

# NEWTON VILLAGE NEWSLETTER

JANUARY/FEBRUARY 2021

FREE Published independently

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## NOTICES

### NEWTON VOLUNTEERS

Lockdown seems never-ending and if you are like me, you are probably staying close to home.

In addition, hopefully some of you will be being invited to get vaccinated.

Just to remind you that there is a team of volunteers ready and willing to help out with shopping, collecting prescriptions and many other things.

This time, some volunteer have also said they are willing to provide transport for you to get to vaccination centres.

If you are in need of help or just want a chat please contact me or Paul Devlin. We forward your request to the group without giving names to maintain your privacy.

Stay safe and hopefully, in the not too distant future, we can all meet up for a village celebration.

Phone numbers to contact are

**Sue Presland: 01787 379204 or 07881383998**

**Paul Devlin: 07802872707**

### NEWS FROM THE PARISH COUNCIL

New Multi Use Area. The Parish Council is very pleased to have received so many positive comments about our new MUGA and look forward to people of all ages using it. Unfortunately, the most recent lock down has meant we have had to close the facility until further notice. Of course we will monitor Government advice about when outdoor play spaces can safely reopen.

In the meantime, as soon as the weather dries up, Tennis 2000 will put down some temporary line makings for tennis and football. They will also rotovate and make good the area surrounding the MUGA in readiness for grass seeding in the Spring. In early summer, the surface will be painted green and markings for Basketball and Netball will be added.

The Parish Council has been investigating different booking systems for the MUGA and, once we have the green light from the Government to open for team games, people will be able to book a time slot. Further details about booking will be published next month in both the village newsletter and the village website. The MUGA will be free to use and, in normal cases, the space will remain open.

Using the Forever Fit equipment is also eagerly anticipated and, as soon as restrictions are eased, this free facility will open. Please note that for health and safety reasons, the equipment should not be used by children. Unfortunately work on the two new playgrounds has been delayed because of Covid restrictions. However, we are confident that the project will begin in the Spring and, hopefully, completion will coincide with our grand opening of the new recreation ground facilities in the early summer.

**Paul Presland**

**Newton Parish Council Chairman**

## **NEXT PARISH COUNCIL MEETING IS:**

**10th February 2021 @ 7:30 PM**

Local information is also updated on our Facebook Group - please join if you haven't already?

<https://www.facebook.com/groups/NewtonVillageNewsletter/>

## **ZOOM JOINING INSTRUCTIONS**

If you are unsure how to join, please read the information on this weblink <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

**Link to join meeting** - this is published on notice boards around Newton, also on the following link on our website.

<http://newton.onesuffolk.net/home/parish-council/agendas-and-associated-papers>

### **Your Parish Councillors are:**

**Chairman:** Paul Presland

Email [p.presland@btinternet.com](mailto:p.presland@btinternet.com)

**Vice Chairman:** Sue Vince

Email [sue@suevince.co.uk](mailto:sue@suevince.co.uk)

Russell Bower

Email [russlfc@hotmail.com](mailto:russlfc@hotmail.com)

Rita Schwenk

Email [schwenk@btopenworld.com](mailto:schwenk@btopenworld.com)

Laura Smith

Email [lsmith68@yahoo.co.uk](mailto:lsmith68@yahoo.co.uk)

Philip Taylor

Email [philiptaylor433@gmail.com](mailto:philiptaylor433@gmail.com)

**District Councillor:** Lee Parker

Email [lee.parker@babergh.gov.uk](mailto:lee.parker@babergh.gov.uk)

**County Councillor:** James Finch

Email [james.finch@suffolk.gov.uk](mailto:james.finch@suffolk.gov.uk)

**MP:** James Cartlidge Email [james.cartlidge.mp@parliament.uk](mailto:james.cartlidge.mp@parliament.uk)

## KEY INFORMATION

### Village Hall

The Village Hall is closed and no clubs or activities are taking place until further notice.

### All Saints Church

SERVICES HAVE RESUMED AND ALWAYS TAKE PLACE ON THE 4<sup>th</sup> SUNDAY OF EACH MONTH.  
ALL WELCOME. THE CHURCH IS OPEN FOR PRIVATE PRAYER ON EVERY SUNDAY From 10.30am until 4pm.

### Mobile Library

Saturday's, 16:45 calling on:

30 January, 27 February, 27 March, 24 April, 22 May, 19 June, 17 July, 14 August, 11 September, 9 October, 6 November, 4 December

### Recycling Centres

By booking an appointment only <https://www.suffolkrecycling.org.uk/where-to-recycle/recycling-centres/suffolk-recycling-centres-booking-page>

## LOCKDOWN LUXURIES

As lockdown continues and the novelty of devising meals from out of date tins and packets in your cupboards wears off, thought a list of takeaways etc. might be useful. Some will deliver, others you need to book a time to collect.

