

**Agenda Item 2          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 4          Councillor Vacancy**

There has been no application to fill the councillor vacancy.

**Agenda Item 6a          Planning Application DC/25/04864**

Following NPC's response to the Manders planning application after the December 2025 meeting, the applicant's agent wrote to Babergh clarifying several points. Babergh has given NPC the opportunity to review the points and to respond further, if required.

In addition to a revised road map showing the proposed works along the A134, the following issues were raised:

1. With regard to the affordable housing provision, Messrs Ben Elvins planning statement (as submitted in support of the proposal) states under Cl. 5.10, "There is, therefore, a worrying lack of affordable housing delivery in this village". The Parish Council challenged this and as the statement is not substantiated by specific evidence / any affordable needs housing survey etc., we hereby retract this assertion. Indeed, the PC confirmed they have sufficient affordable housing and found it difficult to find tenants for the last affordable scheme to be completed in the village.
2. We confirm our description of the proposal site as 'brown field' (as defined under NPPF Annex 2) and do not concur it is agricultural land as was contested.
3. It is stated in both the planning statement and DAS that the proposal site 'abuts' and / or is 'directly adjacent' to the BUAB (settlement boundary) to its western boundary. This was disputed as incorrect and claimed to be misleading as the red line site is separated by the permissive footpath (not forming part of the site). However, we defend this position as it is the next available potential development site to the east of BUAB (on the southern side of the road). If this has been misleading in any way to your authority, we sincerely apologise for any confusion / inconvenience arising. Worthy of note, is that the case planning officer referred to the site as 'abutting' in his pre-app response.
4. In the planning statement and DAS, it is stated that the proposal would formalise the permissive footpath to join with the Newton FP No. 7. We note in your formal consultation with the PROW team that they would indeed welcome this and have quoted a figure of around £10,000 in this regard. Strictly subject to planning permission / S.106, the applicant would be quite willing to permit such across the land owned / controlled by them and pay the fee quoted by the PROW team in this regard. However, the majority of the permissive path is indeed outside of the ownership / control of the applicant and would require the agreement of the adjacent landowner. It was clear at the meeting that the landowner in question would not be willing to collaborate in this regard, as is their legal right. Accordingly, please base no further material weight to the upgrading of the permissive path to a formal PROW as a benefit of this proposal in your considerations of this case. It would remain a permissive path, as is currently the case, whilst the owners thereof continued to grant such permission.
5. The question of flooding was raised. We have recently submitted a detailed and comprehensive FRA which demonstrates that flooding, from any source, shall not be an issue / exacerbated as a result of this development. SCC Floods team have subsequently removed their holding objection in this regard. We have no design concerns in this regard whatsoever based on the evidence and known ground condition. However the applicant stated to the PC that, should they require a detailed surface

water drainage design be added as a (prior to commencement) condition', then this would of course be acceptable.

6. The planning statement by Messrs Ben Elvin under Cl.5.3 it states "..... that has been discussed with the Parish Council and greeted with 'in principle' support". Obviously, the PC's formal response shall clarify their position based on the fully detailed proposal before you. However, it is considered that this statement should be removed from the record with immediate effect and we apologise for any misinterpretation of that meeting and any misrepresentation arising, as this was not the intention.

7. We are able to confirm that, at this time, the submitted Certificate B and Notices are served correctly and the proposal is able to deliver the substantial wider highway improvements as currently proposed (with the exception of the permissive path upgrade as noted above).

8. It was considered at the meeting that the applicant had somewhat reneged on their intention (as compared to that originally proposed in our feasibility sketch at pre-app stage) by removing the indicated pedestrian crossing. To clarify, this was indeed the genuine intention of the applicant at the time. However, after progressing towards a formal application, the appointed highways consultant (former SCC LHA engineer), following his site survey, confirmed that due to highway technical constraints, a pedestrian crossing was not viable to serve the site. For clarity this was not a financial decision by the applicant or intentional ruse. Accordingly, we have proposed the optimum alternative option available to us. We are pleased to note the SCC LHA support of the current proposal and its public highway benefits (subject to details / conditions).

