

## Associated Papers for NPC Meeting on 13<sup>th</sup> January 2021

### 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 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 5      Emails Circulated

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

### Agenda Item 6      Clerk's Report

Minute	Action	Complete ✓
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/276	Quotations from electricians now complete.	✓
20/281	Minutes sent to Newsletter and updated on website.	✓
20/282	New councillor processes completed.	✓
20/286 a	Payments made to suppliers, individuals and organisations.	✓
20/287	Planning response sent to Babergh.	✓
20/290	MUGA Risk Assessment and Checklist completed and Insurance Broker updated.	✓
20/290	All Play Solutions updated re Forever Fit Equipment.	✓
20/290	Signage requirements for All Play Solutions is outstanding from NPC.	
20/292	Tree Warden review new tree requirements.	✓
20/292	Bus Shelter proposal agreement awaiting NGT sign-off.	
20/295	Meeting dates for 2021 updated on website.	✓
	<b>Clerk's Delegated Power</b>	
	Nothing to report since last meeting.	
	<b>Clerk Hours</b>	
	Up until 3rd January 2021 - 571.5 hours worked / 540 hours paid.	

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### Agenda Item 7a RFO Report

#### Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/11/20	BDC Locality Grant			500.00	0.00
23/11/20	BDC Phase 1 Grant towards Recreation Ground			41,132.34	0.00
27/11/20	Cancelled	101260		0.00	0.00
03/12/20	Cancelled	101261		0.00	0.00
03/12/20	All Play Solutions Ltd - 25% Deposit	101262	Localism Act 2011 ss 1 to 8	0.00	25,379.34
09/12/20	Garden Arb Business - Footpath cutting 2020	101263	Localism Act 2011 ss 1 to 8	0.00	360.00
09/12/20	BDC - Dog & Litter bin emptying	101264	Localism Act 2011 ss 1 to 8	0.00	187.87
31/12/20	DF Crimmin - Salary Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	2,113.40
31/12/20	DF Crimmin - WFHA Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	101266	Localism Act 2011 ss 1 to 8	0.00	528.20
31/12/20	HMRC - Employers NI	101266	Localism Act 2011 ss 1 to 8	0.00	61.35
13/01/21	S Presland - Cost of Christmas Tree Lights	101267	Localism Act 2011 ss 1 to 8	0.00	97.96

#### Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/11/20	£100.00				
Premium Accounts	30/11/20	£97,852.43	£28,097.27	£69,855.16	£0.00	£0.00
Tracker Account	30/11/20	£1,164.96	£1,164.96	£0.00	£0.00	£0.00
		£99,117.39	£29,262.23	£69,855.16	£0.00	

VAT currently being claimed from HMRC £15,005.11

#### Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£9,720.65
Grants	£0.00	£46,137.34	Admin		£1,900.00	£669.17
Recycling	£400.00	£760.62	Donations		£800.00	£300.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£26.59	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£1,419.14	Insurance		£320.00	£1,086.31
			Inspection		£380.00	£380.00
			Maintenance		£2,000.00	£453.85
			Projects		£1,400.00	£71,325.05
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£15,112.75
			Contingency		£500.00	£0.00
			NNP	£5,505.00	£0.00	£598.56
<b>Total</b>	<b>£15,683.00</b>	<b>£77,023.56</b>	<b>Total</b>	<b>£29,953.12</b>	<b>£23,923.40</b>	<b>£100,207.21</b>
			Assets Carried Forward			£29,262.23
<b>Total</b>		<b>£129,469.44</b>	<b>Total</b>			<b>£129,469.44</b>

## **Agenda Item 7b Precept 2021 /2022**

Babergh has confirmed that it will issue the Tax Base (the number of dwellings that it considers will pay for the Precept in 2021 / 2022) by the 9<sup>th</sup> January 2021.

Once I receive the number, I will calculate the impact that this has on NPC's Precept calculation, and issue you the options for your consideration.

