

**Agenda Item 108      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 109      Other Registrable Interests**

NPC adopted the LGA Councillors Code of Conduct at the May meeting. Babergh has now written to you as follows with regard to any “other registrable interests” that you may have as follows:

**NEW MODEL CODE OF CONDUCT**

I am writing to confirm that Babergh District Council and Mid Suffolk Council have both adopted the LGA Model Code of Conduct as their new Local Code of Conduct, alongside the other principal authorities across the county. The new code came into effect following our annual council meetings last week.

I know that many of you have attended the new code of conduct training hosted by SALC, and that many of you have either adopted or are planning to adopt this code. I would be extremely grateful if you could advise us, by email to [roi@baberghmidsuffolk.gov.uk](mailto:roi@baberghmidsuffolk.gov.uk), whether your council:

- a)      has already adopted the new model code,
- b)      is planning to adopt the new model code, or
- c)      does not intend to adopt the new model code.

If you have adopted the new model code of conduct, I would like to draw your attention to the new categories of registrable and non-registrable interests as detailed in appendix B of the code. In particular, please could you ask all of your councillors to review their current register of interests and assess whether or not they need to register any further interests under the category ‘other registrable interests’. I have attached a pro-forma to this letter which can be used to notify me of any additional interests and will be attached to the councillor’s current registration on our website.

Please return a scanned copy of the form to [roi@baberghmidsuffolk.gov.uk](mailto:roi@baberghmidsuffolk.gov.uk) or send hardcopy forms to the address below.

If you have any queries about the new code of conduct, please do not hesitate to contact me.

Yours sincerely,

Emily Yule

Assistant Director – Law & Governance and Monitoring Officer

**CODE OF CONDUCT - OTHER REGISTRABLE INTERESTS**

<b>Name:</b>	
<b>Council:</b>	

**I hereby set out below, under the appropriate headings, my “other registrable interests” which I am required to declare under the Council’s Code of Conduct. I will put "none" where I have no such interests under any heading:**

<b>a) any unpaid directorships</b>	
<b>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</b>	
<b>c) any body</b>  <b>(i) exercising functions of a public nature</b> <b>(ii) directed to charitable purposes or</b> <b>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</b>	

<b>Signed:</b>	
<b>Date:</b>	

## Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

### Agenda Item 112      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 113      Clerk's Report

Minute	Action	Complete ✓
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/015	Cllr Presland is obtaining quotation from electrician.	
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/044	Welcome to Newton updated with councillors feedback. New pictures to be resourced for final review at June meeting.	
22/044	An issue with Clerk's use of newton-pc.gov.uk email addresses is now resolved and councillors' email addresses to be rolled out in May.	✓
22/065	The cost for the Community Wardens to jet-spray the MUGA is £185 + VAT.	✓
22/081	SALC advised of Chairman, Representative and adoption of Code of Conduct.	✓
22/081	Babergh advised of adoption of Code of Conduct.	✓
22/086	Minutes sent to BRN and updated on website.	✓
22/087	ToR for HR and Standards committees being developed.	✓
22/088	Updated NGT, NVHMC and Charity of NPC's representatives.	✓
22/089	Wrote to Heelis & Lodge on their appointment as Internal Auditor.	✓
22/092	Updated person on actions re Rotten Row Farm.	✓
22/094 e	Payments made to suppliers, individuals and organisations.	✓
22/094	Dog poop bag dispensers now received. Awaiting permission from NGT before installing.	
22/094	Papers sent to External Auditor.	✓
22/095	Planning application(s) response sent to Babergh.	✓
22/096	Response sent to Babergh re Community Governance Review	✓
22/097	MUGA litter bin ordered.	✓
22/099	Leaflets produced.	✓
22/105	Clerk's appraisal signed and exchanged.	✓
	Councillor Vacancy now being advertised.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	Broken footpath sign by MD Mills reported.	

# Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

## Agenda Item 114a RFO Report

### Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
07/04/22	HMRC VAT Refund		Localism Act 2011 ss 1 to 8	2,529.97	0.00
25/05/22	Transfer to Unity	101314		0.00	25,000.00

### Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
25/05/22	Transfer from Barclays			25,000.00	0.00
15/06/22	BDC - Dog & Litter bin emptying		Localism Act 2011 ss 1 to 8	0.00	558.80
15/06/22	DF Crimmin - Expenses 1st March to 31st May 2022		Localism Act 2011 ss 1 to 8	0.00	1,152.94
15/06/22	DF Crimmin - Salary April to June		Localism Act 2011 ss 1 to 8	0.00	2,204.35
15/06/22	DF Crimmin - WFHA April to June		Localism Act 2011 ss 1 to 8	0.00	78.00
15/06/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	551.00
15/06/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	72.29

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/04/22	£100.00				
Premium Accounts	29/04/22	£54,999.31	£32,797.34	£25,000.00	£2,798.03	£100.00
Tracker Account	29/04/22	£1,165.17	£1,165.17	£0.00	£0.00	£0.00
Unity Current Account	03/06/22	£38,429.25	£33,811.87	£4,617.38	£0.00	£0.00
		£94,693.73	£67,774.38	£29,617.38	£2,798.03	

### Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£49,357.31				
<b>Income</b>			<b>Expenditure</b>			
Precept	£13,625.97	£6,812.99	Clerks Salary		£10,730.00	£2,827.64
Grants	£177.20	£2,798.03	Admin		£1,500.00	£551.84
Recycling	£700.00	£0.00	Donations		£800.00	£0.00
CIL	£0.00	£14,198.37	Annual Subscriptions		£475.00	£270.51
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£2,529.97	Insurance		£1,250.00	£0.00
Other	£0.00	£0.00	Inspection		£640.00	£235.00
			Maintenance		£0.00	£82.00
			Projects	£1,750.00	£500.00	£1,750.00
			CIL	£28,028.01	£4,200.00	£1,564.92
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£640.38
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
<b>Total</b>	<b>£14,528.17</b>	<b>£26,339.36</b>	<b>Total</b>	<b>£29,778.01</b>	<b>£20,695.00</b>	<b>£7,922.29</b>
			Assets Carried Forward			£67,774.38
<b>Total</b>		<b>£75,696.67</b>	<b>Total</b>			<b>£75,696.67</b>

## Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

Project Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
09/03/22	22/051	CHT	£7,270.00	£1,454.00	£8,724.00	Defibrillators
13/04/22	22/070	Jed Fisher	£790.00	£158.00	£948.00	Rec Ground
			£7,270.00	£1,454.00	£8,724.00	CIL
						Restricted Funds + CIL

FUNDS	
<b>General Reserves (50% of Budgetted Expenditure)</b>	<b>£10,347.50</b>
<b>Current year balance</b>	<b>£10,885.42</b>
<b>Restricted Funds</b>	
CIL	£40,661.46
Tennis net storage grant	£500.00
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£44,041.46</b>
<b>Earmarked Reserves</b>	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>
<b>TOTAL FUNDS</b>	<b>£67,774.38</b>
<b>Unrecovered VAT</b>	<b>£640.38</b>

## Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

### Agenda Item 114a Clerk's Expenses

		Postage					Printing			Travel
Date	Description	1st	2nd	Other	Date	Description	A4 Print	A3 Print	Lams	Miles
					03/03/22	Meeting Pack	243		4	
					04/03/22	NNP notice	2		2	
					07/03/22	NPC Notice	4		4	
11/03/22			2		11/03/22	Bank pay-in				6
					17/03/22	NNP & Training Presentation	456			
					25/03/22	Miscellaneous	35			
					27/03/22	Audit File	95			
04/04/22	Stamp Credit			-0.04	04/04/22	Audit File	23	4		
					06/04/22	Meeting Notices	4		4	
					08/04/22	Audit papers	20			
					11/04/22	Meeting pack	265			
					14/04/22		38		4	
					25/04/22	APA packs	176			
					28/04/22		34			
					24/05/22	Meeting Pack	340		6	
					31/05/22	Finances & Appraisal	26		20	
		0	2				1761	4	44	6
		£0.00	£1.36	-£0.04			£105.66	£0.48	£6.60	£2.70

