

NEWTON PARISH COUNCIL

Minutes of Meeting held on 12th January 2022 at Newton Village Hall

Present: Councillors Paul Presland (Chairman), Russ Bower, David Everett, Rita Schwenk, Shona Shipp and Phillip Taylor.

Attending: James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor) and Dave Crimmin (Clerk).

22/001 Apologies for Absence

Cllr Smith (commitment) sent her apologies.

22/002 Declaration of Interests and Requests for Dispensation

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

22/003 Minutes of Meeting held on 8th December 2021

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.

22/004 Public Participation

Lee Parker updated councillors on the JLP delay, the referendum date for Newton's Neighbourhood Plan and the number of applications received by Choice Based lettings for the Hastoe housing in Alston Close. There were a total of 139 applications for the 4 dwellings, 3 of which had a direct connection with Newton and 3 who were from adjoining parishes. He also clarified the position regarding a development that had a condition for the repair to a Little Green track once the development is complete. The Clerk to write to the developer reminding them of the condition once confirmation is received of the dwellings being occupied.

The councillors reviewed James Finch's previously submitted report and he updated councillors on COVID, the Bramford to Twinstead consultation and his plans to hold a public meeting on the 18th February 2022 between 6pm and 7.30pm to discuss the plans and the SCC Budget. He is still investigating the missing 30mph sign in Rotten Row.

22/005 Emails circulated

Following a review of the emails circulated by the Clerk there were no further actions requested.

22/006 Clerk's Report

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

22/007 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B) were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The councillors reviewed the agreed Expenditure Budget and NPC Reserves policy (Appendix C) before resolving to set a Precept of £13,625.97 for 2022 / 2023. This will mean that a Council Tax Band D household will pay an increase of £11.94 per annum.
- c. The councillors agreed that the Clerk investigates the setting up of an Internet Banking Current Account with Unity Trust Bank and report back his findings at the February meeting.
- d. With the potential move of bank accounts to Unity Trust Bank, the correspondent address of NPC's Barclays accounts is no longer an issue.

Signed _____

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22/008 Planning

- a. No planning application had been received since the agenda was posted requiring a response before the next meeting.
- b. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

22/009 Recreation Ground

The councillors reviewed signage for the recreation ground and MUGA and asked the Clerk to purchase the signs. The Clerk was asked to source a metal cabinet for the storage of the tennis net when not in use. The councillors resolved to accept the Flowers Groundcare quotation of £1,750 + VAT for the groundworks required in the recreation ground.

22/010 Neighbourhood Plan

NPC has now received confirmation from Babergh that the referendum date for the Newton Neighbourhood Plan will be Thursday 24th February 2022. The councillors requested that a leaflet confirming the referendum details as well as the official notice from Babergh be distributed to all households.

22/011 Bramford to Twinstead consultation

The public consultation on the National Grid Bramford to Twinstead project will run from 25th January to 21st March 2022. NPC will attend James Finch's meeting on the 18th February 2022 at the Stoke by Nayland Hotel and then discuss the plans at the March meeting.

22/012 Risk Management Register

The councillors reviewed NPC's Risk Management Register (Appendix E) as of January 2022 and were satisfied with the issues covered.

22/013 Internal Control 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.

22/014 Assets

- The Tree Warden will replace the commemorative tree
- The Church Road sign has now been refurbished by a volunteer
- The Bus Shelter by Links View will be replaced on or around the 31st January 2022.

Cllr Bower reported that the weathervane on the green had now been removed and he and Cllr Taylor will now be refurbishing it.

22/015 Christmas Tree

The councillors were very appreciative to Jo Parker for the work she undertook on the decoration of the Christmas Tree. The tree will now be removed from the Green. The councillors agreed that as the balance of feedback on the tree was positive that it will be used again this year. The councillors agreed to obtain a quotation from Ian Ambrose for an electrical supply to be run from the Saracens to the tree.

22/016 Village Hall and Trust updates

The Village Hall has met but the issue with the roof of the extension is still to be resolved. Cllr Schwenk will raise the issues of broadband being provided in the Village Hall. The Trust has not met since the last meeting.

Signed _____

Date

NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**22/017 Questions to the Chair**

The councillors raised questions of events to celebrate the official opening of the recreation ground facilities and the Queen's Platinum Jubilee. These are to be discussed at the February meeting.

22/018 Next Meeting

The next scheduled meeting will be held on Wednesday 9th February 2022 at 7.30 pm.

