

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall

**Present:** Councillors David Everett (Chairman), Russ Bower, Ian Cole (after 23/004), Rita Schwenk, Laura Smith and Philip Taylor.

**Attending:** James Finch (Suffolk County Councillor), Dave Crimmin (Clerk) and one resident

**23/001 Apologies for Absence**

Cllr Presland (appointment) sent his apologies as did Lee Parker (Babergh District Councillor).

**23/002 Declaration of Interests and Requests for Dispensation**

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

**23/003 Minutes of Meeting held on 14<sup>th</sup> December 2022**

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

**23/004 Councillor Vacancy**

The councillors reviewed the application from Ian Cole to fill the councillor vacancy at NPC. The councillors resolved unanimously to co-opt Ian as a councillor of NPC and he signed the Declaration of Acceptance of Office accordingly.

**23/005 Public Participation**

The councillors reviewed James Finch's previously submitted report and he updated councillors on the Budget Scrutiny process, Ukrainian refugees in Suffolk, tree planting and an increase in grant to the CAB. The councillors agreed the new Village Hall road sign that is being replaced by James Finch. The councillors reviewed Lee Parker's previously submitted report.

**23/007 Clerk's Report (Appendix A)**

There were no further actions requested of the Clerk in relation to the Clerk's report.

**23/008 Finance**

- a. All payments made and due for authorisation, as itemised in the RFO Report (Appendix B) as well as a payment to Mrs J Taylor of £100.00 for Christmas Parcels were authorised by the councillors. The councillors also noted the income received since the last meeting.
- b. The councillors reviewed the agreed Expenditure Budget and NPC Reserves policy (Appendix C) before resolving to set a Precept of £18,242.81 for 2023 / 2024. This will mean that a Council Tax Band D household will pay an increase of £13.00 per annum.
- c. The councillors resolved to set a budget of £600 + VAT for the purchase of the projector and screen to be used by the Newton community groups.

**23/009 Planning**

- a. The councillors reviewed **Planning Application DC/22/06132 Tinkers Croft, Sudbury Road** - Erection of Two Storey Front/Side Extension, Single Storey Rear Extension & Detached Cartlodge (following demolition of existing garage and conservatory and resolved to support the application so long as the conditions sought by the neighbour, relating to the treatment of the boundary, are included in any permission.
- b. The councillors reviewed **Planning Application DC/22/06324 Chilton Woods Mixed Development To North Of Woodhall Business Park** - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan) and resolved that they had no comment.

Signed \_\_\_\_\_

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- c. A further planning application had been received since the agenda was posted requiring a response before the next scheduled meeting. The councillors reviewed **Planning Application DC/22/06400 7 Links View** - Erection of part one and half storey, part single storey lean-to rear extension (following demolition of existing rear extension). Erection of first floor side extension and front open sided porch. Insertion of 2no rear dormers and front rooflight and resolved to support the application.
- d. The councillors reviewed the permission granted by the LPA on **Planning Application DC/22/05206** for 6 dwellings on the land to the rear of Juglans and resolved to write to Babergh outlining NPC's concerns (Appendix D).
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix E).

**23/010 Newton Footpaths**

Discussions are ongoing with local landowners regarding the possibility of permissive footpaths.

**23/011 Allotments**

There has been no further update on the progress of the transaction from the solicitors since the December meeting.

**23/012 Risk Management Register**

The councillors reviewed NPC's Risk Management Register (Appendix F) as of January 2023 and were satisfied with the issues covered.

**23/013 Internal Controls and Internal Audit processes**

The councillors reviewed the current system of NPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

**23/014 Signage for Recreation Ground**

As recommended in the RoSPA play equipment report, the councillors agreed that a sign is placed inside the goal areas of the MUGA reading "Do not climb on the framework – Do not hang on the ring – do not wear rings or jewellery as these can get caught and cause injury". They also agreed that a sign is placed by the Forever Fit equipment reading "Welcome to Newton's Fitness Area - Solely for people over 1.4 metres tall - No Litter / No loud music / No dogs / No glass or alcohol - Please use within your limits and at your own risk - Time of use: Dawn to dusk".

