

Agenda Item 2 Dispensations

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion 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 on why you should be given a dispensation.

Agenda Item 6 Correspondence Circulated

No correspondence received since last meeting.

Agenda Item 7 Clerk's Report

Minute	Action	Complete ✓
14/109	SCC Highways are reviewing hedge at Valley Road / A134 junction	
15/021	Valley Road markings and hedge at junction with A134 raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
15/126	Quotation received.	✓
16/065	SALC advised of Chairman and representative.	✓
16/069	Draft Minutes published on website and in newsletters.	✓
16/071	Outside bodies notified of NPC representatives.	✓
16/072	Heelis & Lodge notified of appointment.	✓
16/077 e	Cheques distributed to suppliers.	✓
16/077 bc	Annual return sent to BDO and published on notice boards and website.	✓
16/078	Planning responses sent to Babergh.	✓
16/079	S106 grant obtained and line marker purchased. Bark purchased and delivered.	✓
16/082	Better Broadband invitation sent to James Finch.	

Agenda Item 8a Responsible Financial Officer (RFO) Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
28/04/16	HMRC VAT Repayment			305.73	0.00
15/06/16	SALC - Annual Subscription	1066	LA 2011 ss 1 to 8	0.00	236.80
15/06/16	Flowers Groundcare - Grass Cutting	1067	LA 2011 ss 1 to 8	0.00	72.00
15/06/16	Flowers Groundcare - Grass Cutting	1067	LA 2011 ss 1 to 8	0.00	72.00
15/06/16	Suffolk Tree Services - Bark	1068	LA 2011 ss 1 to 8	0.00	120.00
15/06/16	DF Crimmin - Expenses Mar to May	1069	LA 2011 ss 1 to 8	0.00	602.82

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/05/16	£100.00				
Premium Accounts	31/05/16	£17,794.48	£15,906.65	£1,987.83	£0.00	£0.00
Tracker Account	31/03/16	£11,106.02	£11,106.02	£0.00	£0.00	£0.00
Petty Cash	08/06/16	£0.00	£0.00			£0.00
		£29,000.50	£27,012.67	£1,987.83	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£24,073.19				
<u>Income</u>			<u>Expenditure</u>			
Precept	£9,380.00	£4,690.00	Clerks Salary		£3,742.85	£845.21
Grants	£207.00	£0.00	Admin		£1,900.00	£189.34
Recycling	£500.00	£0.00	Grants		£700.00	£175.00
Other	£0.00	£172.58	Annual Subscriptions		£280.00	£236.80
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£305.73	Insurance		£320.00	£0.00
			Inspection		£245.00	£66.00
			Maintenance		£1,820.00	£220.00
			Projects		£1,400.00	£372.90
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£123.58
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£10,112.00	£5,168.31	Total	£0.00	£11,207.85	£2,228.83
			Assets Carried Forward			£27,012.67
Total		£29,241.50	Total			£29,241.50

Associated Papers NPC meeting on 15th June 2016

Agenda Item 8a Clerk's Expenses

Date	Description	Postage			Telephone		Printing			Travel
		1st	2nd	Other	No of Calls	Phone Call to	A4 Print	A3 Print	Lams	Miles
01/03/16					1	A McMillan				
03/03/16	Meeting Pack & Notices				4	P Presland, BDC x 2, Came & Co	245		6	
07/03/16					1	SNT				
10/03/16					1	A Vince				
15/03/16							2		2	
21/03/16					1	G Flowers				
24/03/16							2		2	
29/03/16					1	C Langley				
01/04/16					2	N Elliott, A Vince				
04/04/16					1	W Turner				
07/04/16					3	BDC Waste, Enforcement x 2				
08/04/16							130		8	
14/04/16					2	W Turner, BDC				
18/04/16	APM papers						247			
19/04/16	Audit						22			
20/04/16	APA / Shopping				1	W Turner	75		2	5
29/04/16					3	T Langley, G Flowers, A Vince				
05/05/16	Meeting Pack						197	2	6	
06/05/16					2	Paper bank, Clothes bank				
12/05/16					1	N Elliott				
16/05/16										
17/05/16										
18/05/16										
19/05/16							18			
20/05/16										
23/05/16										
24/05/16										
25/05/16	Audit Notices				1	BDC	8		12	
26/05/16					1	G Flowers				
27/05/16										
31/05/16					2	BDC, L Parker				
		0	0		28		946	2	38	5
		£0.00	£0.00	0.00	£3.36		£37.84	£0.20	£4.56	£2.25
Expenditure on behalf of Newton Parish Council										
Date	Description	Ref	Gross	VAT	Net	Account Heading				
04/03/16	Bacon rolls for litter pick	1	£14.40	0.00	£14.40	Admin				
20/03/16	Comm Award trophies (Cobblers & Keys receipt)	2	£30.00	5.00	£25.00	Admin				
20/04/16	Drink & Food for APA (Tesco's receipt)	3	£62.73	0.00	£62.73	Admin				
27/05/16	Line Marker (Pitchcare.com)	4	£447.48	74.58	£372.90	Projects				
	Postage		£0.00		£0.00					
	Printing		£38.04		£38.04					
	Laminates		£4.56		£4.56					
	Cost of Calls		£3.36		£3.36					
	Travel Costs		£2.25		£2.25					
	Total		£602.82	£79.58	£523.24	Balanced				
	Mileage Rate 6/4/2011	45p								
	1st Class Post	63p								
	2nd Class Post	54p								
	A4 Printing per page	4p								
	A3 Printing per page	10p								
	AtG per page	6p								
	Laminator pouch	12p								
	Telephone Calls	10p +VAT								
							Admin	Projects	VAT	Total
							£150.34	£372.90	£79.58	£602.82

Agenda Item 8b Donation Request

Dave Crawte, representing the Fete Committee, has written as follows:

“I have been asked by the committee for the Newton Party In The Park on June 18th to write to you and request £250 from the Parish Council to cover the costs of the professional entertainment for the event.

