Associated Papers for NPC Annual Meeting on 14th May 2025

Agenda Item 84 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 86 Councillor Vacancy
There have been no further applications to fill the councillor vacancy.

Agenda Item 87 HR & Standards Committees
Cllrs Evers, Presland and Taylor were the members of the HR Committee and Cllrs Schwenk and Sherwood were the members of the Standards Committee.

Agenda Item 88 Representatives on outside bodies
The representatives are as follows:

- Newton Green Trust — Cllrs Evers and Taylor
- Village Hall Management Committee — Cllr Schwenk
- Alston & Plampin Charity — Mrs S Presland, Mrs M Williams and Mrs J Taylor. Mrs M Williams has resigned as a Trustee. Liza Devlin has offered to be a trustee.

Cllr Taylor is the representative to the Suffolk Association of Local Councils (SALC).

Agenda Item 89 Internal Auditor appointment
Last year Heelis & Lodge were reappointed as NPC's Internal Auditors.

Agenda Item 90 Subscriptions
NPC holds annual memberships with the Suffolk Association of Local Councils (SALC), Community Action Suffolk (CAS) and the Society of Local Council Clerks (SLCC). It is also registered with the ICO for Data Protection.

Agenda Item 91 Councillors roles in parish
For the past 12 months, the responsibilities for keeping an eye on the village assets and services were as follows:

- Grit, dog and litter bins, benches in the parish (except Recreation Ground) - all
- Allotments - Cllr Presland
- Defibrillators – Clerk
- SID - all
- Recreation Ground - Cllr Evers
- Footpaths - Cllrs Schwenk
- Road and grass-cutting issues - all
- Trust assets - Cllr Taylor.

Agenda Item 93 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.

Associated Papers for NPC Annual Meeting on 14th May 2025

Agenda Item 94 Clerk's Report

Minute		Action	Complete ✓
25/062		Minutes sent to BRN and updated on website.	✓
25/065		Donation application sent to Brave Futures.	✓
25/068		Sent AGAR to External Auditor, PKF Littlejohn LLP.	✓
25/068	h	CIL Return updated on website and sent to Babergh.	✓
25/068	i	Payments made to suppliers.	✓
25/071		Responded to Babergh and Government consultations.	✓
25/073		Letters distributed by Cllr Presland to tents and properties adjoining allotments.	✓
25/079		Wrote to Trust regard boundary issue.	✓
		Clerk's Actions & Delegated Power	
		None.	
		Clerk Hours	
		1st April to 4th May 2025 - Paid 60 / Worked 63.75 (Holiday Entitlement 67.20)	

Agenda Item 95c Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
AP/24/00095	Planning Appeal Land West Of, Blacksmith Close - Reference APP/W3520/W/24/3351995 against refusal of application for the Erection of 9No. Dwellings (1No Affordable)	24/173a	No further comment	
DC/25/00782	Barns East Of Newton Leys, Joes Road - Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of 4no.existing agricultural barns on the site to create 10no. 1 and 2-bedroom dwellings (following removal of modern nissen hut) and resolved that they were concerned with the increase in the number of vehicle movements at the site onto a rural C category road.	25/050a	Corncerns over increase in traffic.	
DC/25/01030	Hook End Sudbury Road - Notification of Works to Trees Subject to Tree Preservation Order (BT143) T1 Lime Tree To reduce the crown by approximately 4m in height, 2m below the previous pruning points, to trim the sides slightly as required to leave a balanced but smaller and lower more compact crown to the tree and resolved that they had no objections.	25/050a	No objections.	Permission 04/04/2025

Agenda Item 96a RFO Report

Please see below the receipts received since the last meeting and the payments for your authorisation.