## **Agenda Item 8f Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/20/03810	Perrywood Garden Centre, Newton Road - Erection of a new garden centre building (Use Class A1) including restaurant, enclosed and open canopies and outdoor sales area. Erection of a glasshouse and store. Partial demolition of and erection of an extension to the existing garden centre building (to be used for Use Classes A1 and B1). Erection of a replacement potting shed. External alterations of the existing barn. Erection of electricity sub-stations and an electricity distribution building. Provision of landscaping, car parking areas, wildlife area and outdoor events space.	20/250a	Support	
DC/20/04701	Valley Farm, Valley Road - Application under Section 73 of The Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/18/00101 (Conversion of timber framed barn and adjoining brick granary to dwelling house.)	20/268a	Noted	Permission 14/12/2020
DC/20/04696	Valley Farm Valley Road - Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent DC/18/00102 (Conversion of timber framed barn and adjoining brick granary to dwelling house)	20/268b	Noted	Permission 14/12/2020
DC/20/05263	Jordans, Sudbury Road - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works	20/287a	Support	
DC/20/05183	Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.)	20/287b	No Comments	
DC/20/05203	Old Joe's Driving Range, Joes Road, Great Cornard - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building.	20/287c	No Comments	
DC/20/04875	Hurrells Farm, Boxford Lane - Application for Listed Building Consent - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	
DC/20/04874	Hurrells Farm, Boxford Lane - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	

**Associated Papers for NPC Meeting on 13<sup>th</sup> January 2021**

**Agenda Item 9      NPC Plan for 2021**

NPC Tasks	Complete	Budget (ex VAT)	Jan '21	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Newton NP		£5,505	▲	▲	▲	▲	▲	▲	▲		▲	▲	▲	▲
<b>Projects</b>														
Recreation Ground		£139,000	▲	▲	▲	▲	▲							
Recreation Ground Electrical Supply		?	▲	▲	▲	▲	▲							
Bus Shelters		£13,000	▲		▲	▲	▲	▲	▲		▲			
Christmas Lights Electrical Supply		£250					▲	▲	▲					
Church Road Sign		£100	▲	▲	▲									
SID Sign			▲	▲	▲	▲								
Asset Replacement		£3,000			▲									
Fireworks		£1,000							▲		▲	▲	▲	
<b>Statutory</b>														
Website accessibility					▲			▲			▲			▲
GDPR									▲					
<b>Policy &amp; Procedures</b>														
Review Standing Orders				▲										
Bank Signatories and Correspondent address				▲	▲	▲	▲							
Subject Access Requests Policy				▲										
Policies Review				▲	▲	▲								
			▲											
			▲											

▲

 NPC Decision
 

▲

 NPC Monitor

**Agenda Item 11      Recreation Ground**

Dave Everett has produced a paper showing his proposal for the MUGA Booking System, which is attached in the meeting papers. It outlines how to use the application and councillors are asked to use the system ahead of the meeting in order to give feedback on Wednesday.

**Agenda Item 12      Saracens Head**

Babergh has written in relation to NPC's application to register the Saracens Head as an Asset of Community Value in January 2016 as follows:

Dear Newton Parish Clerk,

**Asset of Community Value: The Saracens Head, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QJ**

The above asset was added to our list of assets of community value week commencing 26<sup>th</sup> January 2016.

As stated in The Localism Act 2011 Section 87 (3) assets are listed for a period of up to 5 years which begins from the date the asset was entered on the list. At the end of the 5 years (unless it has been removed before that under regulations in subsection (5)) the asset must be removed from the list.

The above asset will be removed from the successful nomination list on 26.01.2021. The restriction placed at Land Registry will be removed, as too, will the entry on the Land Charges Register. All other parties will be informed of this decision.


If you would like to submit a new nomination for The Saracens Head as an Asset of Community Value, you will find further information and the application form on our website (<https://www.babergh.gov.uk/communities/community-rights/>).

Please do not hesitate to contact me if you have any queries, my details are at the bottom of this letter.

Should it be put up for sale, by registering it as an ACV, it would give the community of Newton a period to consider raising a bid for the asset. However, it would be down to the owner of the asset whether or not to accept any bid by the community.

## Associated Papers for NPC Meeting on 13<sup>th</sup> January 2021

### Agenda Item 13      NPC Risk Management

 <b>NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2021</b>									
	Risk	P	S	Control Action	Frequency	CP	CS	Responsible	
1	Inadequate forward planning and budgetary	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors	
				Budget Review	Annually				
2	Poor Reporting to Council, Record	2	3	Accurate Minutes	PC Meeting	1	3	Councillors	
				Timely and accurate financial reporting	PC Meeting				
				Regular project reports	PC Meeting				
				Internal Audit Review	Annually				
				External Audit Review	Annually				
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors	
				Regular training for Councillors and Clerk					
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	6 monthly	1	3	Councillors	
				Create Committee & second skills required	As required				
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	PC Meeting	2	4	Councillors	
				External Risk Assessments of War Memorial	Every 10 years				
				Walk of Parish to review condition of assets	Annually				
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk	
				Play Equipment and MUGA Risk Assessments	Annually				
				Play Equipment and MUGA inspections	4 weekly				
				External Play Equipment Inspection	Annually				
				Walk of Parish to review	6 monthly				
8	Damage or loss to Council owned property	3	3	Asset Insurance cover	Annually	3	2	Councillors	
				Assets insured against Asset Register	Annually				
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	Annually	1	3	Councillors	
				Review Bank Statements against reconciliation	PC Meeting				
11	Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description	Annually	1	4	Councillors	
				Council electronic data	Daily				Computer data is on Clerk's One Drive cloud account
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 14      Internal Controls and Internal Audit processes**

