

Agenda Item 2 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 5 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 6 Clerk's Report

Minute	Action	Complete ✓
21/133	NNP Referendum newsletter to be produced.	
21/189	James Finch requested to look at calming measures for Rotten Row.	
21/206	Minutes sent to BRN and updated on website.	✓
21/207	Babergh notified of Shona Shipp's appointments. Register of Interests completed.	✓
21/208	James Finch requested to review missing 30 mph sign in Rotten Row.	✓
21/211	Payments made to suppliers, individuals and organisations.	✓
21/212	Planning responses sent to Babergh.	✓
21/213	Payment made to Wicksteed.	✓
21/216	Response received from Police Crime Commissioner re excessive speeds through village.	✓
		✓
	Clerk's Delegated Power	
	None used since last meeting.	

Associated Papers NPC for Meeting on 12th January 2022

Agenda Item 7a RFO Report Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
08/12/21	J Taylor - Christmas Parcels donation	101304	Localism Act 2011 ss 1 to 8	0.00	100.00
10/12/21	SCC Locality Grant towards Bus Shelter			1,000.00	0.00
22/12/21	J Parker - Christmas Tree decorations & lights	101305	Localism Act 2011 ss 1 to 8	0.00	129.35
12/01/22	Flowers Groundcard - Hedge maintenance	101306	Localism Act 2011 ss 1 to 8	0.00	108.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/11/21	£100.00				
Premium Accounts	30/11/21	£131,008.83	£52,218.07	£79,890.76	£1,000.00	£0.00
Tracker Account	30/11/21	£1,165.11	£1,165.11	£0.00	£0.00	£0.00
		£132,273.94	£53,383.18	£79,890.76	£1,000.00	

Actual vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£40,814.72				
Income			Expenditure			
Precept	£10,518.00	£10,518.00	Clerks Salary		£10,304.00	£7,726.23
Grants	£1,677.20	£75,622.29	Admin		£1,650.00	£610.05
Recycling	£400.00	£702.44	Donations		£800.00	£550.00
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	£327.00
			Projects		£1,500.00	£54,340.84
			CIL	£30,431.35	£0.00	£13,375.67
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£13,891.18
			VAT Return		£0.00	£3,910.38
			NNP		£200.00	£565.00
Total	£12,620.20	£110,400.62	Total	£30,431.35	£19,029.00	£97,832.16
			Assets Carried Forward			£53,383.18
Total		£151,215.34	Total			£151,215.34

Agenda Item 7b Precept

General Reserves

In July 2021 councillors adopted a Reserves Policy which agreed on the approach that NPC would take when looking at its funds for determining its Precept. The full policy is attached to this pack but the pertinent points are as follows:

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

As NPC's RFO, I recommend that the General Reserves level should be maintained at 6 months of predicted expenditure in 2022 / 2023 - £10,347.50p.

In recommending this, I am conscious that the proposed Earmark and General Reserves have steadily declined over recent years and that a lower level of General Reserve would not meet the extra costs of covering the Clerk should he be on long term sick leave.

CIL Receipts

I have spoken to Babergh to review each expenditure line in the budget, with their Guidance on how Town and Parish Councils can use the CIL receipts that NPC receives.

I have now received confirmation from Babergh that the CIL can be used to pay for the following NPC costs for both the current year and 2022 / 2023 as follows:

	CIL 2021 to 2022	CIL 2022 to 2023
Community Wardens	£1,030.00	£950.00
Play Equipment Maint	£0.00	£2,000.00
Play Equipment Grass Cutting	£250.00	£750.00
Dog & Litter Bin Operation	£465.67	£500.00
	£1,745.67	£4,200.00