**Painters Café in Sudbury** [www.5qr.uk/painterscafe](http://www.5qr.uk/painterscafe) do lovely cakes and afternoon teas.

**The Lion at Lamarsh** [reservations@lamarshlion.co.uk](mailto:reservations@lamarshlion.co.uk) 01787227007

Do all sorts of takeaways including fish and chips on Friday and Sunday roasts.

**Lordy's** [www.lordydesserts.co.uk](http://www.lordydesserts.co.uk)

as the name suggests lovely cakes and desserts and alcoholic milkshakes.

**White Horse Gt Waldingfield** 01787371314

**Assington Country Kitchen** [www.assingtonkitchen.com](http://www.assingtonkitchen.com)

**Shoulder of Mutton Assington** [www.shoulderofmutton.com](http://www.shoulderofmutton.com) 01787 210334

**Oh My Cod** 01787 378222

**The Codfather** 01787 882100

**Ballindon Indian Restaurant** 01787 376777 or 313666

**India, North Street** 01787 881880

**Melford Valley Indian** [www.melfordvalley.com](http://www.melfordvalley.com) 01787 311518

**Alaz Turkish Restaurant** [www.alazrestaurant.co.uk](http://www.alazrestaurant.co.uk) 01787 370001

**Coxes Boxes** [www.coxboxes.com](http://www.coxboxes.com)

Contributions for the next Newsletter

by 21<sup>st</sup> December please to the Editor:

Sue Vince, 1 Butchers Cottage, Newton CO10 0QE

Telephone: 01787 377664 email: [newtonvillagenewsletter@gmail.com](mailto:newtonvillagenewsletter@gmail.com)

**DRAFT                      NEWTON PARISH COUNCIL**

Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference

**Present:** Councillors Paul Presland (Chairman), Russell Bower, David Everett (from Item 20/283), Rita Schwenk, Laura Smith, Philp Taylor and Sue Vince.

**Attending:** Lee Parker (Babergh District Council), James Finch (Suffolk County Councillor) and Dave Crimmin (Clerk).

**20/279                      Apologies for Absence**

No apologies required.

**20/280                      Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation had been received.

**20/281                      Minutes of Meeting held on 11<sup>th</sup> November 2020**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

**20/282                      Councillor Vacancy**

The councillors reviewed the application from David Everett to be co-opted as a councillor on NPC. The councillors unanimously resolved that David be co-opted to fill the vacancy and he signed the Declaration of Acceptance accordingly. The Chairman welcomed Cllr Everett to the council.

**20/283                      Public Forum**

Lee Parker updated councillors on Babergh's support grant for businesses paying rates, the forthcoming Joint Local Plan consultation, the CIL Charging Rates consultation, the Sudbury Vision and the news that the Customer Access Point was moving out of Sudbury Town Hall at the end of March 2021. The Chairman thanked Lee for his £500 Locality grant towards the new bus shelter. Councillors reviewed James Finch's previously submitted report and he updated councillors on COVID-19, education and his endeavours to get the two posts erected in the parish for the new SID.

**20/284                      Emails circulated**

Following a review of the emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

**20/285                      Clerk's Report**

Following a review of the Clerk's report (Appendix A), the councillors agreed that in relation to Item 20/265, Cllrs Presland and Everett would discuss the resident's issues with him face to face.

**20/286                      Finance**

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. After reviewing the proposed budget for NPC in 2021 / 22 (Appendix C) the councillors resolved an expenditure budget of £19,029.
- c. After several contacts with the mandate team and the local branch, Cllr Presland is still awaiting confirmation that Cllr Bower and himself have been added to the authorised account signatories for NPC's bank accounts at Barclays. Once confirmed, he and Cllr Bower will request that the correspondent for the bank accounts be changed to the Clerk.