**Review the effectiveness of Internal Audit and Internal Controls process.**

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 13<sup>th</sup> May 2020 minute 20/157. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2019 / 2020 accounts which you accepted at the Parish Council meeting held on 10<sup>th</sup> June 2020 minute 20/176a. 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 13<sup>th</sup> 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 2021 / 2022 was reviewed at the NPC meeting on 9<sup>th</sup> December 2020 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 2020 / 2021 due to the high level of expenditure incurred for the Recreation Ground project, VAT claims are being made on an appropriate monthly basis.

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

**Agenda Item 16      Assets**

Tree

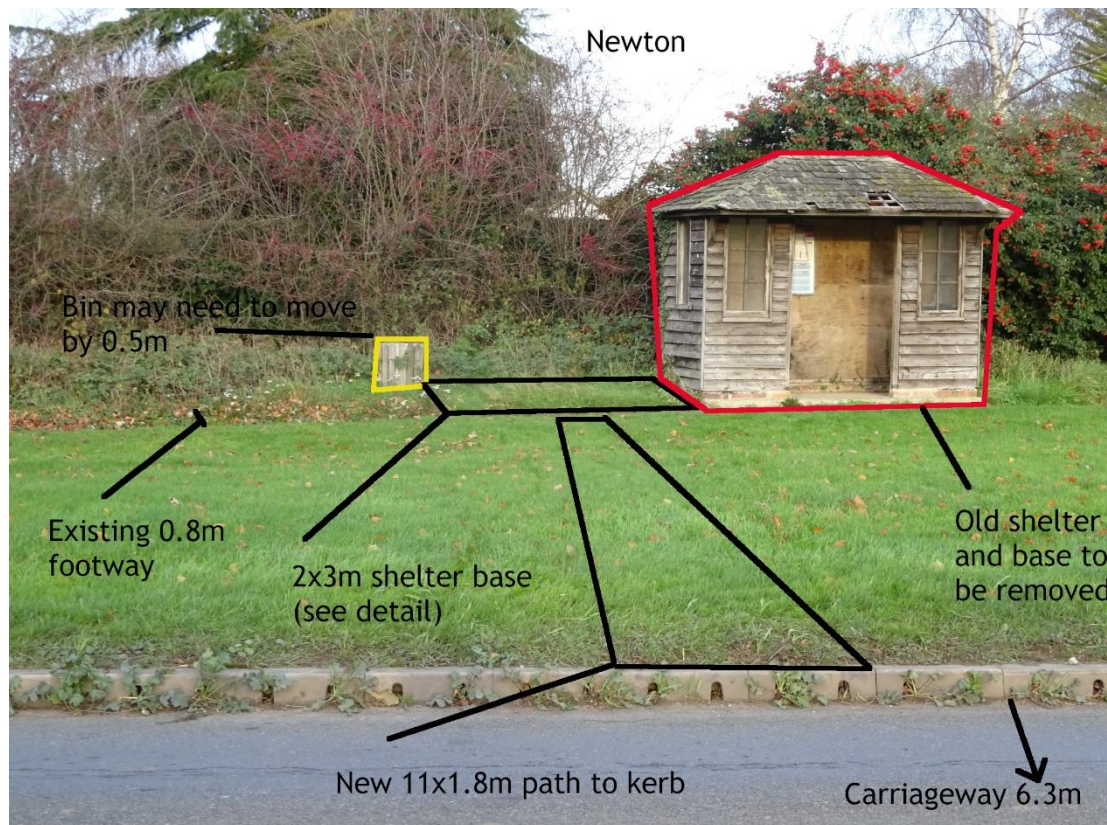
The Tree Warden has been asked to replace the commemorative tree for John Taylor.

Village Sign

Is there any update from resident on the repair of village sign?

Bus Shelter at Links View

Following discussions with SCC's Transport Development Manager for Passenger Transport, Simon Barnett, he has now requested quotations for the works below to be undertaken:



The first phase of the programme is to design and cost the scheme (as per programme below). This cost has to be paid by NPC even if you decide against proceeding with the scheme once the design and final costs are produced.