**23/015 Village Hall and Trust updates**

There has not been a Village Hall meeting since the last NPC meeting. The Trust has engaged a solicitor for advice on easements regarding access across the Green. David Burr has contacted the Trust regarding the Juglans development.

**23/016 Community group**

In Cllr Presland's absence, this was deferred to the next meeting.

**23/017 Questions to the Chair**

The Clerk was asked to update the website with a page showing the location of the defibrillators.

**23/018 NPC Standing Order 3d**

No member of public was present at the meeting.

**23/019 Clerk's Contract of Employment**

The councillors resolved the changes to the Clerk's CoE which are to come into force on the 1<sup>st</sup> April 2023. The Chairman will write to the Clerk detailing the changes.

Signed \_\_\_\_\_

Date

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**23/020 Next Meeting**

The next Meeting of NPC will be held on Wednesday 8<sup>th</sup> February 2023 starting at 7.30 pm in the Village Hall.

**The meeting closed at 9.00 pm.**

**Appendix A 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.	
22/179	Defibrillator ordered for Village Hall.	
22/180	PIIP meeting date to be arranged by Clerk.	
22/188	Minutes sent to BRN and updated on website.	✓
22/193 a	Payments made to suppliers, individuals and organisations.	✓
22/193 b	Donation made to Alston Charity.	✓
22/193 c	Savings account opened with Unity Trust Bank.	✓
22/194	Planning responses sent to Babergh.	✓
22/196	RoSPA issues on play equipment referred to manufacturer.	
22/197	Response sent to solicitor re allotments.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	I have purchased a 3-year Care Pack from HP for the council's laptop at £64 + VAT, which meant that the total cost for both of £567 + VAT was well within the budget set of £660 + VAT.	
	<b>Clerk Hours</b>	
	Up until the 1st January 2023 - 585 hours paid / 556.25 hours worked plus 45 hours holiday.	

Signed \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**Appendix B RFO Report****Unity Receipts & Payments 2022 / 2023**

Date	Details	Cheque	Power	Receipts	Payments
14/12/22	JL Parker - Christmas Tree decorations		Localism Act 2011 ss 1 to 8	0.00	123.21
14/12/22	Alston Charity - Donation		Localism Act 2011 ss 1 to 8	0.00	100.00
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	122.26
30/12/22	Transfer to Unity Savings			0.00	25,000.00
11/01/23	Flowers Groundcare - Hedge maint & wasp clearance		Localism Act 2011 ss 1 to 8	0.00	96.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	24/11/22	£0.00				
Premium Accounts	24/11/22	£0.00	£0.00	£0.00	£0.00	£0.00
Tracker Account	24/11/22	£0.00	£0.00	£0.00	£0.00	£0.00
Unity Current Account	30/12/22	£27,569.43	£27,473.43	£96.00	£0.00	£0.00
Unity Trust Savings Account	30/12/22	£25,000.00	£25,000.00			£0.00
		£52,569.43	£52,473.43	£96.00	£0.00	

**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	£13,625.97	Clerks Salary		£10,730.00	£8,732.09
Grants	£177.20	£2,975.23	Admin		£1,500.00	£1,265.85
Recycling	£700.00	£251.23	Donations		£800.00	£300.00
CIL	£0.00	£17,579.58	Annual Subscriptions		£475.00	£441.51
Bank Interest	£25.00	£30.70	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£2,529.97	Insurance		£1,250.00	£1,497.60
Other	£0.00	£37.00	Inspection		£640.00	£635.00
			Maintenance		£0.00	£0.00
			Projects	£2,250.00	£500.00	£2,718.62
			CIL	£28,028.01	£4,200.00	£15,046.99
			Village Hall Hire		£300.00	£0.00
			VAT Paid		£0.00	£2,975.90
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
<b>Total</b>	<b>£14,528.17</b>	<b>£37,029.68</b>	<b>Total</b>	<b>£30,278.01</b>	<b>£20,695.00</b>	<b>£33,913.56</b>
			Assets Carried Forward			£52,473.43
<b>Total</b>		<b>£86,386.99</b>	<b>Total</b>			<b>£86,386.99</b>

