

Agenda Item 60 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 63 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 64 Clerk's Report

Minute	Action	Complete ✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
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.	
23/038	Community Wardens are to remove road sign opposite Valley Road.	
23/038	James Finch and Lee Parker chased re culvert damage.	
23/042	Minutes sent to BRN and updated on website.	✓
23/045	Wrote second letter to homeowner in Sudbury Road re hedge overgrowing pavement. No response to date.	
23/046 a	Payments made to suppliers, individuals and organisations.	✓
23/047	Planning responses sent to Babergh.	✓
23/052	Analysis of the Newton Survey distributed at Coffee Morning and placed on website.	✓
23/054	Draft of new Year Plan now prepared for new council.	✓
	Clerk's Actions & Delegated Power	
	New terms of Clerk's Contract of Employment implemented on the 1st April 2023.	
	The Community Wardens are in contact with Elan over the broken bracket on the SID. They have also removed the bench by the under-7 play equipment area.	
	Clerk Hours	
	Up until the 2nd April 2023 - 780 hours paid / 775.50 hours worked plus 45 hours holiday.	

Agenda Item 65a Bank Reconciliation & Receipts & Payments Account

 <p style="text-align: center; font-weight: bold; font-size: 1.2em;">NEWTON PARISH COUNCIL</p>					
Bank Reconciliation for Financial year ending 31st March 2023					
Balances per Bank Statements as at 31st March					
Barclays Community			£0.00		
Barclays Premium Account			£0.00		
Barclays Tracker Account			£0.00		
Unity Current Account			£19,996.62		
Unity Trust Savings Account			£25,119.67		
					£45,116.29
Add any Unbanked Cheques / Cash as at 31 March					£0.00
Less Unpresented Cheques as at 31 March					
					£0.00
			Total Cash		£45,116.29
CASH BOOK					
Opening Balance					£49,357.31
Add Receipts in the year					£37,149.35
					£86,506.66
Less Payments in the year					£41,390.37
			Total Cash		£45,116.29
D Crimmin		RFO, Newton Parish Council			1st April 2023



NEWTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2023

	2021 / 2022	2022 / 2023
Receipts		
Precept	£10,518.00	£13,625.97
Grants	£76,122.29	£2,975.23
Recycling	£1,023.87	£251.23
Bank Interest	£7.14	£150.37
CIL	£20,322.33	£17,579.58
Other	£2,880.00	£37.00
VAT Repayment	£14,204.26	£2,529.97
	£125,077.89	£37,149.35
Payments		
Clerks Salary	£10,301.64	£11,571.48
Admin	£1,259.29	£1,718.33
Donations	£650.00	£400.00
Annual Subscriptions	£382.30	£441.51
Footpath Maintenance	£300.00	£300.00
Insurance	£1,218.51	£1,497.60
Inspection	£635.00	£635.00
Maintenance	£410.66	£0.00
Village Hall Hire	£0.00	£425.00
Projects	£57,355.26	£2,718.62
CIL	£22,725.67	£18,083.66
Repay VAT overpayment	£3,910.38	£0.00
NNP	£1,005.00	£0.00
VAT Paid	£16,381.59	£3,599.17
	£116,535.30	£41,390.37
Excess of Payments over Receipts	£8,542.59	-£4,241.02
Add Balance Brought Forward	£40,814.72	£49,357.31
Balance Carried Forward	£49,357.31	£45,116.29
Represented by		
Barclays Community	£100.00	£0.00
Barclays Premium	£31,357.98	£0.00
Barclays Tracker	£1,165.17	£0.00
Unity Trust Current Account	£16,734.16	£19,996.62
Unity Trust Savings Account	£0.00	£25,119.67
	£49,357.31	£45,116.29
I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions		

Agenda Item 65b Internal Auditors Report

Heelis & Lodge are currently undertaking the Internal Audit for NPC. I will forward their report ahead of the meeting.