Furthermore, we note the formal stated position of the PC that, "The councillors do not consider that there is an affordable housing need in the village."

It is our understanding that no village is 'stand alone' in the District in this regard. Furthermore, we can do no more than cite the formal response from Louise Barker Strategic Housing Team Manager (to DC/25/04864) as follows: "2. Housing Need Information 2.1 The Ipswich Housing Market Area Strategic Housing Market Assessment ('SHMA' – 2017, updated in 2019) confirms an ongoing need for new housing across different tenures, including a significant need for affordable housing. 2.2 The SHMA indicates a need for 110 additional affordable homes per annum in Babergh. 2.3 At present there are 1095 households on the Housing Register with a local connection to somewhere in Babergh. This scheme if proposed as a s106 market led site would have a requirement for priority to be given to applicants with a District connection. The number of applicants on the housing register for Newton itself is 3. 2.4 There is also likely to be a hidden need; households in the locality who have not joined the Housing Register. It is common that households will apply to join the register when they see affordable homes come forward in their locality, when there is an opportunity for a new home."

**Agenda Item 6c      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	Permission 09/12/2025
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	Permission 09/12/2025
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 25/203c	Support Support	
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	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 7      Saracens Head**

I sent the letter received from Beverley Faulkner to you on 31/12/2025 in which she confirmed that she intends to put the Saracens Head up for sale. I also sent to you Babergh's response to this on 05/01/2026.

NPC now has until the 12<sup>th</sup> February 2026 to decide if it wishes to extend the "interim moratorium" from 6 weeks to a "full moratorium" of 6 months (ending on 1<sup>st</sup> July 2026) in which it is to be considered as a potential bidder for the property. Within the extended period, any of the eligible Community Interest Groups, as defined in the regulations, may then make a bid for the property. These are:

1. a Parish Council
2. a charity;
3. *a company limited by guarantee which does not distribute any surplus it makes to its members;*
4. *a co-operative or community benefit society which does not distribute any surplus it makes to its members; or*
5. *a Community Interest Company*

## Associated Papers NPC for Meeting on 14<sup>th</sup> January 2026

It should be noted that the owner of the property does not have to sell to the Community Interest Group.

There is also provision in the legislation, that the moratorium periods will cease, should the property be sold as a "going concern".

**As agreed at the December 2025 meeting, I will be making a further application on the 12<sup>th</sup> January 2026 for the Saracens Head to be listed as an asset of community value.**

### Agenda Item 8      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 9      Clerk's Report

Minute	Action	Complete ✓
25/200	Minutes sent to BRN and updated on website.	✓
25/203	Sent NPC's views on planning applications to the LPA.	✓
25/206	Paid suppliers and made donation.	✓
25/206	Confirmed 2026 grass and hedging contracts with suppliers.	✓
25/209	Babergh requested that NPC submit ACV application for Saracens Head on the 12th January 2026.	✓
	<b>Clerk's Actions &amp; Delegated Power</b>	
	None.	
	<b>Clerk Hours</b>	
	1st April 2025 to 4th January 2026 - Paid 480 / Worked 466 / Holiday taken 36 hours.	

### Agenda Item 10a      RFO Report

#### Payments made since last meeting

Purchase Card	Krystal – Website hosting	£8.40
Purchase Card	Microsoft – Office 365	£10.21
Purchase Card	McAfee – Virus Software	£139.38
Purchase Card	HP – 1-year laptop warranty	£87.60
Purchase Card	Monthly fee November	£3.00
Unity Trust	Service Charge December	£6.00

#### Receipts received since last meeting

Babergh	Recycling adjustment	£75.84
Unity Trust	Interest on Savings Account	£293.89
Allotments	Rent from 6 tenants	£90.00

