

Agenda Item 84 Code of Conduct 2020

NPC adopted the existing Code of Conduct for its councillors in 2014. The latest revision is attached, which NALC and SALC are urging councils to adopt.

Agenda Item 85 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 87 HR & Standards Committees

Cllrs Bower and Taylor are members of the HR Committee.

Cllrs Smith, Everett and Schwenk are members of the Standards Committee.

Agenda Item 88 Outside Representatives

Cllrs Taylor and Everett are representatives of NPC on the Newton Green Trust.

Cllr Schwenk is a representative of NPC on the Village Hall Management Committee.

Sue Presland, Maureen Williams and Janet Taylor are members of the Alston & Plampin Charity.

Cllr Presland is NPC's representative at SALC.

Agenda Item 89 Internal Auditor appointment

Last year Heelis & Lodge were reappointed as NPC's Internal Auditors

Agenda Item 90 Annual Memberships

NPC holds annual memberships with SALC, Community Action Suffolk and the Society of Local Council Clerks.

Agenda Item 92 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.

Associated Papers NPC for Meeting on 25th May 2022

Agenda Item 93 Clerk's Report

Minute	Action	Complete ✓
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/009	MUGA and play equipment signage installed by Community Wardens.	✓
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.	
22/063	Minutes sent to BRN and updated on website.	✓
22/065	The cost for the Community Wardens to jet-spray the MUGA is £185 + VAT.	✓
22/067 a	Payments made to suppliers, individuals and organisations.	✓
22/067 d	SLA for Community Wardens signed and returned to Sudbury TC.	✓
22/068	Planning application(s) response sent to Babergh.	✓
22/070	Order placed for tennis net storage.	✓
22/075	Response from NGT awaited on "no mow May".	
22/078	Website updated with SID analysis.	✓
	Clerk's Actions & Delegated Power	
	Broken footpath sign by MD Mills reported.	

Agenda Item 94a Internal Auditors report

Heelis & Lodge's Internal Audit report, which was circulated to you via email on the 19th April 2022, is attached for your review. Please also find below the AGAR AIAR

Annual Internal Audit Report 2021/22

Newton Parish Council

www.newton.onesuffolk.net

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			No ✓ Petty Cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered')			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/04/2022

Name of person who carried out the internal audit

H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit



Date

18/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 94b AGAR Section 1

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

EM Newton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.newton.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Agenda Item 94c AGAR Section 2


Section 2 – Accounting Statements 2021/22 for

EN Newton Parish Council TV

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	52,446	40,815	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,258	10,518	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	85,861	114,560	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12,298	10,302	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	95,452	106,234	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	40,815	49,357	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	40,815	49,357	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	89,517	171,220	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIG 

Date

04/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Associated Papers NPC for Meeting on 25th May 2022

Agenda Item 94d Significant Variances

Explanation of variances – pro forma

Name of smaller authority: **Newton Parish Council**

County area (local councils and parish meetings only): **Suffolk**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

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Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
CIL	28,028.01		
Tennis Net Grant	500.00		
Newsletter	2,880.00		
Legal Fees	1,000.00		
Election Costs	1,500.00		
		33,908.01	
General reserve	15,449.30		
		15,449.30	
Total reserves (must agree to Box 7)			49,357.31

The period for public inspection of NPC's records will be from 13th June 2022 to 22nd July 2022.

Agenda Item 94e RFO Report

Barclays Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
04/04/22	BDC Precept			6,812.99	0.00
06/04/22	BDC CIL			14,198.37	0.00
26/04/22	BDC Grant towards Recreation Ground			2,798.03	0.00

Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
25/05/22	CHT - Defibrillator Pads		Localism Act 2011 ss 1 to 8	0.00	98.40
25/05/22	Heelis & Lodge - Internal Audit fee		Localism Act 2011 ss 1 to 8	0.00	235.00
25/05/22	SALC - Annual Subscription		Localism Act 2011 ss 1 to 8	0.00	270.51

Agenda Item 94g Bag Dispensers

The dispensers (green or red) cost £79.99 + VAT from JRB Enterprises.com who also sell 800 bags for £23 + VAT. Locations for the dispensers also need to be agreed.



