

**NEWTON PARISH COUNCIL**

Minutes of Annual Meeting held on 25<sup>th</sup> May 2022 at Newton Village Hall

**Present:** Councillors Paul Presland (Chairman), Russell Bower, David Everett, Rita Schwenk, Shona Shipp and Laura Smith.

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

**22/081 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.

**22/082 Apologies for Absence**

Cllr Taylor (work commitments) sent his apologies as did James Finch (Suffolk County Councillor),

**22/083 Election of Vice Chairman**

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

**22/084 Code of Conduct**

It was unanimously resolved that NPC adopt the Local Government Association Model Councillor Code of Conduct 2020.

**22/085 Declaration of Interests and Requests for Dispensation**

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

**22/086 Minutes of Meeting held on 13<sup>th</sup> April 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.

**22/087 HR & Standards Committees**

Cllrs Bower and Taylor were appointed to the HR Committee. Cllrs Smith, Everett and Schwenk were appointed to the Standards Committee. The Clerk to draft terms of reference for both committees.

**22/088 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). |   |

**22/089 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 2022 / 2023 and the Clerk to send the letter of engagement.

**22/090 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 2022 / 2023.

**22/091 Public Participation**

The councillors reviewed James Finch's previously submitted report.

Signed \_\_\_\_\_

Date

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### **22/092            Emails circulated**

Following a review of the emails circulated by the Clerk the councillors noted the concerns of a golf club member on an issue surrounding the use of Rotten Row Farm. Lee Parker will raise the issue with Babergh's Environmental team and councillors agreed that an evidence log should be maintained regarding the use of the farm. The Clerk to update the person raising the issue on the actions taken.

### **22/093            Clerk's Report**

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

### **22/094            Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge and the Annual Governance Annual Return AIAR (Appendix B) for the year ending 31st March 2022 which had no recommended actions.
- b. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2021 / 2022 (Appendix C) was approved and the Chairman signed the section on behalf of NPC.
- c. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2021 / 2022 (Appendix D) was approved and the Chairman signed the section on behalf of NPC.
- d. 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 2021 / 2022. The councillors also noted that the period for public inspection of NPC's records will be from 13<sup>th</sup> June 2022 to 22<sup>nd</sup> July 2022.
- e. 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. The councillors resolved to transfer £25,000 from the Barclays to the Unity Trust account.
- f. The council is still awaiting a quotation to provide an electricity supply for the Christmas Tree.
- g. The councillors resolved to purchase 2no. dog poop bag dispensers and a supply of bags which, providing the Trust approve the locations, will be placed on the Green outside the Village Hall and by Saracens pond.

### **22/095            Planning**

- a. The councillors reviewed **Planning Application DC/22/02188 Perrywood Garden Centre, Newton Road** - Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/20/03810 dated 11/06/2021. (Erection of a new garden centre building (Use Class E) 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 Class E). 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.) Town and Country Planning Act 1990.- To vary Condition 2 (Approved Plans and Documents) for minor design changes to the scheme and resolved to support the application.
- b. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- c. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix F).

Signed \_\_\_\_\_

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**22/096 Babergh Community Governance Review**

The councillors reviewed the plans for a Community Governance Review by Babergh and agreed they had no comments at this stage.

**22/097 Recreation Ground**

The councillors were updated that the tennis net storage cabinet was under construction. The councillors resolved that a green litter bin should be purchased for outside the main gates of the MUGA so that users will be encouraged not to throw litter in and around the MUGA and set a budget of £500 for the bin and installation.

**22/098 Defibrillators**

With the order being placed for the 3 defibrillators, permission has now been agreed for all three locations.

**22/099 Forthcoming Events**

The plans for the official opening of the recreation ground facilities and the Queen's Platinum Jubilee (QPJ) celebrations in the Recreation Ground on Sunday 5<sup>th</sup> June 2022 were discussed. With most of the planning now complete, the Clerk was asked to produce 250 A5 leaflets for distribution to all households.

**22/100 Community Allotments**

The councillors reviewed the offer from the landowner to transfer the allotment land to the ownership of NPC, subject to the council paying for all legal costs. The councillors agreed unanimously to accept the offer and asked Cllr Schwenk to obtain a quote from BWB for the conveyance on NPC's behalf and the Clerk to liaise with the landowner.

**22/101 Newton Footpaths**

Cllr Schwenk reported on the progress made with local landowners in order to create a permissive path between Newton and Assington.

**22/102 Village Hall and Trust updates**

The Village Hall held a very successful coffee morning on Saturday 21<sup>st</sup> May 2022 raising £292.55. Builders are still investigating the extent of the problems with the extension roof. The Trust held a meeting where it approved the use of Little Green for the location of a defibrillator but did not have any options to provide space for the "no-mow May" scheme. The erection of signage on the track over the Green is still being reviewed.

