

### **Agenda Item 21      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 24      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 25      Clerk's Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
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 from NPC.	
20/292	Bus Shelter proposal awaiting NGT sign-off.	
21/003	Minutes sent to Newsletter and updated on website.	✓
21/007 a	Payments made to suppliers, individuals and organisations.	✓
21/007 b	BDC confirmed receipt of Precept Demand.	✓
21/008	Planning response(s) sent to Babergh.	✓
21/009	Action Plan updated with Internet Banking requirement.	✓
21/012	Application made to BDC for Saracens Head ACV nomination.	✓
	<b>Clerk's Delegated Power</b>	
	Nothing to report since last meeting.	
	<b>Clerk Hours</b>	
	Up until 31st January 2021 - 633.75 hours worked / 600 hours paid.	

# Associated Papers NPC for Meeting on 10<sup>th</sup> February 2021

## Agenda Item 26a RFO Report

### Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
07/12/20	Bank Interest	BS1		0.06	0.00
07/12/20	Bank Interest	BS 1		1.49	0.00
09/12/20	Barclays - Stopped Cheque Charge	BS 1		0.00	12.50
19/01/21	Janet Taylor - Christmas Parcels	101268	Localism Act 2011 ss 1 to 8	0.00	100.00
25/01/21	HMRC VAT Repayment			15,005.11	0.00

### Bank Reconcilliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/01/21	£100.00				
Premium Accounts	29/01/21	£42,991.37	£42,991.37	£100.00	£0.00	£0.00
Tracker Account	29/01/21	£1,165.02	£1,165.02	£0.00	£0.00	£0.00
		£44,256.39	£44,156.39	£100.00	£0.00	

### Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£9,720.65
Grants	£0.00	£46,137.34	Admin		£1,900.00	£681.67
Recycling	£400.00	£760.62	Donations		£800.00	£400.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£28.14	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£16,424.25	Insurance		£320.00	£1,086.31
			Inspection		£380.00	£380.00
			Maintenance		£2,000.00	£453.85
			Projects		£1,400.00	£71,325.05
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£15,112.75
			Contingency		£500.00	£0.00
			NNP		£5,505.00	£0.00
						£598.56
<b>Total</b>	<b>£15,683.00</b>	<b>£92,030.22</b>	<b>Total</b>	<b>£29,953.12</b>	<b>£23,923.40</b>	<b>£100,319.71</b>
			Assets Carried Forward			£44,156.39
<b>Total</b>		<b>£144,476.10</b>	<b>Total</b>			<b>£144,476.10</b>

## Associated Papers NPC for Meeting on 10<sup>th</sup> February 2021

### Agenda Item 27d 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/20/05263	Jordans, Sudbury Road - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works	20/287a	Support	Permission 21/01/2021
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/20/05203	Old Joe's Driving Range, Joes Road, Great Cornard - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building.	20/287c	No Comments	Refused 20/01/2021
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/20/05660	The Saracens Head, Sudbury Road - Application for Listed Building Consent - Works to facilitate part change of use from public house to form a shop as per schedule of works on drawing 3920 PA05.	21/008a	Support	Permission 0202/2021
DC/20/05659	The Saracens Head, Sudbury Road- Change of use of part of public house to form a retail shop.	21/008b	Support	Permission 0202/2021
DC/20/05578	11 Links View - Replace 2no flat dormer roofs to front elevation with pitched tiled cat slide roofs. Replace flat roof to single storey garage and ancillary area with pitched tiled roof and seamless covering.	21/008c	Support	Permission 18/01/2021
DC/21/00033	Valleyfields, Valley Road - Erection of cartlodge and pergola. Re-siting stable/store building. Construction of pond (following approval under DC/19/02236). Erection of extension (following approval under DC/19/02233). Improvement of existing field access (tarmac).	21/008d	Support	

### Agenda Item 28 Newton Neighbourhood Plan

Babergh acknowledged receipt of the NNP Regulation 16 Submission on the 4<sup>th</sup> February 2021.

**Agenda Item 29      Recreation Ground**

I will update councillors on the proposed procurement process for the play equipment at the meeting on Wednesday.

Cllr Everett has produced a paper showing the proposed Terms of Use for the operation of the MUGA, which is below:

Would the Councillors please review the draft MUGA Terms of Use below, for discussion at the NPC meeting on the 10<sup>th</sup> February.

