

Associated Papers NPC for Meeting on 11th February 2026

Agenda Item 23 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 25 Councillor Vacancy

There has been no application to fill the councillor vacancy.

Agenda Item 27 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 28 Clerk's Report

Minute	Action	Complete ✓
25/209	Submitted ACV application for Saracens Head on the 12th January 2026.	✓
26/003	Minutes sent to BRN and updated on website.	✓
26/006	Sent NPC's views on planning application to the LPA.	✓
26/007	Registered interest re Saracens with Christie & Co and extended moratorium with Babergh on ACV.	✓
26/008	Responded to Babergh re extra blue bin in Village Hall car park.	✓
26/010 b	Sent Precept request to Babergh.	✓
26/012	Copies of NNP and Tor for working party provided to group.	✓
26/015	See agenda item 26/034.	✓
26/016	Publication Scheme updated on website.	✓
26/017	Year plan updated on website.	✓
26/020	20 copies of Welcome to Newton produced for councillors.	✓
	Clerk's Actions & Delegated Power	
	None.	
	Clerk Hours	
	1st April 2025 to 1st February 2026 - Paid 528 / Worked 536.5 / Holiday taken 36	

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Agenda Item 29e Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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	Permission 21/01/26
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	Permission 21/01/26
DC/25/04401	Squirrels Oak, Sudbury Road - Erection of a new single storey annexe (following demolition of existing garage).	25/188a 25/203c	Support Support	Permission 08/01/26
DC/25/04864	Land West Of Manders Auctions, Assington Road - Change of use of land. Erection of 9No. single-storey dwellings (including 4No. Affordable). Improvements to access and public highway (including pedestrian crossing, new footpath provision etc. Biodiversity enhancements.	25/203a 26/006a	Object Object	
Appeal Reference: 6001473	1A Links View - Appeal of refusal for the erection of a garage/workshop.	25/203b	Noted	
DC/25/04963	Land Rear Of Juglans, Sudbury Road - Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/22/05206 dated: 15.12.2022 - Erection of 6No single storey dwellings, ancillary outbuildings and alterations to existing vehicular access	25/203c	Support	

Agenda Item 30 Saracens Head

I sent the sale details of the Saracens to you by email on the 2nd February 2026.

Agenda Item 31a RFO Report

Payments made since last meeting

Purchase Card	Krystal – Website hosting	£ 8.40
Purchase Card	Microsoft – Office 365	£ 10.21
Purchase Card	Monthly fee December	£ 3.00
Unity Trust	Service Charge January	£ 6.00
Unity Trust	Openstrike – Website hosting	£ 72.00
Unity Trust	Sudbury TC – Community Wardens (July to Dec)	£496.08

Receipts received since last meeting

NONE

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		37,365.79
	ADD Receipts 01/04/2025 - 31/01/2026		48,196.83
	SUBTRACT Payments 01/04/2025 - 31/01/2026		85,562.62
	Cash in Hand 31/01/2026 (per Cash Book)		23,225.56
			62,337.06
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Unity Trust Bank - Current Account 31/01/2026	2,836.42	
	Unity Trust Bank - Savings Account 31/01/2026	59,500.64	
	Lloyds Corporate Purchasing Card 31/01/2026	0.00	
			62,337.06
B	Less unpresented payments		
	Plus unpresented receipts		
	Adjusted Bank Balance		62,337.06
	A = B Checks out OK		

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Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
10/07/24	24/114	Newton PCC	£200.00	£0.00	£200.00	Donations
12/11/25	25/191	LUC	£9,608.81	£1,921.76	£11,530.57	CIL
			£200.00	£0.00	£200.00	

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	2,962.18	971.82 (24%)	971.82
Annual Subscription			0.00 (N/A)	550.00	531.59	18.41 (3%)	18.41
Asset Management			0.00 (N/A)	4,510.00	1,047.00	3,463.00 (76%)	3,463.00
CIL	17,915.75	17,915.75 (179157)			3,158.83	-3,158.83 (-31588)	14,756.92
Clerk Salary			0.00 (N/A)	15,212.85	10,556.71	4,656.14 (30%)	4,656.14
Digital			0.00 (N/A)	860.00	470.55	389.45 (45%)	389.45
Donations			0.00 (N/A)	800.00	918.00	-118.00 (-14%)	-118.00
Grants	212.64	213.00	0.36 (0%)			0.00 (N/A)	0.36
Open Spaces			0.00 (N/A)	4,565.00	2,403.00	2,162.00 (47%)	2,162.00
Other Income	535.00	739.64	204.64 (38%)			0.00 (N/A)	204.64
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	26,479.94	26,479.94	0.00 (N/A)			0.00 (N/A)	0.00
Projects & Events			0.00 (N/A)	750.00		750.00 (100%)	750.00
Recycling	425.00	269.01	-155.99 (-36%)			0.00 (N/A)	-155.99
NET TOTAL	27,652.58	45,617.34	17,964.76 (64%)	31,181.85	22,047.86	9,133.99 (29%)	27,098.75
Total for ALL Cost Centres		45,617.34			22,047.86		
V.A.T.		2,579.49			1,177.70		
GROSS TOTAL		48,196.83			23,225.56		

