

Agenda Item 212 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 why you should be given a dispensation.

Agenda Item 215 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 216 Clerk's Report

Minute	Action	Complete ✓
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
23/197	Minutes sent to BRN and updated on website.	✓
23/201 a	Payments made to suppliers, individuals and organisations.	✓
23/202	Planning response sent to Babergh.	✓
23/206	Babergh to repair the second Rectory Road nameplate. They consider the School Lane nameplate to be acceptable.	
23/206	Sign reattached to MUGA.	✓
23/208	NPC meeting dates in 2024 confirmed by Village Hall.	✓
23/209	Spoke to local stone mason who will inspect War Memorial and provide report. As the War Memorial is a Grade II listed structure, planning permission will be required for any works.	
23/209	WhatsApp group created for councillors.	✓
	Clerk's Actions & Delegated Power	
	I have queried why CIL will not be applicable on the new dwelling at Fairways. Babergh has indicated that as the area of the buildings to be demolished is greater than the area of the new dwelling, CIL is not applicable. I have asked Lee Parker to confirm this at our next meeting.	
	Clerk Hours	
	Up until the 2nd December 2023 - 420 hours paid / 388.75 hours worked.	

Agenda Item 217d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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.	DISMISSED
DC/23/03194	Wheldon's Fruit Farm, Farm Shop, Joes Road - Erection of equestrian building and construction of menage area. Change use of land for the keeping of horses.	23/171b	Support	
DC/23/04914	St Michaels, The Green - Erection of outbuilding with garaging and first floor accommodation to be used as a studio / store.	23/202a	Support	

Agenda Item 218 PIIP

At the November meeting, it was requested that a quotation be prepared for the replacement of the bus shelter on the Green, which is to be included in the review of the Parish Infrastructure Investment Plan (PIIP).

I have obtained a estimate from Littlethorpe for the installation of the Great Leigh shelter, the same as the one near Links View installed a couple of years ago. Whilst costs have risen for the shelter and delivery, NPC will additionally have to pay for traffic management during the removal and installation.

The estimated costs are currently as follows:

<i>Great Leigh shelter</i>	-	<i>£9,995 + VAT</i>
<i>Delivery to CO10 0QS</i>	-	<i>£669 + VAT</i>
<i>Installation</i>	-	<i>£3,818 + VAT</i>

Installation includes removal and disposal of the existing shelter, installation of the Great Leigh shelter, underground searches and the approximate cost for traffic management & running boards. We have not included the cost of licences as these vary from county to county.

The PIIP agreed at the June 2023 meeting is attached for your reference.

Associated Papers NPC for Meeting on 13th December 2023

Agenda Item 219a RFO Report

Unity Receipts & Payments 2023 / 2024

Date	Details	Power	Receipts		Payments
20/11/23	G Allen Invoice 2023/01		50.00	Y	0.00
13/12/23	DF Crimmin - Salary Oct to Dec	Localism Act 2011 ss 1 to 8	0.00		2,674.48
13/12/23	DF Crimmin - WFHA Oct to Dec	Localism Act 2011 ss 1 to 8	0.00		78.00
13/12/23	HMRC - Clerk Tax	Localism Act 2011 ss 1 to 8	0.00		668.60
13/12/23	HMRC - Ers NI	Localism Act 2011 ss 1 to 8	0.00		147.39

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Unity Current Account	30/11/23	£5,982.42	£2,413.95	£3,568.47	£0.00	£0.00
Unity Trust Savings Account	30/11/23	£45,625.69	£45,625.69			£0.00
		£51,608.11	£48,039.64	£3,568.47	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£45,116.29				
Income			Expenditure			
Precept	£18,242.81	£18,242.81	Clerks Salary		£12,011.23	£9,395.59
Grants	£177.20	£212.64	Clerk's Pension		£1,260.48	£0.00
Recycling	£500.00	£479.35	Admin		£2,000.00	£1,147.77
CIL	£0.00	£4,836.56	Donations		£800.00	£100.00
Bank Interest	£50.00	£506.02	Annual Subscriptions		£485.00	£452.01
VAT Repayment	£0.00	£3,599.17	Footpath Maintenance		£400.00	£360.00
Other	£0.00	£50.00	Insurance		£1,500.00	£1,658.56
			Inspection		£563.00	£430.00
			Maintenance		£500.00	£55.75
			Projects		£500.00	£0.00
			CIL	£27,523.93	£5,842.00	£9,493.97
			Village Hall Hire		£390.00	£0.00
			VAT Paid		£0.00	£1,909.55
			NNP		£0.00	£0.00
Total	£18,970.01	£27,926.55	Total	£27,523.93	£26,251.71	£25,003.20
			Assets Carried Forward			£48,039.64
Total		£73,042.84	Total			£73,042.84

