

#### **Agenda Item 40      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 discussions 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 43      Emails Circulated**

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

#### **Agenda Item 44      Clerk's Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/009	Signage now awaiting installation by Community Wardens.	
22/015	Cllr Presland is obtaining quotation from electrician.	
22/021	Minutes sent to BRN and updated on website.	✓
22/024	Wrote to Roy Gardner.	✓
22/025 a	Payments made to suppliers, individuals and organisations.	✓
22/025 b	Current account opened with Unity Trust Bank.	✓
22/026	Planning application(s) response sent to Babergh.	✓
22/027	Cllr Bower to obtain quote for tennis net cabinet.	
22/028	Parish Online subscription purchased.	✓
22/028	newton-pc.gov.uk domain application now approved by the Joint Information Systems Committee (JISC).	✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/035	Community Wardens requested to put out road signage for Litter Pick on 4th April 2022.	
	Received a request for the Welcome Booklet. Unable to provide as NPC decided to use website instead. Do councillors want me to create an updated version?	
	Requested repair of footpath sign by MD Mills.	
	<b>Clerk's Delegated Power</b>	
	Used my delegated power to contract Peter Schwenk to clear Green Lane footpath of fallen trees and hedging which were blocking the path. Community Wardens were working on a number of fallen trees in Sudbury at the time.	
	<b>Clerk Hours</b>	
	Up until 27th February 2022 - 705 hours paid / 664.25 hours worked plus 75 hours holiday.	

## Associated Papers NPC for Meeting on 9<sup>th</sup> March 2022

### Agenda Item 45a RFO Report Barclays Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/02/22	Transfer to Unity Trust bank - Current Account	101308	Localism Act 2011 ss 1 to 8	0.00	500.00
09/02/22	Auto Innovations - Rec Ground signage	101309	Localism Act 2011 ss 1 to 8	0.00	153.60
10/02/22	BDC Locality Grant towards tennis net storage			500.00	0.00
28/02/22	Babergh Recycling			321.43	0.00
09/03/22	Littlethorpe - Bus Shelter	101310	Localism Act 2011 ss 1 to 8	0.00	13,020.00
09/03/22	Transfer to Unity Trust bank - Current Account			0.00	20,000.00

### Unity Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
21/02/22	Opening Deposit			500.00	0.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
04/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	25.00
09/03/22	DF Crimmin - Expenses Sept 21 to Feb 22		Localism Act 2011 ss 1 to 8	0.00	434.43
09/03/22	P Schwenk - Maintenance		Localism Act 2011 ss 1 to 8	0.00	50.00
09/03/22	Newton Green Village Hall - Hire fees		Localism Act 2011 ss 1 to 8	0.00	250.00
09/03/22	Transfer from Barclays Community Account			20,000.00	0.00
28/03/22	DF Crimmin - Salary Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	2,024.90
28/03/22	DF Crimmin - WFHA Jan to Mar		Localism Act 2011 ss 1 to 8	0.00	78.00
28/03/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	506.20
28/03/22	HMRC - Er's NI		Localism Act 2011 ss 1 to 8	0.00	44.31
28/03/22	Groundwork - Return of unspent grant		Localism Act 2011 ss 1 to 8	0.00	260.00

### Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/01/22	£100.00				
Premium Accounts	31/01/22	£66,179.93	£31,556.06	£35,545.30	£821.43	£0.00
Tracker Account	31/01/22	£1,165.14	£1,165.14	£0.00	£0.00	£0.00
Unity Current Account	28/02/22	£0.00	£16,752.16	£3,747.84	£20,500.00	£0.00
		£67,445.07	£49,473.36	£39,293.14	£21,321.43	

### Actual vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£40,814.72			
<b>Income</b>			<b>Expenditure</b>		
Precept	£10,518.00	£10,518.00	Clerks Salary	£10,304.00	£10,301.64
Grants	£1,677.20	£76,122.29	Admin	£1,650.00	£1,241.29
Recycling	£400.00	£1,023.87	Donations	£800.00	£550.00
CIL	£0.00	£20,322.33	Annual Subscriptions	£425.00	£382.30
Bank Interest	£25.00	£5.19	Footpath Maintenance	£300.00	£300.00
VAT Repayment	£0.00	£14,204.26	Insurance	£1,135.00	£1,218.51
Other	£0.00	£2,880.00	Inspection	£415.00	£635.00
			Maintenance	£2,000.00	£410.66
			Projects	£1,500.00	£57,355.26
			CIL	£30,431.35	£22,725.67
			Village Hall	£300.00	£0.00
			VAT Paid	£0.00	£16,381.59
			VAT Return	£0.00	£3,910.38
			NNP	£200.00	£1,005.00
<b>Total</b>	<b>£12,620.20</b>	<b>£125,075.94</b>	<b>Total</b>	<b>£30,431.35</b>	<b>£116,417.30</b>
			Assets Carried Forward		£49,473.36
<b>Total</b>		<b>£165,890.66</b>	<b>Total</b>		<b>£165,890.66</b>