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	Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground	CIL
			£943.00	£188.00	£1,131.00		

Signed \_\_\_\_\_

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FUNDS	
General Reserves (50% of Budgetted Expenditure)	£10,347.50
Current year balance	£6,185.33
Restricted Funds	
CIL	£30,560.60
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£33,440.60</b>
Earmarked Reserves	
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>£52,473.43</b>
Unrecovered VAT	£2,975.90

**Appendix C Precept****General Reserves**

In July 2021 councillors adopted a Reserves Policy which agreed on the approach that NPC would take when looking at its funds for determining its Precept. The the pertinent points are as follows:

**3. Management and Control of Reserves**

*Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.*

*The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.*

*The current level of General Reserves to be held by the Council is set at six months of predicted expenditure.*

*Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.*

As NPC's RFO, I recommend that the General Reserves level should be maintained at 6 months of predicted expenditure. I am, however, recommending that this be 6 months (50%) of the expenditure budget excluding the expenditure budget being drawn from CIL, as you already have a CIL Reserve that covers this expenditure budget. **The General Reserve should therefore be set as £10,204.86**

Signed \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**Budget**

At the December meeting councillors agreed with an Expenditure Budget for 2023 / 2024 of £26,251.71

	<b>2021 / 22</b>		<b>2022 / 23</b>			<b>2023 / 24</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>To year end</b>	<b>Budget</b>
<b><u>Income</u></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	30.70	<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>23,403.71</b>	<b>23,646.78</b>	<b>727.20</b>
<b>Precept</b>		<b>10,518.00</b>			<b>13,625.97</b>	
<b><u>Expenditure</u></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	300.00	<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	2,718.62	<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	2,975.90	<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	15,046.99	<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>33,913.56</b>	<b>43,507.91</b>	<b>26,251.71</b>

Signed \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**Reserves**

The Reserves over the same period, considering the Reserves Policy for General Reserves, are as follows:

		2021 / 22		2022 / 23		2023 / 24	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
<b>General Reserves 6/12ths of Expenditure</b>	<b>10,204.86</b>	5,383.37	15,949.30	15,949.30	11,644.56	11,644.56	10,204.86
<b>Restricted</b>							
CIL		30,431.35	28,028.01	28,028.01	26,097.59	26,097.59	20,255.60
Bus Shelter Grant		500.00	0.00	0.00	0.00	0.00	0.00
Newsletter		0.00	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00
<b>Total Restricted</b>		<b>30,931.35</b>	<b>30,908.01</b>	<b>30,908.01</b>	<b>28,977.59</b>	<b>28,977.59</b>	<b>23,135.60</b>
<b>Earmarked Reserves</b>							
Village Hall		2,000.00	0.00	0.00	0.00	0.00	0.00
Legal Fees		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total Earmarked Reserves</b>		<b>4,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
<b>Total Reserves</b>		<b>40,814.72</b>	<b>49,357.31</b>	<b>49,357.31</b>	<b>43,122.15</b>	<b>43,122.15</b>	<b>35,840.46</b>

**Precept**

You now need to set the Precept for 2023 / 2024. Based on the above, and Babergh's Tax Base for Newton in 2023 / 2024 of 254.69, the precept requirement will be as below:

	2021 / 22	2022 / 23	2023 / 24
Total Reserves B/F	40,814.72	49,357.31	43,122.15
Income ex Precept	114,559.89	23,646.78	727.20
Precept	10,518.00	13,625.97	<b>18,242.81</b>
<b>Total Income &amp; Reserves B/F</b>	<b>165,892.61</b>	<b>86,630.06</b>	<b>62,092.16</b>
Expenditure	116,535.30	£43,507.91	£26,251.71
Total Reserves C/F	49,357.31	43,122.15	35,840.46
<b>Total Expenditure &amp; Reserves</b>	<b>165,892.61</b>	<b>86,630.06</b>	<b>62,092.17</b>
<b>Tax Base</b>	225.28	232.39	<b>254.69</b>
<b>Band D Council Tax</b>	£46.69	£58.63	<b>£71.63</b>