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	Transfer of Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground jet wash	CIL
13/09/23	23/170d	Scribe	£595.00	£119.00	£714.00	Accounting Software	Projects / Admin
			£1,538.00	£307.00	£1,845.00		

FUNDS	
General Reserves (50% of Budgeted Expenditure)	£13,125.86
Current year balance	£6,667.27
Restricted Funds	
CIL	£22,866.52
Newsletter	£2,880.00
Total Restricted	£25,746.52
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	£48,039.64

Agenda Item 219b MUGA Booking Software

The software that is used for the MUGA booking system will no longer be free from the 1st January 2024. The annual cost will now be US\$299.88 (approx £240). Cllr Everett will give councillors an overview of current use.

Agenda Item 219c Budget Proposal for 2024 / 2025
Income

It is assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year. Bank interest rates are assumed to drop during 2024 / 25.

Expenditure

The following assumptions should be noted

- The Clerks Salary is based on the current scale with a 4% cost of living increase in 2024 / 25
- As the current Clerk does not wish to take up the offer of a pension, a provision of 6 months' pension costs on the minimum SCP of the salary scale has been made for 2024 / 25
- A budget of £750 is available for any revenue project, including Fireworks and Christmas, that the councillors wish to undertake during 2024 / 25
- Appendix A shows the full rationale for the 2024 / 25 budget.
- NPC is asked to consider **a total expenditure budget of £29,864.79 for 2024 / 25.**
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Please find the tables below, which show a comparison between the 2022 / 23 budget and the actual 2023 / 24 budget, the actual to date and that anticipated at year-end, and the anticipated budget for 2024 / 25. Appendix A shows the breakdown of the 2024 / 25 budget. Appendix B shows the breakdown of the budget for 2024 / 25 on the new Statement of Accounts from 1st April 2024.

DF Crimmin PSLCC

RFO to Newton Parish Council

4th December 2023

	2022 / 23		2023 / 24			2024 / 25
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	177.20	2,975.23	177.20	212.64	212.64	212.64
Recycling	700.00	251.23	500.00	479.35	479.35	500.00
CIL	0.00	17,579.58	0.00	4,836.56	4,836.56	0.00
Bank Interest	25.00	150.37	50.00	506.02	900.00	500.00
Other	0.00	2,529.97	0.00	50.00	50.00	75.00
VAT Repayment	0.00	37.00	0.00	3,599.17	3,599.17	0.00
Total Income	902.20	23,523.38	727.20	9,683.74	10,077.72	1,287.64
Precept		13,625.97			18,242.81	
Expenditure						
Clerks Salary	10,730.00	11,571.48	12,011.23	9,395.59	12,511.84	12,996.31
Clerk's Pension	0.00	0.00	1,260.48	0.00	0.00	1,338.48
Admin	1,500.00	1,718.33	2,000.00	1,147.77	2,000.00	2,700.00
Donations	800.00	400.00	800.00	100.00	800.00	800.00
Annual Subscriptions	475.00	441.51	485.00	452.01	452.01	550.00
Footpath Maintenance	300.00	300.00	400.00	360.00	360.00	450.00
Insurance	1,250.00	1,497.60	1,500.00	1,658.56	1,658.56	1,700.00
Inspection	640.00	635.00	563.00	430.00	430.00	430.00
Maintenance	0.00	0.00	500.00	55.75	500.00	1,000.00
Projects	500.00	2,718.62	500.00	0.00	500.00	750.00
Village Hall Hire	300.00	425.00	390.00	0.00	450.00	450.00
VAT Paid	0.00	3,599.17	0.00	1,909.55	4,000.00	0.00
Total for General Reserves						23,164.79
CIL	4,200.00	18,083.66	5,842.00	9,493.97	26,170.97	6,700.00
Total Expenditure	20,695.00	41,390.37	26,251.71	25,003.20	49,833.38	29,864.79