**Transferred £3,000 from Savings to Current.**

## Associated Papers NPC for Meeting on 14<sup>th</sup> January 2026

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	

<b>A</b>	<b>Bank Reconciliation at 31/12/2025</b>		
	Cash in Hand 01/04/2025		37,365.79
	<b>ADD</b> Receipts 01/04/2025 - 31/12/2025		48,196.83
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/12/2025		23,125.95
	<b>Cash in Hand 31/12/2025</b> (per Cash Book)		<b>62,436.67</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Unity Trust Bank - Current Account 31/12/2025	2,936.03	
	Unity Trust Bank - Savings Account 31/12/2025	59,500.64	
	Lloyds Corporate Purchasing Card 31/12/2025	0.00	
			<b>62,436.67</b>
	Less unrepresented payments		249.19
			62,187.48
	Plus unrepresented receipts		249.19
	<b>Adjusted Bank Balance</b>		<b>62,436.67</b>
	<b>A = B Checks out OK</b>		

### Payments for your authorisation

NONE
 Net
VAT
Gross
Budget

### **Agenda Item 10b     2026 / 2027 Precept**

In determining the Precept for 2026 / 27, we need to look at 3 elements:

- The forecasted Income and Expenditure for the current year 2025 / 26
- The budgeted Income and Expenditure for 2026 / 27
- The level of Reserves over the period to 31<sup>st</sup> March 2027.

### **Forecast for 2025 / 26**

In the Detailed Budget Summary reviewed at the Budget meeting, the forecast showed a **total income of £45,681.16** and a **total expenditure of £33,638.55** for 2025 / 26.

### **Budget for 2026 / 27**

At the December meeting councillors agreed on an **Expenditure Budget for 2026 / 2027 of £31,573.68** with an **Income Budget of £1,078.00**

### **Reserves**

In October 2024, councillors adopted a revised Reserves Policy, which agreed on the approach that NPC would take when looking at its funds for determining its Precept. The pertinent points are:

#### **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 four months of expenditure or £10,000 whichever is the lower. 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:

- General Reserves should be set at £10,000
- CIL Restricted Reserve should only be used on the Newton Neighbourhood Plan review, the Walking Infrastructure project including a pedestrian crossing and the purchase of assets.
- With CIL receipts projected to be decreasing over the next 18 months, the council should increase its Asset Replacement reserve accordingly.

Based on the above recommendations, the position for reserves will be as follows:

	2024 / 25		2025 / 26		2026 / 27	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
<b>General Reserves</b>	<b>£10,473.86</b>	<b>£16,828.45</b>	<b>£16,828.45</b>	<b>£13,114.14</b>	<b>£13,114.14</b>	<b>£10,000.00</b>
<b>Restricted Reserves</b>						
CIL	£9,353.19	£13,517.34	£13,517.34	£26,274.26	£26,274.26	£26,274.26
Newsletter	£2,880.00	£2,520.00	£2,520.00	£2,520.00	£2,520.00	£2,520.00
<b>Total Restricted Reserves</b>	<b>£12,233.19</b>	<b>£16,037.34</b>	<b>£16,037.34</b>	<b>£28,794.26</b>	<b>£28,794.26</b>	<b>£28,794.26</b>
<b>Earmarked Reserves</b>						
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
Asset Replacement	£2,000.00	£2,000.00	£2,000.00	£5,000.00	£5,000.00	£8,000.00
<b>Total Earmarked Reserves</b>	<b>£4,500.00</b>	<b>£4,500.00</b>	<b>£4,500.00</b>	<b>£7,500.00</b>	<b>£7,500.00</b>	<b>£10,500.00</b>
<b>Total Reserves</b>	<b>£27,207.05</b>	<b>£37,365.79</b>	<b>£37,365.79</b>	<b>£49,408.40</b>	<b>£49,408.40</b>	<b>£49,294.26</b>

### **Precept**

You now need to set the Precept for 2026 / 27. Based on the above and Babergh's indicative Tax Base for Newton in 2026 / 27 of 268.52, the precept requirement will be as below:

