

### **Agenda Item 187      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 191      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 192      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.	
22/152 f	Quotations for Projector and Screen will be presented at January meeting.	
22/169	Minutes sent to BRN and updated on website.	✓
22/172	Planning responses sent to Babergh.	✓
22/175 a	Payments made to suppliers, individuals and organisations.	✓
22/175 b	ICO Direct Debit set-up with Unity Trust.	✓
22/175 c	Barclays accounts closed.	✓
22/175 d	Donation made to Poppy Appeal.	✓
22/178	HR and Standards Committees' ToR posted on website.	✓
22/179	Defibrillator ordered for Village Hall.	
22/180	PIIP meeting date to be arranged by Clerk.	
	<b>Clerk's Actions &amp; Delegated Power</b>	
	None since last meeting.	
	<b>Clerk Hours</b>	
	Up until the 27th November 2022 - 510 hours paid / 481 hours worked plus 45 hours holiday.	

## Associated Papers NPC for Meeting on 14<sup>th</sup> December 2022

**Agenda Item 193a    RFO Report**  
**Barclays Receipts & Payments 2022 / 2023**

Date	Details	Cheque	Power	Receipts	Payments
09/11/22	Transfer to Unity			0.00	35,000.00
24/11/22	Closure & Transfer to Unity			0.00	5,223.61
24/11/22	Interest			15.87	0.00
24/11/22	Bank Interest			0.56	0.00
24/11/22	Closure to Unity			0.00	1,166.18

## Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
09/11/22	Flowers Groundcare - Recreation Ground maint 2022		Localism Act 2011 ss 1 to 8	0.00	360.00
09/11/22	Playsafety - Playground inspection		Localism Act 2011 ss 1 to 8	0.00	159.60
09/11/22	RBL Poppy Appeal - Donation		Localism Act 2011 ss 1 to 8	0.00	100.00
15/11/22	Transfer from Barclays			35,000.00	0.00
24/11/22	Transfer of Closure funds from Barclays			6,389.79	0.00
14/12/22	DF Crimmin - Expenses 1st Set to 30th Nov 2022		Localism Act 2011 ss 1 to 8	0.00	702.56
28/12/22	DF Crimmin - Salary Oct to Dec		Localism Act 2011 ss 1 to 8	0.00	2,528.75
28/12/22	DF Crimmin - WFHA Oct to Dec		Localism Act 2011 ss 1 to 8	0.00	78.00
28/12/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	632.20
28/12/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	122.20

### Agenda Item 193a Clerk's Expenses

		Postage					Printing			Travel
Date	Description	1st	2nd	Other	Date	Description	A4 Print	A3 Print	Lams	Miles
					08/09/22	Meeting Pack & Notices	223		12	
					10/09/22	Cancelled meeting	2		2	
					13/09/22		23			
					10/10/22	Meeting Pack & Notices	280		6	
					14/10/22		33			
					07/11/22	Meeting Pack & Notices	188		4	
					07/11/22	NPPF	75			
					09/11/22		56			
					11/11/22	Nat West Bank				6
		0	0				880	0	24	6
		£0.00	£0.00	£0.00			£52.80	£0.00	£3.60	£2.70

Expenditure on behalf of Newton Parish Council						
Date	Description	Ref	Gross	VAT	Net	Account Heading
11/11/22	Currys - Laptop	1	£604.00	£100.67	£503.33	CIL
11/11/22	Microsoft - Monthly MS 365 Business	2	£9.48	£1.58	£7.90	Admin
28/11/22	McAfee Annual Subscription	3	£19.99	£3.33	£16.66	Admin
29/11/22	Padlocks for SID	4	£9.99	£1.67	£8.32	Admin
	Postage		£0.00		£0.00	
	Printing		£52.80		£52.80	
	Laminates		£3.60		£3.60	
	Travel Costs		£2.70		£2.70	
	<b>Total</b>		<b>£702.56</b>	<b>£107.25</b>	<b>£595.31</b>	Balanced
	<b>Mileage rate from 6/4/2011</b>	<b>45p</b>				
	<b>1st Class Post</b>	<b>95p</b>				Admin £91.98
	<b>2nd Class Post</b>	<b>68p</b>				CIL £503.33
	<b>A4 Printing per page</b>	<b>6p</b>				Projects
	<b>A3 Printing per page</b>	<b>12p</b>				Maintenance
	<b>Laminates</b>	<b>15p</b>				VAT £107.25
						£702.56

## Agenda Item 193b Budget Proposal

### Income

Income sources for 2023 / 24 have been based on those for 2022 / 23. I have assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year.

