

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 12<sup>th</sup> April 2023 at Newton Village Hall

**Present:** Councillors Paul Presland (Chairman), Russ Bower, Ian Cole, David Everett, Laura Smith and Philip Taylor.

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

**23/059 Apologies for Absence**

Cllr Schwenk (holiday) sent her apologies as did James Finch (Suffolk County Councillor).

**23/060 Declaration of Interests and Requests for Dispensation**

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

**23/061 Minutes of Meeting held on 8<sup>th</sup> March 2023**

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.

**23/062 Public Participation**

The councillors reviewed James Finch's previously submitted report. Lee Parker updated councillors on the issues encountered by Babergh during the Elections' nominations and that the structure in the garden of a property on Church Road has been reviewed by Babergh and that no further action is required. He finished his report by thanking Cllrs Bower and Presland for all their support during their service with NPC.

**23/063 Emails circulated**

There were no further actions required on the emails circulated by the Clerk.

**23/064 Clerk's Report (Appendix A)**

The councillors resolved to instruct the Community Wardens to cut back the hedge along the A134 if the householder does not respond to NPC's notice asking for its maintenance. The Councillors resolved to accept the repair quotation for the SID from ElanCity of £440.53 +VAT regarding the broken bracket. Cllr Taylor confirmed that a replacement oak tree should be planted regarding 22/031.

**23/065 Finance**

- a. The councillors reviewed the Bank Reconciliation and the Receipts and Payments Account (Appendix B) for the year ending 31<sup>st</sup> March 2023 and resolved to accept them as an accurate record.
- b. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge (Appendix C) for the year ending 31st March 2023 which had no recommended actions.
- c. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2022 / 2023 (Appendix D) 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 2022 / 2023 (Appendix E) 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 2022 / 2023. The councillors also noted that the period for public inspection of NPC's records will be from 5<sup>th</sup> June 2023 to 14<sup>nd</sup> July 2023.

Signed \_\_\_\_\_

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- f. The councillors reviewed the CIL Return for Babergh (Appendix F) and resolved that it be signed by the Chairman and Clerk.
- g. All payments made and due for authorisation, as itemised in the RFO Report (Appendix G) and the payment of £220.00 to Heelis & Lodge for the Internal Audit Fee were authorised by the councillors. The councillors also noted the income received since the last meeting.
- h. The councillors resolved that three picnic tables (one with wheelchair access), three benches and one backless seat, all made from recyclable materials, will be purchased for the recreation ground. The budget for the project, including the concrete bases, will be £5,000 + VAT and will come from the CIL receipts.

**23/066 Planning**

- a. The councillors reviewed **Planning Application DC/23/01081 Fairways, The Green -** Erection of 1No dwelling (following demolition of existing annexe and outbuildings).and they resolved to object to the planning application as it did not meet the policies in the Newton Neighbourhood Development Plan (NNDP) as follows:

**Newton Neighbourhood Development Plan (NNDP)**

- **23<sup>rd</sup> June 2021** - Ann Skippers MRTPI produced the Independent Examiner's Report for the NNDP. Her report concluded ***"I am satisfied that the NNDP, subject to the modifications I have recommended, meets the basic conditions and the other statutory requirements outlined earlier in this report. I therefore consider that the NNDP should proceed to a referendum based on the Newton Neighbourhood Plan area as approved by Babergh District Council on 23 March 2018."***
- **24<sup>th</sup> February 2022** - 131 (87.92% )of the votes cast answered ***"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?"***
- **2<sup>nd</sup> March 2022** - Babergh District Council agreed to adopt (make) the NNDP.