**DRAFT      NEWTON PARISH COUNCIL**Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference**20/287      Planning**

- a. The councillors reviewed **Planning Application DC/20/05263 Jordans, Sudbury Road** - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works and resolved to support the application.
- b. The councillors reviewed **Adjoining Parish Planning Application DC/20/05183 Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury** - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.). The councillors resolved that they had no comments on the planning application itself but were concerned that a construction management plan had not accompanied the application as the initial impact of the Chilton Woods site upon Newton would be considerable if the A134 through Newton was being used as a route for the construction traffic.
- c. The councillors reviewed **Adjoining Parish Planning Application DC/20/05203 Old Joe's Driving Range, Joes Road, Great Cornard** - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building and resolved that they had no comments.
- d. Two further planning application had been received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/20/04875 Hurrells Farm, Boxford Lane** - Application for Listed Building Consent - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access and resolved to support the application. The councillors reviewed **Planning Application DC/20/04874 Hurrells Farm, Boxford Lane** - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access and resolved to support the application despite having reservations on the impact that the increase in traffic generated by the dwelling will have on the junction of Boxford Lane and the A1071.
- e. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

**20/288      Neighbourhood Plan**

Clr Presland updated the councillors that the final modifications to the draft Newton NP were being made and a Consultation Statement was being produced to be submitted with the NP. It is expected that the work will be completed in the first couple of weeks in January 2021 and would then be ready for the documents to be submitted to Babergh for the Regulation 16 Submission consultation stage. The councillors resolved that once the work is completed, that the Clerk submit the NP to Babergh.

**DRAFT      NEWTON PARISH COUNCIL**

Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference

**20/289      Babergh Joint Local Plan consultation**

Cllr Presland updated councillors that Newton was still classified as a hinterland village and is still required to produce at least 23 dwellings in the latest version of the JLP. After discussing the criteria for the JLP consultation, the councillors resolved that they had no comments at this time

**20/290      Recreation Ground**

Cllr Presland updated councillors that the installation of the first phase of MUGA installation was completed on the 13<sup>th</sup> November 2020. The initial painting of lines is outstanding, but the signage for the MUGA use was now installed. The final painting of the MUGA tarmac surface will be undertaken in April 2021.

The councillors reviewed if the MUGA could be opened as a games area at the current time. The Clerk updated councillors that there were a number of processes that needed to be completed before the MUGA could be opened to the public :

- The councils insurance for the MUGA required that a Risk Assessment and Inspection checklist be in place before it is used and that it is inspected by a competent person at least on a four-weekly basis
- As a local authority with a MUGA, the Risk Assessment needed to include the COVID-19 conditions as defined by the Government and appropriate signage put in place around the equipment
- The appropriate COVID-19 Tier level conditions of use would also have to be considered in the assessment.

The councillors resolved that Cllrs Bower and Presland undertake a review of the processes in order to open the MUGA for public use. Once the necessary documents have been produced these will be sent to the Clerk so that he can update the insurance file and circulate to the remaining councillors. At this point, Cllrs Bower and Presland can apply the outcomes of their review and open the MUGA.

It was agreed that the tennis net would be stored in the MUGA and that councillors would review the options for a booking system for the MUGA ahead of the January meeting. Cllr Presland will liaise with a local contractor regarding a permanent storage solution for the tennis net.

The councillors reviewed the Post Installation Report from the Play Inspection Company for the Forever Fit Equipment installed by All Play Solutions. Whilst the inspection did not identify any issues with the installation of the 11 items of equipment, as the safety surfaces and the resin bonded rubber mulch had not been installed at the time of the inspection, there was no report on these items. The councillors resolved that until a Post Installation Report for the safety surfaces and the resin bonded rubber mulch has been received with a clean bill of health, that NPC could not accept the installation was complete as per the terms of the contract, and remained the property of the supplier. The councillors agreed to put "do not use" signs on the equipment with an explanation of the reasons why. The Clerk to update All Play Solutions on the current status.

The councillors reviewed the sample signage proposed by All Play Solutions for the Forever Fit Equipment and requested the Clerk to ask for further samples for use on the other equipment areas so that all three could be agreed at the January meeting.

**20/291      Speed Sign**

SCC Highways has now updated Cllr Bower that they will be proceeding with the installation of the two posts for the SID, but had not mentioned any timeframe. James Finch will follow up NPC's request for a timeframe.

**DRAFT      NEWTON PARISH COUNCIL**

Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference

**20/292      Assets**

- a. The councillors resolved a budget of £100 for the replacement of a commemorative oak tree for John Taylor and the Clerk to ask the Tree Warden to undertake the work.
- b. The condition of the Village Sign is still being assessed by a volunteer.
- c. The councillors reviewed the proposed plan for a new bus shelter at Links View. Cllr Taylor will take forward NPC's request for the Trust to confirm their agreement to the proposal in writing so that it can be forwarded to SCC Highways. NPC now await a quotation from SCC Highways for the proposed works.

**20/293      Car Charging Point**

The Clerk has made an application to Suffolk 2020 for a car charging point to be installed in the village. The councillors now await feedback from the Village Hall Management Committee (VHMC) on whether they wish it to be installed at the Village Hall car park.

