

Agenda Item 127 Dispensations

If you have a pecuniary interest in an item on this agenda, you will not be able to participate in any of the discussions 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 why you should be given a dispensation.

Agenda Item 129 Councillor Vacancy

There have been no further applications to fill the councillor vacancy.

Agenda Item 131 Emails Circulated

If I have circulated an email not included on the agenda, and you consider that it should be discussed, please raise the item at this point.

Agenda Item 132 Clerk's Report

Minute	Action	Complete ✓
25/108	Minutes sent to BRN and updated on website.	✓
25/110	Distributed surveys to councillors.	✓
25/114	Sent NPC's views on planning application to the LPA.	✓
25/115	Made payments to suppliers.	✓
25/117	Touched based bith Paul Bryant from Babergh on the review of the Neighbourhood Plan.	✓
25/118	Sent council's reponse for Babergh's listed building consultation.	✓
25/121	Sent requests for improvements to Links View and Airey Close bus shelters.	✓
	Clerk's Actions & Delegated Power	
	None.	
	Clerk Hours	
	1st April to 29th June 2025 - Paid 156 / Worked 152.50 / Holiday taken 24 hours.	

Associated Papers NPC for Meeting on 9th July 2025

Agenda Item 133b Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/25/00782	Barns East Of Newton Leys, Joes Road - Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of 4no.existing agricultural barns on the site to create 10no. 1 and 2-bedroom dwellings (following removal of modern nissen hut) and resolved that they were concerned with the increase in the number of vehicle movements at the site onto a rural C category road.	25/050a	Concerns over increase in traffic.	
DC/25/01858	2 Hills Farm Cottages, Sudbury Road - Application for Listed Building Consent - Application for installation of solar panels, on both sides of the rear pitched roof of the rear wing two-storey extension, erected in 2008.	25/095a	Support	REFUSED 12/06/2025
SCC/0073/25/DoR	Bramford to Twinstead - The National Grid (Bramford to Twinstead Reinforcement) Order 2024: Schedule 3, Requirement 4(1)(c) – Construction Traffic Management Plan - Stage 1	25/114a	No comment.	
DC/25/02375	Land Rear Of Juglans, Sudbury Road - Application under S73a for Removal or Variation of a Condition following grant of Planning Permission DC/22/05206 dated 15/12/2022 (and subsequent NMA under DC/24/01677) Town and Country Planning Act 1990 (as amended) - To vary Condition 2 (Approved Plans and Documents) for design changes to Plot 3 only as per submitted plans and documents	25/114b	No objections.	

Agenda Item 134a RFO Report

Payments made since last meeting

Unity Trust Service Charge £6.00

Receipt received since last meeting

Unity Trust Interest on Savings A/C1 £157.32

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		37,365.79
	ADD Receipts 01/04/2025 - 30/06/2025		15,976.78
	SUBTRACT Payments 01/04/2025 - 30/06/2025		53,342.57 8,329.28
	Cash in Hand 30/06/2025 (per Cash Book)		45,013.29
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Unity Trust Bank - Current Account 30/06/2025	17,959.97	
	Unity Trust Bank - Savings Account 30/06/2025	27,053.32	
			45,013.29
	Less unrepresented payments		
			45,013.29
	Plus unrepresented receipts		
	Adjusted Bank Balance		45,013.29
	A = B Checks out OK		

Associated Papers NPC for Meeting on 9th July 2025

Newton Parish Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration			0.00 (N/A)	3,934.00	316.00	3,618.00 (91%)	3,618.00
Annual Subscription			0.00 (N/A)	550.00	294.59	255.41 (46%)	255.41
Asset Management			0.00 (N/A)	4,510.00	395.00	4,115.00 (91%)	4,115.00
CIL			0.00 (N/A)		2,908.83	-2,908.83 (-2908%)	-2,908.83
Clerk Salary			0.00 (N/A)	15,212.85	3,404.09	11,808.76 (77%)	11,808.76
Digital			0.00 (N/A)	860.00		860.00 (100%)	860.00
Donations			0.00 (N/A)	800.00	350.00	450.00 (56%)	450.00
Grants	212.64		-212.64 (-100%)			0.00 (N/A)	-212.64
Open Spaces			0.00 (N/A)	4,565.00		4,565.00 (100%)	4,565.00
Other Income	535.00	157.32	-377.68 (-70%)			0.00 (N/A)	-377.68
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	26,479.94	13,239.97	-13,239.97 (-50%)			0.00 (N/A)	-13,239.97
Projects & Events			0.00 (N/A)	750.00		750.00 (100%)	750.00
Recycling	425.00		-425.00 (-100%)			0.00 (N/A)	-425.00
NET TOTAL	27,652.58	13,397.29	-14,255.29 (-51%)	31,181.85	7,668.51	23,513.34 (75%)	9,258.05

Total for ALL Cost Centres	13,397.29	7,668.51
V.A.T.	2,579.49	660.77
GROSS TOTAL	15,976.78	8,329.28

Payments for your authorisation

	Net	VAT	Gross	Budget
None				

Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
		Sudbury TC	?	?	?	CIL - Comm Wardens 2024/25
10/07/24	24/114	Newton PCC	£200.00	£0.00	£200.00	Donations
14/05/25	25/099	Flowers & Clerk	£750.00	£0.00	£750.00	CIL
			£950.00	£0.00	£950.00	

Agenda Item 134b Corporate MultiPay Card

I require the application form for the MultiPay card to be authorised by councillors.