You will need to approve £1,511.10 + 15% for this phase of the project.

NPC are still awaiting a letter from the Newton Green Trust to confirm its agreement to the proposals.

# Associated Papers for NPC Meeting on 13<sup>th</sup> January 2021



## Suffolk Highways - Professional Services

<b>Fee Estimate</b>	<b>£1,511.10</b>	<b>Detailed design</b>
<b>Approx Design Time (40hrs / week)</b>	<b>0.9</b>	<b>Weeks</b>

Scheme Number RE5862  
 Project Name Sudbury Rd, Newton - Replacement of Bus Shelter & new footway link  
 Client (Budget Manager) Simon Barnett

Stage S3 - DD  
 Fee Proposal Revision Rev\_0  
 Date 17/12/2020

Prepared by G E Rankin Signed G E Rankin Date 17/12/2020  
 Checked by G E Rankin Signed G E Rankin Date 17/12/2020  
 Approved by G E Rankin Signed G E Rankin Date 17/12/2020  
 Authorised to send G E Rankin Signed G E Rankin Date 17/12/2020

Design Requirement Special Services

**SCOPE :-**  
 Sudbury Rd, Newton - Replacement of Bus Shelter & new footway link

### WORK INCLUDES:-

- Site visit
- Detailed Design Drawing (develop design based on client supplied sketch)
- Set up & attend virtual working group meeting with Client
- Review of C2 records
- BOQ and works estimate
- CDM procedures
- TM design
- Works Pack

### NOT INCLUDED:-

- The works
- Road Safety Audit
- If 15% LMO is deemed applicable, this will be claimed by the SCC Business Support Team separately

Purpose / Description

Total Estimated Fee £ 1,511.10

The following items are included:

	Hours									Estimate (£)
	Principal Professional	Lead Professional	Senior Professional	Professional	Mature Graduate	Technical Support	Inexperienced Graduate	Third Party	Total Hours	
<b>ESI Early Stakeholder Involvement (ESI)</b>										
ESI1 Site visits										
ESI2 Project Assessment										
ESI3 Estimating										
<b>S1 Stage 1 - Feasibility</b>										
S1.1 Identification										£ -
S1.2 Investigations & Proposals										£ -
S1.3 Estimating & Project Management										£ -
S1.4 Report & Review										£ -
<b>S2 Stage 2 - Preliminary Design</b>										
S2.1 Scheme Investigation										£ -
S2.2 Design Proposals										£ -
S2.3 Estimating & Project Management										£ -
S2.4 Consultation & Engagement										£ -
S2.5 SHE & CDM										£ -
S2.6 Report & Review										£ -
S2.7 Approval										£ -
<b>S3 Stage 3 - Detailed Design</b>										
S3.1 Prepare Detailed Designs				24					24	£ 984.00
S3.2 Estimating, Project Management & Notifications				4					4	£ 164.00
S3.3 Consultation & Engagement				2					2	£ 82.00
S3.4 SHE & CDM				4					4	£ 164.00
S3.5 Approval			2						2	£ 117.10
<b>S4 Stage 4 - Mobilisation</b>										
S4.1 Site Visit										£ -
S4.2 Construction Information Pack (inc. SHE & CDM)										£ -
S4.3 Consultation & Engagement										£ -
S4.4 Review										£ -
<b>S5 Stage 5 - Construction</b>										
S5.1 Site Monitoring										£ -
S5.2 Design & Advice										£ -
S5.3 Consultation & Engagement										£ -
S5.4 CDM										£ -
S5.5 Cost Control										£ -
<b>S6 Stage 6 - Finalisation</b>										
S6.1 Final Accounts										£ -
S6.2 Scheme Review										£ -
S6.3 AS-Builts & Assurance										£ -
<b>Totals</b>			<b>2</b>	<b>34</b>					<b>36</b>	<b>£ 1,511.10</b>

Programme	Date from	Date to	Required
ESI			
S1			
S2			
S3	01/02/21	28/02/21	Completed costed detailed design
S4			
S5			
S6			

### NOTES

1. This is an estimate of design costs. The actual design cost may be higher or lower than the estimated cost.
2. This estimate has been based on SCC / KIER Contract 20/21 rates.
3. The proposed programme dates assume that an order is raised within the next 2 weeks from the date of the DFE and that resources are available.

## Agenda Item 17 Electrical Supply

Cllr Presland will update you on the options offered by electrical contractors in relation to providing an electrical supply in the Recreation Ground.