Receipts Received since last meeting

Babergh	£13,239.97	Precept
HMRC	£ 2,579.49	VAT Refund

	Bank Reconciliation at 30/04/2025			
	Cash in Hand 01/04/2025			37,365.79
	ADD			
	Receipts 01/04/2025 - 30/04/2025			15,819.46
				53,185.25
	SUBTRACT			
	Payments 01/04/2025 - 30/04/2025			950.00
A	**Cash in Hand 30/04/2025** (per Cash Book)			**52,235.25**
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2025	0.00	
	Unity Trust Bank - Current Account	30/04/2025	25,339.25	
	Unity Trust Bank - Savings Accoun	30/04/2025	26,896.00	
				52,235.25
	Less unpresented payments			
				52,235.25
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**52,235.25**
	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)	3,934.00	226.00	3,708.00 (94%)	3,708.00
Annual Subscription			0.00 (N/A)	550.00		550.00 (100%)	550.00
Asset Management			0.00 (N/A)	4,510.00	395.00	4,115.00 (91%)	4,115.00
CIL			0.00 (N/A)			0.00 (N/A)	0.00
Clerk Salary			0.00 (N/A)	15,212.85		15,212.85 (100%)	15,212.85
Digital			0.00 (N/A)	860.00		860.00 (100%)	860.00
Donations			0.00 (N/A)	800.00	250.00	550.00 (68%)	550.00
Grants	212.64		-212.64 (-100%)			0.00 (N/A)	-212.64
Open Spaces			0.00 (N/A)	4,565.00		4,565.00 (100%)	4,565.00
Other Income	535.00		-535.00 (-100%)			0.00 (N/A)	-535.00
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	26,479.94	13,239.97	-13,239.97 (-50%)			0.00 (N/A)	-13,239.97
Projects & Events			0.00 (N/A)	750.00		750.00 (100%)	750.00
Recycling	425.00		-425.00 (-100%)			0.00 (N/A)	-425.00
NET TOTAL	**27,652.58**	**13,239.97**	**-14,412.61 (-52%)**	**31,181.85**	**871.00**	**30,310.85 (97%)**	**15,898.24**

Total for ALL Cost Centres	13,239.97	871.00
V.A.T.	2,579.49	79.00
GROSS TOTAL	**15,819.46**	**950.00**

Payments for your authorisation

	Net	VAT	Gross	Budget
SALC	£294.59	£0.00	£294.59	Subscriptions

Agenda Item 96b Roundabout

During the maintenance of the play equipment undertaken by Wicksteed, there was an issue raised by the contractor about a slight wobble on the roundabout. Can you all review the roundabout ahead of our meeting to judge for yourselves the severity of this movement.

I wrote to Wicksteed querying the warranty on the item concerned and they replied as follows:

The part that needs replacing is classed as a consumable item which would have a one-year warranty. If the item is a popular piece of equipment then it would most likely see more wear than we would usually expect to see.

It is important to maintain the item by greasing the bearing as this would also affect longevity. I have attached a requote that includes a gesture of goodwill discount.

After the 10% discount the quotation for replacing the item is £2,908.83 + VAT including parts and labour.

Agenda Item 96c Donation Request

The Alston and Plampin charity have requested a donation towards their expenses. Of the £800 donations budget for 2025 / 2026, NPC has allocated £658 as follows:

- Village Hall £250 for wifi
- RBL Poppy Appeal £100
- Phil Taylor £100 for Christmas parcels
- Newton PCC £200 for art exhibition
- Open Gardens £8 remaining budget for printing.

I've attached the Charities accounts for 2024 which show an increase of funds for the year of £26.23 and an investment of £11,037.39.

NEWTON CHARITIES
ACCOUNTS YEAR ENDED 31st DECEMBER 2024

An Account of the William Alston Charity in the Parish of Newton for the year ended 31st December 2024, to be presented at the Annual Parish Assembly to be held on 30th April 2025.

