

### **Agenda Item 187      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 190      Emails Circulated**

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

### **Agenda Item 191      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.	✓
21/080	"Cars for Sale" warning sign has been produced.	✓
21/133	NNP Referendum newsletter to be produced.	
21/153	Play equipment checklist to be updated with Wicksteed suggested checks.	
21/168	Minutes sent to BRN and updated on website.	✓
21/171	Updated resident on actions to be taken.	✓
21/173 a	Payments made to suppliers, individuals and organisations.	✓
21/173 b	Donation sent to RBL Poppy Appeal.	✓
21/174	Planning responses sent to Babergh.	✓
21/181	Wrote to landowner re permissive footpath.	✓
	<b>Clerk's Delegated Power</b>	
	None used since last meeting.	

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

## Agenda Item 192a RFO Report Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
06/09/21	Bank Interest			1.55	0.00
13/10/21	RBL Poppy Appeal - Donation	101298	Localism Act 2011 ss 1 to 8	0.00	100.00
02/11/21	Babergh Recreation Ground Grant			61,182.27	0.00
10/11/21	Sudbury TC - Community Wardens	101299	Localism Act 2011 ss 1 to 8	0.00	1,236.00
10/11/21	Gardens Arb Business - Footpath cutting	101300	Localism Act 2011 ss 1 to 8	0.00	360.00

## Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/09/21	£100.00				
Premium Accounts	30/09/21	£60,983.57	£54,331.63	£82,239.08	£75,487.14	£0.00
Tracker Account	30/09/21	£1,165.11	£1,165.11	£0.00	£0.00	£0.00
		£62,248.68	£55,496.74	£82,239.08	£75,487.14	

## 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	£5,150.82
Grants	£1,677.20	£74,445.09	Admin		£1,650.00	£424.26
Recycling	£400.00	£702.44	Donations		£800.00	£450.00
CIL	£0.00	£20,322.33	Annual Subscriptions		£425.00	£382.30
Bank Interest	£25.00	£2.92	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£352.64	Insurance		£1,135.00	£1,218.51
Other	£0.00	£2,880.00	Inspection		£415.00	£635.00
			Maintenance		£2,000.00	£702.67
			Projects		£1,500.00	£54,340.84
			CIL / Other	£30,431.35	£0.00	£15,540.38
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£13,801.62
			Community Wardens		£0.00	£1,030.00
			NNP		£200.00	£565.00
<b>Total</b>	<b>£12,620.20</b>	<b>£109,223.42</b>	<b>Total</b>	<b>£30,431.35</b>	<b>£19,029.00</b>	<b>£94,541.40</b>
			Assets Carried Forward			£55,496.74
<b>Total</b>		<b>£150,038.14</b>	<b>Total</b>			<b>£150,038.14</b>

## Agenda Item 192b Budget Proposal

### Income

Income sources for 2022 / 23 have been based on those for 2021 / 22. I have assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year.

### Expenditure

The following assumptions should be noted

- The Bus Shelter replacement project will be funded from the Locality Grants received and committed as well as the CIL Reserve
- A budget of £500 is available for any revenue project, including Fireworks, that the councillors wish to undertake during 2022 / 23
- There will be a 15 hour rollover of Community Warden time into 2022 / 2023
- Appendix A shows the full rationale for the 2022 / 23 budget.
- NPC is asked to consider **a total expenditure budget of £20,695 for 2022 / 23.**