Agenda Item 65c Section 1 AGAR

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

EN Newton Parish Council ITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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FOR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Agenda Item 65d Section 2 AGAR

Section 2 – Accounting Statements 2022/23 for

ENFIELD NEWTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	40,815	49,357	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,518	13,626	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	114,560	23,523	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10,302	11,571	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	106,234	29,819	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	49,357	45,116	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	49,357	45,116	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	171,220	179,420	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

01/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Associated Papers NPC for Meeting on 12th April 2023

Agenda Item 65e Quantified significant variances & Public Inspection

|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Associated Papers NPC for Meeting on 12th April 2023

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
CIL	27524		
Newsletter	2880		
Legal Fees	1000		
Election Costs	1500		
Reserve 5			
Reserve 6			
Reserve 7			
		32904	
General reserve	12212		
		12212	
Total reserves (must agree to Box 7)			45116

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **NEWTON PARISH COUNCIL**

County Area (local councils and parish meetings only): **SUFFOLK**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **5th June 2023**

and ending on **14th July 2023**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: _____

Role: _____

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Agenda Item 65f CIL Return

Newton Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2022 to 31st March 2023		
A	Total CIL Income carried over from previous year	£28,028.01
B	Total CIL income received (receipts)	£17,579.58
C	Total CIL spent (expenditure)	£18,083.66
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£27,523.93
CIL Expenditure		
	Item / Purpose	Amount Spent
	Allotment Land Purchase & Legal Fees deposit	£3,291.04
	MUGA & Play Equipment	£499.45
	Digital Platform laptop & projection system	£1,045.50
	Community Wardens	£640.75
	MUGA & Play Equipment Maintenance	£900.00
	Dog & Litter Bins Operational costs	£465.67
	SID posts	£380.00
	Litter bin & dog poop dispensers	£719.25
	Four Defibrillators plus accessories	£9,672.00
	Christmas tree electricity supply	£470.00
	Total Spent	£18,083.66

Agenda Item 65g RFO Report

Unity Receipts & Payments 2022 / 2023

04/04/2023 Recycling Credit from Babergh £263.36

Agenda Item 65h Benches and Picnic Tables for Recreation Ground

Cllr Presland will be presenting his thoughts on the bench and picnic table requirements in the Recreation Ground.

Agenda Item 66d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/22/06324	Chilton Woods Mixed Development To North Of Woodhall Business Park - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan).	23/009b	No comment	
DC/23/00577	1 Links View - Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No detached dwelling with parking, together with new vehicular access and extension of the public footway to the South of the proposed access (re-submission of withdrawn application DC/22/05997)	23/047a	Support	
APPEAL	APP/D3505/W/22/3310476 - Rotten Row Farm, Rotten Row - Refusal of application for the "Continued use of buildings for agricultural, industrial and commercial purposes."	23/047c	All objections still stand.	

Agenda Item 67 Babergh's Joint Local Plan consultation

I circulated the link for Babergh's Joint Local Plan consultation as well as the thoughts of our NNP consultant. I attended Babergh's workshop on the process and circulated the slides from this for your reference.

The subject of building outside the settlement boundary is detailed in the proposed changes. Policy SP03 has the following proposal:

Policy SP03 – The sustainable location of new development

1. New housing development will come forward through extant planning permissions, allocations in made Neighbourhood Plans, windfall development in accordance with the relevant policies of the Plan and any allocations which are made in the forthcoming Part 2 Plan.

2. Settlement boundaries are defined on the Policies Map. These boundaries were established in earlier Local Plans and Core Strategies and have not been reviewed as part of the Plan but are carried forward without change at the present time. The principle of development is established within settlement boundaries in accordance with the relevant policies of this Plan. Outside of the settlement boundaries, development will normally only be permitted where the site is allocated for development, or in a made Neighbourhood Plan, or is specifically permitted by other relevant policies of this Plan, or it is in accordance with paragraph 80 of the NPPF (2021).

3. Settlement boundaries will be reviewed, and if necessary revised, as part of the preparation of the Part 2 Plan.

Councillors may wish to support this proposal.

Agenda Item 70 Parish Infrastructure Investment Plan (PIIP)

I attach the updated PIIP following the results of the parish survey held in February 2023.