**Issues that NPC have with the Planning Application**

- i. The application is for the development of 1 dwelling and the councillors do not consider this to be in accordance with the:

***NNDP POLICY NEWT 1: DEVELOPMENT STRATEGY***

- 1. New development proposals in Newton should be commensurate with its designation as a hinterland village. Development will be prioritised on underused parcels of land within the defined settlement boundary (as shown on the Policies Map) and must reflect the character of the surrounding area.***
- 2. Proposals for development located outside the settlement boundary will only be permitted where they are in accordance with national, District or neighbourhood level policies.***

as the proposed development is outside the BUAB, does not reflect the character of the surrounding area and is within an area designated as Recreational Open Space in Map 4 of the NNDP. After reviewing the application, the councillors did not consider

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that the applicant has justified how this proposal is in accordance with the current National, District or Neighbourhood level policies. The councillors consider that this application does not comply with Policy SP03 in the Emerging Joint Local Plan Part 1.

- ii. The councillors consider that the proposal does not meet the criteria of the **NNDP Section 6.11** which states:

***“Development outside the settlement boundary should only be permitted where it is an appropriate use in the countryside (as defined by various policies in the Emerging Joint Local Plan) or demonstrates that it provides clear benefits to the community of Newton which cannot be met within the settlement boundary. This could be in the form of affordable housing for people with a local connection (see below) or the provision of a facility that will address a clear need which is lacking in the community, e.g. a community shop. The settlement boundary is shown in Map 3.”***

as the proposal is only for an additional private dwelling with no benefits to the residents of Newton.

- iii. The councillors do not consider that the proposed development is required for the housing need in Newton as the **NNDP Section 6.8** states that:

***The housing requirement for Newton, as set out in Policy SP04 of the Emerging Joint Local Plan is a minimum of 23 homes over the period to 2037. Given the 30 units either completed or in the planning pipeline (as shown and described in Map 2), Newton has achieved its minimum requirement already.***

Whilst the councillors accept that the minimum number of 23 homes in SP04 in the Emerging Joint Local Plan Part 1 is indicative, they would also point out that since the NNDP was adopted by Babergh in March 2022, the number of units either completed or in the planning pipeline is now 36 as follows:

1	Redhouse Farm	Phase 1	9 dwellings completed
		Phase 2	8 dwellings completed
2	Alston Close		4 affordable dwellings completed
3	Marks Meadow		3 dwellings to be constructed
4	Airey Close		2 dwellings constructed
5	Brook Farm		2 dwellings constructed
6	Jordans		1 dwelling constructed
7	Juglans (DC/22/05206)		6 dwellings to be constructed
8	Links View (DC/23/00577)		1 dwelling to be constructed.

- iv. The councillors consider that whilst **NNDP Section 6.15** allows for development outside the settlement boundary:

***“Proposals for the development of small-scale affordable housing schemes outside the settlement boundary, where housing would not normally be permitted by other policies, will be supported where there is a proven local need and provided that the housing:***

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- **always remains affordable;**
- **is for people in housing need that are unable to buy or rent properties in the village at open-market prices; and**
- **is offered to people with a demonstrated local connection such as through direct family connections or work.**
- **Where there is no need, is then offered to those with a demonstrated need for affordable housing in neighbouring villages.”**

the application has not demonstrated a local need nor is there a proposal for affordable housing within this scheme.

- b. The councillors reviewed **Planning Application DC/23/01144 Land West Of Blacksmith Close, Sudbury Road** - Erection of 9 No dwellings and they resolved to object to the planning application. The background and grounds for their objection were as follows:

**Consultation with Newton Parish Council (NPC)**

The applicant attended, as a member of public, the NPC meeting held on 9<sup>th</sup> March 2022. The minutes record that he” *handed out plans for a further 9 bungalows to be developed at the back of Blacksmith Close which was currently being submitted to Babergh. The Chairman asked whether any affordable housing was being proposed in the scheme and the answer was “no”. The Chairman concluded that the application, when submitted, would be judged by councillors against the recently adopted Newton Neighbourhood Plan (NNP), which had received the overwhelming support of Newton residents at the referendum”.* The applicant has not attended any meeting since including the meeting on the 12<sup>th</sup> April 2023 when this application was reviewed.