Expenditure on behalf of Newton Parish Council						
Date	Description	Ref	Gross	VAT	Net	Account Heading
03/03/22	BestHost - Email & DNS packages	1	£79.50	£0.00	£79.50	Admin
16/03/22	Amazon - 10 times folders and dividers for NNP	2	£35.98	£6.00	£29.98	Admin
21/04/22	APA Food & Drink	3	£57.60	£0.00	£57.60	Admin
29/05/22	Glasdon - Litter Bin	4	£361.50	£60.25	£301.25	CIL
29/05/22	JRB Enterprises - Dog poop dispensers & bags	5	£501.60	£83.60	£418.00	CIL
	Postage		£1.32		£1.32	
	Printing		£106.14		£106.14	
	Laminates		£6.60		£6.60	
	Travel Costs		£2.70		£2.70	
	<b>Total</b>		<b>£1,152.94</b>	<b>£149.85</b>	<b>£1,003.09</b>	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	85p				Admin £283.84
	2nd Class Post	66p				CIL £719.25
	A4 Printing per page	6p				Recreation Ground
	A3 Printing per page	12p				Maintenance
	Laminates	15p				VAT £149.85
						£1,152.94

### Agenda Item 114b Community Allotments

Following the May meeting I emailed the landowner as follows:

“At last week’s NPC meeting the councillors agreed wholeheartedly to accept your very kind offer to transfer the ownership of the allotment land to the parish council.

Whilst we engage our solicitor for the transaction, would you please let us have the contact details of your solicitor and an indication of their costs.

Once the transaction progresses, we would welcome a list of the existing allotment holders and the current tenancy agreement.”

I am awaiting a reply to my email.

Meanwhile, Cllr Schwenk has made contact with BWB to establish the likely costs for NPC's side of the transaction and I circulated their response.

In summary, BWB estimates their costs including searches would be around £2,606 including VAT. With the landowners legal fees they estimate a total cost of £4,500 including VAT.

NPC can recover the VAT and the remainder will be drawn down from the CIL Budget.

## Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

### Agenda Item 115b 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	
DC/22/01350	Perrywood Garden Centre, Newton Road - Application under Section 73 of The Town and Country Planning Act for DC/20/03810 for the variation of condition 10 (Disposal of surface water).	22/068a	Support	
DC/22/01258	Burchetts Rectory Road - Application for Listed Building Consent - Replacement external door at Utility Room and Replacement external French door at Family room; Replacement windows (2) at Family room.	22/068b	Support	
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	

### Agenda Item 119 Welcome to Newton

I will circulate a copy of the booklet when completed later this week and have a copy for you at the meeting.

### Agenda Item 120 NPC's Policies

The NPC Policies and Procedures are due for review. Please find attached the policies booklet with the meeting papers.

## Associated Papers NPC for Meeting on 15<sup>th</sup> June 2022

### Agenda Item 121    NPC Plan    NPC's Policies

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			▲	▲										
<b>Projects</b>															
Recreation Ground		£2,000		▲	▲	▲	▲								
Bus Shelter installation	Yes	£10,850		▲	▲										
Christmas Lights Electrical Supply				▲	▲			▲							
Asset Replacement		£1,500							▲	▲	▲				
Fireworks		£1,000							▲		▲	▲	▲		
Queens Platinum Jubilee		£750		▲	▲	▲	▲	▲							
Internet Banking			▲	▲	▲	▲	▲	▲	▲		▲	▲			
NPC Digital Platform				▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲
Digital Mapping		£54		▲	▲										
newton-pc.gov.uk email		£246		▲	▲			▲							
Data Sharing											▲				
Accounting Digitalisation											▲				
Back-up, Security & Handover													▲		
Website Accessibility									▲						
Social Media									▲						
Broadcast of meetings															
<b>Statutory</b>															
Website accessibility				▲	▲			▲	▲		▲			▲	
GDPR									▲						
Budget													▲		
Precept															▲
<b>Policy &amp; Procedures</b>															
Review Standing Orders & Financial Regulations									▲						
Risk Assessment	Yes		▲	▲											▲
Internal Controls	Yes		▲	▲											▲
Asset Register											▲				
Policies Review								▲							
			▲	NPC Decision		▲	NPC Monitor		▲	Complete					