

Agenda Item 146 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 150 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 151 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.	
22/015	Cllr Presland has obtained a quotation from electrician.	✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/087	ToR for HR and Standards committees being developed for review at November meeting.	
22/094	Dog poop bag dispensers now installed.	✓
22/109	Councillors "Other Registerable Interests" have now been sent to Babergh.	✓
22/113	Bus shelter opposite Saracens has been repaired by SCC.	✓
22/114 b	BWB have now been given instructions to proceed with the allotment land transfer.	
22/117	The 3 new defibrillators are registered with the Ambulance Service.	✓
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
22/129	Minutes sent to BRN and updated on website.	✓
22/133	Notices for co-option of councillor issued.	✓
22/134	Payments made to suppliers, individuals and organisations.	✓
22/135	Planning responses sent to Babergh.	✓
22/140	Standing Orders and Financial Regulations updated on website.	✓
22/147	Minutes sent to BRN and updated on website.	✓
22/149	Planning response sent to Babergh.	✓
22/150	Order placed with Premier Sports Surfaces for 12th September 2022 and works completed.	✓
22/151	Response sent to resident.	✓
	Clerk's Actions & Delegated Power	
	On the 15th September 2022, following consultation with councillors, I placed an order with Ambrose Electrical for the installation of the electrical from the Saracens Head to the Christmas Tree with Timer at a cost of £470 plus VAT. The reason for this action was that to delay placing the order could have led to the works not being completed in time. The works have now been completed.	
	Clerk Hours	
	Up until the 2nd October 2022 - 390 hours paid / 344.25 hours worked plus 45 hours holiday.	

Agenda Item 152a External Audit



Mr Dave Crimmin
Newton Parish Council
Cragston
Sudbury Road
Newton
Sudbury
Suffolk
CO10 0QH

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
11 August 2022

Our Ref:
SF0286

SAAA Ref:
SB06174

Newton Parish Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Mr Crimmin

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Newton Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid at the earliest opportunity.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0286 or Newton Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Newton Parish Council – SF0286**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- Section 2, Box 4 for the prior year incorrectly includes Locum Clerk expenses, which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. The figures in Section 2, Boxes 4 and 6 for the comparative column should read £9,425 and £98,325 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda Item 152b SAAA option

The Smaller Authorities' Audit Appointments (SAAA) has written to Newton Parish Council as follows:

Dear Clerk/RFO/Chairman, Newton Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via email to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:


- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).

Associated Papers NPC for Meeting on 12th October 2022

- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

To view this and other communications on our website please visit <https://saaa.co.uk/guidance.html>

Agenda Item 152c NPC Asset Register

 <div style="text-align: center;"> NEWTON PARISH COUNCIL Asset Register as at 1st September 2022 </div>								
Asset No	Date Purchased	Description	Street Furniture Value	Location	Location No	Picture No	Insurance cover as at 1st October 2021	Notes
1		Village Hall			29	11		Asset value removed from register following NPC meeting on 09/01/2008 minute 08/005.
2		War Memorial	£5,000	Green	6	24	£7,701.06	
3		Bus Shelter	£3,150	Green	8	6	£4,596.38	
4		Bus Shelter	£0	Near Links View	11	8	£0.00	Removed Feb 2022
5		Lamp Standard	£0	Plampin Close	26	1	£0.00	Adopted SCC Dec 2012
6		Lamp Standard	£0	Plampin Close	27	2	£0.00	Adopted SCC Dec 2012
7		Lamp Standard	£0	Plampin Close	28	3	£0.00	Adopted SCC Dec 2012
8	Jul-05	Litter Basket	£100	Plampin Close	25	5	£0.00	*
9	Jul-05	Litter Basket	£100	Green next to Bus Shelter	9	6	£0.00	*
10	Mar-06	Litter Basket	£100	Next to Bus Shelter (Links View)	10	7	£0.00	*
11	Mar-06	Litter Basket	£100	Playingfield	19	20	£0.00	*
12		Park Bench	£300	Plampin Close	1	5	£432.60	
13	Jun-07	Park Bench	£300	Outside Deens	13	10	£432.60	
14		Park Bench	£300	Memorial Gardens	14	12	£432.60	
15		Park Bench	£300	Memorial Gardens	15	13	£432.60	
16		Park Bench	£300	Playingfield	21	14	£432.60	
17		Park Bench	£300	Playingfield	18	19	£432.60	
18		Park Bench	£300	Playingfield	20	21	£432.60	
19		Park Bench	£300	By War Memorial	7	23	£432.60	
20		Park Bench	£300	By War Memorial	5	25	£432.60	
21		Park Bench	£300	Green by Saracens Pond	3	26	£432.60	
22		Round Park Bench	£0	Green by Saracens Pond	4	27	£0.00	Removed
23		Village Sign	£1,500	Outside Deans	12	9	£2,379.30	
24		Weather Vane	£400	Green by Saracens Pond	2	28	£594.83	
25		Single Arch Swing	£0	Playingfield	16	22	£0.00	Removed July 2020
26		Fun Frame	£0	Playingfield	17	18	£0.00	Removed July 2020
27		Wobbly Bridge	£0	Playingfield	22	17	£0.00	Removed July 2020
28		Double Swing with Cradle Seat	£0	Playingfield	23	16	£0.00	Removed July 2020
29		Tunnel	£0	Playingfield	24	15	£0.00	Removed July 2020
30		Church Road Sign	£250	Green opp Church Rd	30	4	£0.00	*
31	Aug-07	Dog Bin	£95	Entrance to Playingfield			£0.00	*
32	Oct-06	Dog Bin	£95	Church Road			£0.00	*
33	Oct-06	Dog Bin	£95	Green Next to Telephone Box			£0.00	*