## Associated Papers NPC for Meeting on 9<sup>th</sup> March 2022

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£5,217.85
Restricted Funds	
CIL	£28,028.01
Tennis net storage grant	£500.00
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£31,408.01</b>
Earmarked Reserves	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>
<b>TOTAL FUNDS</b>	<b>£49,473.36</b>
Unrecovered VAT	
	£2,529.97

Project Committed Spending							
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
12/01/22	22/009	Flowers Groundcare	£1,750.00	£350.00	£2,100.00	Rec Ground	Projects & Grant
09/02/22	22/032		£7,500.00	£1,500.00	£9,000.00	Defibrillators	CIL
			£9,250.00	£1,850.00	£11,100.00		

# Associated Papers NPC for Meeting on 9<sup>th</sup> March 2022

## Agenda Item 45a Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
08/09/21							197			
09/09/21			5							
13/09/21							8		8	
15/09/21							45			
29/09/21							52			
02/10/21			1							
08/10/21							6		6	
12/10/21							280			
15/10/21			1							
19/10/21			2				25			
03/11/21							4		4	
04/11/21							132			
11/11/21			4							
08/12/21							145			
15/12/21		1	1							
06/01/22							4		4	
10/01/22							278			
15/01/22							56			
22/01/22							34			
30/01/22							21			
07/02/22	Meeting Pack						185		4	
10/02/22			4				25			
11/02/22	Unity Trust application			£2.55			78			
18/02/22	Babergh Notice						2		2	
23/02/22							35			
		1	18		0		1612	0	28	0
		£0.85	£11.88	£2.55	£0.00		£80.60	£0.00	£3.36	£0.00
Expenditure on behalf of Newton Parish Council										
Date	Description	Ref	Gross	VAT	Net	Account Heading				
01/09/21	8 copies of NNP with Examiners Report in colour (75 Pages)		£90.00	£0.00	£90.00	NP Admin				
29/10/21	Auto Innovations - Sign	1	£40.39	£6.73	£33.66	Maint				
18/01/22	300 two-sided Colour copies of NNP Leaflet Issue 11		£90.00	£0.00	£90.00	NP Admin				
14/02/22	Parish Online subscription	2	£64.80	£10.80	£54.00	Admin				
15/02/22	Best Host - newton-pc.gov.uk domain	3	£150.00	£0.00	£150.00	Admin				
	Postage		£15.28		£15.28					
	Cost of Calls		£0.00		£0.00					
	Printing		£80.60		£80.60					
	Laminates		£3.36		£3.36					
	Travel Costs		£0.00		£0.00					
	<b>Total</b>		<b>£534.43</b>	<b>£17.53</b>	<b>£516.90</b>	Balanced				
	Mileage rate from 6/4/2011	45p								
	1st Class Post	85p				Admin	£303.24			
	2nd Class Post	66p				NP Admin	£180.00			
	Telephone Calls	10p +VAT				Recreation Ground				
	A4 Printing per page	5p				Maintenance	£33.66			
	A3 Printing per page	10p				VAT	£17.53			
	Laminates	12p					£534.43			

**Agenda Item 45a      NP Grant repayment**

The grant received for the NNP has been spent as follows:

**Groundworks NP Grant 2021 to 2022**

Grant	£1,005.00	Newsletters	£180.00
		Consultancy	£565.00
		Grant Repayment	£260.00
	£1,005.00		£1,005.00

NPC must repay £260 by the 31<sup>st</sup> March 2022.

**Agenda Item 45b      Footpath cutting**

David Gotts is prepared to cut the footpaths on six occasions during 2022 for a cost of £300 + VAT (this has been his price since 2013).

**Agenda Item 45c      Recreation Ground grass and hedge maintenance**

Flowers Groundcare has provided the following quotation for maintaining the area around the play equipment and MUGA in 2022:

- Grass cutting £50 per cut approximately 16 cuts per annum
- Hedge cutting either side of footbridge £60 per cut - 2 cuts per annum.
- Weed control, spray around MUGA and along the bottom of the toddlers play area fence £20.00 per treatment suggest three times per annum.