Payments for your authorisation

	Net	VAT	Gross	Budget
Scribe Accounts	£444.00	£88.80	£532.80	Software Licences

Agenda Item 31b SLA



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SERVICE LEVEL AGREEMENT

This agreement sets out terms between Sudbury Town Council and Newton Parish Council for the period 1st April 2026 until 31st March 2027.

Sudbury Town Council will provide the services of one Community Warden for 40 hours per year excluding the period between Christmas and New Year.

Agreed tasks are set out in the Schedule of Works below:

From 1st April to 30th September 2026:

- SIDs will be rotated once a month.
- Dog poo bags every will be supplied by Newton Parish Council and replenished every month.
- Complete a twice monthly visual inspections of the play park, reporting any issues directly to the Council Manager or Parish Clerk (12 visits during this period).

From 1st October 2026 to 31st March 2027:

- SIDs will be rotated once a month.
- Dog poo bags every will be supplied by Newton Parish Council and replenished every month.
- Complete monthly visual inspections of the play park, reporting any issues directly to the Council Manager or Parish Clerk (6 visits during this period).
- Assistance with dog and litter bins if need arises and if allocated time permits.

The conditions are;

- Cost £33.75 per hour excluding VAT for each member of staff involved, including apprentices.
- We charge for any preparation time in Sudbury, the travel time, the time spent in their parish, the travel time.
- We charge 0.65p per mile for travel.
- We do not promise to complete any task at a particular time. We will try our best to help, but Sudbury requirements will always come first, and we may postpone a parish task. An example of this would be grass cutting. If we are waiting for a dry day to cut our own grass, we will do this as soon as the weather is suitable, regardless of any planned parish tasks.
- We will not undertake road closures, Christmas lights installations, decorations, etc.
- All tasks must come from their Council Manager or Parish Clerk, not a councillor, to our Deputy Town Clerk or Business Manager in writing. Email communication is preferred.
- Any SLA must be authorised by their parish council for their Council Manager to pay Sudbury the full annual cost when invoiced without any further approval and we will need to have a signed copy of their minutes to this effect before we deliver any service (by March at the latest).
- Rotation of SIDs (Speed Indication Devices) within the parish against the agreed rota (no data processing will be completed by STC).

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- Additional work and charges including materials as required by the Newton Parish Clerk outside of the regular 40 hours per year to be arranged by negotiation with our Deputy Town Clerk or Business Manager.
- Sudbury Town Council will invoice Newton Parish Council biannually in arrears. The Deputy Town Clerk or Business Manager will liaise with the Parish Clerk on at least a quarterly basis to approve the logged hours and mileage.

Signed:

Town Clerk of Sudbury
Mr Ciaran Griffin

Date

Newton Parish Clerk
Mr. Dave Crimmin

Date



Agenda Item 32 Walking Infrastructure project

To date, applications have been made to the National Lottery (£20,000) and Sport England (£15,000) for grants towards the project. SCC has agreed to pay for the costs (£25,956) of relocating the bus stop and shelter on the Green. Lee Parker and I are meeting with Babergh's CIL team to see if the project meets the criteria of their CIL Framework on Friday 6th February. A Suffolk based charity will consider if the scheme falls within their criteria in early March. An application is being made to NGT for their March meeting to consider.

The councillors agreed at the last meeting to allocate CIL receipts to the Review of the Neighbourhood Plan, the Walking Infrastructure project and the purchase of assets. Currently CIL receipts stand at £28,274. The first phase of the NP review is budgeted at £9,609 for cost over the remainder of 2026 / 27. It is recommended that, at this stage, the councillors allocate £20,000 towards the Walking Infrastructure project and review this when the results of the grant requests are known.

Agenda Item 34 Policies & Procedures

I have attached the revised booklet containing the council's policies, procedures and ToR's for its committees. It excludes the council's Standing Orders and Financial Regulations, which are separate documents.

As agreed at the January meeting, I have included a new Data Protection Policy (pages 6 and 7) for your consideration in the booklet. All the existing policies, procedures and ToR's are as previously, but should you wish to change any of these please raise your thoughts at the meeting.

Agenda Item 40 Clerk's Appraisal

Cllrs Presland and Schwenk, in their capacity as Chairman and Vice Chair, undertook the appraisal of the Clerk in January. The appraisal has been circulated with the meeting papers, and the councillors are now asked to review the outcomes and if appropriate authorise the Chairman to sign on the council's behalf.