Agenda Item 136 Newton Neighbourhood Plan

I emailed you on the 29th June 2025 a copy of the Guide for council's who have an adopted NP, and what you can do after adoption including a review. At the August meeting, we will look at the stages that make up the review project, projected costs and sources of funding. As we have already commenced the process of establishing an NP Working Party with Cllrs Presland and Evers, please find below the draft Terms of Reference for the Working Party for your consideration.

The Newton Neighbourhood Plan Working Party (NPWP) is a working group of Newton Parish Council (NPC). All NPC policies and procedures are applicable to NPWP, and all the work undertaken by the NPWP will be submitted to NPC for adoption.

Purpose

The primary purpose of the NPWP is to prepare the Neighbourhood Plan (NP) for Newton, progressing it through an Independent Examination, a successful community referendum, and ultimately its adoption by Babergh District Council as planning policy.

The NPWP will engage the local community to ensure the NP reflects the ambitions of Newton, maximising support through high levels of engagement throughout the process.

Principles

The NPWP will operate democratically, transparently, and fairly, encouraging participation and giving equal weight to all community views. All decisions will be evidence-based and supported by community consultation.

Roles and Responsibilities

The NPWP will be accountable for developing and providing strategic management of the NP. It will develop and maintain a project timetable to guide progress. The NPWP will also produce a programme of consultation and engagement events with residents, aligning with NPC's Statement of Community Engagement, to ensure public involvement throughout the process.

To support plan production, the NPWP will undertake analysis and evidence gathering. It will actively support and promote the NP during the project and liaise with relevant authorities and organisations to enhance effectiveness.

The NPWP will gather data from a wide range of sources to ensure that conclusions are robust and reflect the aspirations and concerns of all residents. It will consult widely to ensure that both the draft and final versions of the NP accurately represent the community's views. Monthly progress reports will be made to NPC.

Membership, Chairman, and Quorum

Membership of the NPWP will include a minimum of 5 members, with at least 2 being members of NPC. Additional members may be co-opted as needed to ensure broad community representation. The Chair of the NPWP will be an NPC member and a Deputy Chair will be selected by the NPWP. For a meeting to be quorate, at least 3 members must be present, including an NPC member.

Decision Making

The plan-making process is the responsibility of NPC as the qualifying body. All NPWP actions will be carried out on behalf of and require approval from NPC. NPC will approve all the documents making up the Draft of the NP before it is published for consultation and independent examination processes.

Meetings

Meetings of the NPWP will be held monthly at Newton Village Hall. Notices and accompanying papers will be distributed at least three days before each meeting. All documents of the NPWP will be updated on the Newton website by the Parish Clerk. Decisions will typically be made by consensus; however, where voting is necessary, each member will have one vote (excluding co-opted members), with a simple majority determining the outcome. The Chair will hold a casting vote in the event of a tie.

Finance

All grants and funds for the NP will be managed and accounted for by NPC. All orders and purchases will be placed via the Parish Clerk and will conform to NPC's Financial Regulations. NPWP members may reclaim agreed expenses related to the project.

Conduct

NPWP members are expected to adhere to NPC's Code of Conduct, including the declaration of interests where applicable. Members should conduct themselves with dignity, courtesy, and respect towards others, regardless of age, gender, sexual orientation, ethnicity, or religious belief. They must promote equality of access and opportunity throughout the process.

Amendments

Any amendments to these Terms of Reference must be approved by NPC.

Agenda Item 137 IT and Email Policy

The 2025 edition of the Practitioners Guide contains a new Assertion 10 covering digital and data compliance. In addition to requirements related to email management and website accessibility, there is a new requirement for smaller authorities (excluding parish meetings) to have an IT Policy. The guidance reads as follows:

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

To assist authorities with meeting this new requirement, the Government Digital Service has provided a template IT policy. It is crucial to personalise the template for the specific use of your authority and add links to guidance where needed. Please note that the guide applies to the Annual Governance and Accountability Return for the financial year commencing on or after 1 April 2025 and ending on 31 March 2026.

I have updated the template which is attached for your review.

Agenda Item 138 Email supplier

Since using the newton-pc.go.uk emails, NPC has used Best Host as its supplier. Best Host plans to cease its support of email from the end of September 2025. NPC currently pays Best Host £67 per annum for the service.

Best Host has arranged for users to switch their accounts to Krystal which will cost £7 / month or £71 for an annual subscription. There is a small change that must be updated on all devices that access the email accounts to transfer the supplier, but this would be true for any switch of supplier.

Should you agree to the switch to Krystal, I have arranged the following time frames:

- By 15th August, I will help to adjust all users' devices for the transfer to new supplier. This should not cause any issue with how it currently works with Best Host
- By early September NPC will switch its email hosting supplier to Krystal.

Associated Papers NPC for Meeting on 9th July 2025

Agenda Item 139 PIIP

The PIIP has been re-adopted at least on an annual basis to date. I am proposing that the PIIP be changed and re-adopted by NPC as attached and then reviewed once the next Parish Survey is undertaken.

Newton Parish Council - Parish Infrastructure Investment Plan (PIIP) July 2025					
Project Name	Priority	Support Reference	Feasibility	Funding sources	Estimated completion
Traffic calming measures through Newton.	1	NNP	Review options with SCC Highways	CIL 123, NPC CIL, Locality Budget	1 - 3 years
Zebra crossing on A134 in Newton.	1	NNP	Scope project with SCC Highways	CIL 123, NPC CIL, Locality Budget	1 - 3 years
Develop more circular footpaths within parish boundary.	3	NNP	Discuss with landowners	NPC CIL	Ongoing
Maintain and protect the diversity of species across local green space.	4	NNP		NPC CIL	Ongoing
New car park for Village Hall	5	VHMC		CIL 123	1 - 2 years