**20/294      Village Hall and Trust updates**

Cllr Schwenk updated councillors that the Village Hall is still closed. Cllr Presland updated councillors that two of the three quotations for running an electrical supply from the Village Hall to the Recreation Ground had been received, with the third being undertaken later this week. Once the quotations are received Cllr Presland will discuss the option with the VHMC and the Trust. The Trust has been approached by Cornard Dynamos to use the football pitch.

**20/295      Meeting Dates in 2021**

The councillors agreed with the following meeting dates for 2021:

- 13<sup>th</sup> January 2021
- 10<sup>th</sup> February 2021
- 10<sup>th</sup> March 2021
- 14<sup>th</sup> April 2021
- 12<sup>th</sup> May 2021
- 2<sup>nd</sup> June 2021
- 14<sup>th</sup> July 2021
- 11<sup>th</sup> August 2021 (Provisional)
- 8<sup>th</sup> September 2021
- 13<sup>th</sup> October 2021
- 10<sup>th</sup> November 2021
- 8<sup>th</sup> December 2021.

**20/296      Questions to the Chair**

Cllr Schwenk updated councillors on the removal of a tree branch from the Green Lane footpath. Cllr Presland updated councillors on the lights for the metal Christmas tree.

**20/297      Next Meeting**

The next scheduled NPC meeting will be held on Wednesday 13<sup>th</sup> January 2021 starting at 7.30pm.

**The meeting closed at 9.45 pm.**

**DRAFT NEWTON PARISH COUNCIL**Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference**Appendix A Clerk's Report**

Minute	Action	Complete ✓
20/240	Awaiting T&C's for RoSPA's post installation inspection from All Play Solutions.	
20/263	Minutes sent to Newsletter and updated on website.	✓
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/267 a	Payments made to suppliers, individuals and organisations.	✓
20/268	Planning response sent to Babergh.	✓
20/270	MUGA sign content sent to Tennis 2000.	✓
20/270	Four locks purchased for the MUGA which is now locked.	✓
20/270	Due to work on NNP, the Risk Assessment, Inspection checklist and storage for tennis equipment is outstanding.	
20/272	Sent response to SCC Boundary Review consultation.	✓
20/273	Bus Shelter quotation is in progress.	
20/274	Application made for car charging point.	✓
20/275	Wrote to Mr Fisher.	✓
20/276	Quotations from electricians in progress.	
	<b>Clerk's Delegated Power</b>	
	Nothing to report since last meeting.	
	<b>Clerk Hours</b>	
	Up until 29th November 2020 - 491.5 hours worked / 465 hours paid.	

**DRAFT NEWTON PARISH COUNCIL**Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference**Appendix B RFO Report****Receipts & Payments**

Date	Details	Cheque	Power	Receipts	Payments
30/11/20	Tennis 2000 - MUGA 1st Instalment	101257	Localism Act 2011 ss 1 to 8	0.00	40,949.04
11/11/20	Cancelled	101258		0.00	0.00
11/11/20	Came & Co - Insurance of MUGA & Equipment	101259	Localism Act 2011 ss 1 to 8	0.00	754.91
27/11/20	All Play Solution Ltd - Play Equipment Deposit	101260	Localism Act 2011 ss 1 to 8	0.00	25,379.34
09/12/20	Garden Arb Business - Footpath cutting 2020	101261	Localism Act 2011 ss 1 to 8	0.00	360.00
09/12/20	BDC - Dog & Litter bin emptying	101262	Localism Act 2011 ss 1 to 8	0.00	187.87
31/12/20	DF Crimmin - Salary Oct to Dec	101263	Localism Act 2011 ss 1 to 8	0.00	2,113.40
31/12/20	DF Crimmin - WFHA Oct to Dec	101263	Localism Act 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	101265	Localism Act 2011 ss 1 to 8	0.00	528.20
31/12/20	HMRC - Employers NI	101265	Localism Act 2011 ss 1 to 8	0.00	61.35

**Bank Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/10/20	£100.00				
Premium Accounts	30/10/20	£57,215.00	£13,437.11	£70,752.11	£0.00	£0.00
Tracker Account	30/10/20	£1,164.96	£1,164.96	£0.00	£0.00	£0.00
		£58,479.96	£12,272.15	£70,752.11	£0.00	

## Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£9,720.65
Grants	£0.00	£4,505.00	Admin		£1,900.00	£587.54
Recycling	£400.00	£760.62	Donations		£800.00	£300.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£26.59	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£1,419.14	Insurance		£320.00	£1,086.31
			Inspection		£380.00	£380.00
			Maintenance		£2,000.00	£453.85
			Projects		£1,400.00	£71,325.05
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£15,096.42
			Contingency		£500.00	£0.00
			NNP		£5,505.00	£0.00
<b>Total</b>	<b>£15,683.00</b>	<b>£35,391.22</b>	<b>Total</b>	<b>£29,953.12</b>	<b>£23,923.40</b>	<b>£100,109.25</b>
			Assets Carried Forward			-£12,272.15
<b>Total</b>		<b>£87,837.10</b>	<b>Total</b>			<b>£87,837.10</b>

