

NEWTON PARISH COUNCIL

Minutes of Annual Meeting held on 5th May 2021 via Videoconference

Present: Councillors Paul Presland (Chairman), Russell Bower, David Everett, Rita Schwenk, Laura Smith, Phil Taylor and Sue Vince.

Attending: Lee Parker (Babergh District Council) and Dave Crimmin (Clerk).

21/082 Election of Chairman

Cllr Presland was unanimously elected as Chairman of Newton Parish Council (NPC) and signed the Declaration of Acceptance of Office before taking the chair.

21/083 Apologies for Absence

No apologies required.

21/084 Election of Vice Chairman

It was unanimously resolved that Cllr Crawte be elected the Vice Chairman of NPC.

21/085 Declaration of Interests and Requests for Dispensation

No interests were declared and no request for dispensation had been received.

21/086 Minutes of Meeting held on 14th April 2021

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

21/087 HR & Standards Committees

Cllrs Bower, Taylor and Vince were appointed to the HR Committee. Cllrs Smith, Everett and Schwenk were appointed to the Standards Committee.

21/088 Representatives to Outside Bodies

It was resolved that the following appointments be made:

- | | |
|---|--|
| a. Newton Green Trust | Cllrs Taylor and Everett |
| b. Village Hall Management Committee | Cllr Schwenk |
| c. Alston & Plampin Charity | Mrs S Presland, Mrs M Williams and Mrs J. Taylor |
| d. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils (SALC). | |

21/089 Internal Auditor

The Clerk declared that he is a consultant for Heelis & Lodge. It was resolved that Heelis & Lodge be appointed as Internal Auditor for 2021 / 2022 and the Clerk to send the letter of engagement.

21/090 Annual Subscriptions

It was resolved to renew the annual membership to the Suffolk Association of Local Councils, Community Action Suffolk and The Society for Local Council Clerks for 2021 / 2022.

21/091 Public Forum

Lee Parker updated councillors on Babergh's restart grants.

21/092 Emails circulated

The Clerk and Cllr Presland updated councillors on the role that NPC undertake on the parish liaison group which plans to create a collective responses to the Bramford to Twinstead consultation. The councillors were happy with this to continue.

Signed _____

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21/093 Clerk's Report

Following a review of the Clerk's report (Appendix A) there were no further actions requested by the councillors.

21/094 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31st March 2021 which had no recommended actions.
- b. The councillors reviewed and approved the Bank Reconciliation and Statement of Accounts as at 31st March 2021 (Appendix B).
- c. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2020 / 2021 (Appendix C) was approved and the Chairman signed the section on behalf of NPC.
- d. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2020 / 2021 (Appendix D) was approved and the Chairman signed the section on behalf of NPC.
- e. The councillors resolved to approve the explanation of the quantified significant variances, including the breakdown of general and earmarked reserves, in relation to Section 2 of Annual Governance and Accountability Return for 2020 / 2021.
- f. All cheques signed and due for signing, as itemised in the RFO Report (Appendix E), were authorised by the councillors. The councillors also noted the income received since the last meeting.
- g. Cllr Presland will contact Barclays on the issue of correspondent address for NPC accounts as the RFO is now finding it difficult to operate without the ability to contact Barclays.

21/095 Planning

- a. The councillors reviewed **Planning Application DC/21/02386 The Thatch, Sudbury Road** - Erection of extension to and pitched roof over existing, replacement windows and doors to modern extension, installation of flue, internal alterations to form annex, Extensions to garage for added parking and annex accommodation. External and internal works as detailed in Design and Access Statement and Schedule of Works and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/21/02387 The Thatch, Sudbury Road** - Application for Listed Building Consent - Erection of extension to and pitched roof over existing, replacement windows and doors to modern extension, installation of flue, internal alterations to form annex, Extensions to garage for added parking and annex accommodation. External and internal works as detailed in Design and Access Statement and Schedule of Works and resolved to support the application.
- c. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- d. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix F).

