Associated Papers NPC for Meeting on 11th November 2026

Agenda Item 184 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 187 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 188 Clerk's Report

Minute		Action	Complete ✓
26/055		New signage for recreation ground has not been ordered to date.	
26/170		Minutes sent to BRN and updated on website.	✓
26/172		Donation application sent to Quay Theatre.	✓
26/173		Invitations sent to allotment tenants.	✓
26/174		Responses to planning applications sent to the LPA.	✓
26/175		All actions undertaken for interviews of applicants for clerk vacancy.	✓
26/176	a	Suppliers paid.	✓
26/176	b	Donations paid.	✓
26/176	c	3-year LTA on insurance executed.	✓
26/176	d	Defibrillator consumables purchased.	✓
26/177		Counsels advice sent to NGT.	✓
26/180		Flowers Groundcare will review issue of stone in bund on entrance to recreation ground.	✓
		Clerk's Actions & Delegated Power	
		Wrote to SCC Highways and Phillip Faircloth-Mutton re chippings on pavement on 3 occassions. No response to date.	
		Councillors' Actions	
		Cllr Taylor - Repair to tennis net and removal of MUGA cage.	
		Cllr Bower - Removal of MUGA cage.	
		Lee Parker - Council tax bands for Cllr Sherwood.	
		Clerk Hours	
		1st April to 1st November 2026 Hours - Paid 372 / Worked 403.25	

Agenda Item 189b Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/26/02608	Land Rear Of Brook Farm, Sudbury Road - Erection of 1no. self build dwelling and associated outbuilding.	26/143a	Objected	
DC/26/02703	Plough Cottage, Rectory Road - Erection of a single storey side and rear extension.	26/143b	Support	Permission 23/10/2026
DC/26/03638	Agricultural Building To The East Of Joes Road - Conversion of agricultural building to 1no. Dwelling.	26/174a	Support	Permission 29/10/2026
DC/26/03575	Perrywood Garden Centre, Newton Road - Planning application for the installation of a rising main for foul drainage disposal.	26/174b	Support	
DC/26/04284	Perrywood Garden Centre, Newton Road - Application under Section 73A of The Town and Country Planning Act for DC/20/03810 (New garden centre building and ancillaries)and DC/23/05872 (A variation) for the removal or variation of Conditions 2 (Approved plans and documents) and 21 (Phasing of the development) of DC/23/05872 to enable interim scheme changes.	26/174c	Support	

Agenda Item 190a RFO Report

Payments made since last meeting

Purchase Card	Krystal – Website hosting	£ 8.40
Purchase Card	Microsoft – Office 365	£ 10.21
Purchase Card	1p Mobil – Monthly charge	£ 10.00
Purchase Card	Monthly fee September	£ 3.00
Unity Trust	Service Charges October	£ 7.00
RBL Poppy Appeal	Donation	£ 100.00
Box River News	Donation	£ 360.00
CHT	Defibrillator consumables	£1,065.60
Sudbury TC	Community Wardens	£ 318.56

Income received since last meeting

Babergh	CIL	£10,094.30
SCC	Footpath grass cutting grant	£ 213.00

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			56,664.75
	ADD			
	Receipts 01/04/2026 - 31/10/2026			64,120.66
				120,785.41
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			22,174.86
A	**Cash in Hand 31/10/2026** (per Cash Book)			**98,610.55**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	0.00	
	Unity Trust Bank - Current Account	31/10/2026	18,074.98	
	Unity Trust Bank - Savings Accoun	31/10/2026	80,535.57	
	Lloyds Corporate Purchasing Card	31/10/2026	0.00	
				98,610.55
	Less unpresented payments			
				98,610.55
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**98,610.55**
	A = B Checks out OK			

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)	4,287.00	3,082.92	1,204.08 (28%)	1,204.08
Annual Subscription			0.00 (N/A)	585.00	549.35	35.65 (6%)	35.65
Asset Management			0.00 (N/A)	4,360.00	4,192.84	167.16 (3%)	167.16
CIL		30,282.90	30,282.90 (302829			0.00 (N/A)	30,282.90
Clerk Salary			0.00 (N/A)	15,722.68	7,037.80	8,684.88 (55%)	8,684.88
Digital			0.00 (N/A)	1,019.00	108.57	910.43 (89%)	910.43
Donations			0.00 (N/A)	800.00	710.00	90.00 (11%)	90.00
Grants	213.00		-213.00 (-100%)			0.00 (N/A)	-213.00
Neighbourhood Plan Review			0.00 (N/A)		261.10	-261.10 (-2611(	-261.10
Open Spaces			0.00 (N/A)	4,800.00	2,106.42	2,693.58 (56%)	2,693.58
Other Income	535.00	946.70	411.70 (76%)			0.00 (N/A)	411.70
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	30,381.54	30,381.54	0.00 (N/A)			0.00 (N/A)	0.00
Projects & Events			0.00 (N/A)			0.00 (N/A)	0.00
Recycling	330.00	986.00	656.00 (198%)			0.00 (N/A)	656.00
Walking Infrastructure Project			0.00 (N/A)		2,750.00	-2,750.00 (-2750(	-2,750.00
NET TOTAL	**31,459.54**	**62,597.14**	**31,137.60 (98%)**	**31,573.68**	**20,799.00**	**10,774.68 (34%)**	**41,912.28**

