

### **Agenda Item 85      Dispensations**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to **write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

### **Agenda Item 87      HR & Standards Committees**

Last year Cllrs Bower and Crawte were appointed to the HR Committee and Cllrs Smith and Schwenk were appointed to the Standards Committee. Ideally, both committees should have 3 members.

### **Agenda Item 88      Representatives**

Last year the following appointments were made:

- |   |  |
|---|--|
| a. Newton Green Trust   | Cllrs Taylor and Crawte                          |
| b. Village Hall Management Committee  | Cllr Schwenk                                     |
| c. Alston & Plampin Charity   | Mrs S Presland, Mrs M Williams and Mrs J. Taylor |
| d. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils (SALC). |  |

### **Agenda Item 89      Internal Auditor**

Last year Heelis & Lodge were reappointed as NPC's Internal Auditors. The Clerk is still a consultant for H&L.

### **Agenda Item 92      Emails Circulated**

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.


### **Agenda Item 93      Clerk's Report**

Minute	Action	Complete <input type="checkbox"/>
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/290	Signage requirements for All Play Solutions is outstanding.	
21/066	Minutes sent to Newsletter and updated on website.	<input type="checkbox"/>
21/070 a	Payments made to suppliers, individuals and organisations.	<input type="checkbox"/>
21/070 b	CIL Return sent to Babergh.	<input type="checkbox"/>
21/071	Planning response(s) sent to Babergh.	<input type="checkbox"/>
21/074	Response sent to Little Cornard NP.	<input type="checkbox"/>
21/075	Cllr Bower to produce Risk Assessment re SID deployment.	
21/076	Dog bin purchased for installation by Community Wardens.	
21/078	Adopted policies on website.	<input type="checkbox"/>
21/080	Condolences sent to the Queen.	<input type="checkbox"/>
21/080	"Cars for Sale" warning sign still to be ordered.	
	<b>Clerk's Delegated Power</b>	
	None used since last meeting.	

**Agenda Item 94a Internal Auditors Report**

The Internal Audit is being conducted later this week. I will forward the IA Report to you once received.

**Agenda Item 94b Bank Reconciliation and Receipts and Payments Account**

 <p style="text-align: center;"><b>NEWTON PARISH COUNCIL</b></p>					
<b>Bank Reconciliation for Financial year ending 31st March 2021</b>					
<b>Balances per Bank Statements as at 31st March</b>					
Barclays Community			£100.00		
Barclays Premium Account			£44,551.86		
Barclays Tracker Account			£1,165.05		
				£45,816.91	
Add any Unbanked Cheques / Cash as at 31 March				£0.00	
<b>Less Unpresented Cheques as at 31 March</b>					
	101269		£1,422.00		
	101271		£552.30		
	101274		£138.32		
	101275		£2,889.57		
				£5,002.19	
			<b>Total Cash</b>	<b>£40,814.72</b>	
<b>CASH BOOK</b>					
Opening Balance				£52,445.88	
Add Receipts in the year				£96,118.86	
				£148,564.74	
Less Payments in the year				£107,750.02	
			<b>Total Cash</b>	<b>£40,814.72</b>	
<b>D Crimmin</b>	<b>RFO, Newton Parish Council</b>			<b>13th April 2021</b>	