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## DRAFT NEWTON PARISH COUNCIL

Minutes of meeting held on 9<sup>th</sup> December 2020 via Videoconference

### Appendix C Budget Proposal 2021 / 2022

#### Income

Income sources for 2021 / 22 have been based on those for 2020 / 21. I have assumed that SCC will again agree to the grant so that you can cut the footpaths twice a year.

#### Expenditure

The following assumptions should be noted

- The Clerk will not receive a cost of living increase in 2021 / 22
- The Bus Shelter replacement project will be funded from the Locality Grants received and the Asset Replacement or CIL Earmarked Reserve
- The project for an electricity supply to the recreation ground will be funded from the CIL Earmarked Reserve
- A budget of £1,500 is available for any project, including Fireworks, that the councillors wish to undertake during 2021 / 22
- Appendix A shows the full rational for the 2021 / 22 budget.
- NPC is asked to consider **a total expenditure budget of £19,029 for 2021 / 22.**

Please find below tables which show a comparison between 2019 / 20 budget and actual, 2020 / 21 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2021 / 22.

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	0.00	103.80	0.00	4,505.00	<b>144,500.00</b>	1,677.20
Recycling	370.00	412.82	400.00	760.62	<b>1,000.00</b>	400.00
CIL / Other	0.00	6,766.62	5,000.00	18,421.87	<b>18,421.87</b>	0.00
Bank Interest	60.00	121.37	25.00	26.59	<b>25.00</b>	25.00
VAT Repayment	0.00	735.75	0.00	1,419.14	<b>30,000.00</b>	0.00
<b>Total Income</b>	<b>430.00</b>	<b>8,140.36</b>	<b>5,425.00</b>	<b>25,133.22</b>	<b>193,946.87</b>	<b>2,102.20</b>
<b>Precept</b>		<b>10,258.00</b>			<b>10,258.00</b>	
<b>Expenditure</b>						
Clerks Salary	4,162.00	5,145.49	11,556.40	7,017.70	<b>12,268.70</b>	10,304.00
Admin	1,806.00	1,419.29	1,900.00	509.54	<b>1,900.00</b>	1,650.00
Donations	800.00	200.00	800.00	300.00	<b>800.00</b>	800.00
Annual Subscriptions	425.00	626.98	602.00	260.87	<b>602.00</b>	425.00
Footpath Maintenance	360.00	300.00	300.00	0.00	<b>300.00</b>	300.00
Insurance	400.00	375.05	320.00	1,086.31	<b>1,086.31</b>	1,135.00
Inspection	350.00	272.00	380.00	380.00	<b>380.00</b>	415.00
Maintenance	1,200.00	928.18	2,000.00	297.29	<b>2,000.00</b>	2,000.00
Projects	1,400.00	2,679.40	1,400.00	71,325.05	<b>122,400.00</b>	1,500.00
CIL / Other	0.00	13,223.11	4,000.00	0.00	<b>20,000.00</b>	0.00
Village Hall	0.00	0.00	165.00	0.00	<b>0.00</b>	300.00
VAT Paid	0.00	1,419.14	0.00	15,005.11	<b>29,100.00</b>	0.00
Contingency	500.00	0.00	500.00	0.00	<b>0.00</b>	0.00
NNP	0.00	3,466.43	0.00	598.56	<b>4,505.00</b>	200.00
<b>Total Expenditure</b>	<b>11,403.00</b>	<b>30,055.07</b>	<b>23,923.40</b>	<b>96,780.43</b>	<b>195,342.01</b>	<b>19,029.00</b>

#### Appendix A

	2021 / 22	
	Budget	Budget Notes 2021 / 2022
<b>Income</b>		
Grants	1,677.20	Grass Cutting grant - £177.20 / Locality
Recycling	400.00	
CIL / Other	0.00	
Bank Interest	25.00	
VAT Repayment	0.00	
<b>Total Income</b>	<b>2,102.20</b>	
<b>Precept</b>		
<b>Expenditure</b>		
Clerks Salary	10,304.00	780 hours at £12.98 per hour + £180 NI
Admin	1,650.00	Stationery £500 / Training £500 / Clerk WFH allowance £312 / Refreshments £200 / Speed Christmas Parcels £100 / Poppy appeal £100
Donations	800.00	SALC £280 / SLCC £112 / CAS £25
Annual Subscriptions	425.00	
Footpath Maintenance	300.00	
Insurance	1,135.00	
Inspection	415.00	Internal Audit £215 / External Audit £200
Maintenance	2,000.00	Dog Bins £320
Projects	1,500.00	
CIL / Other	0.00	
Village Hall	300.00	Hall Hire
VAT Paid	0.00	
Contingency	0.00	
NNP	200.00	NNP Admin £200
<b>Total Expenditure</b>	<b>19,029.00</b>	