Associated Papers NPC for Meeting on 12th October 2022

34	Oct-06	Dog Bin	£95	Green entrance to Links View			£0.00	*
35	Oct-06	Dog Bin	£95	Green outside Juglans			£0.00	*
36	Oct-06	Dog Bin	£95	Green opposite Burchetts			£0.00	*
37		Double Park Bench	£400	Plampin Close		29	£594.83	
38		Park Bench	£300	Alston Close		30	£432.60	
39		Notice Board	£200	Church Road		31	£0.00	*
40	Nov-07	Playground Sign	£30	Entrance to Playingfield			£0.00	*
41	Jan-08	By-Law sign	£30	Saracens Pond			£0.00	*
42	Jan-08	By-Law sign	£30	Village Hall			£0.00	*
43	Sep-08	Notice Board	£120	Village Hall			£0.00	*
44	Nov-09	Grit Bin	£135	Airey Close			£0.00	*
45	Nov-09	Grit Bin	£135	Links View			£0.00	*
46	Nov-09	Grit Bin	£135	Plampin Close			£0.00	*
47	Jan-10	Speed Radar Camera	£1,025	Cragston, Sudbury Road			£1,189.65	Returned July 2020
48	Jul-10	Dog Bin	£95	Footpath by Jordans			£0.00	*
49	Jul-10	Dog Bin	£95	Footpath by 1 Assington Road			£0.00	*
50	Nov-10	Slide	£0	Playingfield			£0.00	Removed July 2020
51	Nov-10	Playground Fence	£0	Playingfield			£0.00	Removed July 2020
52	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
53	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
54	Jan-12	Litter Bin	£110	Village Hall Car Park			£0.00	*
55							£0.00	*
56	Jul-14	QDJ Bench	£328	Field			£389.34	
		Land forming Newton Green					£0.00	Land registered to Newton Green Trust. NPC use Byelaws to prohibit anti-social behaviour on Newton Green
57	Oct-14	Pent hut	£0	Playingfield			£0.00	Removed 2018
58	May-16	Line Marker	£289	Colin Poole's house			£0.00	*
59	Mar-17	Defibrillator & Cabinet	£820	Newton Green Golf Club			£0.00	Policy covers up to £5000 worth of Defib equipment.
60	Feb-18	Lap-top computer	£0				£0.00	Broke - replaced
61	Jan-19	Printer	£0	Clerk's House			£0.00	Broke Jun 2021
62	Apr-19	Lap-top computer	£616	Clerk's House			£666.20	
63	Jul-19	Bench	£269	Top of playingfield			£302.82	
64	Oct-19	Defibrillator & Cabinet	£1,750	Village Hall			£0.00	Policy covers up to £5000 worth of Defib equipment.
65	Jul-20	Speed Indicator Device	£2,188				£2,366.32	
66	Nov-20	MUGA	£56,179	Recreation Ground			£0	
67	Jan-21	Forever Fit Equipment	£14,002	Recreation Ground			£0.00	
68	Aug-21	Play Equipment	£64,000	Recreation Ground			£0.00	
69	Feb-22	Various	£2,455	Recreation Ground			£146,994.75	
70	Apr-21	Dog Bin	£108	Green			£0.00	
71	Feb-22	Bus Shelter	£10,850	By Links View			£11,392.50	
72	May-22	3 x Defibrillators, cabinets and posts	£7,020				£4,819.50	
73				Office Contents			£0.00	
74	Jun-22	Litter Bin	£302	Recreation Ground			£0.00	*
75	Aug-22	Dod Poop Bag Dispenser	£79	Green by Village Hall entrance			£0.00	*
76	Aug-22	Dod Poop Bag Dispenser	£79	Green by Golf Club road			£0.00	*
77								
78								
		Total	£178,621				£188,746.07	

