APPENDIX

Agenda Item 4 Dispensations

If there is an item on this agenda for which you have a pecuniary interest, you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 6 Correspondence Circulated

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 7 Clerk's Report

Action
Hastoe – Still in negotiation but hopeful of progress by December
Rural Partnership – In negotiation with land-owner but are hopeful of progress before December
White Gates - TBA
Speed Limiting Signs - TBA
Defibrillator Installation postponed to 15th October
Road names for Red House Farm - TBA
Increase parking in Plampin Close - TBA
Light not working (Plampin Close) - Reported

Agenda Item 8a – External Auditor Report

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Newton Parish Council – SF0286**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided an adequate explanation as to why the Box 8 figure does not agree to the bank reconciliation provided as at 31st March 2019. There is a £96 discrepancy which should be investigated and amendments made to the prior year comparatives on next year's AGAR if appropriate.

The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name: **PKF LITTLEJOHN LLP**

External Auditor Signature: PKF Littlejohn LLP Date: 22/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Governance and Accountability Return 2018/19 Part 3 Page 6 of 6

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*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.*
1. Balances brought forward	25365	44268	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	10000	10373	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	19681	21502	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	5130	4302	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	5648	7738	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	44268	64103	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	44268	64103	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	32648	32899	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	NIL	NIL	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2019 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 12/06/19

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

12/06/19

as recorded in minute reference:

19/063d MINUTE REFERENCE

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

SIGNATURE REQUIRED

Agenda Item 8b Asset Register

Date Purchased	Description	Street Furniture Value	Location	Insurance cover as at 1st October	Notes
	War Memorial	£5,000	Green	£6,454.00	
	Bus Shelter	£3,150	Green	£4,103.00	
	Bus Shelter	£3,150	Near Links View	£4,103.00	
Jul-05	Litter Basket	£100	Plampin Close	£0.00	*
Jul-05	Litter Basket	£100	Green next to Bus Shelter	£0.00	*
Mar-06	Litter Basket	£100	Next to Bus Shelter (Links View)	£0.00	*
Mar-06	Litter Basket	£100	Playing field	£0.00	*
	Park Bench	£300	Plampin Close	£300.00	
Jun-07	Park Bench	£300	Outside Deens	£300.00	
	Park Bench	£300	Memorial Gardens	£387.00	
	Park Bench	£300	Memorial Gardens	£300.00	
	Park Bench	£300	Playing field	£300.00	
	Park Bench	£300	Playing field	£300.00	
	Park Bench	£300	Playing field	£300.00	
	Park Bench	£300	By War Memorial	£300.00	
	Park Bench	£300	By War Memorial	£300.00	
	Park Bench	£300	Green by Saracens Pond	£300.00	
	Round Park Bench	£500	Green by Saracens Pond	£644.00	
	Village Sign	£1,500	Outside Deans	£1,945.00	
	Weather Vane	£400	Green by Saracens Pond	£521.00	
	Single Arch Swing	£750	Playing field	£972.00	
	Fun Frame	£1,800	Playing field	£2,327.00	
	Wobbly Bridge	£1,300	Playing field	£1,682.00	
	Double Swing with Cradle Seat	£900	Playing field	£1,163.00	
	Tunnel	£250	Playing field	£0.00	*
	Church Road Sign	£250	Green opp. Church Rd	£0.00	*
Aug-07	Dog Bin	£95	Entrance to Playing field	£0.00	*
Oct-06	Dog Bin	£95	Church Road	£0.00	*
Oct-06	Dog Bin	£95	Green Next to Telephone Box	£0.00	*

