

**Agenda Item 2      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 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 on why you should be given a dispensation.

**Agenda Item 4      Councillor Vacancy**

NPC has received the following application from Ian Cole who lives in Links View:

**Profile**

I have been living In Newton for 4 years, having previously lived in various areas of Essex.

I am 70 years old and am married to Lynn. I have two sons and delight in being a Grandpop.

**Hobbies**

Music, playing guitar and singing. General DIY stuff and wood turning.

**Experience**

I have a reasonably varied experience of roles mainly centred around Construction, Property and Facilities Management.

My final employment, before retiring about 8 years ago, was with Writtle College as a member of the Senior Management Team serving in the role of Director of Property and Facilities Management. The role encompassed responsibility for all new property development as well as total management of all Estate and Facilities site services.

Prior to Writtle College I worked for The Royal Horticultural Society as Head of Site and Property Manager at the RHS Garden Hyde Hall. I headed the administration of Hyde Hall and had responsibility for delivering the master plan from concept through to the development stages. I also advised the RHS Director of Gardens on Property matters including development and planning across the Society.

Whilst at the RHS I served as a Governor at Writtle College and became Vice Chairman of the Essex Tourist association.

Previous roles included Property and Facilities Manager at both Epping Forrest College and South East Essex Sixth Form College.

13 years as a lecturer in the Construction Department of Barking College, specialising in Building, Structures and Surveying.

Consultant Structural Engineer, Technical Services Manager and Detail Draughtsman.

**Agenda Item 6      Emails Circulated**

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

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### Agenda Item 7      Clerk's Report

Minute	Action	Complete ✓
22/031	Cllr Taylor liaising with Tree Warden re replacement tree.	
22/114 b	BWB have now been given instructions to proceed with the allotment land transfer.	
22/117	Awaiting NGT confirmation of location of defibrillator at Little Green.	
22/152 f	Quotations for Projector and Screen will be presented at January meeting.	
22/179	Defibrillator ordered for Village Hall.	
22/180	PIIP meeting date to be arranged by Clerk.	
22/188	Minutes sent to BRN and updated on website.	✓
22/193 a	Payments made to suppliers, individuals and organisations.	✓
22/193 b	Donation made to Alston Charity.	✓
22/193 c	Savings account opened with Unity Trust Bank.	✓
22/194	Planning responses sent to Babergh.	✓
22/196	RoSPA issues on play equipment referred to manufacturer.	
22/197	Response sent to solicitor re allotments.	✓
<b>Clerk's Actions &amp; Delegated Power</b>		
	I have purchased a 3-year Care Pack from HP for the council's laptop at £64 + VAT, which meant that the total cost for both of £567 + VAT was well within the budget set of £660 + VAT.	
<b>Clerk Hours</b>		
	Up until the 1st January 2023 - 585 hours paid / 556.25 hours worked plus 45 hours holiday.	

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### Agenda Item 8a RFO Report

#### Unity Receipts & Payments 2022 / 2023

Date	Details	Cheque	Power	Receipts	Payments
14/12/22	JL Parker - Christmas Tree decorations		Localism Act 2011 ss 1 to 8	0.00	123.21
14/12/22	Alston Charity - Donation		Localism Act 2011 ss 1 to 8	0.00	100.00
28/12/22	DF Crimmin - Salary Oct to Dec		Localism Act 2011 ss 1 to 8	0.00	2,528.75
28/12/22	DF Crimmin - WFHA Oct to Dec		Localism Act 2011 ss 1 to 8	0.00	78.00
28/12/22	HMRC - Clerk Tax		Localism Act 2011 ss 1 to 8	0.00	632.20
28/12/22	HMRC - Employers NI		Localism Act 2011 ss 1 to 8	0.00	122.26
30/12/22	Transfer to Unity Savings			0.00	25,000.00
11/01/23	Flowers Groundcare - Hedge maint & wasp clearance		Localism Act 2011 ss 1 to 8	0.00	96.00