## NEWTON PARISH COUNCIL

### Receipts & Payments Account for the year ending 31st March 2021

	2019 / 2020	2020 / 2021
<b>Receipts</b>		
Precept	£10,258.00	£10,258.00
Grants	£103.80	£46,314.54
Recycling	£412.82	£760.62
Bank Interest	£121.37	£29.20
CIL / Other	£6,766.62	£18,421.87
VAT Repayment	£735.75	£20,334.63
	<b>£18,398.36</b>	<b>£96,118.86</b>
<b>Payments</b>		
Clerks Salary	£5,145.49	£12,297.85
Admin	£1,419.29	£827.51
Donations	£200.00	£650.00
Annual Subscriptions	£626.98	£260.87
Footpath Maintenance	£300.00	£300.00
Insurance	£375.05	£1,086.31
Inspection	£272.00	£380.00
Maintenance	£928.18	£529.07
Village Hall	£0.00	£0.00
Projects	£2,679.40	£59,177.98
Repay VAT overpayment	£13,223.11	£0.00
CIL / Other	£0.00	£12,187.15
Contingency	£0.00	£0.00
NNP	£3,466.43	£4,695.53
VAT Paid	£1,419.14	£15,357.75
	<b>£30,055.07</b>	<b>£107,750.02</b>
<b>Excess of Payments over Receipts</b>	<b>-£11,656.71</b>	<b>-£11,631.16</b>
Add Balance Brought Forward	£64,102.59	£52,445.88
<b>Balance Carried Forward</b>	<b>£52,445.88</b>	<b>£40,814.72</b>
<b>Represented by</b>		
Barclays Community	£100.00	£100.00
Barclays Premium	£41,185.46	£39,549.67
Barclays Tracker	£11,160.42	£1,165.05
Petty Cash	£0.00	£0.00
	<b>£52,445.88</b>	<b>£40,814.72</b>
I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions		
Signed: _____	Date: _____	
Dave Crimmin		
RFO Newton Parish Council		

**Agenda Item 94c Section 1 Annual Return**

**Section 1 – Annual Governance Statement 2020/21**

We acknowledge as the members of:

EN<sup>1</sup> Newton Parish Council<sup>ITY</sup>

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.newton.onesuffolk.net](http://www.newton.onesuffolk.net) PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**Agenda Item 94d Section 2 Annual Return**

**Section 2 – Accounting Statements 2020/21 for**

ENGLAND NEWTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	64,103	52,446	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,258	10,258	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,140	85,861	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,145	12,298	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	24,910	95,452	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	52,446	40,815	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	52,446	40,815	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	35,154	89,517	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Associated Papers NPC for Meeting on 5<sup>th</sup> May 2021

## Agenda Item 94e Variances

### Explanation of variances – pro forma

Name of smaller authority: **Newton Parish Council**  
 County area (local councils and Suffolk)  
 Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 • **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;  
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

							Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>		Explanation from smaller authority (must include narrative and supporting figures)																																																																																		
	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?																																																																																						
1 Balances Brought Forward	64,103	52,446					Explanation of % variance from PY opening balance not required - Balance brought forward agrees																																																																																				
2 Precept or Rates and Levies	10,258	10,258	0	0.00%	NO																																																																																						
3 Total Other Receipts	8,140	85,861	77,721	954.80%	YES		<table><tr><td></td><td colspan="2">2019 / 2020</td><td colspan="2">2020 / 2021</td></tr><tr><td><b>Receipts</b></td><td></td><td></td><td></td><td></td></tr><tr><td>Grants</td><td>£103.80</td><td></td><td></td><td>£46,314.54</td></tr><tr><td>Recycling</td><td>£412.82</td><td></td><td></td><td>£760.62</td></tr><tr><td>Bank Interest</td><td>£121.37</td><td></td><td></td><td>£29.20</td></tr><tr><td>CIL / Other</td><td>£6,766.62</td><td></td><td></td><td>£18,421.87</td></tr><tr><td>VAT Repayment</td><td>£735.75</td><td></td><td></td><td>£20,334.63</td></tr><tr><td></td><td></td><td>£8,140.36</td><td></td><td>£85,860.86</td></tr></table>						2019 / 2020		2020 / 2021		<b>Receipts</b>					Grants	£103.80			£46,314.54	Recycling	£412.82			£760.62	Bank Interest	£121.37			£29.20	CIL / Other	£6,766.62			£18,421.87	VAT Repayment	£735.75			£20,334.63			£8,140.36		£85,860.86																																								
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		£8,140.36		£85,860.86																																																																																							
4 Staff Costs	5,145	12,298	7,153	139.03%	YES		A project to replace the play equipment and to additionally build a MUGA is currently midway through implementation. In terms of receipts NPC has received £41,132.34 to date towards the costs of the equipment installation. A further Neighbourhood Plan Grant of £4,505.00 was received during the year.  The increase in Clerk costs relates to payments for a Locum Clerk for February, March and April 2020 of £2,872.74 and the cost of a permanent Clerk from the 1st May 2020 of £9,425.11. The council employed the new Clerk on a 15 hour per week basis.																																																																																				
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																																																																						
6 All Other Payments	24,910	95,452	70,542	283.19%	YES		<table><tr><td><b>Payments</b></td><td></td><td></td><td></td><td></td></tr><tr><td>Admin</td><td>£1,419.29</td><td></td><td></td><td>£827.51</td></tr><tr><td>Donations</td><td>£200.00</td><td></td><td></td><td>£650.00</td></tr><tr><td>Annual Subscriptions</td><td>£626.98</td><td></td><td></td><td>£260.87</td></tr><tr><td>Footpath Maintenance</td><td>£300.00</td><td></td><td></td><td>£300.00</td></tr><tr><td>Insurance</td><td>£375.05</td><td></td><td></td><td>£1,086.31</td></tr><tr><td>Inspection</td><td>£272.00</td><td></td><td></td><td>£380.00</td></tr><tr><td>Maintenance</td><td>£928.18</td><td></td><td></td><td>£529.07</td></tr><tr><td>Village Hall</td><td>£0.00</td><td></td><td></td><td>£0.00</td></tr><tr><td>Projects</td><td>£2,679.40</td><td></td><td></td><td>£59,177.98</td></tr><tr><td>Repay VAT overpayment</td><td>£13,223.11</td><td></td><td></td><td>£0.00</td></tr><tr><td>CIL / Other</td><td>£0.00</td><td></td><td></td><td>£12,187.15</td></tr><tr><td>Contingency</td><td>£0.00</td><td></td><td></td><td>£0.00</td></tr><tr><td>NNP</td><td>£3,466.43</td><td></td><td></td><td>£4,686.53</td></tr><tr><td>VAT Paid</td><td>£1,419.14</td><td></td><td></td><td>£15,357.75</td></tr><tr><td></td><td></td><td>£24,909.58</td><td></td><td>£95,452.17</td></tr></table>					<b>Payments</b>					Admin	£1,419.29			£827.51	Donations	£200.00			£650.00	Annual Subscriptions	£626.98			£260.87	Footpath Maintenance	£300.00			£300.00	Insurance	£375.05			£1,086.31	Inspection	£272.00			£380.00	Maintenance	£928.18			£529.07	Village Hall	£0.00			£0.00	Projects	£2,679.40			£59,177.98	Repay VAT overpayment	£13,223.11			£0.00	CIL / Other	£0.00			£12,187.15	Contingency	£0.00			£0.00	NNP	£3,466.43			£4,686.53	VAT Paid	£1,419.14			£15,357.75			£24,909.58		£95,452.17
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7 Balances Carried Forward	52,446	40,815			YES		The play equipment and MUGA project has incurred Projects costs of £59,137.90 to date as well as £10,000.00 CIL money. The increase in Insurance relates to the extra play equipment and risks associated with some of the equipment. The Council has also spent £2,187.15 of CIL on a Speed indicator Device.																																																																																				
8 Total Cash and Short Term Investments	52,446	40,815					VARIANCE EXPLANATION NOT REQUIRED																																																																																				
9 Total Fixed Assets plus Other Long Term Investments and	35,154	89,517	54,363	154.64%	YES		The removal of the old play equipment reduced the Asset Register by £9,725. To date the value of the MUGA is £47,988, the Forever Fit Equipment is £14,002 and the SID is £2,188. A Speed Camera previously purchased by NPC, was return to NPC £1,025																																																																																				
10 Total Borrowings	0	0	0	0.00%	NO																																																																																						

<b>Explanation for 'high' reserves</b>								
(Please complete the highlighted boxes.)								
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:								
			£	£	£			
<b>Earmarked reserves:</b>								
	CIL		30431.35					
	Village Hall		2000					
	Legal Fees		1000					
	Election Costs		1500					
	Bus Shelter		500					
				35431.35				
<b>General reserve</b>				5383.37				
				5383.37				
<b>Total reserves (must agree to Box 7)</b>					<b>40814.72</b>			