The meeting closed at 9.11 pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
21/133	NNP Referendum newsletter to be produced.	
21/189	James Finch requested to look at calming measures for Rotten Row.	
21/206	Minutes sent to BRN and updated on website.	✓
21/207	Babergh notified of Shona Shipp's appointments. Register of Interests completed.	✓
21/208	James Finch requested to review missing 30 mph sign in Rotten Row.	✓
21/211	Payments made to suppliers, individuals and organisations.	✓
21/212	Planning responses sent to Babergh.	✓
21/213	Payment made to Wicksteed.	✓
21/216	Response received from Police Crime Commissioner re excessive speeds through village.	✓
		✓
	Clerk's Delegated Power	
	None used since last meeting.	

Signed _____

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NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**Appendix B RFO Report****Receipts & Payments**

Date	Details	Cheque	Power	Receipts	Payments
08/12/21	J Taylor - Christmas Parcels donation	101304	Localism Act 2011 ss 1 to 8	0.00	100.00
10/12/21	SCC Locality Grant towards Bus Shelter			1,000.00	0.00
22/12/21	J Parker - Christmas Tree decorations & lights	101305	Localism Act 2011 ss 1 to 8	0.00	129.35
12/01/22	Flowers Groundcard - Hedge maintenance	101306	Localism Act 2011 ss 1 to 8	0.00	108.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/11/21	£100.00				
Premium Accounts	30/11/21	£131,008.83	£52,218.07	£79,890.76	£1,000.00	£0.00
Tracker Account	30/11/21	£1,165.11	£1,165.11	£0.00	£0.00	£0.00
		£132,273.94	£53,383.18	£79,890.76	£1,000.00	

Actual vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£40,814.72				
<u>Income</u>			<u>Expenditure</u>			
Precept	£10,518.00	£10,518.00	Clerks Salary		£10,304.00	£7,726.23
Grants	£1,677.20	£75,622.29	Admin		£1,650.00	£610.05
Recycling	£400.00	£702.44	Donations		£800.00	£550.00
CIL	£0.00	£20,322.33	Annual Subscriptions		£425.00	£382.30
Bank Interest	£25.00	£2.92	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£352.64	Insurance		£1,135.00	£1,218.51
Other	£0.00	£2,880.00	Inspection		£415.00	£635.00
			Maintenance		£2,000.00	£327.00
			Projects		£1,500.00	£54,340.84
			CIL	£30,431.35	£0.00	£13,375.67
			Village Hall		£300.00	£0.00
			VAT Paid		£0.00	£13,891.18
			VAT Return		£0.00	£3,910.38
			NNP		£200.00	£565.00
Total	£12,620.20	£110,400.62	Total	£30,431.35	£19,029.00	£97,832.16
			Assets Carried Forward			£53,383.18
Total		£151,215.34	Total			£151,215.34

Signed _____

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NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**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 full policy is attached to this pack but 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 in 2022 / 2023 - £10,347.50p.

In recommending this, I am conscious that the proposed Earmark and General Reserves have steadily declined over recent years and that a lower level of General Reserve would not meet the extra costs of covering the Clerk should he be on long term sick leave.

CIL Receipts

I have spoken to Babergh to review each expenditure line in the budget, with their Guidance on how Town and Parish Councils can use the CIL receipts that NPC receives.

I have now received confirmation from Babergh that the CIL can be used to pay for the following NPC costs for both the current year and 2022 / 2023 as follows:

	CIL 2021 to 2022	CIL 2022 to 2023
Community Wardens	£1,030.00	£950.00
Play Equipment Maint	£0.00	£2,000.00
Play Equipment Grass Cutting	£250.00	£750.00
Dog & Litter Bin Operation	£465.67	£500.00
	£1,745.67	£4,200.00

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NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**Budget**

