

**Agenda Item 4      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 other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

**Hastoe Public meeting 16/1/19 - Notes from Councillor Presland.**

Just over 50 people attended the Public meeting and most were very impressed with the design ideas presented by Hastoe. 4 members of their staff were on hand to answer questions and to explain the eligibility criteria. 2 Hastoe staff visited each bungalow in Alston Close to ensure they all residents had a chance to comment on the proposals. Hastoe were very impressed with the turn out at the Public meeting and believe demand might exceed availability. If that is the case, we will need to decide whether to investigate further possible sites.

RE the current site, Hastoe intend to make a planning application in the next few weeks and they hope to start building in the late summer 2019 .

**Agenda Item 6      Clerk's Report**

Minute	Action	Complete
	Clerk to investigate to cost of installation of a defibrillator at the village hall.	
	Clerk to contact Hastoe for a progress report	
18/145	Car repairs are being carried out in barns owned by Hugh Wheldon – Babergh Planning Enforcement to investigate	
	Cars are being parked in lay-by by the Green and near the bus-stop	
	Confirmation of Precept from Babergh for 2019/20 of £10,258.00. This will be paid to the Parish in two instalments, 50% in April 2019 and 50% in September 2019. This precept gives the Parish a Council Tax Band D amount of £49.00. This is an increase/decrease of 0.00% on 2018/19. These are the amounts that will be shown on the Council Tax Bill.	
	Suffolk Highways contacted regarding debris in ditches around Newton	
	Bills received from NNPT and will be paid as previously agreed	
	Newton Village Hall Committee contacted regarding the installation of defibrillator on the outside of the Village Hall	

**Agenda Item 8c Planning Status**

<b>Application Reference</b>	<b>Address</b>	<b>Planning Details</b>	<b>NPC Minute</b>	<b>Parish Council Comments</b>	<b>Babergh DC Comments</b>
DC/19/00179	New Barn, Valley Road Newton	Prior Approval Application under Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Change of use of part of agricultural building to form 2no. dwellings.			Awaiting decision
DC/19/00146	Red House Farm Sudbury Road Newton	Discharge of Conditions Application for B/17/01105 - Condition 3 (Agreement of Materials) Condition 7 (Programme of Archaeological Work) and Condition 8(Site Investigation)			Awaiting decision
DC/19/00071	Valley Farm Valley Road Newton	Listed Building Consent - Erection of extension between dwelling and cart-lodge			Awaiting decision
DC/19/00070	Valley Farm Valley Road Newton	Full Application - Erection of extension between dwelling and cart-lodge.			Awaiting decision
DC/18/03962	Fairways, The Green, Newton	Application for Outline Planning Permission – Erection of 5no. dwellings	18/141a	Objected	Awaiting decision
DC/18/05083	Farm Shop, Wheldons Fruit Farm, Joes Road, Newton.	Change of use from A1 Shops to A3 and A4 Restaurants and drinking establishment and the stationing of 6no. shepherd huts and beehives. Erection of new shower hut and storage hut	18/141b	Supported	APPLICATION WITHDRAWN
DC/18/03924	Marks Meadow Rectory Road Newton	Outline Planning Application- Erection of 3No dwellings with garages and creation of new accesses	18/119a	Not supported	Awaiting decision
DC/18/02157	Valley Farm Valley Road Newton	Listed Building Consent. Renovation of timber framed barn	18/081a	Supported	Awaiting decision
DC/18/00190	Site Adjacent Red House Farm Newton	Planning Application. Erection of 9 No. Dwellings.		Supported	Awaiting decision