Associated Papers NPC for Meeting on 12th January 2022

Budget

At the November meeting councillors agreed with an Expenditure Budget for 2022 / 2023 of £20,695. Based on Babergh's response, I have moved the associated costs and budgets to CIL.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<u>Income</u>						
Grants	0.00	46,314.54	1,677.20	75,622.29	75,622.29	177.20
Recycling	400.00	760.62	400.00	702.44	702.44	700.00
CIL	5,000.00	18,421.87	0.00	20,322.33	20,322.33	0.00
Bank Interest	25.00	29.20	25.00	2.92	6.00	25.00
VAT Repayment	0.00	20,334.63	0.00	352.64	14,204.26	0.00
Total Income	5,425.00	85,860.86	2,102.20	97,002.62	110,857.32	902.20
Precept		10,258.00			10,518.00	
<u>Expenditure</u>						
Clerks Salary	11,556.40	12,297.85	10,304.00	7,726.23	10,450.00	10,730.00
Admin	1,900.00	827.51	1,650.00	610.05	1,650.00	1,500.00
Donations	800.00	650.00	800.00	550.00	800.00	800.00
Annual Subscriptions	602.00	260.87	425.00	382.30	382.30	475.00
Footpath Maintenance	300.00	300.00	300.00	300.00	300.00	300.00
Insurance	320.00	1,086.31	1,135.00	1,218.51	1,218.51	1,250.00
Inspection	380.00	380.00	415.00	635.00	635.00	640.00
Maintenance	2,000.00	529.07	2,000.00	327.00	1,250.00	0.00
Projects	1,400.00	59,177.98	1,500.00	54,340.84	55,840.84	500.00
CIL	4,500.00	12,187.15	0.00	13,375.67	22,725.67	4,200.00
Village Hall	165.00	0.00	300.00	0.00	300.00	300.00
VAT Paid	0.00	15,357.75	0.00	13,891.18	16,000.00	0.00
VAT Return	0.00	0.00	0.00	3,910.38	3,910.38	0.00
NNP	0.00	4,695.53	200.00	565.00	1,005.00	0.00
Total Expenditure	23,923.40	107,750.02	19,029.00	97,832.16	116,467.70	20,695.00

Reserves

The Reserves over the same period, considering the Reserves Policy for General Reserves, are as follows:

		2020 / 21		2021 / 22		2022 / 23	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
General Reserves 6/12ths of Expenditure from July 2021	10,347.50	12,907.23	5,383.37	5,383.37	12,314.33	12,314.33	10,347.50
Restricted							
CIL		24,448.12	30,431.35	30,431.35	28,028.01	28,028.01	23,828.01
Bus Shelter Grant		0.00	500.00	500.00	0.00	0.00	0.00
Newsletter		0.00	0.00	0.00	2,880.00	2,880.00	2,880.00
Total Restricted		24,448.12	30,931.35	30,931.35	30,908.01	30,908.01	26,708.01
Earmarked Reserves							
Asset Replacement		10,500.00	0.00	0.00	0.00	0.00	0.00
Village Hall		2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
Legal Fees		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs		1,400.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
NNP		190.53	0.00	0.00	0.00	0.00	0.00
Total Earmarked Reserves		15,090.53	4,500.00	4,500.00	2,500.00	2,500.00	2,500.00
Total Reserves		52,445.88	40,814.72	40,814.72	45,722.34	45,722.34	39,555.51

Associated Papers NPC for Meeting on 12th January 2022

Precept

You now need to set the Precept for 2022 / 2023. Based on the above, and Babergh's indicative Tax Base for Newton in 2022 / 2023 of 232.39, the precept requirement will be as below:

	2020 / 21	2021 / 22	2022 / 23
Total Reserves B/F	52,445.88	40,814.72	45,722.34
Income ex Precept	85,860.86	110,857.32	902.20
Precept	10,258.00	10,518.00	13,625.97
Total Income & Reserves B/F	148,564.74	162,190.04	60,250.51
Expenditure	107,750.02	£116,467.70	£20,695.00
Total Reserves C/F	40,814.72	45,722.34	39,555.51
Total Expenditure & Reserves	148,564.74	162,190.04	60,250.51
Tax Base	219.70	225.28	232.39
Band D Council Tax	£46.69	£46.69	£58.63

Agenda Item 7c Unity Trust Bank (www.unity.co.uk)

Barclays, for certain accounts, do offer an Internet Service of sorts. Unfortunately, it is still supported by the manual mandate processes that cause so many problems for us currently and it is not possible to create authorisation processes in line with NPC's Financial Regulations. For these reasons, I recommend that NPC looks at another Bank to provide an Internet Banking Service.

One of the most popular options used by the Town & Parish sector is the product offered by the Unity Trust Bank. I use this as part of my work with the Suffolk Branch of the SLCC and have found it extremely easy to operate and set up. In my audit work, I have found many councils that have switched to using Unity Trust Bank.