Please find below tables which show a comparison between 2020 / 21 budget and actual, 2021 / 22 budget, actual to date and that ***anticipated at year end*** and the anticipated budget for 2022 / 23.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	0.00	46,314.54	1,677.20	74,445.09	<b>74,623.50</b>	1,177.20
Recycling	400.00	760.62	400.00	702.44	<b>702.44</b>	700.00
CIL	5,000.00	18,421.87	0.00	20,322.33	<b>20,322.33</b>	0.00
Bank Interest	25.00	29.20	25.00	2.92	<b>6.00</b>	25.00
VAT Repayment	0.00	20,334.63	0.00	352.64	<b>13,900.00</b>	0.00
<b>Total Income</b>	<b>5,425.00</b>	<b>85,860.86</b>	<b>2,102.20</b>	<b>95,825.42</b>	<b>109,554.27</b>	<b>1,902.20</b>
<b>Precept</b>		<b>10,258.00</b>			<b>10,518.00</b>	
<b>Expenditure</b>						
Clerks Salary	11,556.40	12,297.85	10,304.00	5,150.82	<b>10,450.00</b>	10,730.00
Admin	1,900.00	827.51	1,650.00	424.26	<b>1,650.00</b>	1,500.00
Donations	800.00	650.00	800.00	350.00	<b>800.00</b>	800.00
Annual Subscriptions	602.00	260.87	425.00	382.30	<b>382.30</b>	475.00
Footpath Maintenance	300.00	300.00	300.00	300.00	<b>300.00</b>	300.00
Insurance	320.00	1,086.31	1,135.00	1,218.51	<b>1,218.51</b>	1,250.00
Inspection	380.00	380.00	415.00	635.00	<b>635.00</b>	640.00
Maintenance	2,000.00	529.07	2,000.00	702.67	<b>2,000.00</b>	3,250.00
Projects	1,400.00	59,177.98	1,500.00	54,340.84	<b>55,225.00</b>	500.00
CIL / Other	4,000.00	12,187.15	0.00	15,540.38	<b>15,540.00</b>	0.00
Village Hall	165.00	0.00	300.00	0.00	<b>300.00</b>	300.00
VAT Paid	0.00	15,357.75	0.00	13,801.62	<b>15,000.00</b>	0.00
Community Wardens	500.00	0.00	0.00	1,030.00	<b>1,030.00</b>	950.00
NNP	0.00	4,695.53	200.00	565.00	<b>1,005.00</b>	0.00
<b>Total Expenditure</b>	<b>23,923.40</b>	<b>107,750.02</b>	<b>19,029.00</b>	<b>94,441.40</b>	<b>105,535.81</b>	<b>20,695.00</b>

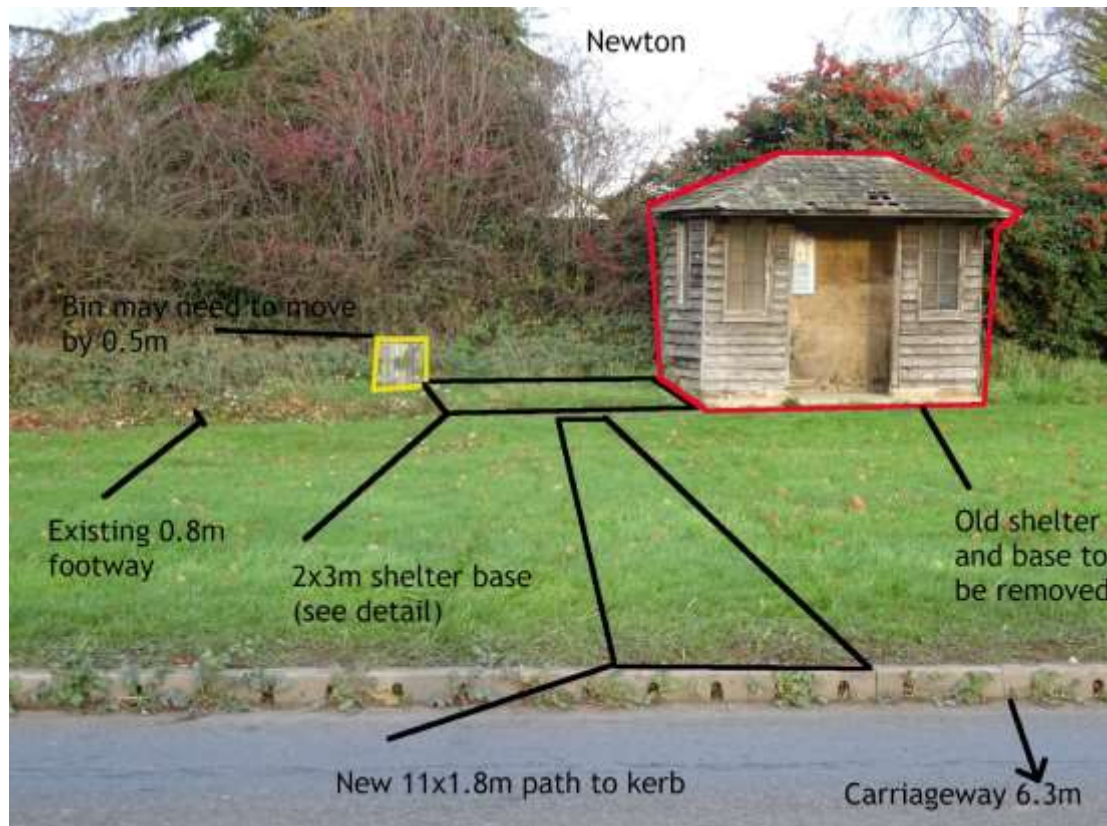
## Associated Papers NPC for Meeting on 10<sup>th</sup> November 2021