**Newton Neighbourhood Development Plan (NNDP)**

- **23<sup>rd</sup> June 2021** - Ann Skippers MRTPI produced the Independent Examiner’s Report for the NNDP. Her report concluded ***“I am satisfied that the NNDP, subject to the modifications I have recommended, meets the basic conditions and the other statutory requirements outlined earlier in this report. I therefore consider that the NNDP should proceed to a referendum based on the Newton Neighbourhood Plan area as approved by Babergh District Council on 23 March 2018.”***
- **24<sup>th</sup> February 2022** - 131 (87.92% )of the votes cast answered ***“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?”***
- **2<sup>nd</sup> March 2022** - Babergh District Council agreed to adopt (make) the NNDP.

**Issues that NPC have with the Planning Application**

- i. The application is for the development of 9 single-storey dwellings and the councillors do not consider this to be in accord with:

***NNDP POLICY NEWT 1: DEVELOPMENT STRATEGY***

Signed \_\_\_\_\_

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- 1. New development proposals in Newton should be commensurate with its designation as a hinterland village. Development will be prioritised on underused parcels of land within the defined settlement boundary (as shown on the Policies Map) and must reflect the character of the surrounding area.**
- 2. Proposals for development located outside the settlement boundary will only be permitted where they are in accordance with national, District or neighbourhood level policies.**

as the proposed development is outside the BUAB and on an area designated as Recreational Open Space in Map 4 of the NNDP. After reviewing the application, the councillors did not consider that the applicant has justified how this proposal is in accordance with the current National, District or Neighbourhood level policies. The councillors consider that this application does not comply with Policy SP03 in the Emerging Joint Local Plan Part 1.

- ii. The councillors consider that the proposal does not meet the criteria of the **NNDP Section 6.11** which states:

***“Development outside the settlement boundary should only be permitted where it is an appropriate use in the countryside (as defined by various policies in the Emerging Joint Local Plan) or demonstrates that it provides clear benefits to the community of Newton which cannot be met within the settlement boundary. This could be in the form of affordable housing for people with a local connection (see below) or the provision of a facility that will address a clear need which is lacking in the community, e.g. a community shop. The settlement boundary is shown in Map 3.”***

as the proposal is only for private dwellings with no benefits to the residents of Newton.

- iii. The councillors do not consider that the proposed development is required for the housing need in Newton as the **NNDP Section 6.8** states that:

***The housing requirement for Newton, as set out in Policy SP04 of the Emerging Joint Local Plan is a minimum of 23 homes over the period to 2037. Given the 30 units either completed or in the planning pipeline (as shown and described in Map 2), Newton has achieved its minimum requirement already.***

Whilst the councillors accept that the minimum number of 23 homes in SP04 in the Emerging Joint Local Plan Part 1 is indicative, they would also point out that since the NNDP was adopted by Babergh in March 2022, the number of units either completed or in the planning pipeline is now 36, as follows:

1	Redhouse Farm	Phase 1	9 dwellings completed
		Phase 2	8 dwellings completed
2	Alston Close		4 affordable dwellings completed
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7	Juglans (DC/22/05206)	6 dwellings to be constructed
8	Links View (DC/23/00577)	1 dwelling to be constructed.

- iv. The councillors consider that whilst **NNDP Policy NEWT 2** allows for development outside the settlement boundary, **Section 6.15** states:

**“Proposals for the development of small-scale affordable housing schemes outside the settlement boundary, where housing would not normally be permitted by other policies, will be supported where there is a proven local need and provided that the housing:**

- **always remains affordable;**
- **is for people in housing need that are unable to buy or rent properties in the village at open-market prices; and**
- **is offered to people with a demonstrated local connection such as through direct family connections or work.**
- **Where there is no need, is then offered to those with a demonstrated need for affordable housing in neighbouring villages.”**

The councillors consider that no current local need has been identified by the applicant nor is there any proposal for affordable housing within this scheme.

