

Associated Papers NPC for meeting on 11th January 2017

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 5 Correspondence Circulated

No correspondence received.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
15/021	Valley Road markings raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
16/090	Still awaiting revised date for Broadband update.	
16/168	Letter re pension outstanding.	
16/177	Draft Minutes published on website and in newsletters.	✓
16/181 a	Payments made to suppliers.	✓
16/182	Planning responses sent to Babergh.	✓
	Clerk Hours	
	Up until 25th December 2016 - 262 hours worked / 234 hours paid.	

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Agenda Item 7a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/12/16	Cash pay-in from Firework Night			807.27	0.00
11/01/17	P Taylor - Christmas Parcels	1091	LA 2011 ss 1 to 8	0.00	100.00
11/01/17	P Taylor - Christmas Tree	1091	LA 2011 ss 1 to 8	0.00	70.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/11/16	£100.00				
	30/11/16	£17,445.00	£17,118.64	£1,233.63	£807.27	£0.00
Tracker Account	30/09/16	£11,108.78	£11,108.78	£0.00	£0.00	£0.00
Petty Cash	04/01/17	£0.00	£0.00			£0.00
		£28,653.78	£28,227.42	£1,233.63	£807.27	

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	£9,380.00	Clerks Salary		£3,742.85	£2,560.89
Grants	£207.00	£1,696.14	Admin		£1,900.00	£367.18
Recycling	£500.00	£280.79	Grants		£700.00	£975.00
Other	£0.00	£1,455.08	Annual Subscriptions		£280.00	£286.80
Bank Interest	£25.00	£6.80	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£305.73	Insurance		£320.00	£310.57
			Inspection		£245.00	£236.00
			Maintenance		£1,820.00	£1,537.00
			Projects		£1,400.00	£1,842.06
			Other		£0.00	£475.23
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£379.58
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£10,112.00	£13,124.54	Total	£0.00	£11,207.85	£8,970.31
			Assets Carried Forward			£28,227.42
Total		£37,197.73	Total			£37,197.73

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Agenda Item 7b Precept 2017 / 2018

At the November meeting, you agreed a total expenditure budget of £11,706 for 2017 / 18 as follows:

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Grants	200.00	272.64	207.00	1,696.14	1,580.50	207.00
Recycling	400.00	800.92	500.00	280.79	500.00	500.00
Other	0.00	2,201.17	0.00	1,455.08	172.58	0.00
Bank Interest	10.00	13.19	25.00	6.80	15.00	25.00
VAT Repayment	0.00	397.71	0.00	305.73	305.73	0.00
Total Income	610.00	3,685.63	732.00	3,744.54	2,573.81	732.00
Precept		9,282.64			9,380.00	
Expenditure						
Clerks Salary	3,705.91	3,705.92	3,742.85	2,560.89	3,742.85	3,816.00
Admin	1,750.00	2,098.42	1,900.00	367.18	1,900.00	1,900.00
Grants	700.00	550.00	700.00	975.00	875.00	800.00
Annual Subscriptions	290.00	257.00	280.00	286.80	290.00	425.00
Footpath Maintenance	350.00	300.00	300.00	0.00	300.00	300.00
Insurance	425.00	296.31	320.00	310.57	310.57	320.00
Inspection	245.00	234.00	245.00	236.00	236.00	245.00
Maintenance	1,820.00	989.72	1,820.00	1,537.00	2,200.00	2,000.00
Projects	1,000.00	1,234.13	1,400.00	1,842.06	2,300.00	1,400.00
Other	0.00	159.00	0.00	475.23	0.00	0.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	305.73	0.00	379.58	480.00	0.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
Youth Council	400.00	35.00	0.00	0.00	0.00	0.00
Total Expenditure	11,185.91	10,165.23	11,207.85	8,970.31	13,134.42	11,706.00

Reserves held by NPC

With ageing bus shelters and play equipment it will not be long before a reasonable amount of money will be required for replacements. It is proposed to increase the Asset Replacement reserve to cover this risk. NPC still need to maintain a Legal Fees provision regarding the enforcement of the Byelaws. With the reserve for the Election costs being £1,500 I do not see any reason, other than a by-election, for this to be topped up between now and 2017.