### Appendix A

	2022 / 23		
	Budget		Budget Notes 2022 / 2023
<b><u>Income</u></b>			
Grants	1,177.20		Grass Cutting grant - £177.20 / Locality Grants £1,000
Recycling	700.00		
CIL	0.00		
Bank Interest	25.00		
VAT Repayment	0.00		
<b>Total Income</b>	<b>1,902.20</b>		
<b>Precept</b>			
<b><u>Expenditure</u></b>			
Clerks Salary	10,730.00		780 hours at £12.98 per hour + 4% + £200 NI
Admin	1,500.00		Stationery £300 / Training £500 / Clerk WFH allowance £312 / Refreshments £200 / Speed Watch Net £100 / ICO £35
Donations	800.00		Christmas Parcels £100 / Poppy appeal £100
Annual Subscriptions	475.00		SALC £300 / SLCC £150 / CAS £25
Footpath Maintenance	300.00		
Insurance	1,250.00		
Inspection	640.00		Internal Audit £240 / External Audit £400
Maintenance	3,250.00		Dog Bins £500 / Play Equipment Maint £2,000 / Recreation Ground Grass Cutting £750
Projects	500.00		Not Capital Projects. Any Capital Projects = CIL
CIL / Other	0.00		
Village Hall	300.00		Hall Hire 12 @ £25
VAT Paid	0.00		
Community Wardens	950.00		35 hours @ £21.20 + Travel £200
NNP	0.00		
<b>Total Expenditure</b>	<b>20,695.00</b>		

### Agenda Item 192c Bus Shelter

To recap on the project to date, NPC has committed to pay SCC £1,511.10 + 15% for the design phase of the project. This is payable whether or not you proceed with the project as below:



NPC has now received the costs of the project from SCC and Littlethorpe.

SCC costs to prepare the site as above including the removal of the old shelter and base is £12,098.46 + VAT (Quote 1)

Littlethorpe will then charge £10,850 +VAT for the shelter, delivery and installation. (Quote 2)

**Total cost of project (excluding design phase) £22,948.46 + VAT**

I spoke to Simon Barnett at SCC to review the project. During our discussion he mentioned that an SCC assessment of the existing base was that it would be suitable for a new shelter. With this in mind, I looked at the cost of just replacing the shelter.

Littlethorpe will remove and dispose of the old shelter and deliver and instal the new shelter for £10,850 + VAT (Quote 3). If the existing base is not up to standard, a new quote for installation will need to be provided.

**Total cost for bus shelter replacement only (excluding design phase) £10,850 + VAT.**

NPC has received a Locality grant of £500 from Lee Parker and a £1,000 commitment from James Finch's Locality Budget. The remainder of project costs are to be funded from NPC's CIL Reserve.