Total for ALL Cost Centres	62,597.14	20,799.00
V.A.T.	1,523.52	1,375.86
GROSS TOTAL	**64,120.66**	**22,174.86**

Committed Spending

Meeting Date	Minute	Supplier	Budget	Budget Amount	Plus VAT	Spend to Date
12/11/25	25/191	LUC	CIL - NP Consultancy	£9,608.81	Yes	£0.00
11/02/26	26/032	Suffolk Highways	CIL- WI Project	£20,000.00	No	£2,750.00

Payments for your authorisation

	Net	VAT	Gross	Budget
RoSPA	£155.00	£31.00	£186.00	Inspection
Garden Arb	£450.00	£90.00	£540.00	Footpath cutting 2026
Flowers Groundcare	£760.00	£0.00	£760.00	Grass & hedge cutting 2026

Agenda Item 190b Grass cutting contract

Flowers Groundcare has quoted the 2025 and 2026 rates to maintain the grass and hedges in 2027. These are:

- 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 190c Footpath cutting contract
David Gotts has quoted the 2025 and 2026 rates to maintain the grass hedges in 2027, which is 6 cuts at £75 – Total £450 + VAT

Agenda Item 190d Community Wardens SLA
We contract Sudbury Town Council's Community Wardens for up to 40 hours a year to change the SID position, check the play equipment and empty the litter bin by MUGA, and replenish the dog poo bag dispensers.

For 2026 to 2027 the hourly rate was £33.75; for 2027 to 2028 the rate will be £35.00 (3.7% increase). The fuel mileage rate will remain at £0.65. Plus VAT.

Do councillors wish to have an SLA for 2027 to 2028 created for the services?

Agenda Item 190e Clerk Laptop
The council's laptop is now 4 years old and works well. The HP warranty cover for the machine ends on the 25th November 2026. As the machine will not be covered by HP from April 2027, they will not offer any further hardware support for the laptop. Any hardware support will need to be found from 3rd parties when a problem arises, or the council purchases a new laptop.

Agenda Item 193 RoSPA report
I circulated the RoSPA report to you on 9th October 2026.

Agenda Item 194 Meeting with allotment tenants
A meeting was held with the allotment tenants on Saturday 31st October 2026. Paul has provided the following:

In attendance: 5 allotment tenants with apologies received from the remaining 4. Councillors PP, RS, LE and JS. Apologies from RB and RM.

Main discussion points:

1. Allotment boundaries.
2. Rubbish left on allotments by previous tenants.
3. Allotments not being used.
4. Potential fire hazards.
5. Access to water.
6. Dog fouling.
7. Increase in annual rent.

Councillors need to consider / reaffirm the following:

- Feasibility of replacing the perimeter fencing alongside footpath. Agreed that if perimeter is properly fenced with no access gaps, dog fouling should cease.
- PC to remove any rubbish left by previous tenants.
- Allotments not rented to be maintained by PC.
- PC to contact tenants to remind them that the tenancy agreement expects the allotments to be used and kept neat and tidy.
- PC to maintain the land at back of allotments.
- Feasibility of providing a water supply to the allotments. It was acknowledged that the cost of water will need to be shared by tenants.

During November of each year, I email each allotment tenant asking them if they wish to renew the tenancy for the following year. In early December I then issue an invoice for the tenancy which is due by the end of year.

If councillors wish, I could include in the November email something along the following lines:

"Following the meeting at the allotments on the 31st October 2026, the councillors have agreed to get back to you on a number of issues including fencing and water supply.

They were, however, disappointed with a number of the allotment plots as it would appear that they are not being used as per the tenancy agreement. They would ask that you consider your ability to maintain the allotment in accordance to the Tenancy Agreement, in particular Sections 2 and 5. The councillors will review the usage of the allotments on a regular basis throughout 2027 and, if the need arises, will serve notice on tenants that are not using the plots in accordance to the Tenancy Agreement.

Please confirm to me by the 30th November 2026 that you wish to extend your agreement"

In the REPORT ON TITLE produced by Bates Wells & Braithwaite in September 2023, the issue of water supply to the allotments was addressed as follows:

4.6 The land is given to you without the benefit of any rights across Michael Oliver's adjoining land. So you must be able to gain access to and from a direct highway connection – or you have a "helicopter site" – one to which you can only gain access from above! That is obviously quite useless. Our highway search here confirms you have direct access to a footpath, which in replies to our enquiries, Michael Oliver's solicitors indicated he did not own and could not grant any rights over and the registered and unregistered titles confirm this. The footway between the houses to Church Road is not in his ownership but it might perhaps be owned by the Local Authority (?) who might enable you to agree, at your cost, to your placing a water supply pipe under it to obtain a water supply from a mains in Church Road to the Allotments. A water supply being fairly usual now to allotment gardens.

Agenda Item 197 Meeting dates for 2027

I have provisionally booked the following meeting dates for 2027:

- 13th January
- 10th February
- 10th March
- 14th April
- 28th April Annual Parish Assembly
- 12th May Annual Meeting - First meeting of new council
- 9th June
- 14th July
- 11th August Provisional for Planning
- 8th September
- 13th October
- 10th November
- 8th December.

I will confirm the dates with the Village Hall once the appointed Clerk has confirmed his / her availability.