**22/103 Questions to the Chair**

No questions were raised.

**22/104 Standing Orders**

In accordance with NPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment.

**22/105 Clerk Appraisal**

The appraisal completed by Cllrs Everett and Presland with the Clerk was reviewed by the councillors. It was resolved that the appraisal for the period 1<sup>st</sup> May 2020 to 28<sup>th</sup> February 2022 should be signed by the Chairman on NPC's behalf.

**22/106 Next Meeting**

The next Meeting of NPC will be held on Wednesday 15<sup>th</sup> June 2022 starting at 7.30 pm in the Village Hall.

Signed \_\_\_\_\_

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Following the close of the meeting Cllr Shipp tendered her resignation from the council due to not having the time to undertake the training and tasks that she considered necessary to be a councillor. In accepting her resignation, the Chairman thanked her for the work she had undertaken as a councillor and hoped to see her at meetings in the future.

The meeting closed at 9.25 pm.

**Appendix A Clerk's Report**

Minute	Action	Complete ✓
21/189	James Finch requested to look at calming measures for Rotten Row.	
22/009	MUGA and play equipment signage installed by Community Wardens.	✓
22/015	Cllr Presland is obtaining quotation from electrician.	
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/044	Welcome to Newton updated with councillors feedback. New pictures to be resourced for final review at June meeting.	
22/044	An issue with Clerk's use of newton-pc.gov.uk email addresses is now resolved and councillors' email addresses to be rolled out in May.	
22/063	Minutes sent to BRN and updated on website.	✓
22/065	The cost for the Community Wardens to jet-spray the MUGA is £185 + VAT.	✓
22/067 a	Payments made to suppliers, individuals and organisations.	✓
22/067 d	SLA for Community Wardens signed and returned to Sudbury TC.	✓
22/068	Planning application(s) response sent to Babergh.	✓
22/070	Order placed for tennis net storage.	✓
22/075	Response from NGT awaited on "no mow May".	
22/078	Website updated with SID analysis.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	Broken footpath sign by MD Mills reported.	

Signed \_\_\_\_\_

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**Appendix B AGAR AIAR**

**Annual Internal Audit Report 2021/22**

EN Newton Parish Council TY	
www.newton.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS	

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

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

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

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

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

Date(s) internal audit undertaken

18/04/2022 DD/MM/YYYY

Name of person who carried out the internal audit

H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

 REQUIRED

Date

18/04/2022

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

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

Signed \_\_\_\_\_

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**Appendix C AGAR Section 1**

**Section 1 – Annual Governance Statement 2021/22**

We acknowledge as the members of:

EN Newton Parish Council

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

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

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

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

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

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Signed \_\_\_\_\_

Date

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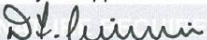
**NEWTON PARISH COUNCIL**Minutes of Annual Meeting held on 25<sup>th</sup> May 2022 at Newton Village Hall**Appendix D AGAR Section 2****Section 2 – Accounting Statements 2021/22 for**

EN Newton Parish Council TY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	52,446	40,815	<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	10,258	10,518	<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	85,861	114,560	<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	12,298	10,302	<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	95,452	106,234	<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	40,815	49,357	<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	40,815	49,357	<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	89,517	171,220	<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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

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

SIG 

Date

04/04/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Signed \_\_\_\_\_

Date

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**NEWTON PARISH COUNCIL**Minutes of Annual Meeting held on 25<sup>th</sup> May 2022 at Newton Village Hall**Appendix E RFO Report****Agenda Item 94e RFO Report****Barclays Receipts & Payments 2022 / 2023**

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

**Unity Receipts & Payments 2022 / 2023**

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

**Appendix F Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/21/01451	Rotten Row Farm Rotten Row - Continued use of buildings for agricultural, industrial and commercial purposes.	21/071a	Objected	
DC/22/01350	Perrywood Garden Centre, Newton Road - Application under Section 73 of The Town and Country Planning Act for DC/20/03810 for the variation of condition 10 (Disposal of surface water).	22/068a	Support	
DC/22/01258	Burchetts Rectory Road - Application for Listed Building Consent - Replacement external door at Utility Room and Replacement external French door at Family room; Replacement windows (2) at Family room.	22/068b	Support	
DC/22/01428	Farm Shop, Wheldons Fruit Farm, Joes Road - Application to determine if Prior Notification is required for a Proposed: Change of Use from Commercial, Business and Service (Use Class E) to Dwelling Houses. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3 Class MA - Conversion of Farm Shop to Dwelling House(C3).	22/068c	No objection.	Formal approval not required 12/05/2022.

**End of Appendices**

Signed \_\_\_\_\_

Date

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