

Agenda Item 199 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 201 Councillor Vacancy

There has been no application to fill the councillor vacancy.

Agenda Item 203d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/25/03496	The Deans Sudbury Road - Removal of cement render cladding, basic repairs to frame, installing some insulation and recladding with Lime plaster. Repair to garden wall.	25/152b	Support	
DC/25/03880	The Deans Sudbury Road - Listed Building Consent - Removal of cement render cladding, basic repairs to frame, installing some insulation and recladding with Lime plaster. Repair to garden wall.	25/152b	Support	
DC/25/03905	1A Links View - Installation of wooden shed in rear garden	25/173a	Support	Permission 12/11/2025
DC/25/04148	Hollyhocks, Church Road - Demolition of existing rear extension & replacing with a new single storey rear extension, replacement roof to bay window, internal house alterations, extension and new roof to existing garage and a new detached outbuilding	25/173b	Support	
DC/25/04149	Hollyhocks, Church Road - Application for Listed Building Consent - Demolition of existing rear extension & replacing with a new single storey rear extension, replacement roof to bay window, internal house alterations, extension and new roof to existing garage and a new detached outbuilding.	25/173c	Support	
DC/25/04401	Squirrels Oak, Sudbury Road - Erection of a new single storey annexe (following demolition of existing garage).	25/188a	Support	

Agenda Item 204 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 205 Clerk's Report

Minute	Action	Complete ✓
25/183	Minutes sent to BRN and updated on website.	✓
25/186	Responded to National Grid's consultation.	✓
25/188	Sent NPC's views on planning application to the LPA.	✓
25/189	Paid suppliers and made donation.	✓
25/191	Placed contract with LUC for review of NNP.	✓
25/195	Confirmed village hall bookings for NPC meeting dates in 2026.	✓
25/196	Updated website with notice of Christmas Tree switch-on.	✓
	Clerk's Actions & Delegated Power	
	None.	
	Clerk Hours	
	1st April to 23rd November 2025 - Paid 408 / Worked 400 / Holiday taken 36 hours.	

Agenda Item 206a RFO Report

Payments made since last meeting

Box River News	Donation	£360.00
Purchase Card	JRB - Dog poo bags	£330.00
Purchase Card	Monthly fee November	£3.00
Unity Trust*	Service Charge November	£6.00

* The Unity Trust Service Charge will rise to £7 per month from February 2026.

Receipts received since last meeting

Allotments	Rent from 3 tenants	£45.00
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	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		37,365.79
	ADD Receipts 01/04/2025 - 30/11/2025		47,737.10
	SUBTRACT Payments 01/04/2025 - 30/11/2025		85,102.89
A	Cash in Hand 30/11/2025 (per Cash Book)		18,074.33
			67,028.56
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	0.00	
	Unity Trust Bank - Current Account 30/11/2025	4,821.81	
	Unity Trust Bank - Savings Account 30/11/2025	62,206.75	
	Lloyds Corporate Purchasing Card 30/11/2025	0.00	
			67,028.56
	Less unpresented payments		
	Plus unpresented receipts		
B	Adjusted Bank Balance		67,028.56
	A = B Checks out OK		

Associated Papers NPC for Meeting on 10th December 2025

Agenda Item 206a Clerk's Expenses

Date	Description	Postage			Date	Description	Printing		Travel	
		1st	2nd	Other			A4 Print	A3 Print	Lams	Miles
					01/09/25		25			
					07/09/25	Meeting notices	4		4	
					08/09/25	Meeting packs	287			
					09/09/25		67			
					26/09/25		70			
					01/10/25	Notices	2		2	
					03/10/25		27			
					06/10/25	Meeting Packs	66			
					10/10/25	RoSPA	58			
					17/10/25		32			
					06/11/25	Notices	6		6	
					10/11/25	Meeting packs	88			
					12/11/25	Planning Statement x 7	203			
					27/11/25		75			
		0	0				1010	0	12	0
		£0.00	£0.00	£0.00			£70.70	£0.00	£2.40	£0.00