	<b>2024 / 25</b>		<b>2025 / 26</b>		<b>2026 / 27</b>
Total Reserves B/F	£27,207.05		£37,365.79		£49,408.40
Income ex Precept	£23,876.10		£19,201.22		£1,078.00
Precept	£21,451.00		<b>£26,479.94</b>		<b>£30,381.54</b>
<b>Total Income, Precept &amp; Reserves B/F</b>	<b>£72,534.15</b>		<b>£83,046.95</b>		<b>£80,867.94</b>
Expenditure	£35,168.36		£33,638.55		£31,573.68
Total Reserves C/F	£37,365.79		£49,408.40		£49,294.26
<b>Total Expenditure &amp; Reserves C/F</b>	<b>£72,534.15</b>		<b>£83,046.95</b>		<b>£80,867.94</b>
<b>Tax Base</b>	<b>256.62</b>		<b>265.67</b>		<b>268.52</b>
<b>Band D Council Tax</b>	<b>£83.59</b>		<b>£99.67</b>		<b>£113.14</b>

If Councillors agree to a Precept of £30,381.54 for 2026 / 27, a Band D household will have its council tax **increased by £13.47 per year or £1.12p per month. An increase of 13.52% will be shown on council tax bill.**

### **Agenda Item 11      Walking Infrastructure project**

I have attached the latest outline of the project which now includes Suffolk Highways indicative costs and the proposed funding sources to approach.



# Associated Papers NPC for Meeting on 14<sup>th</sup> January 2026

## Agenda Item 13 Risk Management



### NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2026

	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 & Councillor
	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 14      Statement of Internal Controls for year ending 31<sup>st</sup> March 2026**

**1. SCOPE OF RESPONSIBILITY**

Newton Parish Council (The Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, The Council is also responsible for ensuring that there is a sound system of internal control as required by Section 2 of the Annual Governance and Accountability Return (AGAR) – Annual Governance Statement.

**2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of The Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control accords with proper practice.

**3. THE INTERNAL CONTROL ENVIRONMENT**

**The Council**

The Council has appointed a Chairman, who is responsible for the running of meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and approves budgets and sets the level of precept at a full council meeting in the January of the financial year. The Council meets at least eleven times each year and monitors progress against its aims and objectives and actions to achieve them at each meeting. The Council carries out regular reviews of its internal controls, systems, and procedures.

**Clerk to the Council / Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Council operates an approved Scheme of Delegation. The Clerk is responsible for the day-to-day compliance with laws and regulations that The Council is subject to and for managing risks. The Clerk also ensures that The Council's procedures, control systems and policies are adhered to.

**Payments**

All payments are reported at its meetings for The Council to approval. The Chairman confirms that each payment has been authorised by The Council and two Members of The Council must authorise every payment on the Unity Trust internet banking system

**Income**

All income is received and banked in The Councils' name in a timely manner and reported to the Council.

**Risk Assessments / Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

**Internal Audit**

The Council has appointed an Independent Internal Auditor who reports to The Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control

- Regulations
- Risk management.

### **Effectiveness**

Heelis and Lodge were appointed as The Council's Internal Auditor for 2025 / 2026 at its meeting on 14<sup>th</sup> May 2025 (Minute 25/089). The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent of this Council and The Council has judged that they meet the adequacy criteria. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the coverage required of a council of its size at a fee level that would also appear appropriate

### **External Audit**

PKF Littlejohn LLP, is the appointed External Auditor of The Council.

## **4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Council
- The Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews The Council's system of internal control
- The Council's External Auditors, make the final check using the AGAR, a form completed and signed by The Responsible Financial Officer, the Chairman and the Internal Auditor, and issue an annual audit certificate.
- The number of significant issues that are raised during the year.

