

## Associated Papers NPC Meeting on 8<sup>th</sup> July 2020

### Agenda Item 186    **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 189    **Emails Circulated**

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 190    **Clerk's Report**

| Minute   | Action   | Complete ✓ |
|----------|--|------------|
| 20/161   | Sid Scammel is having issue with resourcing Perspex sheets for notice board.   |            |
| 20/168   | Village Hall defibrillator now padlocked. Ambulance Service will release code to 999 caller.                         | ✓          |
| 20/170   | Minutes sent to Newsletter and updated on website.   | ✓          |
| 20/176   | AGAR and associate papers sent to PKF Littlejohn for External Audit.   | ✓          |
| 20/176 f | Payments made to suppliers, individuals and organisations.   | ✓          |
| 20/176 f | Flowers sent to Locum Clerk.   | ✓          |
| 20/177   | Planning response sent to Babergh.   | ✓          |
| 20/179   | Agreement to operate SID scheme exchanged with SCC Highways.   | ✓          |
| 20/180   | Wrote to Babergh to accept grants for the Recreation Ground refurbishment.   | ✓          |
|          | <b>Delegated Power</b>   | ✓          |
| 20/183   | Used when engaging Community Wardens to clear growth around 30mph signs on entry from Colchester. Cost: £44.29 + VAT | ✓          |
|          | <b>Clerk Hours</b>   |            |
|          | Up until 28th June 2020 - 127 hours worked / 135 hours paid.   |            |

## Associated Papers NPC Meeting on 8<sup>th</sup> July 2020

### Agenda Item 191a RFO Report

#### Receipts & Payments

| Date     | Details                                    | Cheque | Power                       | Receipts | Payments |
|----------|--|--------|-----------------------------|----------|----------|
| 04/05/20 | Repayment of SALC Subscription 2019 / 2020 |        |                             | 251.49   | 0.00     |
| 17/06/20 | NP Grant                                   |        |                             | 4,505.00 | 0.00     |
| 08/07/20 | CHT - Padlock                              | 101245 | Localism Act 2011 ss 1 to 8 | 0.00     | 55.00    |
| 08/07/20 | ElanCity - Solar Speed Sign                | 101246 | Localism Act 2011 ss 1 to 8 | 0.00     | 2,624.58 |

#### Reconciliation

| Account          | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community        | 29/05/20       | £100.00           |                |                     |                   |            |
| Premium Accounts | 29/05/20       | £55,676.05        | £49,275.90     | £8,714.05           | £4,729.78         | £2,515.88  |
| Tracker Account  | 29/05/20       | £11,160.42        | £11,160.42     | £0.00               | £0.00             | £0.00      |
|                  |                | £66,936.47        | £60,436.32     | £8,714.05           | £4,729.78         |            |

\* the difference of £2,515.88 relates to 3 uncashed cheques from 2019 / 2020.

#### Budget v's Actual

|               | Budget            | Actual            |                        | Reserves          | Budget            | Actual            |
|---------------|-------------------|-------------------|------------------------|-------------------|-------------------|-------------------|
| Assets B/F    |                   | £52,445.88        |                        |                   |                   |                   |
| <b>Income</b> |                   |                   | <b>Expenditure</b>     |                   |                   |                   |
| Precept       | £10,258.00        | £5,129.00         | Clerks Salary          |                   | £11,556.40        | £4,515.94         |
| Grants        | £0.00             | £4,505.00         | Admin                  |                   | £1,900.00         | £139.82           |
| Recycling     | £400.00           | £504.06           | Grants                 |                   | £800.00           | £200.00           |
| CIL / Other   | £5,000.00         | £6,626.43         | Annual Subscriptions   |                   | £602.00           | £260.87           |
| Bank Interest | £25.00            | £0.00             | Footpath Maintenance   |                   | £300.00           | £0.00             |
| VAT Repayment | £0.00             | £0.00             | Insurance              |                   | £320.00           | £0.00             |
|               |                   |                   | Inspection             |                   | £380.00           | £180.00           |
|               |                   |                   | Maintenance            |                   | £2,000.00         | £68.00            |
|               |                   |                   | Projects               |                   | £1,400.00         | £2,187.15         |
|               |                   |                   | CIL / Other            | £24,448.12        | £4,000.00         | £0.00             |
|               |                   |                   | Village Hall           |                   | £165.00           | £0.00             |
|               |                   |                   | VAT Paid               |                   | £0.00             | £1,031.74         |
|               |                   |                   | Contingency            |                   | £500.00           | £0.00             |
|               |                   |                   | NNP                    | £5,505.00         | £0.00             | £190.53           |
| <b>Total</b>  | <b>£15,683.00</b> | <b>£16,764.49</b> | <b>Total</b>           | <b>£29,953.12</b> | <b>£23,923.40</b> | <b>£8,774.05</b>  |
|               |                   |                   | Assets Carried Forward |                   |                   | £60,436.32        |
| <b>Total</b>  |                   | <b>£69,210.37</b> | <b>Total</b>           |                   |                   | <b>£69,210.37</b> |