**Associated Papers NPC for Meeting on 10<sup>th</sup> November 2021**

## Quote 1

## Suffolk Highways

LA No.	Location	8042, Sudbury Road, Newton - Bus Shelter Replacement and associated works
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Value	£12,099.48
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Contract: LR03A

Activity	YOLA No.
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### Secondary

Item No. (combined)	Item No.	Description	Quantity	Bandwidth	Unit	SUB TOTAL	TOTAL			
		SERIES 100 - Series 100								
		SERIES 100 - Equipment Rates								
0100-01-01	0100	01	01	Ganger	40.00	Monday to Friday NWH	fr	10.77	750.00	1 Ganger x 5 Days x 8 Hrs.
0100-01-38	0100	01	38		40.00	Monday to Friday NWH	fr	21.11	844.40	1 RLTMO x 5 Days x 8 Hrs.
		RLTMO - Lead (Registered Lead Traffic Management Operative)								
		SERIES 100 - Temporary Accommodation								
0100-06-03	0100	06	03	Erection and finally dismantling of portable combined toilet and washing facility (Appendix I/I)	1.00	n/a	item	153.63	153.63	> 10 man
0100-06-04	0100	06	04	Service of portable combined toilet and washing facility (Appendix I/I)	1.00	n/a	week	252.39	252.39	
		SERIES 100 - Information Boards								
0100-09-02	0100	09	02	Advance Warning Sign	3.00	n/a	no.	40.89	122.67	
		SERIES 100 - Traffic Management And Safety								
0100-10-08	0100	10	08	Provide and finally remove portable traffic signals - Three Way Signals	1.00	n/a	item	85.06	85.06	
0100-10-14	0100	10	14	Maintain portable traffic signals - Three Way Signals	1.00	n/a	week	152.31	152.31	
0100-10-28	0100	10	28	Extra over above items for provision and final removal of additional signs on approaches to any signalised area	3.00	n/a	no.	10.63	21.20	
0100-10-30	0100	10	30	Extra over above items for maintaining additional signs on approaches to any signalised area	5.00	n/a	day	7.38	39.20	
		SERIES 600 - Series 600								
		SERIES 600 - Excavation								
0600-01-17	0600	01	17	Excavation of unsuitable material Class U/A in cutting and other excavation	7.50	Volume 2 - 20 m3	m3	10.74	80.50	
		SERIES 600 - Excavation In Hard Material								
0600-02-16	0600	02	16	Extra over above items for excavation within 1000mm of Statutory Undertakers plant and equipment	7.50	n/a	m3	11.81	88.58	
		SERIES 600 - Disposal Of Material								
0600-07-12	0600	07	12	Disposal of unsuitable material Class U/A	7.50	Volume 2 - 20 m3	m3	22.51	168.83	
		SERIES 600 - Imported fill								
0600-08-02	0600	08	02	Imported acceptable material in embankments and other areas of fill	6.00	Volume 2 - 20 m3	m3	29.52	177.12	
0600-08-16	0600	08	16	Imported topsoil Class 5B	1.00	Volume up to 2 m3	m3	19.68	19.68	
		SERIES 600 - Compaction Of fill								
0600-09-02	0600	09	02	Compaction of acceptable material in embankments and other areas of fill	6.00	Volume 2 - 20 m3	m3	1.85	11.10	
0600-09-16	0600	09	16	Extra over above items for compaction of fill material within 1000 mm of Statutory Undertakers plant and equipment	7.00	n/a	m3	1.85	12.95	
		SERIES 600 - Topsoiling Of Topsoil								
0600-12-01	0600	12	01	Topsoiling 150 mm thick at 100 or less to the horizontal	6.10	Area up to 10 m2	m2	3.29	20.07	
		SERIES 600 - Completion Of Formation And Sub-Formation								
0600-13-01	0600	13	01	Completion of sub-formation or acceptable material other than 3C or 6B	24.20	Up to 150 m2	m2	1.80	38.72	
		SERIES 600 - Trial Holes								
0600-17-06	0600	17	06	Excavate trial pit by hand	3.00	Depth 0 - 2 m	m3	125.41	385.23	
		SERIES 1300 - Series 1300								
		SERIES 1300 - Kerbs And Channels								
1100-01-244	1100	01	244	Type 1F laid straight or curved exceeding 12 metres radius	20.00	Length 10 - 50 m	m	12.59	250.18	
		SERIES 1300 - Footways And Paved Areas								
1100-02-02	1100	02	02	Type 1 sub-base 100 mm thick	20.00	10 - 50 m2	m2	6.90	138.00	
		SERIES 1300 - Footways And Paved Areas								
1100-03-01	1100	03	01	Footway comprising rolled asphalt with 20 mm aggregate binder course 40 mm thick and rolled asphalt with 10 mm aggregate surface course 30 mm thick	20.00	Up to 25 m2	m2	26.62	536.40	
		SERIES 1300 - Fencing								
1100-04-07	1100	04	07	Wind control fabric	20.00	Up to 25 m2	m2	1.62	32.40	