Open Play times for Children

There has been some discussion about providing blocked out time slots for "Open Play" for Children:

One suggestion is that there should be open play from 3pm until 5pm, Monday to Friday to allow Children to use the MUGA after school without booking. This would encourage larger groups of Children to interact and engage together.

Also, should we therefore provide open play slots during the school holidays, for example from 8am to 12pm and 4pm to 7pm (the latter for summer holidays) with bookings available outside these hours.

Can we please have a discussion on this to agree what should go into the terms of use and the Skedda booking system.

Newton MUGA Terms of Use

1. All users must agree to the Terms of Use prior to use of the MUGA. Parents/Guardians of under 13's must register on their behalf and ensure they fully understand the Terms of Use.
2. Opening hours are 08:00 to dusk. Please do not use the MUGA outside these hours.
3. Users should book their playing slot via the MUGA booking system at:  
[www.newtonmuga.skedda.com](http://www.newtonmuga.skedda.com). Un-booked users must give way to users with a valid booking. Please take the booking confirmation email with you as this is the proof of booking.
4. Open Play Slots... TBD
5. After play the tennis net and posts must be returned to the storage area unless the next players have arrived and confirmed they will be playing tennis and they will remove and store.
6. Players will not intentionally damage the MUGA in any way. Users will be liable for any damage caused. Inappropriate behaviour, vandalism or misuse must be reported immediately to the Newton Parish Council Clerk: [newtonpc2@gmail.com](mailto:newtonpc2@gmail.com)
7. Faults or damage to the MUGA or equipment should be reported immediately to the Newton Parish Council Clerk: [newtonpc2@gmail.com](mailto:newtonpc2@gmail.com)
8. The court has a special surface suitable for the sports provided, only clean rubber soled footwear may be worn. Boots with studs and/or blades are strictly prohibited.

9. Spectators are also requested to wear appropriate footwear if entering the Games Area.
10. Roller skates, roller blades, skate boards, scooters and bicycles must not be taken into the court.
11. No smoking on court.
12. No chewing gum, food or alcohol to be taken on to the court.
13. Strictly no glass to be taken inside the MUGA.
14. No litter, mud or debris to be left on the surface.
15. No chairs or similar to be put in the court.
16. No animals are allowed in the court.
17. No attempt should be made to use the court when there is ice on the surface.
18. Do not climb on the fencing, framework, goals or nets.
19. Anyone using the Games Area or surrounding areas do so at their own risk, liability will not be accepted for personal injury or the loss or damage of personal possessions.
20. The MUGA may be closed at any time at the discretion of Newton Parish Council, and for maintenance.

**Agenda Item 32      Street Names**

Granville Developments has asked NPC if it any ideas for the street naming of their development in Newton. It's the second phase of their first development of Red House Close, Newton CO10 0TY.

**Agenda Item 33      Community Allotments**

The following email has been received from the Newton Community Allotments:

*Further to our conversation last week, re the rent for the 2 Community Allotments in Newton, I have now had a chance to talk to some of the members who work on the allotments about the possibility that we will have to pay half of the rent, from now onwards, for both plots, as discussed earlier in the week with yourself.*

*Although this is not a large sum of money, we did feel that if the allotments were still to be part of, and benefit the community, as stated in the recent NNP, the Parish Council should be able to fund these two spaces as agreed originally in 2018.*

*However, if NPC decided that they are not prepared to pay the full amount, we felt as a group it would make the title of 'Community Allotments' rather ambiguous and unclear. We would therefore take over the two plots as a private group.*

*As you know this last year due to COVID-19, it has proved difficult to operate the sites normally, as we have been adhering to Government guidelines, but this does not mean people are less involved. There are quite a few people in the village who are unable to come to the allotments as they have physical disabilities, but are more than happy to still get involved from*

*their own home, by growing/donating seeds, plants and garden equipment and in return we grow and share the produce.*

*To a lot of our members the group and the allotments have been a lifeline, especially this last year. Not only sharing ideas and knowledge, but listening to everyday problems, concerns or just having a space to be outside in the fresh air.*

*Over the past 2 years we have welcomed anybody who has wanted to join and before COVID-19 we were about to send out flyers to all the new houses at the Red House Farm development.*

*We are now in the process of developing the wildlife area which will be a tranquil space for the people of Newton village to sit in, relax, reflect and observe the wildlife it will attract.*

*We would hope that the NPC can see the allotments as a benefit to our village community and see a way financially to help secure its future.*