Expenditure on behalf of Newton Parish Council					
Date	Description	Ref	Gross	VAT	Net
01/09/25	SLCC Membership 2025	1	£190.00	£0.00	£190.00
03/09/25	Krystal - email hosting 03/09 to 02/10/2025	2	£8.40	£1.40	£7.00
12/09/25	Microsoft - 365 subscription 11/9 to 10/10/25	3	£10.32	£1.72	£8.60
16/09/25	Amazon - Allotment padlocks	4	£26.99	£4.50	£22.49
03/10/25	Krystal - email hosting 03/10 to 02/11/2025	5	£8.40	£1.40	£7.00
02/10/25	CKS - 8 keys cut	6	£32.00	£0.00	£32.00
12/10/25	Microsoft - 365 subscription 11/10 to 10/11/25	7	£10.32	£1.72	£8.60
	Postage		£0.00		£0.00
	Printing		£70.70		£70.70
	Laminates		£2.40		£2.40
	Travel Costs		£0.00		£0.00
	Total		£359.53	£10.74	£348.79
					Balanced

Mileage rate from 6/4/2011	52.2p				
1st Class Post	£1.35				
2nd Class Post	£0.85				
A4 Printing per page	7p				
A3 Printing per page	14p				
Laminates	20p				

Payments for your authorisation

	Net	VAT	Gross	Budget
Flowers Groundcare	£740.00	£0.00	£740.00	Open Spaces
DF Crimmin	£348.79	£10.74	£359.53	Admin/Subscriptions/Digital
DF Crimmin	£2,578.36	£0.00	£2,578.36	Salary
HMRC	£940.54	£0.00	£940.54	Clerk Tax/ Er's NI

Agenda Item 206b Grass & Hedge cutting contracts for 2026

Both Flowers Groundcare and David Gotts will undertake the cutting schedules in 2026, at the 2025 rates. This will mean that:

- David Gotts will cut the footpaths 6 times per year for £450
- Flowers Groundcare will maintain as follows:
 - 16 cuts of the playing field at £60 per cut
 - 2 cuts of hedge in playing field at £60 per cut
 - 3 cuts of war memorial at £50 per cut
 - 3 cuts of village sign at £50 per cut
 - 6 cuts of the allotment access land at £50 per cut. Total; £1,680

Agenda Item 206c Donation

NPC has always contributed £100 towards the Christmas parcels.

Agenda Item 206d 2026 / 2027 Budget

Assumptions made by the RFO

Forecasting the remainder of 2025 / 2026

Bank interest from the Savings account should generate £100 interest in both December 2025 and March 2026. In Recycling, I have assumed that glass and paper will be on budget by Textiles will follow the 2025 / 26 downward trend.

In the Administration cost centre I have reduced the Training forecast for the remainder of 2025 / 26, increased the Office Expenses to cover extra printing costs and allowed for extra NNP meetings within the Village Hall Hire.. In the Asset Management cost centre, I have assumed that all cost will be at the budget level. I have taken the view that there will not be a need to maintain anything in the allotments over the next 4 months; if there is, CIL will be the backstop.

All items in the Clerk's Salary cost centre, except Employers Pension, are collectively on schedule with budget. A new Clerk in the next 4 months will not draw down a pension. With the exception of Software Licence costs within the Digital cost centre, which has increased by £50 for McAfee software, all items are around budget. Donations are £360 over due to the use of the Newsletter Restricted Reserve for a donation to the Box River News. The Open Spaces cost centre is forecasted to be within budget with the exception of the Dog and Litter bin Emptying which Babergh increased as we entered 2025 / 2026. In the Projects & Event cost centre I have assumed that this will now be spent on any council costs of the NNP.

Budget Proposals for 2026 / 2027

Income

It is assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year. I have assumed that interest rates will continue to drop during the year and that with the introduction of the new refuse arrangements by Babergh, there will be a drop in the recycling credits that NPC receive. I also anticipate that the full occupancy of the allotments will continue. The Precept Demand for 2026 / 2027 is shown as the difference between the Income and Expenditure. In practice, when you look at the Precept Demand at your January 2026 meeting, other factors such as the Reserves Policy, levels of reserves and the use of CIL will need to be considered when this is calculated.

Expenditure

The following assumptions should be noted:

- The Clerks Salary is based on the current scale + 3% cost of living increase in 2026 / 2027
- As the current Clerk does not wish to take up the offer of a pension, a provision of 6 months' pension costs on the minimum SCP of the salary scale has been made for 2026 / 2027 in case a new Clerk is appointed during the year
- I have assumed that NPC will agree on the new grass and hedge cutting rates offered by Flowers Groundcare. I have set a budget limit for the Community Wardens hours, within the Sudbury Town Council SLA of £1,300.
- A budget of £750 is available for any revenue project that the councillors wish to undertake during 2026 / 2027.