### Expenditure

The following assumptions should be noted

- The Clerks Salary is based on the resolution of NPC at its meeting in October 2022
- 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 2023 / 24
- Inspection costs for Internal and External Audits are reduced in line with total Receipts and Payments
- A budget of £500 is available for any revenue project, including Fireworks and Christmas, that the councillors wish to undertake during 2023 / 24
- Appendix A shows the full rationale for the 2023 / 24 budget.
- NPC is asked to consider **a total expenditure budget of £26,251.71 for 2023 / 24.**

Please find below tables which show a comparison between the 2021 / 22 budget and the actual, 2022 / 23 budget, the actual to date and that ***anticipated at year-end*** and the anticipated budget for 2023 / 24. Appendix A shows the breakdown of the 2023 / 2024 budget.

	2021 / 22		2022 / 23			2023 / 24
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	1,677.20	76,122.29	177.20	2,975.23	<b>2,975.23</b>	177.20
Recycling	400.00	1,023.87	700.00	251.23	<b>500.00</b>	500.00
CIL	0.00	20,322.33	0.00	17,579.58	<b>17,579.58</b>	0.00
Bank Interest	25.00	7.14	25.00	14.27	<b>25.00</b>	50.00
Other	0.00	2,880.00	0.00	37.00	<b>37.00</b>	0.00
VAT Repayment	0.00	14,204.26	0.00	2,529.97	<b>2,529.97</b>	0.00
<b>Total Income</b>	<b>2,102.20</b>	<b>114,559.89</b>	<b>902.20</b>	<b>23,387.28</b>	<b>23,646.78</b>	<b>727.20</b>
<b>Precept</b>		<b>10,518.00</b>			<b>13,625.97</b>	
<b>Expenditure</b>						
Clerks Salary	10,304.00	10,301.64	10,730.00	8,732.09	<b>11,383.80</b>	12,011.23
Clerk Pension	0.00	0.00	0.00	0.00	<b>0.00</b>	1,260.48
Admin	1,650.00	1,259.29	1,500.00	1,265.85	<b>1,500.00</b>	2,000.00
Donations	800.00	650.00	800.00	200.00	<b>800.00</b>	800.00
Annual Subscriptions	425.00	382.30	475.00	441.51	<b>441.51</b>	485.00
Footpath Maintenance	300.00	300.00	300.00	300.00	<b>300.00</b>	400.00
Insurance	1,135.00	1,218.51	1,250.00	1,497.60	<b>1,497.60</b>	1,500.00
Inspection	415.00	635.00	640.00	635.00	<b>635.00</b>	563.00
Maintenance	2,000.00	410.66	0.00	0.00	<b>0.00</b>	500.00
Projects	1,500.00	57,355.26	500.00	2,615.94	<b>2,750.00</b>	500.00
Village Hall Hire	300.00	0.00	300.00	0.00	<b>390.00</b>	390.00
VAT Paid	0.00	16,381.59	0.00	2,939.37	<b>4,300.00</b>	0.00
Repay VAT overpayment	0.00	3,910.38	0.00	0.00	<b>0.00</b>	0.00
NNP	200.00	1,005.00	0.00	0.00	<b>0.00</b>	0.00
<b>Total for General Reserves</b>						<b>20,409.71</b>
CIL	0.00	22,725.67	4,200.00	14,966.99	<b>19,510.00</b>	5,842.00
<b>Total Expenditure</b>	<b>19,029.00</b>	<b>116,535.30</b>	<b>20,695.00</b>	<b>33,594.35</b>	<b>43,507.91</b>	<b>26,251.71</b>

