

NPC Councillor Pack for meeting to be held on 9th January 2019

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.

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	Community Allotment Group have requested 2 allotments instead of 4 allotments agreed at December's meeting. More information will be provided at January's meeting	
	Clerk to publish poster for Hastoe Meeting on 16 th January	

Agenda Item 8c Planning Status

Application Reference	Address	Planning Details	NPC Minute	Parish Council Comments	Babergh DC Comments
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 Erection of new shower hut and storage hut	18/141b	Supported	APPLICATION WITHDRAWN
B/646/81	The Bungalow, Valley Road, Newton	Continued occupation of detached bungalow and garage without compliance with condition 4 (Agricultural Occupancy Condition).			Granted
DC/18/04981	Land To The North Of Valley Farm Valley Road Newton	Discharge of Conditions Application for DC/18/00187 - Condition 2 (Archaeological Works)			Granted
DC/18/04540	Valleyfields Valley Road Newton	Application under section 73 of the Town and Country Planning Act DC/18/02033 to enable repositioning of outbuilding	18/131b	Supported	Granted
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/18/02135	Valley Farm Valley Road Newton	Listed Building Consent - Reconstruction of roof structure.	18/081a	Supported	Granted
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

Agenda Item 9a Responsible Financial Officer (RFO) Report

Receipts & Payments

31/10/18	Playsafety	1153	18/118d	LA 2011 ss 1 to 8	0.00	84.00	y
23/11/18	Cash Deposit - Re Fireworks				617.50	0.00	
14/11/18	P. Scammell	1158	18/130c	LA 2011 ss 1 to 8	0.00	424.00	y
03/12/18	Interest				22.54	0.00	
12/12/18	G. Parry - Christmas Tree	1160		LA 2011 ss 1 to 8	0.00	30.00	
12/12/18	P. Presland - Christmas Tree	1161		LA 2011 ss 1 to 8	0.00	10.00	y
12/12/18	Flowers Groundcare	1162		LA 2011 ss 1 to 8	0.00	336.00	
09/01/19	Top Marques - Stationary			LA 2011 ss 1 to 8	0.00	38.65	
09/01/19	Top Marques - Stationary			LA 2011 ss 1 to 8	0.00	26.25	
09/01/19	Top Marques - Stationary			LA 2011 ss 1 to 8	0.00	11.92	
09/01/19	Top Marques - Stationary			LA 2011 ss 1 to 8	0.00	6.00	
09/01/19	Clerk's Salary			LA 2011 ss 1 to 8	0.00	1,071.32	
09/01/19	Printerland (printer)			LA 2011 ss 1 to 8	0.00	251.45	
09/01/19	Printerland (ink cartridges)			LA 2011 ss 1 to 8	0.00	50.21	
09/01/19	UCI - (ink cartridges)			LA 2011 ss 1 to 8	0.00	61.88	
09/01/19	One Suffolk Hosting			LA 2011 ss 1 to 8	0.00	60.00	

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/12/18	£100.00				
Premium Accounts	31/12/18	£44,980.37	£43,136.69	£1,943.68	£0.00	£0.00
Tracker Account	31/12/18	£11,134.29	£11,134.29	£0.00	£0.00	£0.00
Petty Cash	31/12/18	£0.00	£0.00			£0.00
		£56,214.66	£54,270.98	£1,943.68	£0.00	

Actual v Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£44,267.69			
Income			Expenditure		
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	£1,064.18
			Other	£0.00	£0.00
			Village Hall	£0.00	£0.00
			VAT Paid	£0.00	£417.38
			Contingency	£500.00	£0.00
			Youth Council	£0.00	£0.00
Total	£11,286.28	£18,393.36	Total	£0.00	£11,970.00
			Assets Carried Forward		£54,270.98
Total		£62,661.05	Total		£62,661.05

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Precept Proposals

In the December meeting you agreed an Expenditure Budget of £11,403 for 2019 / 20.

	2017 / 18		2018 / 19			2019 / 20
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	207.00	309.83	207.00	4,690.00	4,690.00	0.00
Recycling	500.00	293.51	500.00	370.20	370.20	370.00
CIL/Other	0.00	18,428.89	0.00	1,371.61	1,371.68	0.00
Bank Interest	25.00	31.94	25.00	50.24	60.00	60.00
VAT Repayment	0.00	616.52	554.28	554.28	554.28	0.00
Total Income	732.00	19,680.69	1,286.28	7,036.33	7,046.16	430.00
Precept		9,282.64		10,372.81		
Expenditure						
Clerks Salary	£3,816.00	£5,129.42	4,080.00	2,363.45	4,081.28	4,162.00
Admin	£1,900.00	£910.74	1,900.00	289.00	1,000.00	1,806.00
Grants	£800.00	£600.00	800.00	50.00	800.00	800.00
Annual Subscriptions	£425.00	£243.84	425.00	350.47	425.00	425.00
Footpath Maintenance	£300.00	£350.00	300.00	0.00	300.00	360.00
Insurance	£320.00	£316.35	320.00	379.00	379.00	400.00
Inspection	£245.00	£236.00	245.00	270.00	350.00	350.00
Maintenance	£2,000.00	£1,047.77	2,000.00	695.99	1,200.00	1,200.00
Projects	£1,400.00	£880.17	1,400.00	991.31	1,400.00	1,400.00
Other	£0.00	£41.67	0.00	0.00	0.00	0.00
Village Hall	£0.00	£467.27	0.00	0.00	0.00	0.00
VAT Paid	£0.00	£554.28	0.00	284.54	350.00	0.00
Contingency	£500.00	£0.00	500.00	0.00	500.00	500.00
Youth Council	£0.00	£0.00	0.00	0.00	0.00	0.00
Total Expenditure	£11,706.00	£10,777.51	11,970.00	5,673.76	10,785.28	11,403.00