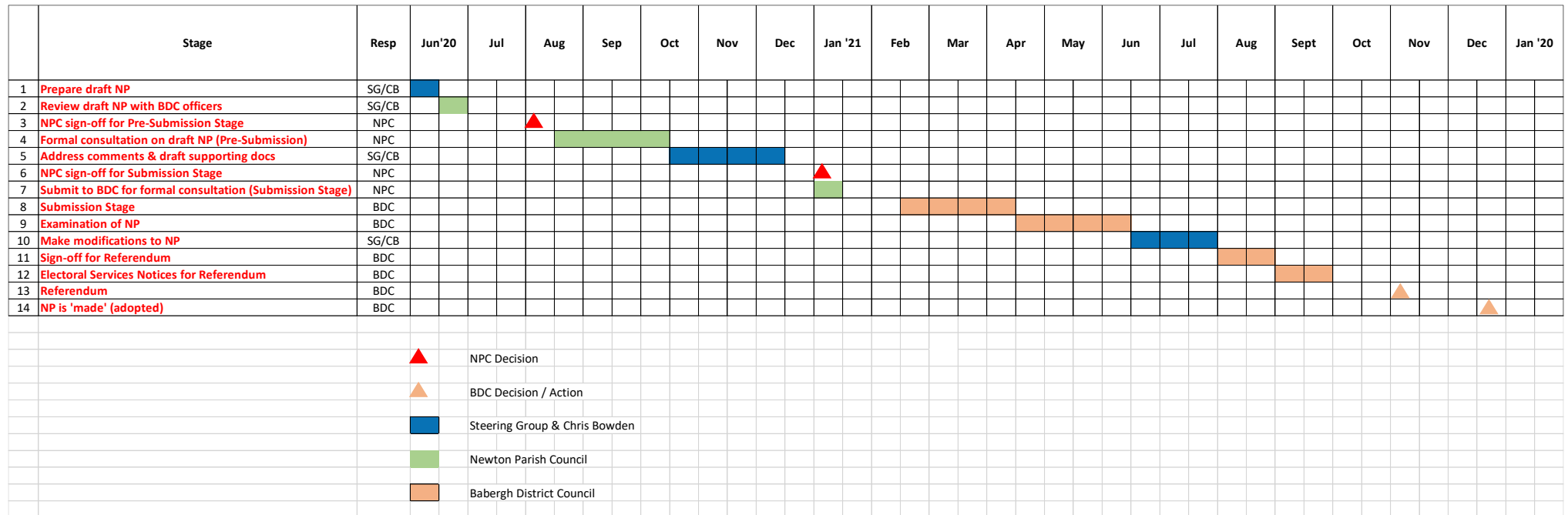
#### Agenda Item 192d Planning Status

| BDC Ref     | Application   | NPC Ref | NPC Response | BDC Response          |
|-------------|---|---------|--------------|-----------------------|
| DC/18/00190 | Site Adjacent Red House Farm - Erection of 9 No. Dwellings.   |         | Support      | Permission 18/06/2020 |
| DC/20/00655 | 1 Tudor Cottages, Sudbury Road - Listed Building Consent - Replacement of fenestration on ground and first floor. Removal/replacement of side ground floor kitchen window to facilitate works to change to stable door. |         |              | LBC 15/06/2020        |
| DC/20/01484 | Brook Farm, Sudbury Road - Erection of 2no. single storey dwellings with garages (Alternative scheme to that approved under DC/17/05831).   | 20/163a | Object       |                       |
| DC/20/02208 | Adjoining Parish - Old Joe's Driving Range, Joes Road, Great Cornard - Erection of dwelling for site manager.   | 20/177a | Support      |                       |

## Associated Papers NPC Meeting on 8<sup>th</sup> July 2020

### Agenda Item 193 Neighbourhood Plan

The project plan shows the tasks required to be completed in order to get Newton's NP adopted by Babergh, which includes a referendum where a simple yes majority is required from the electorate. The impact of COVID-19 has a bearing on the timeframes as well as the majority of tasks being driven by Babergh rather than NPC.