Please find the Detailed Budget Summary report, which shows a comparison between:

- the budget and actual for 2024 to 2025
- the budget, the actual to date, the forecast to March and the anticipated total at year-end for 2025 / 2026
- proposed budget for 2026 / 2027.

Expenditure Budget for 2026 / 2027

Councillors are asked to agree on an **Expenditure Budget for 2026 / 2027 of £31,573.68**

Associated Papers NPC for Meeting on 10th December 2025

Newton Parish Council

Detailed Budget Summary

Last Year 2024 - 2025				Current Year 2025-2026								2026-2027			
Administration		Receipts		Payments		Receipts		Payments				Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
19	Clerk WFHA			312.00	312.00				312.00	156.00	156.00	312.00	312.00	312.00	312.00
20	Bank Service Charge			72.00	71.40				72.00	45.00	41.00	86.00	86.00	120.00	120.00
21	Office Expenses			280.00	362.94				300.00	284.99	215.01	500.00	500.00	500.00	500.00
22	Mileage Costs			20.00					20.00		20.00	20.00	20.00	20.00	20.00
23	Election Costs										0.00	0.00	0.00	0.00	0.00
24	Audit Fees			430.00	430.00				430.00	430.00	0.00	430.00	430.00	455.00	455.00
25	Insurance			1,700.00	1,710.66				1,750.00	1,739.51	0.00	1,739.51	1,739.51	1,780.00	1,780.00
26	Refreshments			100.00	90.60				100.00	77.09	22.91	100.00	100.00	100.00	100.00
27	Village Hall Hire			450.00	420.00				450.00		510.00	510.00	510.00	500.00	500.00
28	Training Costs			500.00					500.00		250.00	250.00	250.00	500.00	500.00
61	Legal Costs										0.00	0.00	0.00	0.00	0.00
SUB TOTAL				3,864.00	3,397.60				3,934.00	2,732.59	1,214.92	3,947.51	0.00	4,287.00	
Annual		Last Year 2024 - 2025				Current Year 2025-2026								2026-2027	
Subscription		Receipts		Payments		Receipts		Payments				Receipts		Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
29	SALC			300.00	292.15				300.00	294.59	0.00	294.59	294.59	310.00	310.00
30	Community Action Suffolk			25.00					25.00		0.00	0.00	0.00	25.00	25.00
31	SLCC			190.00	183.00				190.00		190.00	190.00	190.00	200.00	200.00
32	ICO			35.00	35.00				35.00	47.00	0.00	47.00	47.00	50.00	50.00
SUB TOTAL				550.00	510.15				550.00	341.59	190.00	341.59	0.00	585.00	

Associated Papers NPC for Meeting on 10th December 2025

Asset	Last Year 2024 - 2025						Current Year 2025-2026						2026-2027	
	Management		Receipts		Payments		Receipts		Payments		Receipts		Payments	
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
33 Asset Purchases											0.00	0.00		0.00
34 Asset Maintenance			500.00	329.07					500.00		500.00	500.00		500.00
35 Litter, Dog & Grit Bin Maintenance			300.00						300.00		300.00	300.00		300.00
50 Play Equipment Inspection		138.00	150.00						160.00	152.00	0.00	152.00		160.00
51 Play Equipment Maintenance			1,000.00	1,416.98					1,000.00		1,000.00	1,000.00		1,000.00
52 MUGA Maintenance			500.00	936.48					500.00		500.00	500.00		500.00
53 Forever Fitness Maintenance			500.00	778.00					800.00	395.00	405.00	800.00		500.00
57 Defibrillator Consumables			500.00						500.00		500.00	500.00		500.00
58 SID Maintenance			250.00						250.00		250.00	250.00		250.00
59 Allotments Maintenance		500.00	15.00						500.00	500.00	0.00	500.00		400.00
63 War Memorial Maintenance											0.00	0.00		250.00
SUB TOTAL		4,188.00	3,625.53						4,510.00	1,047.00	3,455.00	4,502.00	0.00	4,360.00
Last Year 2024 - 2025						Current Year 2025-2026						2026-2027		
CIL		Receipts		Payments		Receipts		Payments		Receipts		Payments		
Code Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
2 CIL Receipts		10,729.70				17,915.75	0.00	17,915.75						
65 Donation to Village Hall				1,000.00								0.00		
66 CIL Expenditure										3,158.83		3,158.83		
SUB TOTAL		10,729.70	1,000.00			17,915.75	0.00	17,915.75	0.00	3,158.83	0.00	3,158.83	0.00	0.00