Total: £980.00

The above quotations are exclusive of VAT at 20%

The CIL Budget is allocated for these costs.

**Agenda Item 45e      Earmarked Reserves**

<b>Earmarked Reserves</b>	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>

**Agenda Item 45f      Donations**

To date, NPC has donated £550 of its £800 budget to:

- Boxford FOBS               £350
- Christmas Parcels       £100
- Poppy Appeal               £100

NPC has received two donation requests from outside organisations. The Citizens Advice Bureau wrote to NPC as follows (email sent to you on 06/11/2021):

5<sup>th</sup> November 2021

Dear Clerk to the Parish Council

**Our Annual Impact Report**

I am writing with an attached copy of Sudbury and District Citizens Advice annual Impact Report for 2020/2021. I would be most grateful if you would share this with your councillors. It can also be downloaded from <https://www.sudburycab.org.uk/>

The entire year on which we are reporting was subject to the effects of the pandemic. Our provision of advice moved quickly to telephone and email provided locally as well as for county and national advice lines. Our team responded brilliantly to the challenges of the new model; but the Board is under no illusion that lockdown and remote working has taken a toll from which we must all work hard to re-build.

The attached Impact Report shows that we maintained our service in these difficult conditions. We supported 2,132 clients with 8,921 issues and achieved £745,028 of direct financial benefit for them. The clients we served, presented with more, and more complex issues. Client satisfaction has remained high with 89% saying that our service is easy to access, 96% saying they were satisfied with the help given and 85% saying they would have nowhere else to turn.

We are determined to return to face-to-face advice as part of a multi-channel service; 24% of clients tell us they want a drop in service and a further 22% say they want an appointment system.

We are the only service that can deliver the advice and support (free, impartial, objective and independent) that people need across their full range of social and economic issues.

We continue to need funding to support service the growth in difficulties and hardship in our area. So, this letter is to thank you for your previous support and ask again that you consider a donation in your budget planning. Your support makes a big difference to our work.

I very much look forward to hearing from you and will welcome the chance to talk directly to you about our work.

BSEVC has also sent the following:

As a Suffolk based charity, BSEVC has been supporting local people for over 35 years, more recently through the provision of community transport.

As is the case for many charitable organisations, the last 18 months have seen huge changes and significant challenges - for BSEVC, this has meant adapting and launching new services - and support to meet the-changing demands of communities across Suffolk.

As an organisation, we have three core areas of service delivery;

- Community Transport (Ipswich & Mid Suffolk primarily)
- Suffolk Carers Matter - family carer support
- Later Life Community - 65+ service

With the exception of the latter, these services are not age specific, although by nature of demand, these services are intrinsically linked and many of our transport passengers and family carers that we support are aged 65+.

It is our aim to provide and facilitate support for individuals, as close to their community as possible - helping to build networks of support, access to services (not just our own) and ultimately reducing loneliness and social isolation and improving health and wellbeing as a result.

In your parish, there are 246 people over 65+, many of whom will have found the last year or more extremely challenging.

In order to help us continue this vital support, we would welcome your consideration in making a donation towards our work.

If you would like further information about our services and how we can support people in your parish, please don't hesitate to get in touch.

#### **Agenda Item 45g      Unity Trust Bank**

By the meeting, I plan to test the authorising of payments with each councillor. In order to then start making payments via Unity, I propose that a further deposit of £20,000 be made to the current account.

#### **Agenda Item 46c      Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/21/06411	Abbey House Rectory Road - Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/19/02227 dated: 25/06/2019 - Erection of two detached dwellings with garaging. To allow separate cartlodes serving Plots 1 and 2 (relocation on site), omission of Juliette balcony and addition of balcony to Plot 2 Bedroom 1.	21/212a	Support	Permission 04/02/2022
DC/22/00385	Jordans, Sudbury Road - Erection of single storey rear extension (following removal of conservatory).	22/026a	Support	Permission 21/02/2022
EN/22/00037	Brook Farm, Sudbury Road - alleged non-compliance with planning permission section6 regarding access track reinstatement following the development of 2 properties	22/026c		Unable to confirm that there has been a breach of conditions.



## Agenda Item 51 Defibrillator rollout

Since NPC has put its defibrillators in the village, it has used Community Heartbeat Trust, the UK's leading community defibrillator charity, as its supplier of defibrillator equipment, governance system and replacement parts.