## NEWTON PARISH COUNCIL

Minutes of meeting held on 13<sup>th</sup> January 2021 via Videoconference

**Present:** Councillors Paul Presland (Chairman), Russell Bower, David Everett, Rita Schwenk, Laura Smith and Sue Vince.

**Attending:** Lee Parker (Babergh District Council), James Finch (Suffolk County Councillor), Dave Crimmin (Clerk) and one member of public.

**21/001 Apologies for Absence**

Cllr Taylor sent his apologies.

**21/002 Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation had been received.

**21/003 Minutes of Meeting held on 9<sup>th</sup> December 2020**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

**21/004 Public Forum**

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, Suffolk Police Precept consultation, Primary School registrations and giving his Locality Budget towards food banks in his 3 benefices. Lee Parker updated councillors on COVID Business Grants, Brown Bin collections, car parking charges, Belle Vue and the Sudbury Access Point.

**21/005 Emails circulated**

Following a review of the emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

**21/006 Clerk's Report**

Following a review of the Clerk's report (Appendix A), there were no further actions requested of the Clerk.

**21/007 Finance**

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The Councillors reviewed the expenditure budget and proposed reserves (Appendix C). After agreeing that the £256 grant by Babergh should not be taken into account in the Precept calculation, they resolved to set a Precept of £10,518 for 2021 / 2022 which will mean that the Band D Council Tax will be the same as 2020 / 2021.
- c. Cllr Presland and Cllr Bower have now requested that the correspondent for the council bank accounts be changed to the Clerk.

**21/008 Planning**

- a. The councillors reviewed **Planning Application DC/20/05660 The Saracens Head, Sudbury Road** - Application for Listed Building Consent - Works to facilitate part change of use from public house to form a shop as per schedule of works on drawing 3920 PA05 and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/05659 The Saracens Head, Sudbury Road** - Change of use of part of public house to form a retail shop and resolved to support the application.

## NEWTON PARISH COUNCIL

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- c. The councillors reviewed **Planning Application DC/20/05578 11 Links View** - Replace 2no flat dormer roofs to front elevation with pitched tiled cat slide roofs. Replace flat roof to single storey garage and ancillary area with pitched tiled roof and seamless covering and resolved to support the application.
- d. The councillors reviewed **Planning Application DC/21/00033 Valleyfields, Valley Road** - Erection of cartlodge and pergola. Re-siting stable/store building. Construction of pond (following approval under DC/19/02236). Erection of extension (following approval under DC/19/02233). Improvement of existing field access (tarmac) and resolved to support the application.
- e. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- f. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

### **21/009 NPC Action Plan**

The councillors reviewed the tasks and projects that the Clerk had included in the Action Plan for 2021. The Councillors agreed that a project to move across to Internet Banking should be included in the second half of 2021.

### **21/010 Neighbourhood Plan**

Cllr Presland updated the councillors that the final modifications to the draft Newton NP were being made and would be completed within a couple of weeks. The Basic Conditions Statement and a Consultation Statement were now being reviewed by the councillors and the Steering Group members and these will be submitted with the NP. Once finalised, Navigus Planning will review the documents prior to submission to Babergh for the Regulation 16 Submission consultation stage.

### **21/011 Recreation Ground**

Cllr Presland updated councillors that the Risk Assessment and Inspection checklist were now in place for the MUGA, but due to Lockdown restrictions, it was now closed until further notice. The initial painting of lines is outstanding with the final painting of the MUGA tarmac surface being undertaken in April 2021. Tennis 2000 will make good the ground outside of the MUGA, when conditions allow, and NPC will then re-seed the grass as appropriate. Cllr Presland is liaising with a local contractor on a permanent storage solution for the tennis net.

The councillors resolved that the Skedda Booking System software, as demonstrated by Cllr Everett, shall be used for the MUGA Booking system. There is no cost for NPC to use the system. The Clerk will ensure that NPC's GDPR requirements are specified within the system. Cllr Everett will administer the system on behalf of NPC and will propose the operational requirements of the system at the February meeting. Cllr Presland thanked Cllr Everett for all the work he had undertaken on the project.