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Unity Trust considers itself to be: *"We are a socially determined bank. When your business or organisation banks with us, we use these deposits to fund lending which supports the communities that we collectively serve. This means you help to contribute to economic, community and social change. As well as being socially responsible, we are financially sustainable too; it's important that we operate effectively so that we can serve our customers and help to create a better society."*

"When you bank with us, our UK team will be on-hand to answer your calls. You may also benefit from one of our experienced Relationship Managers, who will provide you with a service that adapts to your business. Helping you build a better society"

Unity Trust Bank was launched on May 1, 1984. It was born out of a vision by trade unions to create a bank that would embrace the philosophy of serving the common good. While now an independent organisation, Unity Trust Bank continues to embody its original principles:

- Unity's first mission was to provide prudent, profitable commercial lending in the UK and to support jobs, industries and the British economy.
- The first few years were spent developing banking facilities for our trade union shareholders and providing additional services specifically to benefit their members.
- During the 1990s we refocused as society became increasingly concerned with fighting social and financial exclusion, tailoring our products and services to meet the needs of socially-minded organisations.
- In 2012, we committed to a 'double-bottom line' strategy; assessing sustainable financial returns alongside social impact.
- In December 2015, Unity became a fully independent bank.
- In April 2016, we joined the Banking Standards Board, demonstrating our commitment to helping to raise standards across the banking industry.

Your eligible savings with Unity Trust Bank are protected up to a total of £85,000 by the Financial Services Compensation Scheme, the UK's deposit guarantee scheme.

Further information on Unity Trust can be found on their website referenced above.

The fee for a current account at Unity Trust is currently £6 per month.

Associated Papers NPC for Meeting on 12th January 2022

Agenda Item 8b Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	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	Permission 15/12/2021
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	Permission 24/12/2021
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	Permission 24/12/2021
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 carlidges serving Plots 1 and 2 (relocation on site), omission of juliette balcony and addition of balcony to Plot 2 Bedroom 1.	21/.212a	Support	

Agenda Item 9
MUGA Signage

Recreation Ground

Newton Parish Council – Using the MUGA

1. Opening hours are 08:00 to dusk. Please do not use the MUGA outside these hours.
2. Users should book their playing slot online via the MUGA booking system at: 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.
3. 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.
4. 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 whose contact details are on the Village Hall notice board.
5. Faults or damage to the MUGA or equipment should be reported immediately to the Newton Parish Council Clerk whose contact details are on the Village Hall notice board.
6. 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.
7. Spectators are also requested to wear appropriate footwear if entering the Games Area.
8. Roller skates, roller blades, skate boards, scooters and bicycles must not be taken into the court.
9. No smoking on court.
10. No chewing gum, food or alcohol to be taken on to the court.
11. Strictly no glass to be taken inside the MUGA.
12. No litter, mud or debris to be left on the surface.
13. No chairs or similar to be put in the court.
14. No animals are allowed in the court.
15. No attempt should be made to use the court when there is ice on the surface.
16. Do not climb on the fencing, framework, goals or nets.
17. 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.
18. The MUGA may be closed at any time at the discretion of Newton Parish Council, and for maintenance.

Two-sided sign on entry to recreation ground over the bridge

**Newton Parish Council
Recreation Ground, School Lane,
Newton CO10 0QS
Play, Exercise equipment and MUGA**

Newton Parish Council owns and maintains the play equipment, exercise equipment and the MUGA. The council is also responsible for cutting the grass under the equipment and around the MUGA.

If you find a problem with the equipment,
DO NOT USE IT and notify the Newton Parish Council Clerk whose contact details are on the Village Hall notice board.

Agenda Item 10 Neighbourhood Plan

Babergh's Electoral Services has indicated a referendum date of 24th February 2022.

Agenda Item 11 Bramford to Twinstead

National Grid has updated NPC that:

“We would like to update the parish council on our forthcoming consultation on our plans to reinforce the electricity transmission network between Bramford substation in Suffolk and Twinstead, south of Sudbury in Essex.