At the November meeting councillors agreed with an Expenditure Budget for 2022 / 2023 of £20,695. Based on Babergh's response, I have moved the associated costs and budgets to CIL.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<u>Income</u>						
Grants	0.00	46,314.54	1,677.20	75,622.29	75,622.29	177.20
Recycling	400.00	760.62	400.00	702.44	702.44	700.00
CIL	5,000.00	18,421.87	0.00	20,322.33	20,322.33	0.00
Bank Interest	25.00	29.20	25.00	2.92	6.00	25.00
VAT Repayment	0.00	20,334.63	0.00	352.64	14,204.26	0.00
Total Income	5,425.00	85,860.86	2,102.20	97,002.62	110,857.32	902.20
Precept		10,258.00			10,518.00	
<u>Expenditure</u>						
Clerks Salary	11,556.40	12,297.85	10,304.00	7,726.23	10,450.00	10,730.00
Admin	1,900.00	827.51	1,650.00	610.05	1,650.00	1,500.00
Donations	800.00	650.00	800.00	550.00	800.00	800.00
Annual Subscriptions	602.00	260.87	425.00	382.30	382.30	475.00
Footpath Maintenance	300.00	300.00	300.00	300.00	300.00	300.00
Insurance	320.00	1,086.31	1,135.00	1,218.51	1,218.51	1,250.00
Inspection	380.00	380.00	415.00	635.00	635.00	640.00
Maintenance	2,000.00	529.07	2,000.00	327.00	1,250.00	0.00
Projects	1,400.00	59,177.98	1,500.00	54,340.84	55,840.84	500.00
CIL	4,500.00	12,187.15	0.00	13,375.67	22,725.67	4,200.00
Village Hall	165.00	0.00	300.00	0.00	300.00	300.00
VAT Paid	0.00	15,357.75	0.00	13,891.18	16,000.00	0.00
VAT Return	0.00	0.00	0.00	3,910.38	3,910.38	0.00
NNP	0.00	4,695.53	200.00	565.00	1,005.00	0.00
Total Expenditure	23,923.40	107,750.02	19,029.00	97,832.16	116,467.70	20,695.00

Reserves

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

		2020 / 21		2021 / 22		2022 / 23	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
General Reserves 6/12ths of Expenditure from July 2021	10,347.50	12,907.23	5,383.37	5,383.37	12,314.33	12,314.33	10,347.50
Restricted							
CIL		24,448.12	30,431.35	30,431.35	28,028.01	28,028.01	23,828.01
Bus Shelter Grant		0.00	500.00	500.00	0.00	0.00	0.00
Newsletter		0.00	0.00	0.00	2,880.00	2,880.00	2,880.00
Total Restricted		24,448.12	30,931.35	30,931.35	30,908.01	30,908.01	26,708.01
Earmarked Reserves							
Asset Replacement		10,500.00	0.00	0.00	0.00	0.00	0.00
Village Hall		2,000.00	2,000.00	2,000.00	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		1,400.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
NNP		190.53	0.00	0.00	0.00	0.00	0.00
Total Earmarked Reserves		15,090.53	4,500.00	4,500.00	2,500.00	2,500.00	2,500.00
Total Reserves		52,445.88	40,814.72	40,814.72	45,722.34	45,722.34	39,555.51

Signed _____

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NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**Precept**

You now need to set the Precept for 2022 / 2023. Based on the above, and Babergh's indicative Tax Base for Newton in 2022 / 2023 of 232.39, the precept requirement will be as below:

	2020 / 21	2021 / 22	2022 / 23
Total Reserves B/F	52,445.88	40,814.72	45,722.34
Income ex Precept	85,860.86	110,857.32	902.20
Precept	10,258.00	10,518.00	13,625.97
Total Income & Reserves B/F	148,564.74	162,190.04	60,250.51
Expenditure	107,750.02	£116,467.70	£20,695.00
Total Reserves C/F	40,814.72	45,722.34	39,555.51
Total Expenditure & Reserves	148,564.74	162,190.04	60,250.51
Tax Base	219.70	225.28	232.39
Band D Council Tax	£46.69	£46.69	£58.63

Appendix D Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	Planning Appeal APP/D3505/W/21/3267312 for Old Joes Driving Range, Great Cornard	21/046b	No Comment	
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/21/02694	Fairways, The Green - Erection of 1No dwelling (following demolition of existing dwelling and outbuildings).	21/114a	Support	Permission 15/12/2021
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/152a	No Comment	Permission 24/12/2021
DC/21/04056	Chilton Woods Mixed Development To North Of Woodhall Business Park, Sudbury - Discharge of Conditions Application for B/15/01718- Condition 30 (Construction Environmental Management Plan)	21/174a	No Comment	Permission 24/12/2021
DC/21/06411	Abbey House Rectory Road - Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/19/02227 dated: 25/06/2019 - Erection of two detached dwellings with garaging. To allow separate cartlodes serving Plots 1 and 2 (relocation on site), omission of juliette balcony and addition of balcony to Plot 2 Bedroom 1.	21/.212a	Support	

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NEWTON PARISH COUNCILMinutes of Meeting held on 12th January 2022 at Newton Village Hall**Appendix E Risk Register**

NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2022								
	Risk	P	S	Control Action	Frequency	CP	CS	Responsible
1	Inadequate forward planning and budgetary	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors
				Budget Review	Annually			
2	Poor Reporting to Council, Record	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	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	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
				Review Bank Statements against reconciliation	PC Meeting			
11	Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description	Annually	1	4	Councillors
				Council electronic data	Daily			Computer data is on Clerk's One Drive cloud account
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	Adoption of Policy	Feb-21	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 _____

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