Following a meeting between All Play Solutions (APS) and NPC councillors on the 11<sup>th</sup> January it was resolved by the councillors, that subject to NPC being reimbursed with the difference of the 25% deposit and the cost of the Forever Fit Equipment to date, that NPC would purchase the play equipment for the remaining phases of the project at a cost of approximately £29,000 + VAT. APS would then install the equipment as per the contract as well as providing the Resin Bonded Rubber Surface to all three areas. The Clerk will liaise with the grant providers to ensure that the proposal meets with their grant conditions.

### **21/012 Asset of Community Value**

## **NEWTON PARISH COUNCIL**

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Cllr Presland explained that NPC had registered the Saracens Head in January 2016 as an Asset of Community Value (ACV). By doing so, should it be put up for sale, it would give the community of Newton a period of time to consider raising a bid for the asset. However, it would be down to the owner of the asset whether or not to accept any bid by the community. With the registration lasting for 5 years, NPC would now need to consider whether to register the asset for a further 5 years. The councillors resolved that a further application be made to register the Saracens Head as an ACV.

### **21/013 Risk Management Register**

The councillors reviewed NPC's Risk Management Register (Appendix E) as at January 2021 and were satisfied with the issues covered.

### **21/014 Internal Control and Internal Audit processes**

The councillors reviewed the current system of NPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

### **21/015 Speed Sign**

Cllr Bower is still awaiting a timeframe for the installation of the two posts for the SID from Suffolk County Council. James Finch will follow up NPC's request for a timeframe.

### **21/016 Assets**

- The Tree Warden will replace the commemorative tree.
- The condition of the Village Sign is to be assessed by a volunteer who is also refurbishing the Church sign on the A134.
- The councillors reviewed costs of the first phase of the Bus Shelter replacement by Links View and resolved to spend the £1,750 + VAT for the work to design and cost the scheme. Cllr Vince will take forward NPC's request for the Trust to confirm their agreement to the proposal in writing so that it can be forwarded to SCC Highways.

### **21/017 Village Hall and Trust updates**

Cllr Schwenk updated councillors that the Village Hall is still closed. Cllr Presland updated councillors that all three quotations for running an electrical supply from the Village Hall to the Recreation Ground had now been received. Cllr Presland will now discuss the option with the VHM and the Trust.

### **21/018 Questions to the Chair**

Cllr Schwenk will review the requirements for any extra dog bins in the parish and report back to the February meeting. The Clerk was asked to apply for a pack of trees being supplied by the Woodland Trust. Cllr Presland to move on a temporary basis, the dog bin by the play equipment.

### **21/019 Next Meeting**

The next scheduled NPC meeting will be held on Wednesday 10<sup>th</sup> February 2021, starting at 7.30pm.

**The meeting closed at 9.20 pm.**

## Appendix A Clerk's Report

Minute	Action	Complete <input type="checkbox"/>
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/276	Quotations from electricians now complete.	<input type="checkbox"/>
20/281	Minutes sent to Newsletter and updated on website.	<input type="checkbox"/>
20/282	New councillor processes completed.	<input type="checkbox"/>
20/286 a	Payments made to suppliers, individuals and organisations.	<input type="checkbox"/>
20/287	Planning response sent to Babergh.	<input type="checkbox"/>
20/290	MUGA Risk Assessment and Checklist completed and Insurance Broker updated.	<input type="checkbox"/>
20/290	All Play Solutions updated re Forever Fit Equipment.	<input type="checkbox"/>
20/290	Signage requirements for All Play Solutions is outstanding from NPC.	
20/292	Tree Warden review new tree requirements.	<input type="checkbox"/>
20/292	Bus Shelter proposal agreement awaiting NGT sign-off.	
20/295	Meeting dates for 2021 updated on website.	<input type="checkbox"/>
	<b>Clerk's Delegated Power</b>	
	Nothing to report since last meeting.	
	<b>Clerk Hours</b>	
	Up until 3rd January 2021 - 571.5 hours worked / 540 hours paid.	