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

## Quote 2



Organisation Name: Suffolk County Council

Contact Name: Simon Barnett

Address: 5 constantine Road  
Ipswich

Post Code: IP1 2DH

Tel: 01473 265045 / 07543-237671

E-mail: [Simon.Barnett@suffolk.gov.uk](mailto:Simon.Barnett@suffolk.gov.uk)

Delivery Address: Sudbury Road (A134) Newton Green CO10 0QS  
adjacent to Links View

[littlethorpe.com](http://littlethorpe.com)  
[sales@littlethorpe.com](mailto:sales@littlethorpe.com)  
0116 2603777

Date of Quote: 17/09/2021

Quote No: Q-2038B

	Item	Quantity	Cost	Subtotal	Notes
Shelter Style	Great Leigh	1	£ 8,400.00	£ 8,400.00	
Orientation	Front to Road				
Arrivals End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Departures End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Rear	Fully Boarded	1	£ -	£ -	
Front	N/A	1	£ -	£ -	
Optional Extras	Remove & Dispose of Existing Shelter	1	£ -	£ -	

Quote Includes: Supply & Installation

Price excludes cost for licences. Obtaining underground searches and overhead line assessments are the responsibility of the customer.

Overhanging trees will need cutting back by the owner of the trees before installation.

Installation cost is based on shelter being installed into existing base/pavement. If the existing base/pavement is not up to standard, a new quote for installation would need to be provided.

Delivery & Installation	No. of Shelters:	1	No. of Lorries:	1
	Mileage from LE4 BAT:	120	Delivery Cost:	£ 605.00
	Being installed by Littlethorpe:	Yes	Installation Cost:	£ 1,845.00
Subtotal				£ 10,850.00
VAT @ 20%				£ 2,170.00
Total				£ 13,020.00

Terms: Payment required within 30 days of invoice date

To Order: Please complete form below

Yes, I would like to order the goods and services as listed above, and agree to Littlethorpe's terms and conditions.

Date:	Your Name (BLOCK CAPITALS):	Your Signature:	Your Official Position/Job Title:

Price quoted for installation by Littlethorpe does not include; section 50 fees or any other fees levied by the council, Statutory Underground searches, or any other cost that may be involved in preparing the site for shelter installation.

The prices on this quote can be held for 4 months

All Littlethorpe shelters are guaranteed for 5 years against being burnt down or kicked in

The optional 15mm toughened glass is guaranteed for 1 year against breakage

Littlethorpe can store shelters for up to four weeks beyond the agreed completion date before a weekly storage charge may apply

Shelters arrive fully assembled on the back of a crane lorry, ready to be offloaded into pre-prepared holes

All Littlethorpe shelters are built by hand in Leicester using FSC® certified hardwood

See our website for more information

Thank you for choosing Littlethorpe

FSC-C09654  
Littlethorpe of Leicester Ltd Unit 2, Pinfield Road,  
Thurmaston, Leicester LE4 6AT

Reg in England and Wales No. 4768228

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

## Quote 3



**Organisation Name:** Newton Parish Council  
**Contact Name:** Dave Crimmin  
**Address:**

**littlethorpe.com**  
**sales@littlethorpe.com**  
**0116 2603777**

**Post Code:**  
**Tel:** 07777 639237  
**E-mail:** [newtonnpc2@gmail.com](mailto:newtonnpc2@gmail.com)

**Delivery Address:** Sudbury Road (A134) Newton Green CO10 0QS  
 adjacent to Links View

**Date of Quote:** 29/10/2021  
**Quote No:** Q-2038ID

	Item	Quantity	Cost	Subtotal	Notes
Shelter Style	Great Leigh	1	£ 8,400.00	£ 8,400.00	
Orientation	Front to Road				
Arrivals End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Departures End	Glazed - 6.4mm Laminated	1	£ -	£ -	
Rear	Fully Boarded	1	£ -	£ -	
Front	N/A	1	£ -	£ -	
Optional Extras	Remove & Dispose of Existing Shelter	1	£ -	£ -	