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	24/11/22	£0.00				
Tracker Account	24/11/22	£0.00	£0.00	£0.00	£0.00	£0.00
Unity Current Account	30/12/22	£27,569.43	£27,473.43	£96.00	£0.00	£0.00
Unity Trust Savings Account	30/12/22	£25,000.00	£25,000.00			£0.00
		£52,569.43	£52,473.43	£96.00	£0.00	

#### Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£49,357.31				
<b>Income</b>			<b>Expenditure</b>			
Precept	£13,625.97	£13,625.97	Clerks Salary		£10,730.00	£8,732.09
Grants	£177.20	£2,975.23	Admin		£1,500.00	£1,265.85
Recycling	£700.00	£251.23	Donations		£800.00	£300.00
CIL	£0.00	£17,579.58	Annual Subscriptions		£475.00	£441.51
Bank Interest	£25.00	£30.70	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£2,529.97	Insurance		£1,250.00	£1,497.60
Other	£0.00	£37.00	Inspection		£640.00	£635.00
			Maintenance		£0.00	£0.00
			Projects	£2,250.00	£500.00	£2,718.62
			CIL	£28,028.01	£4,200.00	£15,046.99
			Village Hall Hire		£300.00	£0.00
			VAT Paid		£0.00	£2,975.90
			Repay VAT overpayment		£0.00	£0.00
			NNP		£0.00	£0.00
<b>Total</b>	<b>£14,528.17</b>	<b>£37,029.68</b>	<b>Total</b>	<b>£30,278.01</b>	<b>£20,695.00</b>	<b>£33,913.56</b>
			Assets Carried Forward			£52,473.43
<b>Total</b>		<b>£86,386.99</b>	<b>Total</b>			<b>£86,386.99</b>

#### Project Committed Spending

Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Project	Budget
15/06/22	22/114b	BWB	£758.00	£151.00	£909.00	Allotments	CIL
15/06/22	22/113	Sudbury TC	£185.00	£37.00	£222.00	Rec Ground	CIL
			£943.00	£188.00	£1,131.00		

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

FUNDS	
<b>General Reserves (50% of Budgetted Expenditure)</b>	<b>£10,347.50</b>
<b>Current year balance</b>	<b>£6,185.33</b>
<b>Restricted Funds</b>	
CIL	£30,560.60
Newsletter	£2,880.00
<b>Total Restricted</b>	<b>£33,440.60</b>
<b>Earmarked Reserves</b>	
Asset Replacement	£0.00
Village Hall	£0.00
Legal Fees	£1,000.00
Election Costs	£1,500.00
<b>Total Earmarked Reserves</b>	<b>£2,500.00</b>
<b>TOTAL FUNDS</b>	<b>£52,473.43</b>
<b>Unrecovered VAT</b>	<b>£2,975.90</b>

### Agenda Item 8b      NPC Precept 2023 / 2024

#### General Reserves

In July 2021 councillors adopted a Reserves Policy which agreed on the approach that NPC would take when looking at its funds for determining its Precept. The the pertinent points are as follows:

#### **3. Management and Control of Reserves**

*Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.*

*The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.*

*The current level of General Reserves to be held by the Council is set at six months of predicted expenditure.*

*Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.*

As NPC's RFO, I recommend that the General Reserves level should be maintained at 6 months of predicted expenditure. I am, however, recommending that this be 6 months (50%) of the expenditure budget excluding the expenditure budget being drawn from CIL, as you already have a CIL Reserve that covers this expenditure budget. **The General Reserve should therefore be set as £10,204.86**

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### **Budget**

At the December meeting councillors agreed with an Expenditure Budget for 2023 / 2024 of £26,251.71