CHT has quoted the following prices for the defibrillator equipment and training:

cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet. Locked c/w  
1 Set of Pads & Thermal Bag. No Power 3 @ £2,130 = £6,390

Sentry Post 3 @ £210 = £630

CPR Training session for up to 50 people = £175

**Total = £7,195**



### Community Public Access Defibrillator – CPAD

CHT confirm that the quotation includes the following items at no additional cost to you:

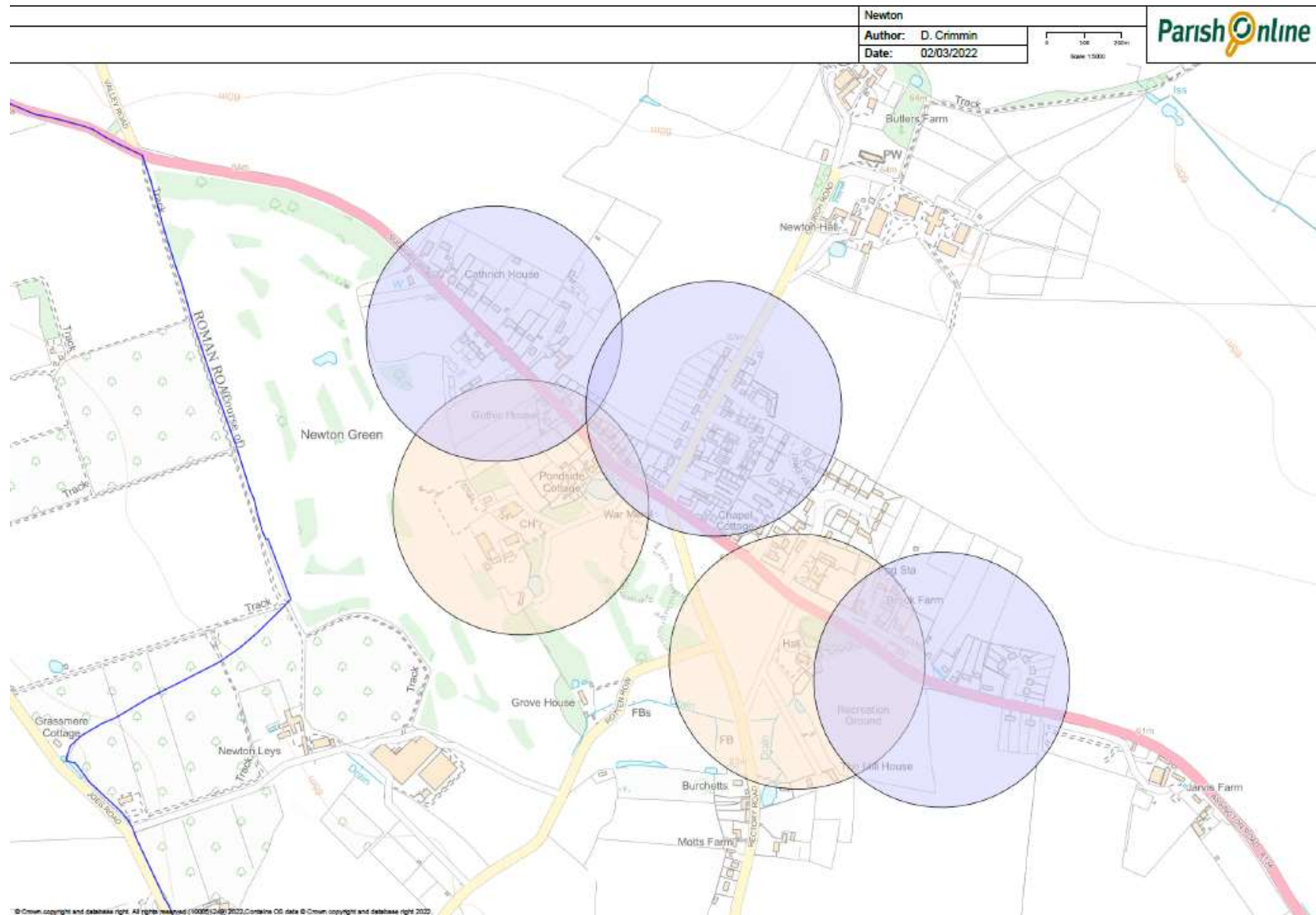
- Webnos Governance System RRP £150
- Post Event Counselling RRP £300
- AED Signage (Pack of 4) £35
- Personal Safety Kit (Torch, Hi-vis Jacket) £15



In comparing the price of the Zoll AED 3 Semi-automatic defibrillator without the cabinet and bag with other suppliers:

- St Johns Ambulance £1,665
- Healthandcare.co.uk £1,500
- Risk Assessment Products £1,616

The following map shows the extent of the 200-metre radius from the two existing defibrillators at the Golf Club and Village hall and the 3 proposed locations of the new defibrillators on the verges along the A134 and Church Road.