## **5. SIGNIFICANT INTERNAL CONTROL ISSUES**

No significant internal control issues were identified during the financial year ended 2024 / 2025. The Internal Auditor in their report made no recommendations for improvement. The Internal Audit Report along with AGAR – Annual Internal Audit Report were reviewed by The Council at the meeting on 9<sup>th</sup> April 2025 (Minute 25/068b). Whilst no significant internal control issues were identified during the year The Council strives for the continuous improvement of the system it has adopted for internal control, and it addresses any minor issues and weaknesses raised and reported during the review process.

## **6. EXTERNAL AUDIT FINDING**

The External Auditor's Report and Certificate for 2024 / 2025 stated that:

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*Other matters not affecting our opinion which we draw to the attention of the authority:   None*

## **7. APPROVAL**

A Statement of Internal Control shall be approved each year.

Approved 14<sup>th</sup> January 2026 (Minute 26/014).

**Agenda Item 15      Policies & Procedures**

NPC currently has the following Policies and Procedures:

Data Protection & GDPR

Privacy Policy  
Freedom of Information Publication Scheme  
Freedom of Information Request  
Document Retention Policy  
Subject Access Request

Financial

Financial Regulations  
Charitable Giving Policy  
Community Infrastructure Levy (CIL) Policy  
Reserves Policy

Governance

Standing Orders  
Statement of Internal Controls  
Risk Management  
Protocol for Reporting of Meetings  
Statement of Community Engagement Policy

HR & Standards

Complaints Procedure  
Disciplinary Procedure & Rules  
Grievance Procedure  
Training & Development Policy  
Health & Safety Policy  
Equality Policy

Information Technology

Accessibility Statement  
IT and Email

Terms of reference for committees and working groups

HR Committee  
Standards Committee  
Neighbourhood Plan working group.

There are two areas that the Council needs to consider:

- Adoption of a Data Protection Policy for councillors and staff demonstrating governance rather than public communication, with contents:
  - Lawful bases for processing
  - Data subject rights
  - Data breach handling
  - Retention and disposal
  - Roles(Data Controller / Clerk)
- Apart from Standing Orders and the Financial Regulations, combine all the remaining policies and procedures into a single document in the order outlined above.

Both draft documents to be prepared for the February meeting.

**Agenda Item 16      NPC Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> This will be current information only		
Who's who on the Council and its Committees	Website Notice Boards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Notice Boards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Boards From the Clerk	Free Free 10p/sheet
Staffing structure	Website From the Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website From the Clerk	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	Website From the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Governance Statement	Website From the Clerk	Free 10p/sheet
Newton Neighbourhood Plan	Website From the Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website From the Clerk	Free 10p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website From the Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Notice Boards From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p/sheet
Responses to consultation papers	Website From the Clerk	10p/sheet
Responses to planning applications	Website From the Clerk	10p/sheet
Bye-laws	Website From the Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b>		
Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website From the Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website From the Clerk	Free 10p/sheet
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Website From the Clerk	Free 10p/sheet
Data protection policies	Website From the Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Notice Board Bottom of this page	Free Free Free

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	Website From the Clerk	Free 10p/sheet
<del>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</del>		
Register of members' interests	Babergh website	Free
Register of gifts and hospitality	Website From the Clerk	Free 10p/sheet
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	From the Clerk	
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
Defibrillators	Website From the Clerk	Free Free
<del>Parks, playing fields and recreational facilities</del>	Website From the Clerk	Free 10p/sheet
Seating, litter bins, dog bins, grit bins and memorials	Website From the Clerk	Free 10p/sheet
Bus shelters	Website From the Clerk	Free 10p/sheet
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Welcome to Newton & Newton Walks	From the Clerk	Free to residents / otherwise £2.

**Clerk Contact details:** Dave Crimmin, Cragston, Sudbury Road,  
Newton, Sudbury CO10 0QH

**Telephone:** 01787 375085

**Email:** [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk)

**Website:** [www.newton-pc.gov.uk](http://www.newton-pc.gov.uk)

### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost of clerk's time and printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



Associated Papers NPC for Meeting on 14<sup>th</sup> January 2026

## Agenda Item 17      Year Plan

[illegible]