	2021 / 22		2022 / 23			2023 / 24
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b><u>Income</u></b>						
Grants	1,677.20	76,122.29	177.20	2,975.23	<b>2,975.23</b>	177.20
Recycling	400.00	1,023.87	700.00	251.23	<b>500.00</b>	500.00
CIL	0.00	20,322.33	0.00	17,579.58	<b>17,579.58</b>	0.00
Bank Interest	25.00	7.14	25.00	30.70	<b>25.00</b>	50.00
Other	0.00	2,880.00	0.00	37.00	<b>37.00</b>	0.00
VAT Repayment	0.00	14,204.26	0.00	2,529.97	<b>2,529.97</b>	0.00
<b>Total Income</b>	<b>2,102.20</b>	<b>114,559.89</b>	<b>902.20</b>	<b>23,403.71</b>	<b>23,646.78</b>	<b>727.20</b>
<b>Precept</b>		<b>10,518.00</b>			<b>13,625.97</b>	
<b><u>Expenditure</u></b>						
Clerks Salary	10,304.00	10,301.64	10,730.00	8,732.09	<b>11,383.80</b>	12,011.23
Clerk Pension	0.00	0.00	0.00	0.00	<b>0.00</b>	1,260.48
Admin	1,650.00	1,259.29	1,500.00	1,265.85	<b>1,500.00</b>	2,000.00
Donations	800.00	650.00	800.00	300.00	<b>800.00</b>	800.00
Annual Subscriptions	425.00	382.30	475.00	441.51	<b>441.51</b>	485.00
Footpath Maintenance	300.00	300.00	300.00	300.00	<b>300.00</b>	400.00
Insurance	1,135.00	1,218.51	1,250.00	1,497.60	<b>1,497.60</b>	1,500.00
Inspection	415.00	635.00	640.00	635.00	<b>635.00</b>	563.00
Maintenance	2,000.00	410.66	0.00	0.00	<b>0.00</b>	500.00
Projects	1,500.00	57,355.26	500.00	2,718.62	<b>2,750.00</b>	500.00
Village Hall Hire	300.00	0.00	300.00	0.00	<b>390.00</b>	390.00
VAT Paid	0.00	16,381.59	0.00	2,975.90	<b>4,300.00</b>	0.00
Repay VAT overpayment	0.00	3,910.38	0.00	0.00	<b>0.00</b>	0.00
NNP	200.00	1,005.00	0.00	0.00	<b>0.00</b>	0.00
<b>Total for General Reserves</b>						<b>20,409.71</b>
CIL	0.00	22,725.67	4,200.00	15,046.99	<b>19,510.00</b>	5,842.00
<b>Total Expenditure</b>	<b>19,029.00</b>	<b>116,535.30</b>	<b>20,695.00</b>	<b>33,913.56</b>	<b>43,507.91</b>	<b>26,251.71</b>

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### Reserves

The Reserves over the same period, considering the Reserves Policy for General Reserves, are as follows:

		2021 / 22		2022 / 23		2023 / 24	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
<b>General Reserves 6/12ths of Expenditure</b>	<b>10,204.86</b>	5,383.37	15,949.30	15,949.30	11,644.56	11,644.56	10,204.86
<b>Restricted</b>							
CIL		30,431.35	28,028.01	28,028.01	26,097.59	26,097.59	20,255.60
Bus Shelter Grant		500.00	0.00	0.00	0.00	0.00	0.00
Newsletter		0.00	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00
<b>Total Restricted</b>		<b>30,931.35</b>	<b>30,908.01</b>	<b>30,908.01</b>	<b>28,977.59</b>	<b>28,977.59</b>	<b>23,135.60</b>
<b>Earmarked Reserves</b>							
Village Hall		2,000.00	0.00	0.00	0.00	0.00	0.00
Legal Fees		1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs		1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total Earmarked Reserves</b>		<b>4,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
<b>Total Reserves</b>		<b>40,814.72</b>	<b>49,357.31</b>	<b>49,357.31</b>	<b>43,122.15</b>	<b>43,122.15</b>	<b>35,840.46</b>