RECEIPTS			**EXPENDITURE**	
Balance b/f:			Flowers etc	103.85
Cash	30.44			
Natwest Bank	776.20	806.64	Christmas Parcels	100.00
4 x Quarterly dividend COIF		307.22	Monies Distributed	330.00
Coffee Morning		252.86	Cash in hand	20.59
			Natwest Bank Balance	812.28
		---		---
		1366.72		1366.72
		---		---

The current capital of the Charity is represented by 556.18 units in C.O.I.F is £11,037.39

Agenda Item 96d Corporate MultiPay Card

I have had no issue in using my personal debit / credit card to pay for NPC items and claim back the expense a couple of times a year. This may not be true of my replacement, and I think a move to a charge card now would be appropriate. Here is the option offered via Unity Trust:

What is the Corporate MultiPay Card?

Unity Trust Bank has partnered with Lloyds Bank to provide the Corporate MultiPay Card. This is a charge card, which enables the cardholder to make purchases and defer payment until the next billing date. The balance must be paid in full each month. The main difference between a credit card and charge card is that you have to pay off a charge card's balance in full each month while you can carry a balance month-to-month on a credit card. No interest is applied to a charge card.

Important Information:

- Please be advised that provision of this facility is subject to credit approval, and we typically require evidence of 12 months account activity from existing customers.
- For customers who are new to Unity Trust Bank, you will need to provide us with the last 2 years of audited/ certified financial accounts.
- This facility is repayable on demand.
- The Corporate MultiPay Card can be managed online with Lloyds Bank Commercial Card Internet Servicing (CCIS), ongoing service and access to funds is directly managed by Lloyds Bank.
- Passwords provided for each Programme Administrator and Cardholder will be unique to that individual and used for telephony and CCIS.
- Unity Trust Bank will receive up to 33% of the Monthly Fee and between 0.15% and 0.6% of card spend. This does not impact the fee and charges that are offered.

Key Features

Terminology Summary Definition	
Monthly Fee (per card)	£3 per month.
Credit Limit	To be confirmed following successful application.
Credit Balance	In the event of a credit balance on the account, this will be refunded to you. No interest will accrue or become due to you.
Cardholder Limit	The maximum amounts of spending permitted by the cardholder during a billing cycle (including any card transactions not yet debited and any authorisations the Bank has given in respect of prospective card transactions).
Card re-issue fee	£10 (excluding lost, stolen, damaged or expired).
Cash Advance fee	2.5% of Transaction (Minimum fee £2.50 & Minimum withdrawal £50).
Urgent card request*	£25 (excluding delivery).
Late payment fee	2% of the outstanding balance, or £10, whichever is greater.
Returned payment charge	£30
Set up fee (one-off)	£50.

Agenda Item 99 Allotments

I have spoken to Gary Flowers to see if he wishes to quote for the grass cutting and gates installation at the allotments. Gary created the allotments for Michael Oliver so is familiar with the area. He is currently on leave, but I hope to have his feedback ahead of or at the meeting.

Agenda Item 101 Year Plan

NPC Tasks	Budget (ex VAT)	Apr-24	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-25	Feb	Mar
Projects													
Parish Infrastructure Investment Plan (PIIP)							▲						
PIIP Parish Survey					▲								
Pedestrian Crossing		▲	▲	▲	▲								
Asset Replacement				▲									
Fireworks	£750				▲								
Neighbourhood Plan	£500			▲									
Statutory													
Website accessibility				▲			▲			▲			▲
GDPR								▲					
Budget 2025 / 2026										▲			
Precept 2025 / 2026											▲		
Policy & Procedures													
Review Standing Orders					▲								
Review Financial Regulations					▲								
Risk Assesment											▲		
Statement of Internal Controls											▲		
Reserves Policy							▲						
Asset Register							▲						
Policies Review							▲						

▲ NPC Decision ▲ NPC Monitor △ Complete

Agenda Item 105 Notice for June meeting

I will be on holiday for two weeks in early June, returning in time for the meeting on the 18th June 2025. I will therefore be issuing your summons and the public notice on the 2nd June 2025 following which, I cannot make any modifications to the agenda. This is similar to the process I undertook for the March 2025 meeting.

Obviously, there are generic hooks I put in the agenda which will pick up any planning applications or invoices received after the agenda is issued and there are my delegated powers for any urgent item.