Oct-06	Dog Bin	£95	Green entrance to Links View	£0.00	*
Oct-06	Dog Bin	£95	Green outside Juglans	£0.00	*
Oct-06	Dog Bin	£95	Green opposite Burchetts	£0.00	*
	Double Park Bench	£400	Plampin Close	£519.00	
	Park Bench	£300	Alston Close	£300.00	
	Notice Board	£200	Church Road	£0.00	*
Jan-08	By-Law sign	£30	Saracens Pond	£0.00	*
Jan-08	By-Law sign	£30	Village Hall	£0.00	*
Sep-08	Notice Board	£120	Village Hall	£0.00	*
Nov-09	Grit Bin	£135	Airey Close	£0.00	*
Nov-09	Grit Bin	£135	Links View	£0.00	*
Nov-09	Grit Bin	£135	Plampin Close	£0.00	*
Jul-10	Dog Bin	£95	Footpath by Jordans	£0.00	*
Jul-10	Dog Bin	£95	Footpath by 1 Assington Road	£0.00	*
Nov-10	Slide	£3,625	Playing field	£4,326.00	
Nov-10	Playground Fence	£1,100	Playing field	£1,312.00	
Aug-11	Picnic Table	£128	Playing field	£0.00	*
Aug-11	Picnic Table	£128	Playing field	£0.00	*
Jan-12	Litter Bin	£110	Village Hall Car Park	£0.00	*
Jul-14	QDJ Bench	£328	Field	£300.00	
Oct-14	Pent hut	£90	Playing field	£0.00	*
May-16	Line Marker	£289	Cllr Poole's house	£0.00	*
Mar-17	Defibrillator & Cabinet	£820	Newton Green Golf Club	£0.00	Policy covers up to £5000 worth of Defib equipment.
Feb-18	Lap-top computer	£380	Clerk's House	£380.00	
Jan-19	Printer	£251	Clerks House	£250.00	
Aug-19	Park bench	£269	Top of playing field	£300.00	
Oct-19	Defibrillator & Cabinet	£1525	Village Hall	£0.00	Policy covers up to £5000 worth of Defib equipment
	Total	**£33,638**		**£34,688**	

Agenda item 8c Insurance

came&company
local council insurance
Part of the Stackhouse Poland Group

Mr Adrian Beckham
Newton Parish Council
The Lodge
Newton Road
Sudbury
Suffolk CO10 2RS

Invoice

Date: 29th August 2019 Client Reference: 2367347

1 Year Premium

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Inspire	RGBDX6962034	01/10/2019 to 30/09/2020	£305.50
Sub Total				£305.50
Administration Fee				£50.00
IPT at the prevailing rate				£36.66
TOTAL				£392.16

Long Term Agreement Premium

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Inspire	RGBDX6962034	01/10/2019 to 30/09/2020	£290.23
Sub Total				£290.23
Administration Fee				£50.00
IPT at the prevailing rate				£34.83
TOTAL				£375.05

Payment Options	Notes
BACS Payment	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 13267268 Reference: Please quote 2367347
Cheque	Please make your cheque payable to Came & Company with 2367347 noted on the reverse

Stackhouse Poland
A Gallagher Company
Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
T: 01483 462860 E: local.councils@cameandcompany.co.uk
www.parishinsurance.co.uk

Registered and Head Office: The Walbrook Building, 25 Walbrook, London, EC4N 8AW. Came & Company Local Council Insurance is a trading style of Stackhouse Poland Ltd which is authorised and regulated by the Financial Conduct Authority.

Agenda Item 8d Responsible Financial Officer (RFO) Report

Receipts & Payments

12/06/19	Audit - Heelis & Lodge	101184			0.00		180.00	y
09/09/19	Babergh - Precept				5,129.00	y	0.00	
02/09/19	Bank Interest				28.06	y	0.00	
17/09/19	Clerks Salary	101193			0.00		1,059.32	y
18/09/22	VAT Refund				735.75	y	0.00	
20/09/19	P. Scsmmell	101194			0.00		295.00	y
24/09/19	Babergh Election Costs	101192			0.00		104.78	y
09/10/19	PKF Littlejohn - External Audit	101196			0.00		240.00	
29/09/19	Dynamic Fireworks - L Parker	101195			0.00		599.00	
09/10/19	**VAT REPAYMENT 126000105401**	101197			0.00		13,223.11	
09/10/19	T Parry	101198			0.00		14.45	
09/10/19	S Presland	101199			0.00		7.60	
09/10/19	A Burdiss	101200			0.00		21.80	
09/10/19	Came & Co. (Insurance)	101201			0.00		375.05	
09/10/19	Community Heartbeat Trust	101202			0.00		1,750.00	