21/096 Recreation Ground

Cllr Presland updated councillors on the MUGA and It was agreed that:

- The surface to be painted in dark green
- Re-seeding of the rotovated area around the MUGA will take place in the autumn.

Signed _____

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Cllr Presland updated councillors that Wicksteed will shortly be producing graphics of the proposed layouts of the play equipment. The Clerk updated councillors that All Play Solutions now plan to refund NPC of their deposit by the end of the week.

21/097 Neighbourhood Plan

The Clerk updated councillors that NPC's consultant was preparing a draft response to the points raised during the Regulation 16 consultation which the Clerk will circulate before responding to Babergh.

21/098 Speed Sign

Cllr Bower has now purchased the jubilee clips. for the installation of the SID. He will produce a Risk Assessment for the installation and movement of the SID between the two locations. The Clerk will liaise with the Community Wardens on the uploading of data from the SID.

21/099 Assets

- The Tree Warden will replace the commemorative tree.
- The dog bin has been purchased and will be installed by the Community Wardens
- Work on refurbishing the Village Sign and the Church road sign is being progressed by the volunteer.
- NPC are still awaiting the proposals for the replacement bus shelter from SCC.

21/100 Electricity Supply to Recreation Ground

Following a site meeting with the electrical contractor, NPC are now sourcing a contractor to dig the trench. It is expected that the quotation will be presented to councillors at the June meeting.

21/101 Babergh scheme for trees, hedges and wildflowers

The councillors to look at options for planting in the parish and discuss at the June meeting.

21/102 Litter Pick

The councillors agreed that COVID permitting, a litter pick will be held on Saturday 26th June 2021 at 10am starting from Cllr Vince's home. The Clerk to circulate existing risk assessment for update by councillors in light of COVID restrictions.

21/103 Village Hall and Trust updates

No update from NGT since last meeting. The village hall has purchased a new storage cupboard, tables and chairs and a fridge. Cllr Schwenk was asked to get confirmation from the VHMC if the hall would be available from June onwards for NPC meetings..

21/104 Questions to the Chair

No issues raised.

21/105 Next Meeting

The next meeting on Wednesday 2nd June 2021 at 7.30pm.

The meeting closed at 8.56 pm.

Signed _____

Date

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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.	
20/290	Signage requirements for All Play Solutions is outstanding.	
21/066	Minutes sent to Newsletter and updated on website.	✓
21/070 a	Payments made to suppliers, individuals and organisations.	✓
21/070 b	CIL Return sent to Babergh.	✓
21/071	Planning response(s) sent to Babergh.	✓
21/074	Response sent to Little Cornard NP.	✓
21/075	Cllr Bower to produce Risk Assessment re SID deployment.	
21/076	Dog bin purchased for installation by Community Wardens.	
21/078	Adopted policies on website.	✓
21/080	Condolences sent to the Queen.	✓
21/080	"Cars for Sale" warning sign still to be ordered.	
	Clerk's Delegated Power	
	None used since last meeting.	

Signed _____

Date

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NEWTON PARISH COUNCILMinutes of Annual Meeting held on 5th May 2021 via Videoconference**Appendix B Bank Reconciliation and Receipts & Payments Account**


		NEWTON PARISH COUNCIL	
Bank Reconciliation for Financial year ending 31st March 2021			
Balances per Bank Statements as at 31st March			
Barclays Community		£100.00	
Barclays Premium Account		£44,551.86	
Barclays Tracker Account		£1,165.05	
			£45,816.91
Add any Unbanked Cheques / Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	101269	£1,422.00	
	101271	£552.30	
	101274	£138.32	
	101275	£2,889.57	
			£5,002.19
		Total Cash	£40,814.72
CASH BOOK			
Opening Balance			£52,445.88
Add Receipts in the year			£96,118.86
			£148,564.74
Less Payments in the year			£107,750.02
		Total Cash	£40,814.72
D Crimmin		RFO, Newton Parish Council	13th April 2021