**Agenda Item 52      Events**

The new equipment and MUGA opening in the Recreation Ground is planned for Saturday 4<sup>th</sup> April 2022 at 2 pm.

Cllr Presland is liaising with the Fireside Club to see how NPC can support the Brunch on Sunday 5<sup>th</sup> June 2022 to celebrate the QPJ.

**Agenda Item 53      Litter Pick**

I am attaching the Risk Assessment for the Litter Pick on Saturday 4<sup>th</sup> April 2022 starting at 8.30 am. I have also attached the Babergh guidance referenced.

**Agenda Item 54      Newton Footpaths**

I have circulated Cllr Smith's paper (28<sup>th</sup> February 2022) on the possible footpath extensions in the village.

## **Agenda Item 55      Lord Lieutenant's Torch Relay**

A symbolic torch will tour the county of Suffolk from Friday 13th May until Wednesday 1st June in order to herald the start of the Festival of Suffolk and the celebrations to mark HM the Queen's Platinum Jubilee. The torch will be carried by selected torch bearers and transported by rickshaw. The torch provides light, symbolising a bright and prosperous future for the county. Its function is threefold:

- to herald the Festival of Suffolk
- to transmit a message of peace, unity and friendship to the people of Suffolk
- to showcase all that is good in Suffolk; places and people

### **Route / Timings**

The torch will begin its journey on the county boundary at Brandon and then pass through 250 towns and villages, a distance of over 550 miles, before reaching its final destination at the Suffolk Show in Ipswich.

### **Torch Bearers**

Communities across Suffolk are invited to nominate worthy individuals to carry the torch. These could include local heroes or notable characters chosen in recognition for their service to the community. The torch bearer will be transported by e-rickshaw which is equipped to carry passengers of all ages and abilities.

### **Escort Team**

A small team comprising of the rickshaw driver and a support vehicle will escort the torch throughout its journey. The team will keep the torch on schedule and ensure the safe passage of the torch.

### **Risk Assessment / Safety Plan**

Where possible the rickshaw will use bike lanes. However, a significant amount of the route will use the highway network where the rickshaw will be treated like any other slow moving vehicle.

### **Covid 19 Response**

Throughout the planning for this event, every consideration has been given to the Covid 19 response and appropriate safety measures have been included.

### **Media**

It is expected that there will be a lot of media interest in the torch relay and in particular in the stories of the local heroes carrying the torch.

## Associated Papers NPC for Meeting on 9<sup>th</sup> March 2022

### Agenda Item 56 NPC Year Plan 2022

	NPC Tasks	Complete	Budget (ex VAT)	Jan '22	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '23
1	Newton NP - Referendum				▲											
2																
3	Projects															
4	Recreation Ground		£2,000		▲	▲	▲									
5																
6	Bus Shelter installation		£10,850		▲	▲										
7																
8	Christmas Lights Electrical Supply				▲	▲										
9																
10	Asset Replacement		£1,500			▲	▲	▲	▲							
11																
12	Fireworks		£1,000							▲		▲	▲	▲		
13																
14	Queens Platinum Jubilee				▲	▲	▲	▲								
15																
16	Internet Banking			▲	▲	▲	▲	▲	▲	▲		▲	▲			
17																
18	NPC Digital Platform				▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
19																
20	Digital Mapping		£54		▲	▲										
21	newton-pc.gov.uk email		£246		▲	▲										
22	Data Sharing											▲				
23	Accounting Digitalisation											▲				
24	Back-up, Security & Handover														▲	
25	Website Accessibility							▲								
26	Social Media							▲								
27	Broadcast of meetings															
28																
29	Statutory															
30	Website accessibility					▲	▲		▲			▲			▲	
31																
32	GDPR									▲						
33																
34	Budget														▲	
35																
36	Precept															▲
37																
38	Policy & Procedures															
39	Review Standing Orders & Financial Regulations									▲						
40																
41	Risk Assessment	Yes		▲	▲											▲
42																
43	Internal Controls	Yes		▲	▲											▲
44																
45	Asset Register											▲				
46																
47	Policies Review								▲							



NPC Decision



NPC Monitor



Complete