We have booked a band and a DJ from London who are friends of my daughter Elizabeth. They are very good at what they do and would normally charge two or three times the amount we have offered them plus, as it would be impossible to get anyone else to do the event for free, we felt we had to book them while we had the chance!

If you could bring this request up at the next Parish Council meeting it would be greatly appreciated.”

Agenda Item 9g Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	Enforcement enquiry on the expected completion date of building works at Motts Farm.	12/118d		
B/15/00178	Enforcement enquiry with regard to change of use on land west of Sudbury Garden Centre.			Planning Application now received
APP/D3505/A/14/2218072	Appeal against refusal of Planning Application B/13/01107 - Rogers Farm, Rogers Lane - Change of use of agricultural land to use as solar farm for generation of electricity from solar energy together	16/009	Did not support appeal	
B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use	16/044c	Objected	
B/16/00172	Marks Meadow, Rectory Road - Application for Certificate of Lawfulness of an Existing Use - Erection of storage building.	16/044b	Responded on recent use.	
B/16/00486	2 Assington Road - Erection of first floor rear extension.	16/078a	Objected	

Agenda Item 10 Development Proposals

The email I sent you on the 19th May 2016 contained the following plus 4 other diagrams:



Agenda Item 11 Asset Maintenance

100

DAVE CRIMMIN
NEWTON PARISH COUNCIL

P.A. SCAMMELL

17-5-16

ESTIMATE

WOODEN PLAY EQUIPMENT IN PLAYING FIELD, CLEAN DOWN
AND PAINT WITH PRESERVER £440-00

NEW BENCH IN PLAYGROUND RECESS BOLTS, ROUND OFF CORNERS
AND PAINT WITH PRESERVER £30-00

CONCRETE PIPE TUNNEL REMOVE RETAINING FENCE FROM
ENTRANCE AND REMOVE SOIL FROM BEHIND FENCE TO FORM
GENTLE SLOPE, REPAIR ARTIFICIAL GRASS TO ENTRANCE £52-00

BENCH AROUND TREE NR POND CLEAN DOWN AND PAINT
WITH PRESERVER £83-00

VILLAGE OF THE YEAR BENCH CLEAN DOWN AND PAINT £42-00

MILLENNIUM POST CHECK FOR ROT, CLEAN DOWN & PAINT £27-00

2 BENCHES NEAR MEMORIAL CLEAN DOWN AND PAINT £50-00

CHURCH RD BENCH NR POSTBOX CLEAN DOWN AND PAINT £42-00

PLAMPIN CLOSE BENCH CLEAN DOWN AND PAINT £44-00

CHURCH RD DOG BIN SUPPLY NEW POST, FIX AND RESITE £47-00

Associated Papers NPC meeting on 15th June 2016

Agenda Item 12 Document Retention

DOCUMENT	PAPER / ELECTRONIC	LOCATION	STANDARD MINIMUM RETENTION PERIOD	PROPOSED MINIMUM RETENTION PERIOD
Administration				
Agendas	E	Computer	3 years	3 years
Clerk's Personnel records	P	Chairman	9 months after ceasing employment	15 months after ceasing employment*
Contracts	P	File	Indefinitely	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election	6 months after Election
Inspection Reports	P	Admin File	Indefinitely	Indefinitely
Leases	P	File	Indefinitely	Indefinitely
Newsletter	E	Computer	Indefinitely	Indefinitely
Planning Applications & Responses	E	BDC website		
Register of Interests	E	BDC website		
Routine Correspondence	P	Correspondence File	Retain as long as useful	Retain as long as useful
Routine emails	E	email account	Retain as long as useful	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely	Indefinitely
Finance				
Annual Return	P	Accounts File by Year	Indefinitely	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	Last completed audit year	2 years
Bank Statements	P	Accounts File by Year	Last completed audit year	12 years
Clerk expenses	P	Accounts File by Year	6 years	12 years
Insurance policies	P	Accounts File by Year	Indefinitely	Indefinitely
Paid Invoices	P	Accounts File by Year	6 years	12 years
PAYE returns including hours paid	P	Accounts File by Year	6 years	12 years
Quotation and tenders	P	Accounts File by Year	12 years	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely	Indefinitely
Receipt Books	P	Accounts File by Year	6 years	12 years
VAT records	P	Accounts File by Year	6 years	12 years

* To ensure that an old clerk's personnel file (including Contract of Employment) is available for a year-end audit no matter when he / she left. However, from an employer viewpoint a "personnel record" cannot be deleted lock, stock and barrel and it would be worthwhile following the Information Commissioners Office:

An employer should review the personal data it holds about an individual when that individual leaves the organisation's employment. It will need to retain enough data to enable the organisation to deal with, say, providing references or information about the individual's pension arrangements. However, personal data that is unlikely to be needed again should be removed from the organisation's records – such as the individual's emergency contact details, previous addresses, or death-in-service beneficiary details.