As you will be aware, we have been developing this project for several years. Our proposals have developed significantly through consultation with local communities, landowners and businesses. Until now this consultation activity has been ‘informal’ or ‘non-statutory’ and we are now starting to prepare to submit a DCO application. Before we do so, we must undertake a ‘formal’ or ‘statutory’ consultation on our proposals.

Our statutory consultation will start on 25 January 2022 and will run until 21 March 2022. Following discussions with local authority officers, and in consideration of the uncertainty over future government guidance on public meetings during the pandemic, we have agreed to extend the consultation period to eight weeks. We want to ensure everyone has the opportunity to review the project information and discuss details with our project team.

We are planning a number of face-to-face public information events, along with smaller pre-bookable sessions and on-line webinars. We are very conscious that our arrangements for public meetings may need to change at short notice and we have prepared to hold more on-line and telephone discussions if needed.

We have also discussed how best to make our consultation as inclusive as possible with local authority officers and have welcomed their thoughts and advice. We want to ensure everyone has the opportunity to provide feedback on our proposals and we will send information directly to residents who live along the route, and widely advertise how people further afield can get in touch and be involved.

The statutory consultation is a key milestone in the development of Bramford to Twinstead. The network reinforcement will support the Government’s ambition to see 40 GW of offshore wind connected by the end of this next decade – delivering enough electricity to power every home in the country. It is a critical development in all future energy scenarios and needs to be in place by 2028.

If you or the parish councillors would like any further information on our statutory consultation, please do not hesitate to contact me. Otherwise, we will be in touch in the New Year with more details.”

Associated Papers NPC for Meeting on 12th January 2022

Agenda Item 12 Risk Management

NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2022								
	Risk	P	S	Control Action	Frequency	CP	CS	Responsible
1	Inadequate forward planning and budgetary	1	5	Actual v Budget reviews Budget Review	PC Meeting Annually	1	3	Councillors
2	Poor Reporting to Council, Record	2	3	Accurate Minutes Timely and accurate financial reporting Regular project reports Internal Audit Review External Audit Review	PC Meeting PC Meeting PC Meeting Annually Annually	1	3	Councillors
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description Regular training for Councillors and Clerk	PC Meetings	1	5	Clerk & Councillors
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk Create Committee & second skills required	Annually As required	1	3	Councillors
5	Failure to respond to electors' right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors
6	Lack of maintenance of council owned	3	5	Maintenance programme External Risk Assessments of War Memorial Walk of Parish to review condition of assets	PC Meeting Every 10 years Annually	2	4	Councillors
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance Play Equipment and MUGA Risk Assessments Play Equipment and MUGA inspections External Play Equipment Inspection Walk of Parish to review	Annually Annually Fortnightly Annually 6 monthly	2	4	Councillors and Clerk
8	Damage or loss to Council owned property	3	3	Asset Insurance cover Assets insured against Asset Register	Annually Annually	3	2	Councillors
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors
10	Clerk Fidelity	2	5	Insurance Cover Review Bank Statements against reconciliation	Annually PC Meeting	1	3	Councillors
11	Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description Council electronic data	Annually Daily	1	4	Councillors
12	GDPR							
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk
	Data Protection Officer	1	1	Parish Council does not need to appoint.				
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors
	Subject Access Requests	1	1	Adoption of Policy	Feb-21	1	1	Councillors

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

Agenda Item 13 Internal Control and Internal Audit processes

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

Internal Auditors

Heelis and Lodge were appointed as NPC's Internal Auditor at its meeting held on 5th May 2021 minute 21/089. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent of this Council.

The Internal Auditors produced a professional and helpful report for the 2020 / 2021 accounts which you accepted at the Parish Council meeting held on 5th May 2021 minute 21/094a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are stored on Microsoft's One Drive Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. At the foot of each minute page, it states that NPC adopted the General Power of Competence at its meeting on the 13th May 2020. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Four councillors, Schwenk, Presland, Bower and Taylor are the signatories for the Bank accounts and a minimum of 2 must authorise cheque payments.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2022 / 2023 was reviewed at the NPC meeting on 10th November 2021 Minute 21/192b and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March. However, during 2021 / 2022 due to the high level of expenditure incurred for the Recreation Ground project, VAT claims are being made on an appropriate basis.

No Petty Cash is held by the Council and all cash/cheques received are deposited as soon as practicable after receipt.