## Associated Papers NPC for Meeting on 14<sup>th</sup> December 2022

### Appendix A

	2023 / 24		
	Budget		Budget Notes 2023 / 2024
<b>Income</b>			
Grants	177.20		Grass Cutting grant - £177.20
Recycling	500.00		
CIL	0.00		
Bank Interest	50.00		
Other	0.00		
VAT Repayment	0.00		
<b>Total Income</b>	<b>727.20</b>		
<b>Precept</b>			
<b>Expenditure</b>			
Clerks Salary	12,011.23		624 hours at £18.40 per hour (£11,481.60 per annum) +2% + £300 Employers NI
Clerk Pension	1,260.48		
Admin	2,000.00		Stationery £300 / Training £750 / Clerk WFH allowance £312 / Refreshments £200 / ICO £35 / OneSuffolk £50 / Parish Online £60 / Best Host £120 / Microsoft £100 / McAfee £50
Donations	800.00		Christmas Parcels £100 / Poppy appeal £100
Annual Subscriptions	485.00		SALC £280 / SLCC £180 / CAS £25
Footpath Maintenance	400.00		
Insurance	1,500.00		
Inspection	563.00		Internal Audit £220 / External Audit £210 / Play Equipment £133
Maintenance	500.00		Asset maintenance
Projects	500.00		Not Capital Projects (eg Fireworks £750 / Christmas £250). Any Capital Projects = CIL
Village Hall Hire	390.00		Hall Hire 13 @ £30
VAT Paid	0.00		
Repay VAT overpayment	0.00		
NNP	0.00		
<b>Total for General Reserves</b>	<b>20,409.71</b>		
CIL	5,842.00		Dog Bins £500 / Play Equipment Maint £2,000 / Recreation Ground Grass Cutting £980 / Community Wardens 50 hours @ £23.24 = £1,162 + £200 Fuel / Defib & Poop Bag Consumables £1,000
<b>Total Expenditure</b>	<b>26,251.71</b>		

### Agenda Item 193c Savings Account

In order to replace the savings account that was recently closed at Barclays, I am proposing to open a Savings account at Unity Trust with an initial deposit of £25,000. The current interest rate is 1.40% Gross.

### Agenda Item 193d Donation

At the October meeting you agreed to a donation of £100 towards the Christmas Parcels when discussing the request from the Alston Charity. The Alston Charity has subsequently written:

*"Think there was some confusion about this request. The PC always contributes £100 towards the Christmas parcels. This is not organised by the charity. Think the PC and The Trust instigated it.*

*I was actually asking for a donation directly to the charity to help pay for flowers etc that we distribute to anyone who is poorly, bereaved etc."*

The last financial year of the Alston Charity's accounts are as below:

**NEWTON CHARITIES**  
**ACCOUNTS YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

An Account of the Alston and Plampin Charities in the Parish of Newton for the year ended 31<sup>st</sup> December 2020, to be presented at the Annual Parish Assembly to be held on ~~28<sup>th</sup> April 2020~~ *27<sup>th</sup> April 2022*  
*2021*

RECEIPTS			EXPENDITURE	
Balance b/f:			Flowers etc for sick	74.94
Cash	40.07			
Nationwide BS	342.52	382.59	Christmas Parcels	50.00
Donation NG Trust		250.00	Monies Distributed	250.00
Quarterly dividend COIF		297.11	Cash in hand	45.13
Interest: Nationwide BS		0.51	Natwest Balance	537.14
Donation		30.00		
		-----		-----
		957.21		957.21
		-----		-----

The capital of the Charity is represented by 556.18 units in C.O.I.F as of 31<sup>st</sup> December 2021 is £11,422.16

*14<sup>th</sup> April 2022*  
Signed by the Trustees on ~~31<sup>st</sup> March 2021~~

### Agenda Item 194b Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/22/04495	Little Barn, Sudbury Road - Construction of vehicular access.	22/153a	Support	
DC/22/05029	Valley Farm House, Valley Road - Application under Section 19 of the Town and Country Planning Act 1990 (as amended) (Listed Buildings and Conservation Areas) - To Vary Condition 2 (Approved Plans and Documents) relating to DC/20/03968 - Alteration to existing vehicular access and demolition of front wall, installation of hard surfaced driveways, patio areas.	22/153b	Support	Permission not required.
DC/22/05063	Land At Fairways, The Green - Erection of 1 No Dwelling (following demolition of existing annexe and outbuildings).	22/172a	Objected	
DC/22/05206	Land Rear Of Juglans, Sudbury Road - Erection of 6 No. single storey dwellings, ancillary outbuildings and alterations to existing vehicular access (re-submission of withdrawn application DC/22/03566).	22/172b	Objected	
DC/22/04938	Lily Fields, Rotton Row - The use of land for the stationing of caravans for residential purposes and the erection of day room and laying of hardstanding ancillary to that use.	22/172c	Conditional response based on family connection.	
DC/22/04977	2 Hills Farm Cottages Sudbury Road - Application for Listed Building Consent - Mounting of new solar panels on the south east facing roof of the 2008 extension granted under B/08/00406.	22/172d	Support	

**Agenda Item 196      RoSPA Report**

I have attached the RoSPA play equipment check undertaken in November.

**Agenda Item 197      Allotments**

I forwarded to you on the 7<sup>th</sup> December the email received from Robert Sainsbury, which outlined the current status of the transaction and a number of points on which he seeks your clarification.