Associated Papers NPC for Meeting on 13th December 2023

Appendix A

	2024 / 25		
	Budget		Budget Notes 2024 / 2025
Income			
Grants	212.64		Grass Cutting grant - £212.64
Recycling	500.00		
CIL	0.00		
Bank Interest	500.00		
Other	75.00		Allotments 5 @ £15
VAT Repayment	0.00		
Total Income	1,287.64		
Precept			
Expenditure			
Clerks Salary	12,996.31		624 hours at £19.41 per hour (£12,111.84 per annum) + 4% + £400 Employers NI
Clerk's Pension	1,338.48		SCP 24 624 hours @ £17.16 x 25% x 50% = £1,260.48
Admin	2,700.00		Stationery £300 / Training £500 / Clerk WFH allowance £312 / Refreshments £100 / OneSuffolk £50 / Parish Online £60 / Best Host Email £80 + Domain £150 / Microsoft £100 / McAfee £90 / Scribe Software £595 / Laptop Care Pack Due Dec 2025 / Bank Service Charge £72 / MUGA Booking software £240
Donations	800.00		Christmas Parcels £100 / Poppy appeal £100
Annual Subscriptions	550.00		SALC £300 / SLCC £190 / CAS £25 / ICO £35
Footpath Maintenance	450.00		Additional Footpath cutting £90
Insurance	1,700.00		
Inspection	430.00		Internal Audit £220 / External Audit £210
Maintenance	1,000.00		Asset maintenance / War Memorial
Projects	750.00		Not Capital Projects (eg Fireworks £750). Any Capital Projects = CIL
Village Hall Hire	450.00		Hall Hire 15 @ £30
VAT Paid	0.00		
Total for General Reserves	23,164.79		
CIL	6,700.00		Dog Bins £700 / Play Equipment Maint £2,000 / Play Equipment Inspection £138 / Recreation Ground Grass Cutting £980 / Community Wardens 50 hours @ £24.63 = £1,231.50 + £150 Fuel / Defib & Poop Bag Consumables £1,000 / Allotments £500
Total Expenditure	29,864.79		

Associated Papers NPC for Meeting on 13th December 2023

Appendix B

CIL		CIL Receipts	0.00	0.00
Grants		P3 Footpath Cutting	212.64	
		SCC Locality	0.00	
		BDC Locality	0.00	
		Other Grants	0.00	212.64
Recycling		Glass	325.00	
		Clothing	75.00	
		Textiles	100.00	500.00
Bank Interest & Investments		Savings Accounts	500.00	
		Dividends	0.00	500.00
Allotments		Rent	75.00	75.00
VAT		VAT Refund	0.00	0.00
Other Income		Other Income	0.00	0.00
				1,287.64
Clerks Salary		Net Salary	10,077.05	
		Clerk's Tax	2,519.26	
		Clerk's NI	0.00	
		Clerk's Pension	0.00	
		Employers NI	400.00	
		Employers Pension	1,338.48	14,334.79
Administration		Clerk's WFHA	312.00	
		Bank Service Charges	72.00	
		Office Expenses	280.00	
		Milage Costs	20.00	
		Election Costs	0.00	
		Audit Fees	430.00	
		Insurance	1,700.00	
		Refreshments	100.00	
		Village Hall Hire	450.00	
		Training Costs	500.00	3,864.00
Annual Subscriptions		SALC	300.00	
		Community Action Suffolk	25.00	
		SLCC	190.00	
		ICO	35.00	550.00
Asset Management		Asset Purchases	0.00	
		Asset Maintenance	500.00	
		Litter, Dog & Grit Bin Maintenance	300.00	800.00
Open Space		Footpaths Grass Maintenance	450.00	
		War Memorial Hedging Maintenance	100.00	
		Village Sign Hedging Maintenance	100.00	650.00
Donations		Christmas Parcels	100.00	
		RBL Poppy Day	100.00	
		Other Donations	600.00	800.00
Digital		Software Licences	1,136.00	
		Website Hosting	50.00	
		Email Hosting	80.00	
		Domain Registration	150.00	
		Laptop Maintenance	0.00	1,416.00
Projects & Events		Revenue Costs	750.00	750.00
CIL		Community Warden Hours	1,232.00	
		Community Warden Milage Costs	150.00	
		Community Warden Installation Costs	0.00	
		Play Equipment Inspection	138.00	
		Play Equipment Maintenance	1,000.00	
		MUGA Maintenance	500.00	
		Forever Fitness Maintenance	500.00	
		Litter & Dog Bin Emptying	700.00	
		Recreation Ground Grass & Hedge Maintenance	980.00	
		Dog Poop Bag Consumables	250.00	
		Defibrillator Accessories	500.00	
		SID Maintenance	250.00	
		Allotments Maintenance	500.00	
		Allotments Legal Costs	0.00	6,700.00
				29,864.79