Agenda Item 152d Insurance

I circulated the full set of the renewal policy documents to you via email on the 30th August 2022. I have extracted from the Insurance Schedule the cover in relation to the Asset Register for your comparison.

Hiscox 1 Great St Helen's London EC3A 8HX United Kingdom



Quote SCHEDULE

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(5)
Insurer Hiscox Insurance Company Limited

Premises address	Sum insured
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Item description	Excess	Amount Insured
Total Buildings	N/A	£0
Gates and fences	£250	£0
Fixed outside equipment	£250	£8,376
Street furniture	£250	£25,009
War memorials	£250	£7,701
Playground equipment	£250	£146,995
Sports surfaces	£250	£0
Other surfaces	£250	£0
Rent receivable	£250	£0

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover (in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Endorsements

Hiscox 1 Great St Helen's London EC3A 6HX United Kingdom

Quote SCHEDULE



PROPERTY – CONTENTS

Section wording 11602 WD-HSP-UK-PAC-PYC(6)
Insurer Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£886
Civic Regalia	£250	£0
Gardening equipment, plant and machinery	£250	£0
Sports equipment	£250	£0
Rent payable	£250	£0

Excess applies to Each and every loss
Geographical limits: United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less

Hiscox 1 Great St Helen's London EC3A 6HX United Kingdom



Quote SCHEDULE

Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less
Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£150,000 the aggregate per period of insurance

Endorsements

240.3	Minimum security condition
6226.0	Addition of cover (Travel expenses)
6729.0	Removal of cover: cyber claims and losses
6349.1	Floating amount insured (Contents)

PROPERTY AWAY FROM THE PREMISES

Wording	11602 WD-HSP-UK-PAC-PYC(8)
Insurer	Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to:	Each and every loss
Geographical limits:	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

Endorsements

65.00	Contents temporarily elsewhere
6729.0	Removal of cover: cyber claims and losses

PROPERTY – BUSINESS INTERRUPTION

Section wording	11601 WD-HSP-UK-PAC-PYI(8)
Insurer	Hiscox Insurance Company Limited

Item description	Indemnity period	Amount Insured
Loss of income	12 months	£10,000
Additional increased costs of working	12 months	£10,000

Additional cover (in addition to the overall limit/amount insured above)

Key person	£250 per week up to a maximum of £2,500 per period of insurance.
Unauthorised use of public utilities	£100,000 or the total amount insured for Business interruption, whichever is less

Associated Papers NPC for Meeting on 12th October 2022

Agenda Item 152e RFO Report Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
06/06/22	Bank Interest			3.97	0.00
29/07/22	ICO - Data Protection	D/Dr	Localism Act 2011 ss 1 to 8	0.00	35.00
10/08/22	BWB - Deposit for allotment legal services	101315	Localism Act 2011 ss 1 to 8	0.00	3,291.04
05/09/22	Unpresented Cheque 101304 issued 08/12/2021			0.00	100.00
08/09/22	BDC Precept			6,812.98	0.00
12/09/22	BDC Recycling Feb to July 2022			251.23	0.00

Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
05/09/22	P Taylor - Payment re unpresented cheque 101304		Localism Act 2011 ss 1 to 8	0.00	100.00
14/09/22	Gallagher - Insurance renewal		Localism Act 2011 ss 1 to 8	0.00	1,497.60
14/09/22	DF Crimmin - Expenses 1st June to 31st August 2022		Localism Act 2011 ss 1 to 8	0.00	674.97
30/09/22	DF Crimmin - Salary July to Sept		Localism Act 2011 ss 1 to 8	0.00	2,060.75
30/09/22	DF Crimmin - WFHA July to Sept		Localism Act 2011 ss 1 to 8	0.00	78.00
30/09/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	515.20
30/09/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	45.29
14/09/22	PKF Littlejohn LLP - External Audit Fee		Localism Act 2011 ss 1 to 8	0.00	480.00
30/09/22	Bank Charges		Localism Act 2011 ss 1 to 8	0.00	18.00
12/10/22	Premier Sports Surfaces - MUGA Maintenance		Localism Act 2011 ss 1 to 8	0.00	624.00
12/10/22	Ambrose Electrical - Xmas lights supply		Localism Act 2011 ss 1 to 8	0.00	564.00
12/10/22	CAS - Onesuffolk Hosting		Localism Act 2011 ss 1 to 8	0.00	60.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/08/22	£100.00				
Premium Accounts	31/08/22	£29,475.27	£36,639.48	£0.00	£7,064.21	£0.00
Tracker Account	31/08/22	£1,165.26	£1,165.26	£0.00	£0.00	£0.00
Unity Current Account	30/09/22	£17,794.22	£16,546.22	£1,248.00	£0.00	£0.00
		£48,534.75	£54,350.96	£1,248.00	£7,064.21	

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	£2,798.03	Admin		£1,500.00	£1,133.87
Recycling	£700.00	£251.23	Donations		£800.00	£0.00
CIL	£0.00	£14,198.37	Annual Subscriptions		£475.00	£270.51
Bank Interest	£25.00	£4.06	Footpath Maintenance		£300.00	£0.00
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	£2,685.52
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
Total	£14,528.17	£33,444.63	Total	£30,278.01	£20,695.00	£28,450.98
			Assets Carried Forward			£54,350.96
Total		£82,801.94	Total			£82,801.94

Associated Papers NPC for Meeting on 12th October 2022

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
			£943.00	£188.00	£1,131.00		

FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£10,443.79
Restricted Funds	
CIL	£28,179.67
Newsletter	£2,880.00
Total Restricted	£31,059.67
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	£54,350.96
Unrecovered VAT	£2,685.52

Associated Papers NPC for Meeting on 12th October 2022

Agenda Item 152e Clerks Expenses

		Postage					Printing			Travel
Date	Description	1st	2nd	Other	Date	Description	A4 Print	A3 Print	Lams	Miles
11/08/22	Mr Coe		1		08/06/22	June Meeting	4		4	
					13/06/22	June Meeting	296			
					15/06/22	Papers	130			
					22/06/22	Policies & Procedures	32			
					08/07/22	July Meeting Notice Boards	8		8	
					11/07/22	Papers	468			
					13/07/22	Papers	56			
					01/08/22	August meeting	4		4	
					01/08/22	Notices	4		4	
					10/08/22	Papers	236			
					11/08/22		19			
					16/08/22	BWB	4			6
		0	1				1261	0	20	6
		£0.00	£0.68	£0.00			£75.66	£0.00	£3.00	£2.70
Expenditure on behalf of Newton Parish Council										
Date	Description	Ref	Gross	VAT	Net	Account Heading				
03/06/22	Microsoft 365	1	£79.99	£0.00	£79.99	Admin				
23/06/22	Amazon - Squire padlock	2	£23.99	£4.00	£19.99	Maint				
27/06/22	2000 pages colour printing @ 12p / page (Welcome to Newton booleet - 250 copies)		£240.00	£0.00	£240.00	Projects				
04/08/22	Amazon - Paint	3	£17.95	£2.99	£14.96	Maint				
04/08/22	SLCC - Membership	4	£171.00	£0.00	£171.00	Admin				
25/08/22	CAS - Onesuffolk subscription	5	£60.00	£10.00	£50.00	Admin				
	Postage		£0.68		£0.68					
	Printing		£75.66		£75.66					
	Laminates		£3.00		£3.00					
	Travel Costs		£2.70		£2.70					
	Total		£674.97	£16.99	£657.98	Balanced				
	Mileage rate from 6/4/2011	45p								
	1st Class Post	85p				Admin	£383.03			
	2nd Class Post	66p				CIL	£0.00			
	A4 Printing per page	6p				Projects	£240.00			
	A3 Printing per page	12p				Maintenance	£34.95			
	Laminates	15p				VAT	£16.99			
							£674.97			

Agenda Item 152f Donation requests

The Fireside Club has written as follows:

The Fireside Club would like to ask for a donation of £250. We would like to use the money to help with transport [the Go Start bus cost £150 a session] when we go on excursions. We are also thinking of buying equipment such as a projector/proxima and screen which could be used for visiting speakers. This equipment would be held in the village hall and could also be used by other groups in the village.