## Associated Papers NPC Meeting on 8<sup>th</sup> July 2020

### Agenda Item 195 Recreational Ground

Please find attached the draft tender documents for the MUGA, Play Equipment and Forever Fit areas. The budgets and Scope of Works for the 3 tenders have been drawn up from the CIL 123 application and the initial quotations received by NPC. I have also attached a tender evaluation criteria for your consideration.

The plan for the project is shown below. Councillors will also need to agree:

- The contractor visit protocol
- Updating all contractors with Q & A's
- The tender opening process, review and evaluation.

|    | Recreation Ground Project                           | Resp              | Jun '20 | Jul | Aug | Sep | Oct | Nov | Dec | Jan '21 | Feb | Mar | Apr | May |
|----|---|-------------------|---------|-----|-----|-----|-----|-----|-----|---------|-----|-----|-----|-----|
| 1  | Engage with residents on design                     | NPC               |         |     |     |     |     |     |     |         |     |     |     |     |
| 2  | Prepare Tender specifications which NPC approve     | NPC               |         |     |     |     |     |     |     |         |     |     |     |     |
| 3  | Demolish old play equipment / cut back hedge growth | Volunteers        |         |     |     |     |     |     |     |         |     |     |     |     |
| 4  | Clear Garage  | Volunteers        |         |     |     |     |     |     |     |         |     |     |     |     |
| 5  | NPC approval of Tenders                             | NPC               |         | ▲   |     |     |     |     |     |         |     |     |     |     |
| 6  | Raise Tenders on Contract Finder website            | NPC               |         |     |     |     |     |     |     |         |     |     |     |     |
| 7  | Tender Process                                      | Suppliers         |         |     |     |     |     |     |     |         |     |     |     |     |
| 8  | Review Tenders                                      | NPC               |         |     |     |     |     |     |     |         |     |     |     |     |
| 9  | Review cashflow and payment schedules               | NPC               |         |     |     |     |     |     |     |         |     |     |     |     |
| 10 | NPC award contracts                                 | NPC               |         |     |     | ▲   |     |     |     |         |     |     |     |     |
| 11 | Phases of scheme are installed                      | Contractors       |         |     |     |     |     |     |     |         |     |     |     |     |
| 12 | RoSPA Inspections                                   | RoSPA             |         |     |     |     |     | ▲   |     |         | ▲   |     | ▲   |     |
| 13 | Official Opening                                    | NPC               |         |     |     |     |     |     |     |         |     |     | ▲   |     |
| 14 |   |                   |         |     |     |     |     |     |     |         |     |     |     |     |
| 15 | ▲   | NPC Decision      |         |     |     |     |     |     |     |         |     |     |     |     |
| 16 |   |                   |         |     |     |     |     |     |     |         |     |     |     |     |
| 17 | ▲   | RoSPA Inspections |         |     |     |     |     |     |     |         |     |     |     |     |
| 18 |   |                   |         |     |     |     |     |     |     |         |     |     |     |     |
| 19 | ▲   | NPC Event         |         |     |     |     |     |     |     |         |     |     |     |     |
| 20 |   |                   |         |     |     |     |     |     |     |         |     |     |     |     |