#### **Agenda Item 94f RFO Report**

##### **Payments and Receipts**

Payment to SALC of £269.30 for Membership 2021 / 2022

Receipt from Babergh of £5,259.00 for Precept

Receipt from Babergh of £331.80 for Recycling

Receipt from Babergh of £8,897.46 for CIL



## Associated Papers NPC for Meeting on 5<sup>th</sup> May 2021

### Agenda Item 95d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/20/03810	Perrywood Garden Centre, Newton Road - Erection of a new garden centre building (Use Class A1) including restaurant, enclosed and open canopies and outdoor sales area. Erection of a glasshouse and store. Partial demolition of and erection of an extension to the existing garden centre building (to be used for Use Classes A1 and B1). Erection of a replacement potting shed. External alterations of the existing barn. Erection of electricity sub-stations and an electricity distribution building. Provision of landscaping, car parking areas, wildlife area and outdoor events space.	20/250a	Support	
DC/20/05183	Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.)	20/287b	No Comments	
DC/20/04875	Hurrells Farm, Boxford Lane - Application for Listed Building Consent - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	
DC/20/04874	Hurrells Farm, Boxford Lane - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	
DC/21/00483	Site Of Former Red House Farm, Sudbury Road - Erection of 1 No bungalow (amended scheme to replace plots 8 and 9 of approved DC/20/03337).	21/027a	Support	Permission 25/03/2021
DC/20/05183	Adjoining Parish Chilton Woods Mixed Development, Land North Of Woodhall Business Park, Sudbury. Following receipt of further information, NPC has an opportunity to comment further if it wishes.	21/027b	No Comment	
DC/21/00941	Valley Farm, Valley Road - Application for Listed Building Consent - Works to facilitate change of use and conversion of a 3 bay curtilage listed timber frame barn, with midstrey and lean to, from agricultural to 1no. residential (C3) dwelling.	21/046a	Support	
DC/21/00940	Valley Farm, Valley Road - Change of use of a 3 bay curtilage listed timber frame barn, with midstrey and lean to, from agricultural to 1no. residential (C3) dwelling and associated building operations to facilitate conversion.	21/046b	Support	
	Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard	21/046b	No Comment	
DC/21/01460	Chilton Woods Mixed Development, Land North Of Woodhall Business Park - Discharge of Conditions Application for B/15/01718- Condition 8 (Design Code)		No Comment	
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	

### Agenda Item 97 Neighbourhood Plan

Babergh's Regulation 16 consultation on Newton's NP closed on the 23<sup>rd</sup> April 2021.



### **Agenda Item 101    Hedges, Trees & Wildflowers**

At Babergh and Mid Suffolk District Councils we've created an action plan to improve and strengthen biodiversity (wildlife and plant life) in our area.

We'd love it if you, our community partners, could be part of that work too! As a starting point we're offering free trees and hedgerow plants, as well as asking for your help in locating areas for wildflowers. You can find out more about each of these projects below.

#### **Claim your free trees and hedgerow plants**

We're offering free trees and hedgerow plants to all our parishes - regardless of whether you are planting on council, parish, church, or private land. All you need to do is let us know what you want to plant and where: Helpful tips for submitting your application:

- please submit it by **Sunday 20th June 2021**
- please include details about the area of land available, and any indications of the age and species of trees you would like to plant (for example, this could be new hedgerows, creating orchards, or planting to fill gaps in an existing tree or hedge row line)
- applications for more mature tree planting on the edge of developed areas, in towns or villages or as focal points in green open space are welcome
- reach out to [your local tree warden network](#), and/or our public realm team at [biodiversity@baberghmidsuffolk.gov.uk](mailto:biodiversity@baberghmidsuffolk.gov.uk), to ensure you're planting the right trees in the right place

Further details:

- tree and hedge saplings are expected to be delivered to parishes for planting from mid-October 2021 onwards
- long term care and maintenance of trees and hedges planted under the scheme will be the responsibility of the parish or community group concerned
- we will, however, continue to be available for advice

#### **Help shape our wildflower plans**

Increasing wildflowers in the districts is also an important part of our plan.

We'll be doing this by changing our mowing regimes to let the grass grow longer, and overseeding with yellow rattle or wildflower mixes.

We need to get the seeds sown in the Autumn this year to be sure of getting wildflower patches established for Spring 2022.

But we also want your help to work together!

We'd love to talk to you about where you might want more wildflowers in 2022. Here's what you can do to get the conversation started:

- [look at which areas our public realm team already manage online](#), by selecting 'public realm maintenance'
- locate areas where you'd want to make changes
- send us a map of the area
- then we can chat about how this might work in practice.