

Associated Papers NPC for Meeting on 9th November 2022

Agenda Item 168 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 172e Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/22/04495	Little Barn, Sudbury Road - Construction of vehicular access.	22/153a	Support	
DC/22/05029	ValleyFarm House, Valley Road - Application under Section 19 of the Town and Country Planning Act 1990 (as amended) (Listed Buildings and Conservation Areas) - To Vary Condition 2 (Approved Plans and Documents) relating to DC/20/03968 - Alteration to existing vehicular access and demolition of front wall, installation of hard surfaced driveways, patio areas.	22/153b	Support	

Agenda Item 173 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 174 Clerk's Report

Minute	Action	Complete ✓
21/189	James Finch requested to provide SCC Highways report on speed limit from Joe's Road to Rotten Row.	
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/087	See Item 22/178 for draft ToR for HR and Standards committees.	✓
22/114 b	BWB have now been given instructions to proceed with the allotment land transfer.	
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
22/147	Minutes sent to BRN and updated on website.	✓
22/152 e	Payments made to suppliers, individuals and organisations.	✓
22/152 f	Contacted Alston Charity and Fireside Club regarding NPC donations.	✓
22/153	Planning responses sent to Babergh.	✓
22/163	Contractor contacted re full bottle banks on four occasions since last meeting.	✓
	Clerk's Actions & Delegated Power	
	None since last meeting.	
	Clerk Hours	
	Up until the 30th October 2022 - 450 hours paid / 405 hours worked plus 45 hours holiday.	

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Agenda Item 175a RFO Report Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
05/09/22	Bank Interest			0.36	0.00
05/09/22	Bank Interest			9.85	0.00
10/10/22	BDC CIL			3,381.21	0.00
14/10/22	SCC Footpath grant			177.20	0.00

Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
20/10/22	Fireside Club - Donation		Localism Act 2011 ss 1 to 8	0.00	100.00
09/11/22	Gardens Arb Business - Footpath cutting 2022		Localism Act 2011 ss 1 to 8	0.00	360.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/09/22	£100.00				
Premium Accounts	30/09/22	£36,298.10	£40,207.74	£0.00	£3,809.64	£0.00
Tracker Account	30/09/22	£1,165.62	£1,165.62	£0.00	£0.00	£0.00
Unity Current Account	31/10/22	£16,446.22	£16,086.22	£360.00	£0.00	£0.00
		£54,009.94	£57,459.58	£360.00	£3,809.64	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£49,357.31				
Income			Expenditure			
Precept	£13,625.97	£13,625.97	Clerks Salary		£10,730.00	£5,448.88
Grants	£177.20	£2,975.23	Admin		£1,500.00	£1,133.87
Recycling	£700.00	£251.23	Donations		£800.00	£100.00
CIL	£0.00	£17,579.58	Annual Subscriptions		£475.00	£270.51
Bank Interest	£25.00	£14.27	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£2,529.97	Insurance		£1,250.00	£1,497.60
Other	£0.00	£37.00	Inspection		£640.00	£635.00
			Maintenance		£0.00	£116.95
			Projects	£2,250.00	£500.00	£2,615.94
			CIL	£28,028.01	£4,200.00	£14,046.71
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£2,745.52
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
Total	£14,528.17	£37,013.25	Total	£30,278.01	£20,695.00	£28,910.98
			Assets Carried Forward			£57,459.58
Total		£86,370.56	Total			£86,370.56

Project Committed Spending							
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
15/06/22	22/114b	BWB	£758.00	£151.00	£909.00	Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground	CIL
12/10/22	22/152f	Alston Charity	£100.00	£0.00	£100.00		Donation
			£1,043.00	£188.00	£1,231.00		

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£10,171.20
Restricted Funds	
CIL	£31,560.88
Newsletter	£2,880.00
Total Restricted	£34,440.88
Earmarked Reserves	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
Total Earmarked Reserves	£2,500.00
TOTAL FUNDS	£57,459.58
Unrecovered VAT	£2,745.52

Agenda Item 175b Direct Debit

NPC has one direct debit on its Barclays account concerning the ICO Data Protection registration. A new mandate is now required for the Unity Trust account.

Agenda Item 175c Direct Debit

It is now time to close the Barclays bank accounts. I propose that a cheque be signed to transfer £35,000 to the Unity Trust account and that a letter is written to Barclays asking them to close the three accounts and transfer the balance (total approximately £6,300) to Unity Trust .

Agenda Item 175d Donation

Last year's donation to the Poppy Appeal was £100.

Agenda Item 178 Terms of Reference
HR Committee

1. PURPOSE

This shall be called the Human Resources Committee (hereafter referred to as the HR Committee). The purpose of the committee is to facilitate the discharge of Newton Parish Councils' responsibilities as an employer and make recommendations on such matters to full Council.

2. MEMBERSHIP

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum of the committee will be 3.

3. MEETINGS

Meetings will take place as required but at least once annually to review staff conditions and pay scales.

4. COMMITTEE SERVICES

The committee will be serviced by the Clerk.

5. VOTING

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GENERAL

- 6.1 To ensure that the staff's Job Description and Contract of Employment are up to date and kept under review.
- 6.2 To implement as necessary, monitor and review policies for staff.
- 6.3 To review salary pay scales for staff annually.
- 6.4 The appointment of staff will be on a recommendation of the HR Committee to be presented to full Council for approval.
- 6.5 To arrange execution of new employment contracts and changes to contracts.
- 6.6 To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- 6.7 To consider any health and safety or staff well-being matters brought to the committee's attention.
- 6.8 The Clerk's appraisals will be undertaken by the Chair and Vice Chair of the Council and reported to the full Council for approval.
- 6.9 Staff appraisals will be undertaken by the Clerk and reported to HR Committee.
- 6.10 Staff overtime, TOIL and leave requests will be authorised by full Council.