- v. The councillors do not consider that the proposed scheme complies with the:

***NNDP POLICY NEWT 8: ENSURING PEDESTRIAN SAFETY AND ENCOURAGING WALKING***

- 1. Development proposals are encouraged to incorporate features and layouts in their design which encourage people to walk rather than use less sustainable modes of travel such as the private car for local journeys. This includes providing access and improvements to footways, public rights of way, circular walks and other routes into the countryside and to local services and facilities.***
- 2. Proposals for new development must provide safe access for vehicles, cyclists and pedestrians with adequate visibility. In particular, development proposals that generate an increased need for parking must ensure that all vehicle parking is provided in accordance with adopted SCC Parking Standards in order to minimise obstruction of the local road network.***

as the proposals do not provide any safe options for pedestrians to walk within Blacksmith Close except on the road or to access public right of ways/circular walks, local services and facilities unless you cross the A134 twice. The councillors also question if the vehicle parking within the proposed scheme meets adopted SCC Parking Standards.

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

Signed \_\_\_\_\_

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**23/067 Babergh's Joint Local Plan**

The councillors reviewed the consultation on the Joint Local Plan Part 1 and resolved to support the proposals for SP03 - The sustainable location of new development:

*1. New housing development will come forward through extant planning permissions, allocations in made Neighbourhood Plans, windfall development in accordance with the relevant policies of the Plan and any allocations which are made in the forthcoming Part 2 Plan.*

*2. Settlement boundaries are defined on the Policies Map. These boundaries were established in earlier Local Plans and Core Strategies and have not been reviewed as part of the Plan but are carried forward without change at the present time. The principle of development is established within settlement boundaries in accordance with the relevant policies of this Plan. Outside of the settlement boundaries, development will normally only be permitted where the site is allocated for development, or in a made Neighbourhood Plan, or is specifically permitted by other relevant policies of this Plan, or it is in accordance with paragraph 80 of the NPPF (2021).*

*3. Settlement boundaries will be reviewed, and if necessary revised, as part of the preparation of the Part 2 Plan.*

The councillors consider that the emerging policy's wording will dovetail the Newton Neighbourhood Development Plans Policy NEWT 1 when the LPA considers applications to build outside the settlement boundary.

**23/068 Newton Footpaths**

Cllr Taylor will discuss the options with local landowners.

**23/069 Allotments**

The councillors reviewed the update on the progress of the land transfer received from the solicitor, and will await further news.

**23/070 Parish Infrastructure Investment Plan (PIIP)**

Following the recent Newton survey the councillors reviewed the revised draft of the PIIP. It will now be discussed at the Annual Parish Assembly on the 26<sup>th</sup> April 2023 and picked up by the new council in May.

**23/071 NPC Election 2023**

Babergh has informed NPC that there will be an uncontested election on the 4<sup>th</sup> May 2023. Six councillors have been elected; Ian Cole, David Everett, Louise Evers, Laura Smith, Rita Schwenk and Philip Taylor who will take office on the 9<sup>th</sup> May 2023. The Clerk will advertise the one remaining vacancy for co-option.

**23/072 "No mow" areas**

The councillors agreed to support Cllr Smith's approach to the Trust to see if any "no mow" areas can be developed on trust land in the village.

**23/073 Village Hall and Trust updates**

No Village Hall meeting to report on and the Trust's next meeting is on the 18<sup>th</sup> April 2023.

**23/074 Questions to the Chair**

Cllr Schwenk has arranged for a Coronation Picnic to be held on Sunday 7<sup>th</sup> May 2023 between 12 and 4pm in the Recreation Ground. The Clerk was asked to review the condition of the paint on a piece of equipment in the under 7's area, The Clerk was asked to seek help from a landowner regarding what appears to be a sewerage overflow in Rotten Row before referring it to Babergh's

Signed \_\_\_\_\_

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Environmental Health. The poo bag dispenser is empty outside Village Hall. The council will consider an email service to residents for the circulation of council news and village events at its May meeting.

**23/075 Next Meeting**

The next Meeting of NPC will be held on Wednesday 17<sup>th</sup> May 2023 starting at 7.30 pm in the Village Hall.