**Agenda Item 35 Electricity supply to Recreation Ground**

NPC has received 3 quotations for the work to provide an electrical supply from the village hall to the Recreation Ground. The quotations are as follows:

**Supplier 1**

SKU	ACTIVITY	VAT	AMOUNT
	<p>To run 16mm 2 core armoured cable from village hall to new power supply location. This will consist of a consumer unit installed within a metal lockable kiosk. We will need a concrete pad approximately 1200 x 600 in size to be pre installed in the agreed location.</p> <p>Inside the village hall we will fit a electric meter and fused isolator switch.</p> <p>The armoured cable will then be clipped along the outside wall then buried underground at a depth of 450mm this trench will need to be pre dug.</p> <p>Inside the kiosk we will fit a consumer unit to allow for future lighting or power to the new play/sports area we will also fit 2 double sockets inside.</p>		
	<b>Sales</b>	20.0%	3,400.00
	Materials and Labour	S	
<hr/>			
	SUBTOTAL		3,400.00
	VAT TOTAL		680.00
	<b>TOTAL</b>		<b>£4,080.00</b>

**Supplier 2**

**QUOTATION OF ELECTRICAL WORKS TO INSTALL ELECTRICAL SUPPLY FROM VILLAGE HALL TO RECREATION GROUND**

INSTALLATION OF ELECTRICAL SUPPLY TO RECREATION GROUND FROM VILLAGE HALL OF LOCKABLE ENCLOSURE INCLUDING CONSUMER UNIT AND 2 OFF 2 GANG SOCKETS AND SUB METER IN VILLAGE HALL (ALL TRENCHING AND FITTING OF FIXING POSTS BY OTHERS )

32 AMP SUPPLY £1210.00

40 AMP SUPPLY £1260.00

**ALL ABOVE INCL LABOUR & MATERIALS EXC VAT**

**GENERAL NOTES**

1. ALL CERTIFICATES / ISSUED ON COMPLETION IF REQUIRED
2. ALL RUBBISH TO BE LEFT ON SITE TO BE REMOVED BY OTHER
3. QUOTE IS PRICED ON NO PRE-EXISTING FAULTS ON INSTALLATION. ANY FAULTS FOUND CLIENT TO BE INFORMED OF ANY ADDITIONAL COSTS
4. NO RESPONSIBILITY FOR ANY FLOOR COVERINGS TOUCHED DURING WORKS

Supplier 3

Thank you for your enquiry I have pleasure in estimating as follows:-

Supply, wire and install sub main SWA cable from mains position in Village Hall to Playing Field

Supply and install switch fuse at mains position in Village Hall

Supply and install GRP cabinet on Playing Field

Supply and install Consumer Unit complete with Main switch and RCBO's in GRP enclosure

Supply, wire and install four 13amp 2 gang switched sockets in GRP enclosure

**Note**

All trenching by others

All ducting by others

Concrete base for GRP cabinet by others

For the sum of:-

£ 1710.40

Plus VAT at the current rate

I hope this meets with your approval and I look forward to hearing from you.

**Agenda Item 36      Policies**

Within the NPC's Policies & Procedures booklet dated May 2015 your will find the following:

- Charitable Giving Policy
- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules.

Please consider any changes that you wish to be made to these.

I show on the next page, the draft Subject Access Request Policy for your consideration which is required under GDPR.



**Upon receipt of a Subject Access Request (SAR) the Parish Council will:**

- Verify whether Newton Parish Council (Parish Council) is the controller of the data subject's personal data. If it is not a controller, but merely a processor, the Proper Officer of the Parish Council will inform the data subject and refer them to the actual controller.
- Verify the identity of the data subject; requesting any further evidence on the identity of the data subject, if required.
- Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, the Parish Council may refuse to act on the request or charge a reasonable fee.
- Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- Verify whether the Parish Council processes the data requested. If it does not process any data, inform the data subject accordingly. At all times make sure the SAR policy is followed and progress can be monitored.
- Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

**Responding to a Subject Access Request**

The Parish Council will respond to a SAR within one month after receipt of the request. If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month. If the Parish Council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request. If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well. If data on the data subject is processed, the Parish Council will make sure to include as a minimum the following information in the SAR response:

- the purposes of the processing and the categories of personal data concerned;
- the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with the Information Commissioners Office ("ICO");
- if the data has not been collected from the data subject: the source of such data;
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The Parish Council will provide a copy of the personal data undergoing processing.

This Policy was adopted by Newton Parish Council on 10<sup>th</sup> February 2021 Reference: xx/xxx