Reserves held by NPC

	2015 / 16		2016 / 17		2017 / 18	
	Start of year	End of year	Start of year	End of year	Start of year	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	6,634.22

If a poll is held for the NPC election in May 2019 any costs will be drawn from the Reserves

Precept for 2019-20

Babergh has written to NPC regarding the Tax Base for 2019/2020. NPC's Tax Base will **decrease** from 211.69 in 2018/19 to 209.34 in 2019/20

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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 :

Example 1 Precept to £10257

Example 2 Precept at £10507

Example 3 Precept at £10757

	2017/18	2018/19	2019/20 Example 1	2019/20 Example 2	2019/20 Example 3
START OF YEAR					
Earmarked Reserves	15572	16258.36	17000	17000	17000
General Reserves	8501.19	9106.64	6634.22	6634.22	6634.22
Total Reserves	24073.19	25365	23634.22	23634.22	23634.22
Income ex Precept	19680.69	7046.16	430	430	430
Precept	10000	10372.81	10257.66	10507	10757
Total Income	29680.69	17418.97	10687.66	10937	11187
Expenditure	10777.51	10785.28	11403	11403	11403
END OF YEAR					
Earmarked Reserves	16258.36	32873.89	32873.89	32873.89	32873.89
General Reserves	9106.64	8132.64	6634.22	6884.22	7134.22
Total Reserves	25365	41006.53	39508.11	39758.11	40008.11
Tax Base	208.13	211.69	209.34	209.34	209.34
Band D Council Tax	£48.05	£49.00	£49.00	£50.18	£51.35

Agenda Item 9c – Payments

1. One Suffolk Web Hosting - **£60.00**
2. Haverhill Town Council - **£25.67**
3. Printer & Ink Purchase – **£363.54**
 - Ink Cartridges – 50.21
 - Ink Cartridges – 61.88
 - Printer - £251.45
4. Clerks Remuneration - **£1154.14**
 - Salary (Oct – Dec 2018) – £1020.32
 - Working from home allowance (02/09/18 – 30/12/18) - £51.00
 - Stationary - £82.82

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					
	Risk Identified	Impact	Risk	Insurance	Control Action
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

Agenda Item 12 Internal Control and Internal Audit processes

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review.

Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that "Newton Parish Council adopted the General Power of Competence on the 12 May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors are NPC's signatories for the Barclays accounts.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2019 / 2020 was reviewed at the NPC meeting on 12th December 2018 and the process and financial statements included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors

Heelis and Lodge were appointed as this Council's Internal Auditor at the CPC meeting held on 21st May 2018 minute 18/052. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2017 / 2018 accounts which you accepted at the Parish Council meeting held on 21st May 2018 minute 18/058a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Agenda Item 13 – New Trustee for The Newton Charities

Correspondence received:

Hello Adrian,

John Taylor has decided to retire as a Trustee of the Newton Charities; Janet Taylor has agreed to take his place and the other Trustees are happy with this.

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The appointment of Trustees is normally made at the annual meeting of the Parish Council in May each year, but with John's retirement and the departure of Rev Judith Sweetman (the vicar is an ex officio Trustee) we are left with only two trustees, myself and Maureen Williams. Could you please bring this before the Parish Council at the first opportunity and request that they appoint the new Trustee as soon as possible.

Many Thanks,
Alan Vince.

Agenda Item 14 – Review of footpaths

Correspondence received:

Hi Rita,

As I mentioned to you, I'm hoping to bring to Parish Council attention the footpath to the south of Assington Road.

The official route begins some way into the field behind the entrance to Manders. This leaves a distance of 100m or so from the road that is a permissive route only.

As of 2026 the government is closing the definitive maps to the claim of historic paths which existed before 1949 (section 53 of the Countryside and Rights of Way Act 2000) so that any paths or bridleways that have not been recorded on the map may be extinguished.

My concern is that once this date has passed, the land could change hands or the owners could rescind permission and then we would have no way of accessing this path from Assington Road.

Is there any chance we could get this section of path made official before it is too late?

I have found the Open Spaces Society has a very useful website, <https://www.oss.org.uk/what-we-do/rights-of-way/claiming-a-public-footpath/>.

Thanks for your attention,

Laura Smith
10 Airey Close