Signed _____

Date

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	NEWTON PARISH COUNCIL			
	Receipts & Payments Account for the year ending 31st March 2021			
		2019 / 2020		2020 / 2021
Receipts				
Precept		£10,258.00		£10,258.00
Grants		£103.80		£46,314.54
Recycling		£412.82		£760.62
Bank Interest		£121.37		£29.20
CIL / Other		£6,766.62		£18,421.87
VAT Repayment		£735.75		£20,334.63
		£18,398.36		£96,118.86
Payments				
Clerks Salary		£5,145.49		£12,297.85
Admin		£1,419.29		£827.51
Donations		£200.00		£650.00
Annual Subscriptions		£626.98		£260.87
Footpath Maintenance		£300.00		£300.00
Insurance		£375.05		£1,086.31
Inspection		£272.00		£380.00
Maintenance		£928.18		£529.07
Village Hall		£0.00		£0.00
Projects		£2,679.40		£59,177.98
Repay VAT overpayment		£13,223.11		£0.00
CIL / Other		£0.00		£12,187.15
Contingency		£0.00		£0.00
NNP		£3,466.43		£4,695.53
VAT Paid		£1,419.14		£15,357.75
		£30,055.07		£107,750.02
Excess of Payments over Receipts		-£11,656.71		-£11,631.16
Add Balance Brought Forward		£64,102.59		£52,445.88
Balance Carried Forward		£52,445.88		£40,814.72
Represented by				
Barclays Community		£100.00		£100.00
Barclays Premium		£41,185.46		£39,549.67
Barclays Tracker		£11,160.42		£1,165.05
Petty Cash		£0.00		£0.00
		£52,445.88		£40,814.72
I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions				
Signed: _____ Date: _____				
Dave Crimmin				
RFO Newton Parish Council				

Signed _____

Date _____

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Appendix C AGAR Section 1

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN⁰⁰⁰⁰⁰⁰⁰⁰Newton Parish Council⁰⁰⁰⁰⁰⁰⁰⁰ITY

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 2021, that:

	Agreed		
	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:

DD/MM/YY

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

Signed _____

Date

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	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	64,103	52,446	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	10,258	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,140	85,861	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	5,145	12,298	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	24,910	95,452	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	52,446	40,815	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	52,446	40,815	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	35,154	89,517	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	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 2021 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

Signed _____

Date

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Appendix E RFO Report

Payments and Receipts

Payment to SALC of £269.30 for Membership 2021 / 2022

Receipt from Babergh of £5,259.00 for Precept

Receipt from Babergh of £331.80 for Recycling

Receipt from Babergh of £8,897.46 for CIL

Appendix F 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/20/05183	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/20/04875	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	
DC/21/00483	Site Of Former Red House Farm, Sudbury Road - Erection of 1 No bungalow (amended scheme to replace plots 8 and 9 of approved DC/20/03337).	21/027a	Support	Permission 25/03/2021
DC/20/05183	Adjoining Parish Chilton Woods Mixed Development, Land North Of Woodhall Business Park, Sudbury. Following receipt of further information, NPC has an opportunity to comment further if it wishes.	21/027b	No Comment	
DC/21/00941	Valley Farm, Valley Road - Application for Listed Building Consent - Works to facilitate change of use and conversion of a 3 bay curtilage listed timber frame barn, with midstrey and lean to, from agricultural to 1no. residential (C3) dwelling.	21/046a	Support	
DC/21/00940	Valley Farm, Valley Road - Change of use of a 3 bay curtilage listed timber frame barn, with midstrey and lean to, from agricultural to 1no. residential (C3) dwelling and associated building operations to facilitate conversion.	21/046b	Support	
	Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard	21/046b	No Comment	
DC/21/01460	Chilton Woods Mixed Development, Land North Of Woodhall Business Park - Discharge of Conditions Application for B/15/01718- Condition 8 (Design Code)		No Comment	
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	

End of Appendices

Signed _____

Date _____

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