**NPC Councillor Pack for meeting to be held on 13<sup>th</sup> February 2019**

**Agenda Item 9a Responsible Financial Officer (RFO) Report – T.B.A.**

**Receipts & Payments**

09/01/19	Top Marques - Stationary	1164		LA 2011 ss 1 to 8	0.00	38.65	y
09/01/19	Top Marques - Stationary	1164		LA 2011 ss 1 to 8	0.00	26.25	y
09/01/19	Top Marques - Stationary	1164		LA 2011 ss 1 to 8	0.00	11.92	y
09/01/19	Top Marques - Stationary	1164		LA 2011 ss 1 to 8	0.00	6.00	y
09/01/19	Clerk's Salary	1164		LA 2011 ss 1 to 8	0.00	1,071.32	y
09/01/19	Printerland (printer)	1165		LA 2011 ss 1 to 8	0.00	251.45	y
09/01/19	Printerland (ink cartridges)	1165		LA 2011 ss 1 to 8	0.00	50.21	y
09/01/19	UCI - (ink cartridges)	1165		LA 2011 ss 1 to 8	0.00	61.88	y
09/01/19	One Suffolk Hosting			LA 2011 ss 1 to 8	0.00	60.00	
13/02/19	G. Parry - QD	1167	18/039	LA 2011 ss 1 to 8	0.00	2.78	
13/02/19	G. Parry - B&Q	1167	18/039	LA 2011 ss 1 to 8	0.00	3.00	
13/02/19	G. Parry - Tesco	1167	18/039	LA 2011 ss 1 to 8	0.00	35.00	
13/02/19	G. Parry - Tesco	1167	18/039	LA 2011 ss 1 to 8	0.00	10.60	
13/02/19	G. Parry - SOP	1167	18/039	LA 2011 ss 1 to 8	0.00	12.59	
13/02/19	G. Parry - Sainsburys	1167	18/039	LA 2011 ss 1 to 8	0.00	41.90	

**Bank Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/01/19	£100.00				
Premium Accounts	31/01/19	£43,096.69	£43,030.82	£165.87	£0.00	£0.00
Tracker Account	31/01/19	£11,134.29	£11,134.29	£0.00	£0.00	£0.00
Petty Cash	31/01/19	£0.00	£0.00			£0.00
		£54,330.98	£54,165.11	£165.87	£0.00	

**Actual v Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£44,267.69				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,000.00	£10,372.81	Clerks Salary		£4,080.00	£3,281.77
Grants	£207.00	£4,690.00	Admin		£1,900.00	£885.59
Recycling	£500.00	£370.20	Grants		£800.00	£300.00
CIL/Other	£0.00	£2,327.74	Annual Subscriptions		£425.00	£392.16
Bank Interest	£25.00	£78.33	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£554.28	£554.28	Insurance		£320.00	£379.00
			Inspection		£245.00	£270.00
			Maintenance		£2,000.00	£1,399.99
			Projects		£1,400.00	£1,152.67
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£434.76
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
<b>Total</b>	<b>£11,286.28</b>	<b>£18,393.36</b>	<b>Total</b>	<b>£0.00</b>	<b>£11,970.00</b>	<b>£8,495.94</b>
			Assets Carried Forward			£54,165.11
<b>Total</b>		<b>£62,661.05</b>	<b>Total</b>			<b>£62,661.05</b>

**Agenda Item 9c – Payments**

- NNPT - £102.26

**NPC Councillor Pack for meeting to be held on 13<sup>th</sup> February 2019**

**Agenda Item 11 Risk Management Register**

Please see below the proposed Risk Management Register for January 2019.

NEWTON PARISH COUNCIL - Risk Management Register as at January 2019					
	<b>Risk Identified</b>	<b>Impact</b>	<b>Risk</b>	<b>Insurance</b>	<b>Control Action</b>
1	Inadequate forward planning and budgetary controls	High	Low	No	Actual v Budget review at meetings. Annual Budget Review
2	Poor Reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate Minutes. Timely and accurate financial reporting. Internal Auditor review. External Auditor review
3	Council operates Ultra Vires or does not comply with current legislation	High	Low	No	Within Clerks Job Description. Regular training for Councillors and Clerk
4	Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk. Create Committee & second skills required
5	Failure to respond to electors` right of access	Medium	Low	No	Within Clerks Job Description
6	Lack of maintenance of council owned assets	High	Medium	Yes	Maintenance programme. External Risk Assessments of Playground and War Memorial. Walk of Parish to review condition of assets
7	Damage to third party property or individual due to services or amenity provided	Medium	Medium	Yes	Public Liability Insurance. Playground inspections. Walk of Parish to review.
8	Damage or loss to Council owned property by third party or Act of God	Low	Low	Yes	Asset Insurance cover. Review Assets Register against insurance.
9	Failure to reclaim VAT paid by Council	Low	Low	No	VAT can be claimed back up to 3 years
10	Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	Insurance Cover. Review Bank Statements against reconciliation
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	High	Low	Yes	Up to date Job Description. Copy of filing system index and data backup offsite
12	Data Loss – Losing data vital to the operation of the Council	High	Low	No	Back-up to separate hard disk on a weekly basis. Lap-top protected by password and PIN