7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.

- 7.1 To consider any grievance or disciplinary matters.
- 7.2 Refer the outcome of any grievance/disciplinary matter, together with recommendations to full Council.
- 7.3 Following a decision by full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).
- 7.4 To apply any decisions/correspondence in respect of an upheld grievance.

Standards Committee

1. PURPOSE

This shall be called the Standards Committee with the purpose of the committee being to facilitate the discharge of Newton Parish Councils' responsibilities as a corporate body with regard to complaints received on council decisions and councillors' conduct.

2. MEMBERSHIP

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum for the committee will be 3.

3. MEETINGS

Meetings will take place as required but at least once annually to review the council's complaints policy and procedures and the Terms of Reference for the Standards Committee.

4. COMMITTEE SERVICES

The committee will be serviced by the Clerk.

5. VOTING

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

6. ROLES AND RESPONSIBILITIES

- 6.1 Review (annually) the complaints policy and procedures, recommending any necessary changes to the full Council.
- 6.2 Review (annually) the Terms of Reference of the Standards Committee recommending any necessary changes to the full Council.
- 6.3 Conduct formal procedures properly brought against a Parish Councillor under the Code of Conduct
- 6.4 Conduct formal procedures to handle any complaints properly brought against the Parish Council
- 6.5 Review and make recommendations to the full Council for the training status of all Parish Councillors and staff to ensure familiarity with correct practice.

7. DELEGATION

For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the full Council whichever is sooner.

Agenda Item 179 Assets

Village Hall Defibrillator

The Community Heartbeat Trust (Solutions)
PO Box 168

Haverhill
Suffolk
CB9 1AX
Tel : 0330 1243067
Email : office@communityheartbeat.org.uk
VAT Reg No: 187 5510 82



QUOTATION

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Newton Parish Council
Cragston
Sudbury Road
Newton
Suffolk
CO10 0QH

Quotation No	2401
Quotation Date	28/10/2022
Order No	
Account Ref	NEW009

This is not a V.A.T Invoice

Qty	Ordered	Product Code	Description	Unit Price	Net Amount
1.00		CPAD-VP-ZOLLAED3	cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet Locked - Swap out for existing cabinet + defib Node 5631	2,295.00	2,295.00
1.00		ZOLL-THERMAL-BAG00	Zoll Thermal Bag Black	55.00	55.00
1.00		INCLUDED	Webnos Governance System	0.00	0.00
1.00		INCLUDED2	Post Rescue Counselling	0.00	0.00
1.00		AWARENESS	Cardiac Arrest Response Seminar Face to Face Optional	175.00	175.00

CHT has offered £250 trade-in for the existing defibrillator and cabinet which is now over 3 years old.

NPC Laptop

At the last meeting I mentioned that the NPC Laptop was now getting to an age where its specification is creating a number of issues with the speed of the device. As a final test I spent considerable time in upgrading it to Windows 11 to see if this would make any difference.

Whilst the machine met the minimum requirements for the upgrade, in terms of RAM (4 GB) and processor speed (1 GHz) it was on or near the minimum.

As a result of the upgrade the machine is:

- Still very slow to boot up and to initiate applications
- Has on occasions frozen which can only be recovered by switching the machine off and re-booting
- Is still extremely frustrating to use and wastes a considerable amount of time if I want to use it.

I still recommend that it is replaced asap so that I can:

- Use the machine as required, without wasting time and money
- Ensure that NPC has a fully functioning machine with all NPC data securely maintained on the laptop should it be required in an emergency.

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In reviewing the laptops on the market today, I feel that the following specifications will give NPC at least a 4 to 5-year life and the Clerk a very reasonable machine to work with:

- HP Pavilion 14-dv2504sa 14" Laptop - Intel® Core™ i5, 512 GB SSD, RAM 8 GB Silver (£699 including VAT*)
- HP Pavilion Plus 14-eh0500sa 14" Laptop - Intel® Core™ i5, 512 GB SSD, Silver (£729 including VAT*)
- As priced on 28/10/2022 at Currys.

If NPC are happy for me to proceed with a purchase along the lines of the above specifications, I would suggest that a budget of £600 + VAT (+/- 10%) and that I look to purchase in the Black Friday sale in November.

Agenda Item 180 Parish Infrastructure Investment Plans (PIIP's)

For your reference, I attach Babergh's guidance on PIIP's.

Here is an initial draft of the projects that would potentially be included in NPC's PIIP:

Project Name	Support Reference	Feasibility	Funding sources	Estimated completion
Finalisation of MUGA, play af forever fit equipment project.	Newton Neighbourhood Plan		NPC CIL funds	
Superfast broadband in Village Hall.	Newton Neighbourhood Plan			
Traffic calming measures through Newton	Newton Neighbourhood Plan			
Zebra crossing on A134 in Newton.	Newton Neighbourhood Plan			
Maintain and protect the diversity of species across local green space.	Newton Neighbourhood Plan			
Develop more circular footpaths within parish boundary.	Newton Neighbourhood Plan			
Replace bus shelter on The Green	Newton Parish Council		NPC CIL Funds	
Project Name and short description. Purpose and Scope.	Evidence of supprt for Project.	Including constraints to overcome; consent required; other stakeholders; potential ongoing costs.		1 to 2, 3 to 5 and 6 to 10 years.

Agenda Item 183 NPC Meeting Dates in 2023

The following Wednesdays are proposed for next year's meeting:

- 11th January
- 8th February
- 8th March
- 12th April
- 17th May - Annual Meeting of Parish Council
- 14th June
- 12th July
- 9th August - Provisional for planning
- 13th September
- 18th October
- 8th November
- 13th December

Annual Parish Assembly - 26th April