

Agenda Item 146 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 148 Councillor Vacancy

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

Agenda Item 150 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 151 Clerk's Report

Minute	Action	Complete ✓
25/128	Minutes sent to BRN and updated on website.	✓
25/133	Sent NPC's views on planning application to the LPA.	✓
25/134 a	Made payments to suppliers.	✓
25/134 b	Application made for Corporate MultiPay card.	✓
25/135	Pedestrian Crossing survey responses given to SCC Highways.	✓
25/136	Terms of Reference for the NP Working Party published on website.	✓
25/137	IT and Email Policy published on website.	✓
25/138	Email hosting provider changed to Krystal in August.	✓
25/139	PIIP published on website and copy sent to Babergh.	✓
	Clerk's Actions & Delegated Power	
	Website Accessibility reviewed in August.	
	Clerk Hours	
	1st April to 24th August 2025 - Paid 252 / Worked 233.25 / Holiday taken 24 hours.	

Agenda Item 152c Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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.	Permission 25/07/2025
DC/25/03010	1A Links View - Erection of a garage/workshop	25133a	Objected	

Associated Papers NPC for Meeting on 10th September 2025

Agenda Item 153a NPC Asset Register

Please find attached the NPC Asset Register as at 31st August 2025.

Agenda Item 153b Insurance

I will circulate the renewal papers when received.

Agenda Item 153c RFO Report

Payments made since last meeting

Unity Trust	Service Charge July	£6.00
Unity Trust	Service Charge August	£6.00

Receipt received since last meeting

None

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		37,365.79
	ADD Receipts 01/04/2025 - 31/08/2025		15,976.78
			53,342.57
	SUBTRACT Payments 01/04/2025 - 31/08/2025		8,811.88
	Cash in Hand 31/08/2025 (per Cash Book)		44,530.69
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	0.00	
	Unity Trust Bank - Current Account 31/08/2025	17,477.37	
	Unity Trust Bank - Savings Account 31/08/2025	27,053.32	
			44,530.69
	Less unrepresented payments		
			44,530.69
	Plus unrepresented receipts		
	Adjusted Bank Balance		44,530.69
	A = B Checks out OK		

Associated Papers NPC for Meeting on 10th September 2025

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	3,934.00	538.00	3,396.00 (86%)	3,396.00
Annual Subscription			0.00 (N/A)	550.00	341.59	208.41 (37%)	208.41
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	143.00	4,422.00 (96%)	4,422.00
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	8,080.51	23,101.34 (74%)	8,846.05

Total for ALL Cost Centres	13,397.29	8,080.51
V.A.T.	2,579.49	731.37
GROSS TOTAL	15,976.78	8,811.88

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	Clerk	£250.00	£0.00	£250.00	CIL
			£450.00	£0.00	£450.00	

Payments for your authorisation

	Net	VAT	Gross	Budget
Babergh District Council	£1,245.00	£249.00	£1,494.00	Dog & Litter bin emptying
Flowers Groundcare	£500.00	£0.00	£500.00	CIL - Allotments
DF Crimmin	£2,658.40	£0.00	£2,658.40	Clerk Salary
DF Crimmin	£78.00	£0.00	£78.00	Clerk WFHA
HMRC	£975.32	£0.00	£975.32	Clerk Tax & NPC NI
DF Crimmin	£457.82	£19.39	£438.43	Expenses

Associated Papers NPC for Meeting on 10th September 2025

Agenda Item 153c Clerk's Expenses

		Postage					Printing			Travel
Date	Description	1st	2nd	Other	Date	Description	A4 Print	A3 Print	Lams	Miles
17/07/25	Unity 1st Large			£3.15	21/02/25	Meeting notices	4		4	
					17/03/25		30			
					18/03/25	Meeting Pack	120	6		
					20/03/25	Notices & minutes etc	44		4	
					27/03/25	Audit File	65			
					28/03/25	Litter pick	26			
					02/04/25	Travel to drop off audit				54
					03/04/25	Meeting notices	6		6	
					07/04/25	Meeting Packs (Pt 1)	206			
					08/04/25	IA & Report	54			
					09/04/25		23			
					10/04/25		30			
					20/04/25	AGAR & Notices	48		16	
					21/04/25	Councillor Guide	89			
					22/04/25	APA pack	357			
					23/04/25	Letters re allotments	14			
					25/04/25	VH Accounts	21			
					27/04/25	PCC & Charities accounts	63			
					29/04/25	Trust accounts	21			
					29/04/25		21			
					30/04/25	Fireside accounts	21			
					05/05/25		56			
					08/05/25	Meeting notices	4		4	
					12/05/25	Meeting Pack	146			
					14/05/25	MultiPay Card & minutes	86			
					02/06/25	Meeting notices	4		4	
					18/06/25	Meeting Pack	112			
					26/06/25	Survey	590			
					02/07/25	Survey	10			
					02/07/25	Notices	8		8	
					06/07/25	Meeting Packs (Pt 1)	108			
					07/07/25	Byelaws notice boards	8		8	
					10/07/25		21			
					14/07/25	Surveys	35			
					17/07/25	MultiPay & Survey analysys	25			
					24/07/25	External Audit notices	8		8	
					24/07/25		45			
					31/07/25	Elan City guide	42			
					04/08/25	CIL Framework	62			
					11/08/25	Project Hammersmith Bridge	75			
					19/08/25	ToB	4		4	
					23/08/25		43			
		0	0				2755	6	66	54
		£0.00	£0.00	£3.15			£192.85	£0.84	£13.20	£28.19