**The meeting closed at 9.00 pm.**

**Appendix A Clerk's Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
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.	
23/038	Community Wardens are to remove road sign opposite Valley Road.	
23/038	James Finch and Lee Parker chased re culvert damage.	
23/042	Minutes sent to BRN and updated on website.	✓
23/045	Wrote second letter to homeowner in Sudbury Road re hedge overgrowing pavement. No response to date.	
23/046 a	Payments made to suppliers, individuals and organisations.	✓
23/047	Planning responses sent to Babergh.	✓
23/052	Analysis of the Newton Survey distributed at Coffee Morning and placed on website.	✓
23/054	Draft of new Year Plan now prepared for new council.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	New terms of Clerk's Contract of Employment implemented on the 1st April 2023.	
	The Community Wardens are in contact with Elan over the broken bracket on the SID. They have also removed the bench by the under-7 play equipment area.	
	<b>Clerk Hours</b>	
	Up until the 2nd April 2023 - 780 hours paid / 775.50 hours worked plus 45 hours holiday.	

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 12<sup>th</sup> April 2023 at Newton Village Hall**Appendix B Bank Reconciliation and Accounts**

		<b>NEWTON PARISH COUNCIL</b>		
<b>Bank Reconciliation for Financial year ending 31st March 2023</b>				
<b>Balances per Bank Statements as at 31st March</b>				
Barclays Community			£0.00	
Barclays Premium Account			£0.00	
Barclays Tracker Account			£0.00	
Unity Current Account			£19,996.62	
Unity Trust Savings Account			£25,119.67	
				£45,116.29
Add any Unbanked Cheques / Cash as at 31 March				£0.00
Less Unpresented Cheques as at 31 March				
				£0.00
			<b>Total Cash</b>	<b>£45,116.29</b>
<b>CASH BOOK</b>				
Opening Balance				£49,357.31
Add Receipts in the year				£37,149.35
				£86,506.66
Less Payments in the year				£41,390.37
			<b>Total Cash</b>	<b>£45,116.29</b>
<b>D Crimmin</b>		<b>RFO, Newton Parish Council</b>		<b>1st April 2023</b>

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 12<sup>th</sup> April 2023 at Newton Village Hall**NEWTON PARISH COUNCIL****Receipts & Payments Account for the  
year ending 31st March 2023**

	2021 / 2022	2022 / 2023
<b>Receipts</b>		
Precept	£10,518.00	£13,625.97
Grants	£76,122.29	£2,975.23
Recycling	£1,023.87	£251.23
Bank Interest	£7.14	£150.37
CIL	£20,322.33	£17,579.58
Other	£2,880.00	£37.00
VAT Repayment	£14,204.26	£2,529.97
	<b>£125,077.89</b>	<b>£37,149.35</b>
<b>Payments</b>		
Clerks Salary	£10,301.64	£11,571.48
Admin	£1,259.29	£1,718.33
Donations	£650.00	£400.00
Annual Subscriptions	£382.30	£441.51
Footpath Maintenance	£300.00	£300.00
Insurance	£1,218.51	£1,497.60
Inspection	£635.00	£635.00
Maintenance	£410.66	£0.00
Village Hall Hire	£0.00	£425.00
Projects	£57,355.26	£2,718.62
CIL	£22,725.67	£18,083.66
Repay VAT overpayment	£3,910.38	£0.00
NNP	£1,005.00	£0.00
VAT Paid	£16,381.59	£3,599.17
	<b>£116,535.30</b>	<b>£41,390.37</b>
<b>Excess of Payments over Receipts</b>	<b>£8,542.59</b>	<b>-£4,241.02</b>
Add Balance Brought Forward	£40,814.72	£49,357.31
<b>Balance Carried Forward</b>	<b>£49,357.31</b>	<b>£45,116.29</b>
<b>Represented by</b>		
Barclays Community	£100.00	£0.00
Barclays Premium	£31,357.98	£0.00
Barclays Tracker	£1,165.17	£0.00
Unity Trust Current Account	£16,734.16	£19,996.62
Unity Trust Savings Account	£0.00	£25,119.67
	<b>£49,357.31</b>	<b>£45,116.29</b>
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