Associated Papers NPC for Meeting on 10th December 2025

Last Year 2024 - 2025															Current Year 2025-2026					2026-2027	
Clerk Salary		Receipts		Payments			Receipts			Payments			Receipts	Payments							
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget						
13	Net Salary			10,077.05	9,994.08				10,293.80	5,156.92	5,156.92	10,313.84			10,622.88						
14	Clerk Tax			2,519.26	2,498.40				2,573.45	1,289.00	1,289.00	2,578.00			2,655.72						
15	Clerk NI												0.00		0.00						
16	Clerk Pension												0.00		0.00						
17	Employers NI			400.00	468.16				1,180.00	591.89	591.89	1,183.78			1,241.79						
18	Employers Pension			1,338.48					1,165.60			0.00	0.00		1,202.29						
SUB TOTAL				14,334.79	12,960.64				15,212.85	7,037.81	7,037.81	14,075.62		0.00	15,722.68						
Last Year 2024 - 2025															Current Year 2025-2026					2026-2027	
Digital		Receipts		Payments			Receipts			Payments			Receipts	Payments							
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget						
41	Software Licences			896.00	1,240.53				600.00	68.35	581.65	650.00			750.00						
42	Website Hosting			50.00	50.00				50.00	55.00	0.00	55.00			55.00						
43	Email Hosting			80.00					80.00		80.00	80.00			84.00						
44	Domain Registration			150.00					30.00		30.00	30.00			30.00						
45	Laptop Maintenance								100.00		100.00	88.00			100.00						
SUB TOTAL				1,176.00	1,290.53				860.00	123.35	791.65	903.00		0.00	1,019.00						
Last Year 2024 - 2025															Current Year 2025-2026					2026-2027	
Donations		Receipts		Payments			Receipts			Payments			Receipts	Payments							
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget						
39	Christmas Parcels			100.00	100.00				100.00		100.00	100.00			100.00						
40	RBL Poppy Day			100.00	100.00				100.00	100.00	0.00	100.00			100.00						
60	Other Donations			600.00	485.33				600.00	718.00	242.00	960.00			600.00						
SUB TOTAL				800.00	685.33				800.00	818.00	342.00	1,160.00		0.00	800.00						

Associated Papers NPC for Meeting on 10th December 2025

Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Grants		Receipts		Payments		Receipts				Payments			Receipts	Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
3	Footpath Cutting Gr	212.64	212.64			212.64	213.00	0.00	213.00					213.00					
4	SCC Locality							0.00	0.00					0.00					
5	BDC Locality							0.00	0.00					0.00					
6	Other Grants							0.00	0.00					0.00					
SUB TOTAL		212.64	212.64			212.64	213.00	0.00	213.00					213.00	0.00				
Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Open Spaces		Receipts		Payments		Receipts				Payments			Receipts	Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
36	Footpath Grass Maintenance			450.00	360.00				450.00				450.00	450.00	450.00				
37	War Memorial Hedging Maintenance			100.00	150.00				150.00				150.00	150.00	150.00				
38	Village Sign Hedging Maintenance			100.00	150.00				150.00				150.00	150.00	150.00				
47	Community Warden Hours			1,232.00	566.49				1,300.00				1,300.00	1,300.00	1,300.00				
48	Community Warden Mileage Costs			150.00	67.60				150.00				150.00	150.00	150.00				
49	Community Warden Installation Costs												0.00	0.00					
54	Litter & Dog Bin Emptying			1,035.00	1,035.00				1,035.00				1,245.00	0.00	1,245.00				
55	Recreation Ground Grass & Hedge Maintenance			980.00	600.00				1,080.00				1,080.00	1,080.00	1,080.00				
56	Dog Poop Bag Consumables			250.00					250.00				275.00	0.00	275.00				
SUB TOTAL				4,297.00	2,929.09				4,565.00				3,137.00	4,800.00	0.00	4,800.00			
Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Other Income		Receipts		Payments		Receipts				Payments			Receipts	Payments					
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
10	Bank Interest	500.00	708.39			400.00	310.75	200.00	510.75					400.00					
11	Allotment Rent	75.00	250.00			135.00		135.00	135.00					135.00					
12	Other Income		6,190.00					0.00	0.00					0.00					
62	VAT Refund								0.00										
SUB TOTAL		575.00	7,148.39			535.00	310.75	335.00	645.75					535.00	0.00				