# Associated Papers NPC Meeting on 8<sup>th</sup> July 2020

## Agenda Item 197 Assets

| Asset No | Date Purchased | Description                   | Street Furniture Value | Location                         | Location No | Picture No | Insurance cover as at 1st October | Notes  |
|----------|----------------|-------------------------------|------------------------|----------------------------------|-------------|------------|-----------------------------------|--|
| 1        |                | Village Hall                  |                        |                                  | 29          | 11         |                                   | Asset value removed from register following NPC meeting on 09/01/2008 minute 08/005.                     |
| 2        |                | War Memorial                  | £5,000                 | Green                            | 6           | 24         | £6,454.41                         |  |
| 3        |                | Bus Shelter                   | £3,150                 | Green                            | 8           | 6          | £4,103.61                         |  |
| 4        |                | Bus Shelter                   | £3,150                 | Near Links View                  | 11          | 8          | £4,103.61                         | Needs replacing  |
| 5        |                | Lamp Standard                 | £0                     | Plampin Close                    | 26          | 1          | £0.00                             | Adopted SCC Dec 2012   |
| 6        |                | Lamp Standard                 | £0                     | Plampin Close                    | 27          | 2          | £0.00                             | Adopted SCC Dec 2012   |
| 7        |                | Lamp Standard                 | £0                     | Plampin Close                    | 28          | 3          | £0.00                             | Adopted SCC Dec 2012   |
| 8        | Jul-05         | Litter Basket                 | £100                   | Plampin Close                    | 25          | 5          | £0.00                             | *  |
| 9        | Jul-05         | Litter Basket                 | £100                   | Green next to Bus Shelter        | 9           | 6          | £0.00                             | *  |
| 10       | Mar-06         | Litter Basket                 | £100                   | Next to Bus Shelter (Links View) | 10          | 7          | £0.00                             | *  |
| 11       | Mar-06         | Litter Basket                 | £100                   | Playingfield                     | 19          | 20         | £0.00                             | *  |
| 12       |                | Park Bench                    | £300                   | Plampin Close                    | 1           | 5          | £387.92                           | Structural issues  |
| 13       | Jun-07         | Park Bench                    | £300                   | Outside Deens                    | 13          | 10         | £387.92                           |  |
| 14       |                | Park Bench                    | £300                   | Memorial Gardens                 | 14          | 12         | £387.92                           |  |
| 15       |                | Park Bench                    | £300                   | Memorial Gardens                 | 15          | 13         | £387.92                           |  |
| 16       |                | Park Bench                    | £300                   | Playingfield                     | 21          | 14         | £387.92                           |  |
| 17       |                | Park Bench                    | £300                   | Playingfield                     | 18          | 19         | £387.92                           |  |
| 18       |                | Park Bench                    | £300                   | Playingfield                     | 20          | 21         | £387.92                           |  |
| 19       |                | Park Bench                    | £300                   | By War Memorial                  | 7           | 23         | £387.92                           |  |
| 20       |                | Park Bench                    | £300                   | By War Memorial                  | 5           | 25         | £387.92                           |  |
| 21       |                | Park Bench                    | £300                   | Green by Saracens Pond           | 3           | 26         | £387.92                           |  |
| 22       |                | Round Park Bench              | £500                   | Green by Saracens Pond           | 4           | 27         | £644.55                           | Damaged needs removing   |
| 23       |                | Village Sign                  | £1,500                 | Outside Deans                    | 12          | 9          | £1,945.58                         |  |
| 24       |                | Weather Vane                  | £400                   | Green by Saracens Pond           | 2           | 28         | £521.10                           |  |
| 25       |                | Single Arch Swing             | £750                   | Playingfield                     | 16          | 22         | £972.78                           |  |
| 26       |                | Fun Frame                     | £1,800                 | Playingfield                     | 17          | 18         | £2,327.53                         |  |
| 27       |                | Wobbly Bridge                 | £1,300                 | Playingfield                     | 22          | 17         | £1,682.98                         |  |
| 28       |                | Double Swing with Cradle Seat | £900                   | Playingfield                     | 23          | 16         | £1,163.77                         |  |
| 29       |                | Tunnel                        | £250                   | Playingfield                     | 24          | 15         | £0.00                             | *  |
| 30       |                | Church Road Sign              | £250                   | Green opp Church Rd              | 30          | 4          | £0.00                             | *  |
| 31       | Aug-07         | Dog Bin                       | £95                    | Entrance to Playingfield         |             |            | £0.00                             | *  |
| 32       | Oct-06         | Dog Bin                       | £95                    | Church Road                      |             |            | £0.00                             | *  |
| 33       | Oct-06         | Dog Bin                       | £95                    | Green Next to Telephone Box      |             |            | £0.00                             | *  |
| 34       | Oct-06         | Dog Bin                       | £95                    | Green entrance to Links View     |             |            | £0.00                             | *  |
| 35       | Oct-06         | Dog Bin                       | £95                    | Green outside Juglans            |             |            | £0.00                             | *  |
| 36       | Oct-06         | Dog Bin                       | £95                    | Green opposite Burchetts         |             |            | £0.00                             | *  |
