

Associated Papers NPC for Meeting on 14th October 2026

Agenda Item 169 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 172 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 173 Clerk's Report

Minute	Action	Complete ✓
26/055	New signage for recreation ground has not be ordered to date.	
26/141	Resident at property in Church Road has removed rubbish.	✓
26/160	Standing Orders and Financial Regulations updated on website.	✓
26/151	Minutes sent to BRN and updated on website.	✓
26/156	Responses to planning applications sent to the LPA.	✓
26/157	Suppliers paid.	✓
26/164	All actions undertaken re advertng of Clerk vacancy.	✓
	Clerk's Actions & Delegated Power	
	Wrote to SCC Highways and Phillip Faircloth-Mutton re chippings on pavement on 3	
	Councillors' Actions	
	Cllr Taylor - Repair to tennis net and removal of MUGA cage.	
	Cllr Bower - Removal of MUGA cage.	
	Cllr Presland - Allotment tenants meeting.	
	Lee Parker - Council tax bands for Cllr Sherwood.	
	Clerk Hours	
	1st April to 4th October 2026 Hours - Paid 324 / Worked 328.75 / Holiday taken 24.	

Agenda Item 174e Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/26/02261	Browns Barn, Boxford Lane - Installation of Solar Panels to north and east roof ranges (retention of).	26/127b	Support	Permission 01/10/2026
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	

Agenda Item 175 Applications for position of Parish Clerk & RFO

As at 7am on Wednesday 7th October (1 week before the closing date), I have received 4 applications (3 from current clerks & 1 from the chairman of a council) and 4 other enquiries (2 from clerks). A very encouraging response to date.

This Friday evening, I plan to send you all the applications received at that time along with the questions that you have agreed for the interviews. Any applications received after Friday will be sent to you in a timely manner. The interviews are scheduled for the HR Committee on 27th/ 28th October.

Associated Papers NPC for Meeting on 14th October 2026

Agenda Item 176a RFO Report

Payments made since last meeting

SLCC	Clerk's Membership	£ 200.00
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 August	£ 3.00
Gallagher	Insurance	£1,778.44
SCC Highways	Legal Fees	£2,750.00
Unity Trust	Service Charges September	£ 7.00

Income received since last meeting

Babergh	Precept	£15,190.77
Unity Trust	Interest on Savings Account	£ 400.92

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		56,664.75
	ADD Receipts 01/04/2026 - 30/09/2026		53,813.36
	SUBTRACT Payments 01/04/2026 - 30/09/2026		110,478.11
			20,292.09
	Cash in Hand 30/09/2026 (per Cash Book)		90,186.02
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2026	0.00	
	Unity Trust Bank - Current Account 30/09/2026	9,650.45	
	Unity Trust Bank - Savings Account 30/09/2026	80,535.57	
	Lloyds Corporate Purchasing Card 30/09/2026	0.00	
			90,186.02
	Less unrepresented payments		
			90,186.02
	Plus unrepresented receipts		
	Adjusted Bank Balance		90,186.02
	A = B Checks out OK		

**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)	4,287.00	3,064.59	1,222.41 (28%)	1,222.41
Annual Subscription			0.00 (N/A)	585.00	549.35	35.65 (6%)	35.65
Asset Management			0.00 (N/A)	4,360.00	3,304.84	1,055.16 (24%)	1,055.16
CIL		20,188.60	20,188.60 (20188.60)			0.00 (N/A)	20,188.60
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	93.06	925.94 (90%)	925.94
Donations			0.00 (N/A)	800.00	250.00	550.00 (68%)	550.00
Grants	213.00		-213.00 (-100%)			0.00 (N/A)	-213.00
Neighbourhood Plan Review			0.00 (N/A)		261.10	-261.10 (-26110%)	-261.10
Open Spaces			0.00 (N/A)	4,800.00	1,840.95	2,959.05 (61%)	2,959.05
Other Income	535.00	733.70	198.70 (37%)			0.00 (N/A)	198.70
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 (-27500%)	-2,750.00
NET TOTAL	31,459.54	52,289.84	20,830.30 (66%)	31,573.68	19,151.69	12,421.99 (39%)	33,252.29

Total for ALL Cost Centres	52,289.84	19,151.69
V.A.T.	1,523.52	1,140.40
GROSS TOTAL	53,813.36	20,292.09

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
NONE				

Agenda Item 176b Donations to RBL Poppy Appeal and Box River News

The council has budgeted for a £100 donation towards the Poppy Appeal.

The editor of the Box River News (BRN) has written to NPC to seek a donation towards the publication costs of the Newton content in the BRN. In both 2024 and 2025, NPC donated £360 towards the publication costs from its Restricted Reserve for a Newton newsletter, which currently stands at £2,160. This level of donation paid towards a full page of Newton news in the 12 editions of the BRN.

Agenda Item 176c Insurance 3-year Long Term Agreement

I sent a copy of the Insurance Renewal email on the 4th September 2026, which was paid later in the month. Within the correspondence there was an option for you to take out a 3 year Long Term Agreement, as follows:

In order to ensure rate stability, Newton Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,778.44. This means Newton Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- *When there are changes to the material facts concerning your policy.*
- *Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.*
- *The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.*
- *The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).*

Agenda Item 176d Defibrillator Consumables

Earlier this year you replaced the battery in 3 of the NPC managed defibrillators; Church Road, outside Juglans and outside Cragston. Each of these defibrillators now requires its main and spare electrode pads to be replaced by the 16th January 2027. The newest defibrillator at the Village Hall needs its battery replaced by the 14th January 2027.

I can order these now and replace before I leave. The costs will be:

- 6 electrode pads @ £155 = £930
- 1 battery @ £129
- Plus delivery charge.

Agenda Item 176e Clerk's Salary Scale and Holiday Entitlement

As part of the Clerk Recruitment documents I circulated on the 26th August 2026, I include the revised salary scales effective from the 1st April 2026. I am entitled to an increase from £20.66 to £21.34 per hour from the 1st April 2026. I will be including the new rate and the backpay owed to me in my December payroll payment.

Looking ahead to my leaving date with the council on 31st December, there are a couple of options for you to consider:

- As at today, I have worked slightly more than the hours you have paid me – 328.75 hours worked against 324 hours paid. Whatever holiday I have had has been offset by the extra hours I have worked.
- With the amount of work I am required to do ahead of my leaving date, I cannot see me being able to take any holiday and the gap between hours worked and paid getting larger.
- As at 31st December I will be entitled to 50.4 hours holiday (9 months of my 67.2 hours annual entitlement).
- If the council are minded to pay me my holiday hours outstanding this would mean 50.4 hours @ £21.34 per hour = £1,075.54. If not, I will take my holiday by 31st December and be restricted on what work I can undertake before I leave.

Agenda Item 177 Walking Infrastructure Project

The latest status of the project is as per the email I circulated to you on the 15th September 2026.

Agenda Item 179 Website Accessibility

I checked the website accessibility of the Newton website on the 29th September 2026.