	2015 / 16		2016 / 17		2017 / 18	
	Start of	End of year	Start of	End of year	Start of	End of year
Asset Replacement	8,000.00	10,000.00	10,000.00	10,500.00	10,500.00	12,000.00
Village Hall	1,000.00	1,500.00	1,500.00	2,000.00	2,000.00	2,500.00
Legal Fees	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs	1,250.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Speed Watch	465.00	465.00	465.00	0.00	0.00	0.00
Clerk Gratuity Fund	969.00	1,107.00	1,107.00	1,258.36	1,258.36	0.00
Total Earmarked Reserves	12,684.00	15,572.00	15,572.00	16,258.36	16,258.36	17,000.00
General Reserves	8,586.15	8,501.19	8,501.19	6,634.22	6,634.22	?

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Precept for 2017 / 2018

Babergh has written to NPC regarding the Tax Base for 2017 / 2018 which will increase from **205.36** in 2016 / 2017 to **208.13** in 2017 / 2018.

Using the projections for income, expenditure and earmarked reserves, NPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

Example 1 Increase the Precept to £9,508 and keeping the Band D Council Tax at the 2016 / 17 level

Example 2 Increase the Precept to £9,750 + 2.6%

Example 3 Increase the Precept to £10,000 + 5.2%

	2015 / 16	2016 / 17	2017 / 18 Example 1	2017 / 18 Example 2	2017 / 18 Example 3
START OF YEAR					
Earmarked Reserves	12,684.00	15,572.00	16,258.36	16,258.36	16,258.36
General Reserves	8,586.15	8,501.19	6,634.22	6,634.22	6,634.22
Total Reserves	21,270.15	24,073.19	22,892.58	22,892.58	22,892.58
Income ex Precept	3,685.63	2,573.81	732.00	732.00	732.00
Precept	9,282.64	9,380.00	9,508.00	9,750.00	10,000.00
Total Income	12,968.27	11,953.81	10,240.00	10,482.00	10,732.00
Expenditure	10,165.23	£13,134.42	£11,706.00	£11,706.00	£11,706.00
END OF YEAR					
Earmarked Reserves	15,572.00	16,258.36	17,000.00	17,000.00	17,000.00
General Reserves	8,501.19	6,634.22	4,426.58	4,668.58	4,918.58
Total Reserves	24,073.19	22,892.58	21,426.58	21,668.58	21,918.58
Tax Base	203.21	205.36	208.13	208.13	208.13
Band D Council Tax	£45.68	£45.68	£45.68	£46.85	£48.05

The Council Tax that a Band D household in Newton pays is the Precept demanded by NPC divided by the Tax base for that year.

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Agenda Item 8c 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/15/01718	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/16/01451	2 Tudor Cottages, Sudbury Road - Application for Listed Building Consent - Removal of internal wall and replacement of existing window on rear single storey element.	16/182a	No Objections	Approved 15/12/2016
APP/D3505/W/16/3159313	B/16/00131/FUL Farm Shop, Wheldons Fruit Farm, Newton Leys, Newton, SUDBURY, CO10 0QE - Change of use of existing farm shop (Class A1) to dwelling house (Class C3) including parking, gardens and access.	16/182b	No further comments	
APP/D3505/W/16/3159797	B/16/00629/FUL Abbey House, Rectory Road, Newton, SUDBURY, CO10 0QZ - Erection of two detached dwellings with garaging.	16/182c	No further comments	

Agenda Item 11 Minerals & Waste

As per my emails to you on the Suffolk Minerals & Waste Local Plan Issues & Options consultation. Paul has a paper copy of the documents should you require these instead of the electronic version.

Agenda Item 12 Street Names

Babergh has requested the following:

Re Street Name and Numbering Service

We are currently reviewing the above service.

As the service responsible for Street Naming and Numbering within the Local Authority, we will work with Parish and Town Councils when a new development is proposed and, wherever possible, will accept the suggestions for new street names put forward. Acceptance of any new street name is of course subject to those suggestions meeting the criteria contained in the Council's Street Naming and Numbering Policy which is compliant with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer V3.2., which aims to ensure that no address confusion will occur with similar street names.

In 2010 it was decided that the Parish and Town Council, not the developer, be invited to suggest new road names as these tend to have historical or geographical significance. This process can delay the street naming and numbering workflow as decisions can take some time to be reached.

We therefore ask if you can provide a list of appropriate street names which we can hold on file and refer to when we receive a new request from a developer.

I look forward to hearing from you.

Kind regards

Julie Hammond
Senior Admin and Technical Support Officer – Building Control
Babergh and Mid Suffolk District Councils - Working Together