| 37       |                | Double Park Bench             | £400                   | Plampin Close                    |             | 29         | £519.21                           | Bushes need cutting back   |
| 38       |                | Park Bench                    | £300                   | Alston Close                     |             | 30         | £387.89                           |  |
| 39       |                | Notice Board                  | £200                   | Church Road                      |             | 31         | £0.00                             | *  |
| 40       | Nov-07         | Playground Sign               | £30                    | Entrance to Playingfield         |             |            | £0.00                             | *  |
| 41       | Jan-08         | By-Law sign                   | £30                    | Saracens Pond                    |             |            | £0.00                             | *  |
| 42       | Jan-08         | By-Law sign                   | £30                    | Village Hall                     |             |            | £0.00                             | *  |
| 43       | Sep-08         | Notice Board                  | £120                   | Village Hall                     |             |            | £0.00                             | *  |
| 44       | Nov-09         | Grit Bin                      | £135                   | Airey Close                      |             |            | £0.00                             | *  |
| 45       | Nov-09         | Grit Bin                      | £135                   | Links View                       |             |            | £0.00                             | *  |
| 46       | Nov-09         | Grit Bin                      | £135                   | Plampin Close                    |             |            | £0.00                             | *  |
| 47       | Jan-10         | Speed Radar Camera            | £1,025                 | Cragston, Sudbury Road           |             |            | £0.00                             | Remove Moved to GWPC 01/04/2017  |
| 48       | Jul-10         | Dog Bin                       | £95                    | Footpath by Jordans              |             |            | £0.00                             | *  |
| 49       | Jul-10         | Dog Bin                       | £95                    | Footpath by 1 Assington Road     |             |            | £0.00                             | *  |
| 50       | Nov-10         | Slide                         | £3,625                 | Playingfield                     |             |            | £4,326.79                         |  |
| 51       | Nov-10         | Playground Fence              | £1,100                 | Playingfield                     |             |            | £1,312.96                         |  |
| 52       | Aug-11         | Picnic Table                  | £128                   | Playingfield                     |             |            | £0.00                             | *  |
| 53       | Aug-11         | Picnic Table                  | £128                   | Playingfield                     |             |            | £0.00                             | *  |
| 54       | Jan-12         | Litter Bin                    | £110                   | Village Hall Car Park            |             |            | £0.00                             | *  |
| 55       |                |                               |                        |                                  |             |            |                                   | *  |
| 56       | Jul-14         | QDJ Bench                     | £328                   | Field                            |             |            | £341.22                           |  |
|          |                | Land forming Newton Green     |                        |                                  |             |            | £0.00                             | Land registered to Newton Green Trust. NPC use Byelaws to prohibit anti-social behaviour on Newton Green |
| 57       | Oct-14         | Pent hut                      | £90                    | Playingfield                     |             |            | £0.00                             | No longer there  |
| 58       | May-16         | Line Marker                   | £289                   | Colin Poole's house              |             |            | £0.00                             | *  |
| 59       | Mar-17         | Defibrillator & Cabinet       | £820                   | Newton Green Golf Club           |             |            | £0.00                             | Policy covers up to £5000 worth of Defib equipment.  |
| 60       | Feb-18         | Lap-top computer              | £0                     | Clerk's House                    |             |            | £0.00                             | Broke - replaced   |
| 61       | Jan-19         | Printer                       | £251                   | Clerk's House                    |             |            | £251.00                           |  |
| 62       | Apr-19         | Lap-top computer              | £616                   | Clerk's House                    |             |            | £616.00                           |  |
| 63       | Jul-19         | Bench                         | £269                   | Top of playingfield              |             |            | £269.00                           |  |
| 64       | Oct-19         | Defibrillator & Cabinet       | £1,750                 | Village Hall                     |             |            | £0.00                             | Policy covers up to £5000 worth of Defib equipment.  |
| 65       | ?              | By law sign                   | ?                      | Little green                     |             |            |                                   | Damaged needs removing   |
| 66       | ?              | Molly Watson bench            | ?                      | Village Hall                     |             |            |                                   |  |
| 67       | ?              | Notice board                  | ?                      | Village Hall                     |             |            |                                   |  |
| 68       | ?              | Dog bin                       | ?                      | Saracens bus stop                |             |            |                                   |  |
|          |                |                               |                        | Office Contents                  |             |            | £0.00                             |  |
|          |                | <b>Total</b>                  | <b>£35,154</b>         |                                  |             |            | <b>£35,823.22</b>                 |  |

**Agenda Item 198 Standing Orders and Financial Regulations**

Please find attached the revised Standing Orders and Financial Regulations that you need to consider for adoption.

**Agenda Item 199 CIL & Privacy Policies**

Please find attached the proposed CIL Policy for NPC to adopt as requested at the June Meeting. As one of the tasks required from the Internal Auditor's Report dated 15<sup>th</sup> May 2020, NPC requires a Privacy Policy for its website. Please find attached a draft for your review.