**Quote Includes:** Supply & Installation

Price excludes cost for licences. Obtaining underground searches and overhead line assessments are the responsibility of the customer.  
 Overhanging trees will need cutting back by the owner of the trees before installation.  
 Installation cost is based on shelter being installed into existing base/pavement. If the existing base/pavement is not up to standard, a new quote for installation would need to be provided.

<b>Delivery &amp; Installation</b>	No. of Shelters:	1	No. of Lorries:	1
	Mileage from LE4 BAT:	120	<b>Delivery Cost:</b>	£ 605.00
	Being Installed by Littlethorpe:	Yes	<b>Installation Cost:</b>	£ 1,845.00
<b>Subtotal</b>				£ 10,850.00
<b>VAT @ 20%</b>				£ 2,170.00
<b>Total</b>				£ 13,020.00

**Terms:** Payment required within 30 days of invoice date  
**To Order:** Please complete form below

Yes, I would like to order the goods and services as listed above, and agree to Littlethorpe's terms and conditions.

Date:	Your Name (BLOCK CAPITALS):	Your Signature:	Your Official Position/Job Title:

Price quoted for installation by Littlethorpe does not include; section 50 fees or any other fees levied by the council, Statutory Underground searches, or any other cost that may be involved in preparing the site for shelter installation.

The prices on this quote can be held for 4 months

All Littlethorpe shelters are guaranteed for 5 years against being burnt down or kicked in

The optional 15mm toughened glass is guaranteed for 1 year against breakage

Littlethorpe can store shelters for up to four weeks beyond the agreed completion date before a weekly storage charge may apply

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Littlethorpe Ltd Unit 2, Pinfold Road,  
 Thurmaston, Leicester LE4 6AT

See our website for more information  
**Thank you for choosing Littlethorpe**  
 Reg in England and Wales No 4768528



### **Agenda Item 193b Planning Status**

<b>BDC Ref</b>	<b>Application</b>	<b>NPC Ref</b>	<b>NPC Response</b>	<b>BDC Response</b>
	Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard	21/046b	No Comment	
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/21/02694	Fairways, The Green - Erection of 1No dwelling (following demolition of existing dwelling and outbuildings).	21/114a	Support	
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/152a	No Comment	
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/174a	No Comment	
DC/21/05088	Jarvis Farm, Assington Road - Erection of stables, construction of manege and use of land for the keeping of Horses.	21/174b	Support	

### **Agenda Item 194 Play Equipment Checks**

Once councillors have agreed the checklist for the MUGA and play equipment inspections, I would propose that we ask the Community Wardens to carry out the checks on a fortnightly basis, when they move the SID.