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

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**Appendix C Internal Audit Report**

# HEELIS & LODGE

Local Council Services • Internal Audit

**Internal Audit Report for Newton Parish Council – 2022/2023**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £37,149      Expenditure: £41,390      Reserves: £32,904 (EMR) £12,212 (GR)

AGAR Completion:

Section One: [Yes - unsigned](#)

Section Two: [Yes - unsigned](#)

Annual Internal Audit Report 2021/2022: [Yes](#)

Certificate of Exemption: [No](#)

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*The Council hold the General Power of Competence and LGAs137 does not apply.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)

Reviewed: [13/7/2022 \(Ref:22/140\)](#)

Financial Regulations in place: [Yes](#)

Reviewed: [13/7/2022 \(Ref:22/140\)](#)

VAT reclaimed during the year: [Yes](#)    [1/4/2023](#)    [£3,599.17](#)

Registered: [No](#)

General Power of Competence: [Yes \(adopted 13/5/2020 – Ref: 20/154\)](#)

*There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

Signed \_\_\_\_\_

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*The Council undertook a review of policies at a meeting held on 15/6/2022 (Ref: 22/120).*

**Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes  
Data Protection registration: Yes (Ref: Z955627X)

***Data Protection***

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: Yes

*Insurance was in place for the year of audit and reviewed at a meeting held on 12/10/2022 (Ref: 22/152.d). The Risk Register was reviewed at a meeting held on 11/1/2023 (Ref: 23/012). Internal Controls were reviewed on 11/1/2023 (Ref: 23/103).*

*The Council have effective risk management and internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*The annual play area inspection has been undertaken during the year (Ref: 14/12/2022 – item 22/196).*

Fidelity Cover: £150,000

*The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.*

**Transparency**

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No  
Website: [www.newton.onesuffolk.net](http://www.newton.onesuffolk.net)

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Signed \_\_\_\_\_

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Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

*2022 Annual Return, Section One Published – Yes*

*2022 Annual Return, Section Two Published – Yes*

*2022 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date *13/6/2022*

End Date *22/7/2022*

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £18,243 (2023-2024) Date: 11/1/2023 (Ref: 23/008.b)

Precept: £13,626 (2022-2023) Date: 12/1/2022 (Ref: 22/007.b)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

**Income controls**

Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.*

**Petty Cash**

Associated books and established system in place

*A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.*

**Payroll controls**

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment

PAYE System in place: *Yes*

Employer's Reference: *475/SA56474*

P60s issued: *Yes*

Signed \_\_\_\_\_

Date

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 12<sup>th</sup> April 2023 at Newton Village Hall

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and a P60 has been produced as part of the year end process. Eligible employees are able to join the LGPS pension scheme.*

*It is noted that the Council undertook a review of salaries at a meeting held on 12/10/2022 (Ref: 22/165) and again on 11/1/2023 (Ref: 23/019).*

*An appraisal system in place.*

**Asset control**

Inspection of asset register and checks on existence of assets  
Cross checking on insurance cover

*A separate asset register is in place and a review undertaken on 12/10/2022 (Ref: 22/152.c). Values are recorded at cost/insurance value. The total value of assets are recorded at £179,420. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

**Bank Reconciliation**

Regularly completed and cash books reconcile with bank statements

*All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.*

*Bank Balances at 31 March were confirmed as:*

<i>Unity Trust Current</i>	<i>xxxx4348</i>	<i>£19,996.62</i>
<i>Unity Trust Deposit</i>	<i>xxxx0209</i>	<i>£25,119.67</i>
<i>Barclays Premium</i>	<i>xxxx6106</i>	<i>Closed 24/11/2022</i>
<i>Barclays Community</i>	<i>xxxx6092</i>	<i>Closed 24/11/2022</i>
<i>Barclays Tracker</i>	<i>xxxx9936</i>	<i>Closed 24/11/2022</i>

**Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£12,212) and have identified earmarked reserves (£32,904) in in their year end accounts.*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on a Receipts & Payments basis.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

Signed \_\_\_\_\_

Date

**NEWTON PARISH COUNCIL**

Minutes of Meeting held on 12<sup>th</sup> April 2023 at Newton Village Hall

**Internal Audit Procedures**

*The 2022 Internal Audit report was considered by the Council at a meeting held on 25/5/2022 (Ref: 22/094.a).*

*A review of the effectiveness of the Internal Audit was carried out on 11/1/2023 (Ref: 23/103).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 25/5/2022 (Ref: 22/089).*

**External Audit**

*The Council formally approved the 2022 AGAR at a meeting of the full Council held on 25/5/2022 (Ref: 22/094).*

*The External Auditor's report was considered at a meeting held on 12/10/2022 (Ref: 22/152.a).*

*The following matters were brought to the attention of the Council:*

- *Costs for locum staff should be included in Box 6 and not Box 4.*

**Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 25/5/2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work

**Heather Heelis  
Heelis & Lodge**

9 April 2023

Signed \_\_\_\_\_

Date

**NEWTON PARISH COUNCIL**Minutes of Meeting held on 12<sup>th</sup> April 2023 at Newton Village Hall**Appendix D AGAR Section 1****Section 1 – Annual Governance Statement 2022/23**

We acknowledge as the members of:

EN Newton Parish Council ITY

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 2023, 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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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/YYYY

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

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 12<sup>th</sup> April 2023 at Newton Village Hall**Appendix E AGAR Section 2****Section 2 – Accounting Statements 2022/23 for**

EN Newton Parish Council TY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	40,815	49,357	<i>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.</i>
2. (+) Precept or Rates and Levies	10,518	13,626	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	114,560	23,523	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	10,302	11,571	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	106,234	29,819	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	49,357	45,116	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	49,357	45,116	<i>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.</i>
9. Total fixed assets plus long term investments and assets	171,220	179,420	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

01/04/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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 12<sup>th</sup> April 2023 at Newton Village Hall**Appendix F CIL Report**

<b>Newton Parish Council</b>		
<b>Community Infrastructure Levy</b>		
<b>Reporting Year 1st April 2022 to 31st March 2023</b>		
A	Total CIL Income carried over from previous year	£28,028.01
B	Total CIL income received (receipts)	£17,579.58
C	Total CIL spent (expenditure)	£18,083.66
D	Total CIL repaid following payment notice	£0.00
<b>E</b>	<b>Total CIL retained at year-end (A+B-C-D)</b>	<b>£27,523.93</b>
CIL Expenditure		
	<b>Item / Purpose</b>	<b>Amount Spent</b>
	Allotment Land Purchase & Legal Fees deposit	£3,291.04
	MUGA & Play Equipment	£499.45
	Digital Platform laptop & projection system	£1,045.50
	Community Wardens	£640.75
	MUGA & Play Equipment Maintenance	£900.00
	Dog & Litter Bins Operational costs	£465.67
	SID posts	£380.00
	Litter bin & dog poop dispensers	£719.25
	Four Defibrillators plus accessories	£9,672.00
	Christmas tree electricity supply	£470.00
	<b>Total Spent</b>	<b>£18,083.66</b>

**Appendix G RFO Report****Unity Receipts & Payments 2022 / 2023**

04/04/2023 Recycling Credit from Babergh £263.36

**Appendix H Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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).	23/009b	No comment	
DC/23/00577	1 Links View - Application for Outline Planning Permission (Access points to be considered, Appearance, Landscaping, Layout and Scale reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No detached dwelling with parking, together with new vehicular access and extension of the public footway to the South of the proposed access (re-submission of withdrawn application DC/22/05997)	23/047a	Support	
APPEAL	APP/D3505/W/22/3310476 - Rotten Row Farm, Rotten Row - Refusal of application for the "Continued use of buildings for agricultural, industrial and commercial purposes."	23/047c	All objections still stand.	

**End of Appendices**

Signed \_\_\_\_\_

Date

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