Expenditure on behalf of Newton Parish Council						
Date	Description	Ref	Gross	VAT	Net	
12/03/25	Microsoft 365 App for Business for one month	1	£10.32	£1.72	£8.60	Digital - Software
28/03/25	Sainsburys receipts for bacon rolls	2	£25.09	£0.00	£25.09	Admin
12/04/25	Microsoft 365 App for Business for one month	3	£10.32	£1.72	£8.60	Digital - Software
23/04/25	Envelopes for letters		£1.40	£0.00	£1.40	Admin
24/04/25	Sainsburys receipts for APA refreshments	4	£52.00	£0.00	£52.00	Admin
13/05/25	Microsoft 365 App for Business for one month	5	£10.32	£1.72	£8.60	Digital - Software
14/05/25	BestHost - email 03/06/25 to 02/09/25	6	£16.75	£0.00	£16.75	Digital - Software
12/06/25	Microsoft 365 App for Business for one month	7	£10.32	£1.72	£8.60	Digital - Software
19/06/25	115 pages printed for Open Gardens	8	£8.00	£0.00	£8.00	Donations
12/07/25	Microsoft 365 App for Business for one month	9	£10.32	£1.72	£8.60	Digital - Software
01/08/25	Amazon - 4A ring folders	10	£54.43	£9.07	£45.36	Admin
13/08/25	Microsoft 365 App for Business for one month	11	£10.32	£1.72	£8.60	Digital - Software
	Postage		£3.15		£3.15	
	Printing		£193.69		£193.69	
	Laminates		£13.20		£13.20	
	Travel Costs		£28.19		£28.19	
	Total		£457.82	£19.39	£438.43	Balanced
	Mileage rate from 6/4/2011	52.2p				
	1st Class Post	£1.35				Admin - Refreshments
	2nd Class Post	£0.85				Digital - Software
	A4 Printing per page	7p				Donations
	A3 Printing per page	14p				Admin - Office Expenses
	Laminates	20p				VAT
						£457.82

Agenda Item 153d Donations

NPC has budgeted £100 for the RBL Poppy Appeal.



A Blank Badged Medium Wreath for presentation by NPC at the November service will cost £30 including VAT and delivery from the RBL.

Agenda Item 154 PIIP

Following the July meeting, I updated the website with the updated PIIP and sent a copy to Babergh. I received the following reply from Christine Thurlow, Babergh's Professional Lead – Key Sites and Infrastructure:

Thank you for your email and providing a copy of your PIIP adopted by Newton Parish Council.

The CIL Expenditure Framework is the document which governs the expenditure of District CIL and sets clear parameters for eligible funding. As highway proposals sit outside these parameters, any District CIL Bid application would be unlikely to be approved as it would lie outside the CIL Expenditure Framework.

You may wish to consider altering the attached document in relation to your Traffic calming and Pedestrian crossing projects as we are unable to support with CIL 123 (District CIL).

I would recommend contacting our Community Grant Team at the District Council to explore whether alternative funding may be available.

The PIIP submitted is as next page:

Associated Papers NPC for Meeting on 10th September 2025

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

Agenda Item 155 Pedestrian Crossing

SCC Highways have agreed to prepare a design with indicative costs by the end of October.

As part of our funding bid preparation, I have prepared the attached summary of the project as at the 1st September 2025.

Agenda Item 157 Neighbourhood Plan

There is no further update on funding the review of the Newton Neighbourhood Plan following the withdrawal of support by the Government. At this stage I feel that you could consider engaging Chris Bowden of landuse.co.uk for him to prepare a presentation for you on the options and indicative costs for reviewing the NNP.

Agenda Item 158 Year Plan

NPC Tasks	Budget (ex VAT)	Apr-25	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-26	Feb	Mar
Projects													
Parish Infrastructure Investment Plan (PIIP)													
PIIP Parish Survey													
Pedestrian Crossing - Feasibility													
Pedestrian Crossing - Design & Costing													
Asset Replacement													
Neighbourhood Plan	£500												
Statutory													
Website accessibility													
GDPR													
Budget 2025 / 2026													
Precept 2025 / 2026													
Policy & Procedures													
Review Standing Orders													
Review Financial Regulations													
Risk Assessment													
Statement of Internal Controls													
Reserves Policy													
Asset Register													
Policies Review													

NPC Decision
 NPC Monitor
 Complete

Agenda Item 159 GDPR Data Map

Please find attached the GDPR Data Map for your review.

Agenda Item 160 NPC Standing Orders and Financial Regulations

I have attached the current NPC Standing Orders and Financial Regulations as adopted in July 2024 for your reference.

NALC have not made any recommended changes to the Standings Orders, but are there any that you feel should be reviewed?

NALC have made several changes to Section 5 Procurement of the Financial Regulations which I have highlighted, in yellow, in the attached revision for your review.