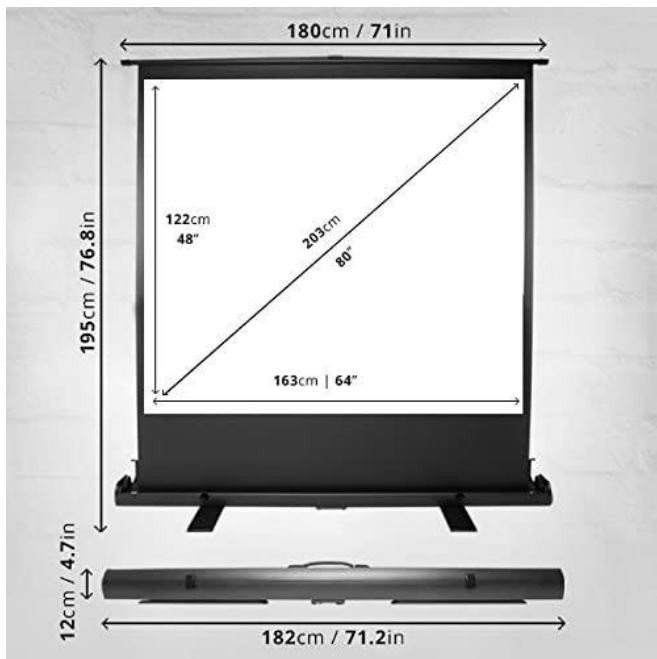
### Precept

You now need to set the Precept for 2023 / 2024. Based on the above, and Babergh's indicative Tax Base for Newton in 2023 / 2024 of 254.69, the precept requirement will be as below:

	2021 / 22	2022 / 23	2023 / 24
Total Reserves B/F	40,814.72	49,357.31	43,122.15
Income ex Precept	114,559.89	23,646.78	727.20
Precept	10,518.00	13,625.97	<b>18,242.81</b>
<b>Total Income &amp; Reserves B/F</b>	<b>165,892.61</b>	<b>86,630.06</b>	<b>62,092.16</b>
Expenditure	116,535.30	£43,507.91	£26,251.71
Total Reserves C/F	49,357.31	43,122.15	35,840.46
<b>Total Expenditure &amp; Reserves</b>	<b>165,892.61</b>	<b>86,630.06</b>	<b>62,092.17</b>
Tax Base	225.28	232.39	<b>254.69</b>
Band D Council Tax	£46.69	£58.63	<b>£71.63</b>

**Agenda Item 8c Budget for Community Projector and Screen**

A floor-standing portable projection screen, similar to the one below, are priced around £150 + VAT.



The projector below can be purchased for around £375 + VAT. It has twin speakers, wi-fi and Bluetooth connectivity, HDMI and USB connections and a 3.5mm jack audio interface.



Councillors are asked to set a budget of £600 + VAT from the CIL budget for a similar projector and screen.

**Agenda Item 9d Proposed response to Babergh re planning permission for Juglans**

I am currently reviewing the decision with Navigus Planning and will prepare a draft response for your consideration at the meeting.

## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### Agenda Item 9e      Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/22/04495	Little Barn, Sudbury Road - Construction of vehicular access.	22/153a	Support	
DC/22/05063	Land At Fairways, The Green - Erection of 1No Dwelling (following demolition of existing annexe and outbuildings).	22/172a	Objected	Withdrawn
DC/22/05206	Land Rear Of Juglans, Sudbury Road - Erection of 6No. single storey dwellings, ancillary outbuildings and alterations to existing vehicular access (re-submission of withdrawn application DC/22/03566).	22/172b	Objected	Permission 15/12/2022
DC/22/04938	Lily Fields, Rotton Row - The use of land for the stationing of caravans for residential purposes and the erection of day room and laying of hardstanding ancillary to that use.	22/172c	Conditional response based on family connection.	
DC/22/04977	2 Hills Farm Cottages Sudbury Road - Application for Listed Building Consent - Mounting of new solar panels on the south east facing roof of the 2008 extension granted under B/08/00406.	22/172d	Support	REFUSED 21/12/2022
DC/22/05997	1 Links View - Application for Outline Planning Permission. (Access to be considered) Erection of 1no one and a half storey detached dwelling with parking, new vehicular access and extension of the public footway to the South of the proposed access.	22/194a	Support	
DC/22/06041	Plots 2 And 3 Marks Meadow, Rectory Road - Application for approval of Reserved Matters pursuant to Outline Planning Permission DC/20/00859 dated: 21.04.2020 - Appearance, Landscaping and Scale for erection of 3no dwellings with garages and creation of new access.	22/194b	Support	
DC/22/06049	3 Church Road - Erection of part two storey part single storey side and rear extensions and replacement single storey front extension including alterations to dormer windows (following removal of garage and outbuilding)	22/194c	Support	



