <b>I. Financial report for October, and bank reconciliation report</b> - The Council reviewed the financial report for October, and this is also available on the PC website: <a href="http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/11/Financial-Report-Oct.pdf">http://www.newtonparishcouncil.org.uk/wp-content/uploads/2024/11/Financial-Report-Oct.pdf</a> Year-end prediction is approximately £500 surplus. General Reserve stands at £14,900 and Ear Marked Reserves (EMRs) total is £14,705.51. The only movement in the EMRs is in the Neighbourhood Plan Grant and Warm Hub Grant lines.	

<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			3,500.00	8,000.00	4,500.00
Tax Base Smoothing		682.47			682.47
Neighbourhood Plan - Budgetec		1,000.00	95.15		904.85
<b>Total Earmarked</b>	<b>8,678.52</b>	<b>1,682.47</b>	<b>3,655.48</b>	<b>8,000.00</b>	<b>14,705.51</b>

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 **£41,062.99**

**II. Q2 VAT update**

The Clerk reported that a claim was submitted for Q2, and this has been received into the Lloyds account on 12<sup>th</sup> November, totalling £805.91.

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

<b>Payments for approval</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
Black high yield laser-jet toner cartridge.	£69.79	£13.95	£83.74
Christmas Tree – reimburse Vice Chair, Cllr Rick Crane	£150.00	£150.00	£150.00
Gift voucher for payroll services – reimburse R,Barry	£100.00	£0.00	£100.00
Reimburse R. Barry for stationery – diary / planner, A4 wallets	£15.53	£3.10	£18.63
Reimburse Cllr Anne Davis for warm hub refreshments – part 1	£23.50	£0.00	£23.50
Reimburse Cllr Anne Davis for warm hub refreshments - part 2	£41.75	£0.00	£41.75

		<p>IV. <b>Direct Debits and routine payments (with pre-approval) were noted as follows:</b></p> <table border="1"> <thead> <tr> <th colspan="3">November 2024</th> <th>NET</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>SO – 01/11/24</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 – 04/11/24</td> <td>NPC24/05/0079</td> <td>Staffing</td> <td>£742.67</td> <td>£0.00</td> <td>£742.67</td> </tr> <tr> <td>FPO – 04/11/24</td> <td>NPC24/05/0079</td> <td>HMRC - Staffing PAYE</td> <td>£179.20</td> <td>£0.00</td> <td>£179.20</td> </tr> <tr> <td>DD – 04/11/24</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 – 26/11/24</td> <td>NPC24/05/0079</td> <td>Npower – electricity for street lighting</td> <td>£79.85</td> <td>£3.99</td> <td>£83.84</td> </tr> <tr> <td>SO – 28/11/24</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>V. <b>Receipts were noted as follows:</b></p> <table border="1"> <thead> <tr> <th colspan="3">November 2024</th> </tr> </thead> <tbody> <tr> <td>FPI – 12/11/24</td> <td>Q2 VAT</td> <td>£805.91</td> </tr> </tbody> </table>				November 2024			NET	VAT	TOTAL	SO – 01/11/24	NPC24/04/0064	Honorarium – picnic area gates	£110.25	£0.00	£110.25	FPO – 04/11/24	NPC24/05/0079	Staffing	£742.67	£0.00	£742.67	FPO – 04/11/24	NPC24/05/0079	HMRC - Staffing PAYE	£179.20	£0.00	£179.20	DD – 04/11/24	NPC24/05/0079	BT Broadband for Village Hall	£28.72	£5.74	£34.46	DD – 26/11/24	NPC24/05/0079	Npower – electricity for street lighting	£79.85	£3.99	£83.84	SO – 28/11/24	NPC24/04/0064	Honorarium – grass cutting	£33.07	£0.00	£33.07	November 2024			FPI – 12/11/24	Q2 VAT	£805.91	
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<b>19</b>	NPC24/11/0191	<p><b>Closure of Council Meeting.</b> The Council resolved to APPROVE 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.</p> <p>I. <b>Application to join the Local Government Pension Scheme.</b> The Council resolved to APPROVE an application to join the Warwickshire LGPS Pension Fund, and for the Clerk to be enrolled in the scheme.</p>																																																				
<b>20</b>	NPC24/11/0192	The meeting concluded at 8:45pm. Next meeting – 30 <sup>th</sup> January 2025 at 7.30pm, Newton Memorial Hall																																																				