

NPC Councillor Pack for Meeting to be held on 2nd September 2026

Agenda Item 150 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 153 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 154 Clerk's Report

Minute		Action	Complete ✓
26/055		New signage for recreation ground has not be ordered to date.	
26/096	b	Cllr Major has been added to the Unity Trust mandate.	✓
26/140		Minutes sent to BRN and updated on website.	✓
26/141		Wrote to resident at property in Church Road. No response or action to date.	
26/143		Responses to planning applications sent to the LPA.	✓
26/144	a	Suppliers paid.	✓
		Clerk's Actions & Delegated Power	
		Councillors' Actions	
		Cllr Taylor - Repair to tennis net and cage.	
		Cllr Presland - Allotment tenants meeting.	
		Clerk Hours	
		1st April to 23rd August 2026 Hours - Paid 252 / Worked 272.25 / Holiday taken 0.	

Agenda Item 156d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/26/02320	Otium, Joes Road - Erection of a 2 bay cartlodge	26/127a	Support	Permission 04/08/2026
DC/26/02261	Browns Barn, Boxford Lane - Installation of Solar Panels to north and east roof ranges (retention of).	26/127b	Support	
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 157a 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 July	£ 3.00

Income received since last meeting

NONE

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		56,664.75
	ADD Receipts 01/04/2026 - 31/07/2026		38,221.67
	SUBTRACT Payments 01/04/2026 - 31/07/2026		94,886.42 9,563.93
	Cash in Hand 31/07/2026 (per Cash Book)		85,322.49
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Unity Trust Bank - Current Account 31/07/2026	3,187.84	
	Unity Trust Bank - Savings Account 31/07/2026	82,134.65	
	Lloyds Corporate Purchasing Card 31/07/2026	0.00	
			85,322.49
	Less unrepresented payments		40.58
			85,281.91
	Plus unrepresented receipts		40.58
			85,322.49
B	Adjusted Bank Balance		85,322.49
	A = B Checks out OK		

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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	961.49	3,325.51 (77%)	3,325.51
Annual Subscription			0.00 (N/A)	585.00	349.35	235.65 (40%)	235.65
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	3,518.90	12,203.78 (77%)	12,203.78
Digital			0.00 (N/A)	1,019.00	62.04	956.96 (93%)	956.96
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	112.95	4,687.05 (97%)	4,687.05
Other Income	535.00	332.78	-202.22 (-37%)			0.00 (N/A)	-202.22
Other Payments			0.00 (N/A)			0.00 (N/A)	0.00
Precept	30,381.54	15,190.77	-15,190.77 (-50%)			0.00 (N/A)	-15,190.77
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
NET TOTAL	31,459.54	36,698.15	5,238.61 (16%)	31,573.68	8,820.67	22,753.01 (72%)	27,991.62
Total for ALL Cost Centres		36,698.15			8,820.67		
V.A.T.		1,523.52			743.26		
GROSS TOTAL		38,221.67			9,563.93		

Newton Parish Council Reserves Balance 2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Election Costs	1,500.00				1,500.00
Legal Fees	1,000.00				1,000.00
Newsletter	2,160.00				2,160.00
CIL	28,274.26		261.10	20,188.60	48,201.76
Asset Replacement	2,000.00	3,000.00	503.51		4,496.49
Total Earmarked	34,934.26	3,000.00	764.61	20,188.60	57,358.25
 TOTAL RESERVE	 34,934.26	 3,000.00	 764.61	 20,188.60	 57,358.25
 GENERAL FUND					 27,964.24
 TOTAL FUNDS					 85,322.49

Committed Spending						
Meeting Date	Minute	Supplier	Cost Net	VAT	Total	Budget
12/11/25	25/191	LUC	£9,608.81	£1,921.76	£11,530.57	CIL
11/02/26	26/032	Suffolk Highways	£20,000.00	£0.00	£20,000.00	CIL
			£29,608.81	£1,921.76	£31,530.57	

Payments for your authorisation

	Net	VAT	Gross	Budget
PKF Littlejohn	£210.00	£42.00	£252.00	Audit
DF Crimmin	£78.00	£0.00	£78.00	WFHA
DF Crimmin	£2,578.36	£0.00	£2,578.36	Salary July to September 2026
HMRC	£940.54	£0.00	£940.54	Clerk Tax & Employer NI

Agenda Item 157b External Audit

The email from PKF Littlejohn, containing the External Audit Certification for 2025 to 2026, was circulated to you on the 15th August 2026. I have attached the notice as it appears on the notice boards and website.

Agenda Item 157c Asset Register

The Asset Register as at the 24th August 2026 is attached for your reference.

Agenda Item 158 Walking Infrastructure Project

The latest status of the project is as per the email I circulated to you on the 21st August 2026.

Agenda Item 160 Standing Orders and Financial Regulations

You have the latest versions of the Standing Orders and Financial Regulations in your Councillor Pack folder. There have been no recommended modifications suggested for these documents since you last reviewed them in September 2025. Are there any changes that you wish to review?

Agenda Item 161 GDPR Data Map

The Data Map is attached.

Agenda Item 162 NPC Year Plan

NPC Tasks	Budget (ex VAT)	Apr-26	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-27	Feb	Mar
Projects													
Parish Infrastructure Investment Plan (PIIP)													
PIIP Parish Survey													
Funding for Infrastructure Walking project	£20,000												
Asset Replacement													
Neighbourhood Plan	£9,608												
Statutory													
Website accessibility													
GDPR													
Budget 2027 / 2028													
Precept 2027 / 2028													
Policy & Procedures													
Review Standing Orders													
Review Financial Regulations													
Risk Assessment													
Statement of Internal Controls													
Reserves Policy													
Asset Register													
Policies Review													

NPC Decision
 NPC Monitor
 Complete

Agenda Item 163 Byelaws Enforcement Process

I've modified the Byelaws Enforcement process to include the Newton Green Trust's duty in informing NPC of any issues relating vehicles parking on The Green. Please **find attached** the combined process for both vehicles parking on The Green and vehicles for sale being parked in the layby or the Saracen's car park by the pond.

Agenda Item 164 Contract of Employment, Recruitment Pack and schedule

I circulated a copy of the Contract of Employment for your adoption in an email on 19th August 2026.

I am attaching the documents that you requested to be modified in the Recruitment Pack, and you will see that the Salary details referenced are based on the new scales that I circulated on the 26th August 2026.