## Associated Papers NPC for Meeting on 11<sup>th</sup> January 2023

### Agenda Item 12 Risk Management

	Risk	P	S	Control Action	Frequency	CP	CS	Responsible
1	Inadequate forward planning and budgetary controls	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors
				Budget Review	Annually			
2	Poor Reporting to Council, Record Keeping and Book Keeping	2	3	Accurate Minutes	PC Meeting	1	3	Councillors
				Timely and accurate financial reporting	PC Meeting			
				Regular project reports	PC Meeting			
				Internal Audit Review	Annually			
				External Audit Review	Annually			
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors
				Regular training for Councillors and Clerk				
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	Annually	1	3	Councillors
				Create Committee & second skills required	As required			
5	Failure to respond to electors` right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors
6	Lack of maintenance of council owned assets	3	5	Maintenance programme	PC Meeting	2	4	Councillors
				External Risk Assessments of War Memorial	Every 10 years			
				Walk of Parish to review condition of assets	Annually			
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk
				Play Equipment and MUGA Risk Assessments	Annually			
				Play Equipment and MUGA inspections	Fortnightly			
				External Play Equipment Inspection	Annually			
				Walk of Parish to review	6 monthly			
8	Damage or loss to Council owned property by third party or Act of God	3	3	Asset Insurance cover	Annually	3	2	Councillors
				Assets insured against Asset Register	Annually			
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors
				Internal Controls	PC Meeting			
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	1	5	Up to date Job Description	Annually	1	4	Councillors
				Council electronic data	Daily			Computer data is on NPC's One Drive cloud account on NPC's Laptop.
12	GDPR							
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk
	Data Protection Officer	1	1	Parish Council does not need to appoint.				
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors
	Subject Access Requests	1	1	Review Policy	Annually	1	1	Councillors

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

**Agenda Item 13      Effectiveness of the Internal Control and Internal Audit processes**

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

**Internal Auditors**

Heelis and Lodge were appointed as NPC's Internal Auditor at its meeting held on 25<sup>th</sup> May 2022 minute 22/089. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent of this Council.

The Internal Auditors produced a professional and helpful report for the 2021 / 2022 accounts which you accepted at the Parish Council meeting held on 25<sup>th</sup> May 2022 minute 22/094a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

**Internal Control processes**

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are stored on NPC's Microsoft's One Drive Cloud. Councillors have access to the COUNCILLOR area, on a read-only basis, through their newton-pc.gov.uk email account.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. At the foot of each minute page, it states that NPC adopted the General Power of Competence at its meeting on the 13<sup>th</sup> May 2020. A list of receipts and payments to be authorised at each meeting is contained in the RFO Report.

The Council holds money at the Unity Trust Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. All councillors are signatories for the Bank accounts and a minimum of 2 must authorise payments via the Internet Banking system or cheques.

The councillors are also given a summary of Actuals vs Budget in the RFO Report for their review at each meeting. The annual budget proposal for 2023 / 2024 was reviewed at the NPC meeting on 14<sup>th</sup> December 2022 Minute 22/193b and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash/cheques received are deposited as soon as practicable after receipt.

**Agenda Item 14      Signage**

The RoSPA report identified two areas where signage should be fitted:

- Inside the MUGA at both ends near the basketball nets stating “DO NOT CLIMB ON THE FRAMEWORK – DO NOT HANG ON THE RING – DO NOT WEAR RINGS OR JEWELLERY AS THESE CAN GET CAUGHT AND CAUSE INJURY.”
  
- By the fitness equipment. From the example we received from All Play Solutions this could say:  
Welcome to Newton’s Fitness Area  
Solely for people over 1400mm tall  
No Litter / No loud music / No dogs / No glass or alcohol  
Please use within your limits  
Time of use: Dawn to dusk