Agenda Item 219d Donation request from Alston & Plampin Charity

Janet Taylor and others organise the distribution of Christmas Parcels each year. NPC has always contributed towards this cost, as does the NGT. NPC normally donates £100.

Agenda Item 219e Donation request from Alston & Plampin Charity

Sue Presland has written to the council as follows:

In the past, you have been kind enough to make a donation to the charity in order to support us in providing gifts to villagers who are sick, bereaved or in need.

We also distribute small monetary gifts at Christmas to those in need of support.

As that time of year is fast approaching, I would be most grateful if you would consider making a donation again this year.

Here are the charity's accounts for last year:

NEWTON CHARITIES
ACCOUNTS YEAR ENDED 31st DECEMBER 2022

An Account of the William Alston Charity in the Parish of Newton for the year ended 31st December 2022, to be presented at the Annual Parish Assembly to be held on 26th April 2023.

RECEIPTS			EXPENDITURE	
Balance b/f:			Flowers etc for sick	86.95
Cash	45.13			
Natwest Bank	537.14	582.27	Christmas Parcels	50.00
Donation NG Trust		250.00		
Donation Newton Parish Council		100.00	Monies Distributed	355.00
4 x Quarterly dividend COIF		301.85	Cash in hand	220.18
			Natwest Bank Balance	521.99
		-----		-----
		1234.12		1234.12
		-----		-----

The current capital of the Charity is represented by 556.18 units in C.O.I.F is £10,556.24

Agenda Item 219f Village Hall request for CIL contribution

Janet Weavers has written to the council as follows:

The village hall committee is applying for CIL money from BMSDC in order to resurface the car park.

Does the Parish Council have any CIL money that they would consider contributing to the cost - which is likely to be in the region of £120K?

We regard the project as a benefit to the wider community - not just for the village hall.

Agenda Item 220 Footpaths

Update from Cllr Taylor on progress with landowner re footpath extension.

Agenda Item 221 Allotments

Babergh has indicated that as the allotments have not been identified in the planning process by the previous owner, NPC will need to raise a planning application to get the allotments designated.

Agenda Item 222 RoSPA report

The RoSPA report was circulated to you by email on 9th November 2023.

Agenda Item 224 Website Accessibility

The Newton website's Accessibility Statement has been updated as follows:

Accessibility statement for Newton Parish Council

This website is run by Newton Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software.
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand. AbilityNet has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- we can't guarantee the full accessibility of our PDF documents or Word documents to screen reader software.

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email clerk@newton-pc.gov.uk
- call 01787 375085.

We'll consider your request and get back to you in 10 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact Dave Crimmin via email clerk@newton-pc.gov.uk or phone 01787 375085.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Newton Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

How we tested this website

This website was last tested on 4th August 2023. Newton Parish Council undertook its own testing. The test was performed using the Wave Accessibility software. We tested our main website platform, available at www.newton.onesuffolk.net

What we're doing to improve accessibility

We are constantly looking at our website accessibility alongside our website developers and where we can improve on it we will. We follow a specific set of guidelines to ensure all our content meets the WCAG 2.1 Standard.

This statement was prepared on 22nd July 2020. It was last updated on 4th August 2023.

Associated Papers NPC for Meeting on 13th December 2023

Agenda Item 225 Year Plan 2023 / 24

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