Signed \_\_\_\_\_

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**Appendix D Letter to Babergh**

12<sup>th</sup> January 2023

Philip Isbell – Chief Planning Officer  
Babergh District Council  
Endeavour House  
8 Russell Road  
Ipswich IP1 2BX

Dear Mr Isbell

**Ref: Permission granted to Planning Application DC/22/05206 Land rear of Juglans, Newton**

Newton Parish Council has now considered the permission given to the above application on the 15<sup>th</sup> December 2022 and wishes to outline its concerns with the LPA's decision when considered with the Newton Neighbourhood Development Plan (NNDP).

**NNDP**

NPC and its residents worked with Babergh from the designation of The Neighbourhood Plan Area, on the 23<sup>rd</sup> March 2018 through to the NNDP adoption by Babergh on the 2<sup>nd</sup> March 2022. During that time, the NNDP went through the development process with Babergh's teams and following completion of the submission regulations, was Independently Examined by Ann Skippers MRTPI whose report dated 21<sup>st</sup> June 2021 confirmed that it "... meets the basic conditions and other statutory requirements outlined in" her report. On the 24<sup>th</sup> February 2022, 131 (87.92%) of the votes cast at the referendum voted Yes to the question ***"Do you want Babergh District Council to use the Neighbourhood Plan for Newton to help it decide planning applications in the neighbourhood area?"***

**The permission granted to DC/22/05206**

Parish councilors and residents want to understand how the NNDP was used by the LPA to determine the planning permission for DC/22/05206. There are three areas in particular that we seek further clarification:

- The governance and use by the LPA of the Local Housing Needs Survey (LHNS) submitted by the applicant with the application
- The criteria used by the LPA when reviewing the application site against the BUAB
- The communication from the LPA when the policies surrounding the NNDP change to such an extent that the NNDP is undermined.

**LHNS**

The councillors are confused as to why the LHNS, produced by the applicant, has taken precedence over Babergh's JLP in terms of the Newton housing requirement and the NNDP (Section 6.8) in the 30 dwellings completed or in the planning pipeline. In the LPA's Officer's Report and Recommendation, whilst there is a mention of the 23 homes in the LPA's JLP, no mention is made of the 30 dwellings complete or in the planning pipeline in the NNDP. The report quotes ***"The proposal has provided a housing needs survey for the development, conducted in October 2022 which shows a need for 35-36 dwellings in Newton"***

Signed \_\_\_\_\_

Date



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***between 2022 – 2037 depending on the methodology and a commitment of 16 dwellings, as such 6 bungalow style dwellings would contribute to that need.”***

Has the applicant's LHNS been “adopted” by the LPA with regard to Newton? If this is the case, NPC wants to understand how the “adoption” was achieved. If not “adopted” by the LPA, what is the status of the LHNS in terms of Babergh's policies including the NNDP?

NPC question how the housing need identified in the applicant's LHNS can be used by the LPA to support development outside the BUAB.

**BUAB**

Within the LPA Officer's Report and Recommendation, the application site was judged as being “partially within and outside the defined settlement boundary” and “the site is outside the settlement boundary”. NPC would like to understand how the LPA determined this application with regard to the settlement boundary (BUAB).

**Communication between the LPA and NPC**

NPC's only communication from the LPA on the permission granted to DC/22/05206 has been the formal notice of the planning permission. After the 3+ years working with the LPA on the development of the NNDP, NPC would have expected to be contacted by one of the LPA teams to outline the implications of the decision upon its Neighbourhood Plan. NPC would question whether this decision will have a similar impact on some of the other NP's that have been adopted by Babergh.

**In Conclusion**

Newton Parish councilors and residents are extremely disappointed by the decision of the LPA to grant permission for this application. NPC is hoping that you can give sufficient insight into how the LPA made this decision so that it helps to dispel the feeling of failure of the NNDP at its first hurdle.