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/09/19	£100.00				
Premium Accounts	30/09/19	£59,557.44	£43,326.43	£16,231.01	£0.00	£100.00
Tracker Account	30/09/19	£11,150.95	£11,150.95	£0.00	£0.00	£0.00
Petty Cash	30/09/19	£0.00	£0.00			£0.00
		£70,808.39	£54,477.38	£16,231.01	£0.00	

Actual v Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£66,009.72				
Income			**Expenditure**			
Precept	£10,000.00	£10,258.00	Clerks Salary		£4,080.00	£2,040.64
Grants	£207.00	£259.46	Admin		£1,900.00	£1,657.00
Recycling	£500.00	£0.00	Grants		£800.00	£100.00
CIL/Other	£0.00	£978.98	Annual Subscriptions		£425.00	£1,110.27
Bank Interest	£25.00	£67.41	Footpath Maintenance		£300.00	£200.00
VAT Repayment	£554.28	£735.75	Insurance		£320.00	£0.00
			Inspection		£245.00	£0.00
			Maintenance		£2,000.00	£353.03
			Projects		£1,400.00	£3,738.23
			Other		£0.00	£13,223.11
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£664.53
			Contingency		£500.00	£104.78
			Youth Council		£0.00	£0.00
Total	**£11,286.28**	**£12,299.60**	**Total**	**£0.00**	**£11,970.00**	**£23,191.59**
			Assets Carried Forward			£54,477.38
Total		£78,309.32	Total			£77,668.97

Agenda 8d Finance

Authorise payments

1. **Cheque payable to PKF Littlejohn LLP (External Audit) - £240.00**
2. **Cheque payable to Lee Parker (Dynamic Fireworks) - £599.00**
3. **Cheque payable to Teresa Parry (NNPT stationery) - £14.45**
4. **Cheque payable to Sue Presland (NNPT catering)- £7.60**
5. **Cheque payable to Anthony Burdiss (NNPT stationery) - £21.08**
6. **Cheque payable to Came & Company (Insurance) - £375.05**
7. **Cheque payable to Community Heartbeat Trust (Defibrillator) - £1750.00**
8. **Cheque payable to HMRC (Repayment of deposit) - £13223.11**

Agenda Item 10h Planning Status

Application Reference	Address	Planning Details	Parish Council Comments	Babergh DC Comments
DC/19/04193 -DC/19/04155	1 Potash The Green Newton Sudbury Suffolk CO10 0QN	Discharge of Conditions and change of roof material	Supported	Granted
DC/19/04182	Farm Building At Siam Hall Siam Hall Lane Boxford Sudbury CO10 5LA	Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling	Supported	Awaiting Decision
DC/19/04000	Oak Leys Sudbury Road Newton Sudbury Suffolk CO10 0QJ	Full application - Change of use of land to residential land; Erection of single storey rear extension; Cartlodge and outbuilding; Creation of new access.	Supported	Awaiting Decision
DC/19/03985	Site Of Former Red House Farm Sudbury Road Newton Sudbury Suffolk CO10 0QH	Application under Section 73 of the Town and Country Planning Act- To vary Condition 2 (Approved Plans and Documents) relating to B/17/01105 dated 28/07/2017- Erection of replacement four bedroom dwelling (Plot 2), 3 no three bedroom dwellings and 2 no four bedroom dwellings; to enable changes to Plots 1 and 2.	Supported	Awaiting Decision
DC/19/03939	The Little Bungalow Sudbury Road Newton Sudbury Suffolk CO10 0QS	Householder Planning Application - Creation of dropped kerb to form new vehicular access	Supported	Awaiting Decision
DC/19/03547	Valley Farm Valley Road Newton Sudbury Suffolk CO10 0QQ	Heritage Inspection (Condition 3). Discharge of conditions application for DC/17/04074 - Condition 5 - (Screen Wall Fences), Condition 7 - (Window details), Condition 8 - (Materials), Condition 10 - (Works to timber frame), Condition 11 - (Details of Eaves and Verges), Condition 12 - (Details of insulation).	Supported	Awaiting Decision
DC/19/03875	1 Tudor Cottages Sudbury Road Newton Sudbury Suffolk CO10 0QJ	Application for Listed Building Consent- Replace rotten timbers and in-fill material on ground floor front and side elevations	Supported	Granted