I have attached a precis of the club's finances to September.

		Income			Expenditure				Bank Balance
12.4.22.	Subs	16		12.4.22.	Easter	35.51			
26.4.22.	Subs	20		26.4.22.	Prizes	4.35			
10.5.22.	Subs	28							
	Plant Sale	23							
24.5.22.	Subs	48		24.5.22.	Speaker	40			
21.6.22.	Subs	48		5.7.22.	Wine Tasting	65			
24.7.22.	Mid. Munch	480.98		2.8.22.	Old Joes	365			
							11.8.22.		1525.23
		663.98				509.86			1525.23

The Alston Charity has written as follows:

As you know, the charity provides gifts to villagers who are sick, bereaved or in need.

We also distribute small monetary gifts at Christmas and contribute to the Christmas parcels.

As that time of year is approaching, I would be most grateful if you would consider making a contribution to support us in providing these gifts.

NPC has traditionally donated £100 towards the parcels.

Agenda Item 153c Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	REFUSED 27/07/2022
DC/22/02188	Perrywood Garden Centre, Newton Road - Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/20/03810 dated 11/06/2021. (Erection of a new garden centre building (Use Class E) 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 Class E). 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.) Town and Country Planning Act 1990.- To vary Condition 2 (Approved Plans and Documents) for minor design changes to the scheme.	22/095a	Support	Permission 27/07/2022
DC/22/03122	Farm Shop, Wheldons Fruit Farm, Joes Road - Change of Use of land to residential amenity land and erection of detached 4 bay cartlodge; Insertion of additional windows to all elevations, widening existing window opening to North Elevation and rooflights (following approval of DC/22/01428).	22/135a	No objection	Permission 23/08/2022
DC/22/03383	Little Barn Sudbury Road - Construction of dropped kerb.	22/135b	Support	Withdrawn 11/08/2022
DC/22/03566	Land Rear Of Juglans And Corner Cottage Sudbury Road - Erection of 6No. single storey dwellings, ancillary outbuildings and alterations to existing vehicular access.	22/149a	Objected	Withdrawn 15/09/2022

Agenda Item 157 Asset replacement

Are there any assets that you consider requiring replacement over the next 6 months?

Agenda Item 160 PIIP

As part of NPC's Community Infrastructure Levy (CIL) Policy, which is attached:

NPC will develop a Parish Infrastructure Investment Plan (PIIP) which will provide an audit of existing facilities within the locality, capture opinion on the needs and wants of residents and identify opportunities for collaborative spending with other groups, PC's, etc. to achieve the best use of funding sources for the benefit of the community. This will be reviewed annually at the May meeting.

NPC will review any proposed expenditure of its CIL money against the PIIP and ensure that the expenditure is for:

- ***The provision, improvement, replacement, operation or maintenance of infrastructure; or***
- ***Anything else that is concerned with addressing the demands that development places on an area.***

Associated Papers NPC for Meeting on 12th October 2022

Agenda Item 161 NPC Year Plan

NPC Tasks	Complete	Budget (ex VAT)	Jan '22	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '23
Newton NP - Referendum	YES			▲	▲										
Projects															
Recreation Ground	YES	£2,000		▲	▲	▲		▲							
Bus Shelter installation	YES	£10,850		▲	▲										
Defibrillators								▲							
Christmas Lights Electrical Supply				▲	▲						▲				
Asset Replacement		£1,500									▲	▲	▲		
Fireworks		£1,000							▲		▲	▲	▲		
Queens Platinum Jubilee	YES	£750		▲	▲	▲	▲	▲	▲		▲	▲	▲		
Internet Banking			▲	▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
NPC Digital Platform				▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
Digital Mapping	YES	£54		▲	▲										
newton-pc.gov.uk email	YES	£246		▲	▲			▲							
Data Sharing													▲		
Accounting Digitalisation											▲				
Back-up, Security & Handover												▲		▲	
Website Accessibility												▲			
Social Media											▲				
Broadcast of meetings															▲
Statutory															
Website accessibility					▲	▲			▲	▲	▲			▲	
GDPR	YES								▲	▲					
Budget 2023 / 2024														▲	
Precept 2023 / 2024															▲
Policy & Procedures															
Review Standing Orders & Financial Regulations	YES		▲	▲					▲	▲					
Risk Assessment	YES		▲	▲											▲
Internal Controls	YES		▲	▲											▲
Asset Register											▲				
Policies Review	YES							▲	▲						
			▲				▲		▲						