Yours sincerely,

**Dave Crimmin PSLCC**

Clerk to Newton Parish Council

cc Robert Hobbs, Corporate Manager - Strategic Planning, Babergh District Council  
Paul Bryant, Neighbourhood Planning Officer, Babergh District Council  
Clive Arthey, Babergh District Councillor, Cabinet Member for Planning  
Lee Parker, Babergh District Councillor  
James Cartlidge MP

Signed \_\_\_\_\_

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**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**Appendix E 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/22/05063	Land At Fairways, The Green - Erection of 1No Dwelling (following demolition of existing annexe and outbuildings).	22/172a	Objected	Withdrawn
DC/22/05206	Land Rear Of Juglans, Sudbury Road - Erection of 6No. single storey dwellings, ancillary outbuildings and alterations to existing vehicular access (re-submission of withdrawn application DC/22/03566).	22/172b	Objected	Permission 15/12/2022
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	REFUSED 21/12/2022
DC/22/05997	1 Links View - Application for Outline Planning Permission. (Access to be considered) Erection of 1no one and a half storey detached dwelling with parking, new vehicular access and extension of the public footway to the South of the proposed access.	22/194a	Support	
DC/22/06041	Plots 2 And 3 Marks Meadow, Rectory Road - Application for approval of Reserved Matters pursuant to Outline Planning Permission DC/20/00859 dated: 21.04.2020 - Appearance, Landscaping and Scale for erection of 3no dwellings with garages and creation of new access.	22/194b	Support	
DC/22/06049	3 Church Road - Erection of part two storey part single storey side and rear extensions and replacement single storey front extension including alterations to dormer windows (following removal of garage and outbuilding)	22/194c	Support	

Signed \_\_\_\_\_

Date

**Newton Parish Council adopted the General Power of Competence on the 13<sup>th</sup> May 2020**

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 11<sup>th</sup> January 2023 at Newton Village Hall**Appendix F Risk Management**

	<b>Risk</b>	<b>P</b>	<b>S</b>	<b>Control Action</b>	<b>Frequency</b>	<b>CP</b>	<b>CS</b>	<b>Responsible</b>
1	Inadequate forward planning and budgetary controls	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors
				Budget Review	Annually			
2	Poor Reporting to Council, Record Keeping and Book Keeping	2	3	Accurate Minutes	PC Meeting	1	3	Councillors
				Timely and accurate financial reporting	PC Meeting			
				Regular project reports	PC Meeting			
				Internal Audit Review	Annually			
				External Audit Review	Annually			
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors
				Regular training for Councillors and Clerk				
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	Annually	1	3	Councillors
				Create Committee & second skills required	As required			
5	Failure to respond to electors' right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors
6	Lack of maintenance of council owned assets	3	5	Maintenance programme	PC Meeting	2	4	Councillors
				External Risk Assessments of War Memorial	Every 10 years			
				Walk of Parish to review condition of assets	Annually			
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk
				Play Equipment and MUGA Risk Assessments	Annually			
				Play Equipment and MUGA inspections	Fortnightly			
				External Play Equipment Inspection	Annually			
				Walk of Parish to review	6 monthly			
8	Damage or loss to Council owned property by third party or Act of God	3	3	Asset Insurance cover	Annually	3	2	Councillors
				Assets insured against Asset Register	Annually			
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors
				Internal Controls	PC Meeting			
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	1	5	Up to date Job Description	Annually	1	4	Councillors
				Council electronic data	Daily			Computer data is on NPC's One Drive cloud account on NPC's Laptop.
12	GDPR							
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk
	Data Protection Officer	1	1	Parish Council does not need to appoint.				
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors
	Subject Access Requests	1	1	Review Policy	Annually	1	1	Councillors
P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High								

**End of Appendices**

Signed \_\_\_\_\_

Date

**Newton Parish Council adopted the General Power of Competence on the 13<sup>th</sup> May 2020**