Associated Papers NPC for Meeting on 10th December 2025

Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Other Payments		Receipts		Payments		Receipts				Payments		Receipts	Payments						
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
64	War Memorial				6,190.00				0.00					0.00					
SUB TOTAL		6,190.00				0.00								0.00	0.00				
Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Precept		Receipts		Payments		Receipts				Payments		Receipts	Payments						
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
1	Precept Demand	21,451.10	21,451.00			26,479.94	26,479.94	0.00	26,479.94					30,495.68					
SUB TOTAL		21,451.10	21,451.00		26,479.94	26,479.94	0.00	26,479.94					30,495.68	0.00					
Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Projects & Events		Receipts		Payments		Receipts				Payments		Receipts	Payments						
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
46	Revenue Costs				750.00				750.00				750.00						
SUB TOTAL		750.00				750.00				750.00				750.00	0.00				
Last Year 2024 - 2025														Current Year 2025-2026				2026-2027	
Recycling		Receipts		Payments		Receipts				Payments		Receipts	Payments						
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
7	Glass	325.00	326.06			250.00	159.80	90.20 	250.00					200.00					
8	Paper	75.00	53.30			50.00	26.65	23.35 	50.00					30.00					
9	Textiles	100.00	155.70			125.00	6.72	120.00 	126.72					100.00					
SUB TOTAL		500.00	535.06		425.00	193.17	233.55	426.72					330.00	0.00					

Summary

TOTAL 22,738.74 40,076.79 29,959.79 32,588.87 27,652.58 45,112.61 568.55 45,681.16 31,181.85 16,922.17 16,918.38 33,638.55 31,573.68 31,573.68

Prepared by Dave Crimmin CiLCA, PIALC, PSLCC

Agenda Item 207 Walking Infrastructure project

Suffolk Highways is still working on the design and costs for the pedestrian crossing element of the Walking Infrastructure project.

Agenda Item 209 Asset of Community Value

The 5-year classification of the Saracens Head being an Asset of Community Value runs out in early 2026. If the councillors wish to make a further application, then the following will need to be reviewed so that an application can be made to Babergh as well as supporting evidence of the Saracen's use by the community:

Demonstrating the community value of the asset

Why do you feel the property is an asset of community value?

Following the closure of the village shop / post office, the Saracens Head is the only venue in the village for residents to meet socially at a time of their choosing.

The Saracens Head is used by the community for many events and activities, as detailed below:

- Christmas Tree switch-on celebrations
- Karaoke events
- Christmas Eve Carols night
- Village Golfers 19th Hole
- Halloween party
- Quizzes
- Village Christmas meal
- Live music
- Charity events
- Remembrance Sunday event
- Poppy Collection point
- Post council meeting point
- Farmers / shoot events
- Seniors' weekly meal
- Wakes
- Civic celebrations.

In a survey conducted by Newton Parish Council in October 2015 with all households in the village, of the 85 households who responded (40% of the village), the following responses were received regarding the importance of the Saracens Head public house:

Very important	50 - 62.5%
Important	29 - 38.3%
Not important	1 - 1.3%

In February 2019, as part of Newton's Neighbourhood Plan consultation with villagers, an Amenities survey was undertaken. Of 102 responders on the question of using the Saracens Head:

Really	31 - 30%
Weekly	26 - 25%
Monthly	20 - 20%
Fortnightly	16 - 16%
Never	8 - 8%
Daily	1 - 1%

On the question of Desired Amenities for the village of 70 responders, 46 (66%) voted for a Village Community Shop / Post Office in the village.

The survey responses are included in the Newton Neighbourhood Plan Pre-Submission Appendix 2 Survey documents which can be found at www.newton-pc.gov.uk/home/np/reg-14/

In December 2020 the current owners of the Saracens converted part of the public house into a community shop which was well received and supported by both villages and the Parish Council. In March 2022, Babergh District Council adopted the Newton Neighbourhood Plan.

How could the building or land be used in future

Should the premises be put up for sale “not as an operational public house”, the Parish Council would ask that the community is given the opportunity to prepare a bid for a “community pub / shop” in line with the rights offered in the Localism Act.

In this scenario, if the community were able to purchase the premises, the opportunity to continue to operate the Saracens Head as both a public house and community shop will be in line with all the survey undertaken with villagers and is a major objective of the Newton Neighbourhood Plan.