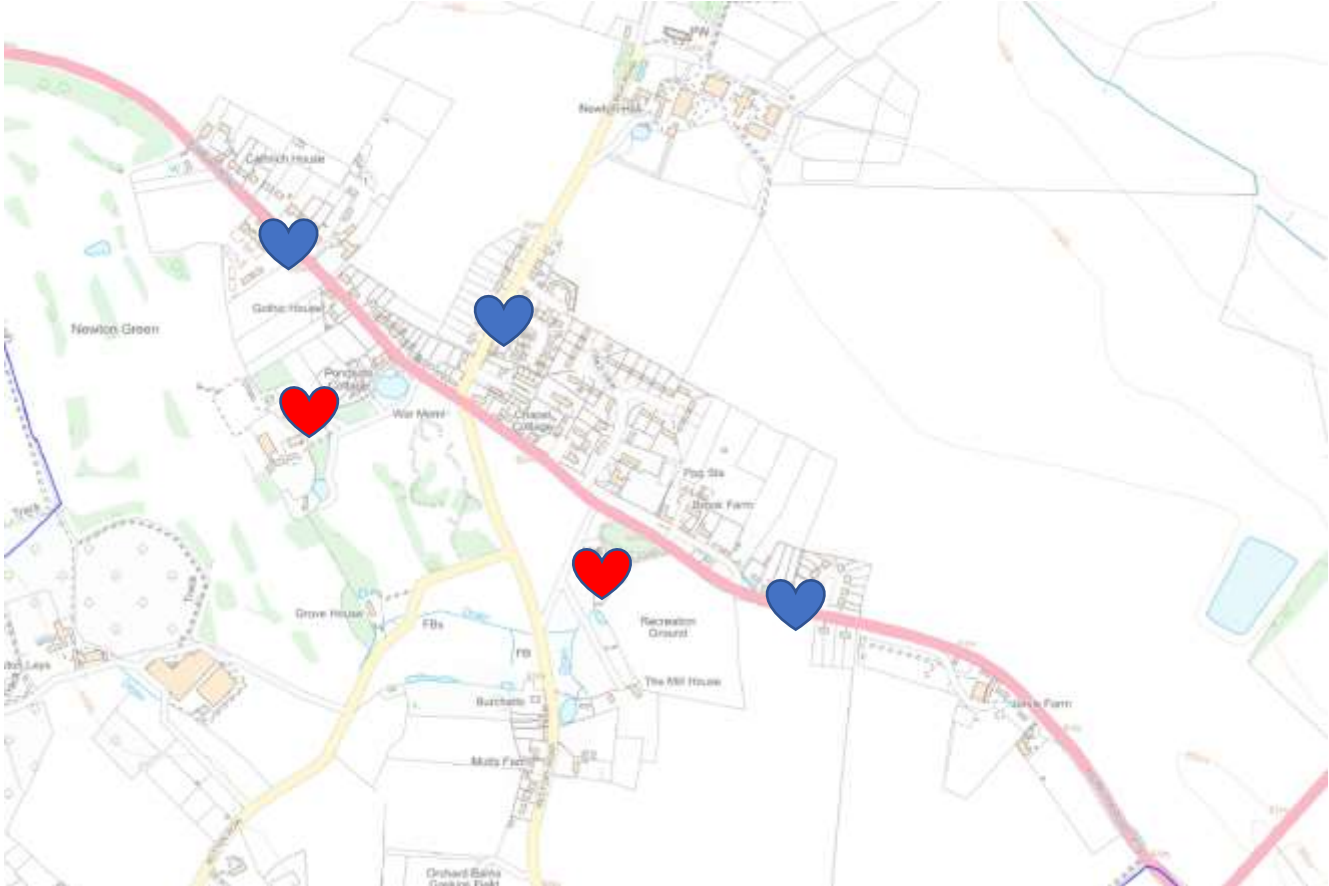
Not only would this option provide a check on a fortnightly basis, which would be more in keeping considering the amount of equipment you have but would also allow councillors to oversee the equipment when they visit the recreation ground.

### **Agenda Item 195 Neighbourhood Plan**

Babergh's Electoral Services have not contacted me or the Village Hall regarding an election date.

**Agenda Item 198     Defibrillators**

The map below shows the two existing defibrillators locations in red and the proposed locations in blue. The target you are seeking to achieve is a 5-minute return trip for any resident to get a defibrillator. For residents in Rotten Row, Rectory Road, Valley Road and the A1071 it is assumed that a vehicle will be required to achieve the objective.



**Agenda Item 199     SCC consultation on Lorry Routes**

As per the email I sent you on the 26<sup>th</sup> October 2021, SCC is consulting on its lorry routes.

**Agenda Item 201      Meeting dates in 2022**

The following dates are proposed for 2022, which take into account holidays I have booked in both May and September / October:

- 12<sup>th</sup> January
- 9<sup>th</sup> February
- 9<sup>th</sup> March
- 13<sup>th</sup> April
- 27<sup>th</sup> April        -        Annual Parish Assembly
- 25<sup>th</sup> May         -        Annual Meeting of Parish Council
- 15<sup>th</sup> June
- 13<sup>th</sup> July
- 10<sup>th</sup> August (Provisional)
- 14<sup>th</sup> September
- 19<sup>th</sup> October
- 9<sup>th</sup> November
- 14<sup>th</sup> December.