Agenda Item 95c 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/22/01428	Farm Shop, Wheldons Fruit Farm, Joes Road - Application to determine if Prior Notification is required for a Proposed: Change of Use from Commercial, Business and Service (Use Class E) to Dwelling Houses. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3 Class MA - Conversion of Farm Shop to Dwelling House(C3).	22/068c	No objection.	Formal approval not required 12/05/2022.

Agenda Item 96 Babergh Community Governance Review

Babergh has commenced a CGR with initial submissions required by the 27th May 2022.

Terms of Reference Community Governance Review Local Government and Public Involvement in Health Act 2007 Terms of Reference

1. Introduction What is a Community Governance Review?

A Community Governance Review is a review of the whole or part of the council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes (the ordinary year of election, council size (the number of councillors to be elected to council), and parish warding); and
- grouping parishes under a common parish council or de-grouping parishes other types of local arrangements, including parish meetings

A Community Governance Review is required must consider:

- the impact of community governance arrangements on community cohesions
- the size, population and boundaries of a local community or parish.

The council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area and
- be effective and convenient

If the council is satisfied that the recommendation of a Community Governance Review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the council makes a Community Governance Order.

2. Why is the Council carrying out this Community Governance Review?

The council is required to keep its area under review every 10-15 years.

Following a number of requests from Parishes for a Review, it was deemed appropriate to undertake a Review of the whole principal council area, rather than dealing with review requests piecemeal.

A Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that may exist.

3. Scope of the Review

The Review will consider any Community Governance Review requests received following publication of the Terms of Reference.

4. Consultation How the Council proposes to conduct consultations during the Review?

Before making any recommendations or publishing final proposals, the council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the council to have an interest in the review.

The council will therefore:

- publish a Notice and these Terms of Reference on the council's website and arrange for copies to be available for public inspection
- send a copy of the Notice and these Terms of Reference to all parish clerks
- seek to arrange for the notice to be published on parish council websites and notice boards; and
- send a copy of the Notice and these Terms of Reference to all local Members of Parliament Before making any recommendations, the council will take account of any representations received.

The council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.

The council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

5. Timetable for the Community Governance Review

The council must complete a Community Governance Review within twelve months from the day on which the Council publishes the Terms of Reference.

A Community Governance Review is concluded on the day on which the Council publishes the recommendations made by the Community Governance Review.

Timetable

Action	Timeline	Details
Report to Full Council	March 2022	Council approves the principle of the Community Governance Review and its Terms of Reference
Publish Terms of Reference	March 2022 (The CGR must be completed within 12 months of the date of publication)	Publish Terms of Reference and notify stakeholders of the commencement of the Review.
Prepare draft consultation document and invite initial submissions	April to May 2022	Initial submissions invited: <ul style="list-style-type: none"> • Town and Parish Councils • Members of Parliament • Local Groups and Interested Parties such as local businesses, local residents' associations, local public and voluntary organisations such as schools or health bodies Publish proposals on the website
Consider submissions	May 2022	Consider any submissions/representations and prepare report of draft recommendations for Full Council in July 2022
Publish draft recommendations	July 2022 to September 2022 (10 weeks)	Publish draft recommendations for further consultation with: <ul style="list-style-type: none"> • All local government electors • All town and parish councils Local groups and interested parties Publish draft recommendations on the website.
Make final recommendations	Oct 2022 Full Council meeting	Consider any further submissions/representations and prepare final recommendations for report to Full Council
Publish final recommendations	November 2022	Publish final recommendations and make Order.

Agenda Item 98 Defibrillator Rollout

The order has been placed for three defibrillators, cabinets and stands and we await delivery later this month. Permission from the Trust to site a defibrillator on Little Green has been verbally given.

Agenda Item 100 Community Allotments

The landowner of the allotments has written to NPC as follows:

Having spoken to you (Chairman) earlier in the week we feel that the allotments could continue to be beneficial to the village. On this basis, we are willing to transfer ownership of this area of our land to the Parish Council, on the understanding that they would be willing to cover the cost of the solicitor fee to transfer it from us to them.

Agenda Item 105 Clerk's Appraisal

Cllr Presland will circulate the draft appraisal of the Clerk ahead of the meeting for your review and agreement.