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## NEWTON PARISH COUNCIL

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## Appendix B RFO Report

### Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/11/20	BDC Locality Grant			500.00	0.00
23/11/20	BDC Phase 1 Grant towards Recreation Ground			41,132.34	0.00
27/11/20	Cancelled	101260		0.00	0.00
03/12/20	Cancelled	101261		0.00	0.00
03/12/20	All Play Solutions Ltd - 25% Deposit	101262	Localism Act 2011 ss 1 to 8	0.00	25,379.34
09/12/20	Garden Arb Business - Footpath cutting 2020	101263	Localism Act 2011 ss 1 to 8	0.00	360.00
09/12/20	BDC - Dog & Litter bin emptying	101264	Localism Act 2011 ss 1 to 8	0.00	187.87
31/12/20	DF Crimmin - Salary Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	2,113.40
31/12/20	DF Crimmin - WFHA Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	101266	Localism Act 2011 ss 1 to 8	0.00	528.20
31/12/20	HMRC - Employers NI	101266	Localism Act 2011 ss 1 to 8	0.00	61.35
13/01/21	S Presland - Cost of Christmas Tree Lights	101267	Localism Act 2011 ss 1 to 8	0.00	97.96

### Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/11/20	£100.00				
Premium Accounts	30/11/20	£97,852.43	£28,097.27	£69,855.16	£0.00	£0.00
Tracker Account	30/11/20	£1,164.96	£1,164.96	£0.00	£0.00	£0.00
		£99,117.39	£29,262.23	£69,855.16	£0.00	

VAT currently being claimed from HMRC £15,005.11

## Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<b>Income</b>			<b>Expenditure</b>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£9,720.65
Grants	£0.00	£46,137.34	Admin		£1,900.00	£669.17
Recycling	£400.00	£760.62	Donations		£800.00	£300.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£26.59	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£1,419.14	Insurance		£320.00	£1,086.31
			Inspection		£380.00	£380.00
			Maintenance		£2,000.00	£453.85
			Projects		£1,400.00	£71,325.05
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£15,112.75
			Contingency		£500.00	£0.00
			NNP		£5,505.00	£0.00
<b>Total</b>	<b>£15,683.00</b>	<b>£77,023.56</b>	<b>Total</b>	<b>£29,953.12</b>	<b>£23,923.40</b>	<b>£100,207.21</b>
			Assets Carried Forward			£29,262.23
<b>Total</b>		<b>£129,469.44</b>	<b>Total</b>			<b>£129,469.44</b>

## Appendix C Precept 2021 / 2022

At the December meeting, you agreed a total expenditure budget of £19,029 for 2021 / 2022 as follows:

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Grants	0.00	103.80	0.00	46,137.34	<b>144,500.00</b>	1,677.20
Recycling	370.00	412.82	400.00	760.62	<b>1,000.00</b>	400.00
CIL / Other	0.00	6,766.62	5,000.00	18,421.87	<b>18,421.87</b>	0.00
Bank Interest	60.00	121.37	25.00	26.59	<b>25.00</b>	25.00
VAT Repayment	0.00	735.75	0.00	1,419.14	<b>30,000.00</b>	0.00
<b>Total Income</b>	<b>430.00</b>	<b>8,140.36</b>	<b>5,425.00</b>	<b>66,765.56</b>	<b>193,946.87</b>	<b>2,102.20</b>
<b>Precept</b>		<b>10,258.00</b>			<b>10,258.00</b>	
<b>Expenditure</b>						
Clerks Salary	4,162.00	5,145.49	11,556.40	9,720.65	<b>12,268.70</b>	10,304.00
Admin	1,806.00	1,419.29	1,900.00	669.17	<b>1,900.00</b>	1,650.00
Donations	800.00	200.00	800.00	300.00	<b>800.00</b>	800.00
Annual Subscriptions	425.00	626.98	602.00	260.87	<b>602.00</b>	425.00
Footpath Maintenance	360.00	300.00	300.00	300.00	<b>300.00</b>	300.00
Insurance	400.00	375.05	320.00	1,086.31	<b>1,086.31</b>	1,135.00
Inspection	350.00	272.00	380.00	380.00	<b>380.00</b>	415.00
Maintenance	1,200.00	928.18	2,000.00	453.85	<b>2,000.00</b>	2,000.00
Projects	1,400.00	2,679.40	1,400.00	71,325.05	<b>122,400.00</b>	1,500.00
CIL / Other	0.00	13,223.11	4,000.00	0.00	<b>20,000.00</b>	0.00
Village Hall	0.00	0.00	165.00	0.00	<b>0.00</b>	300.00
VAT Paid	0.00	1,419.14	0.00	15,112.75	<b>29,100.00</b>	0.00
Contingency	500.00	0.00	500.00	0.00	<b>0.00</b>	0.00
NNP	0.00	3,466.43	0.00	598.56	<b>4,505.00</b>	200.00
<b>Total Expenditure</b>	<b>11,403.00</b>	<b>30,055.07</b>	<b>23,923.40</b>	<b>100,207.21</b>	<b>195,342.01</b>	<b>19,029.00</b>

## Reserves held by NPC

With ageing bus shelters, village sign and benches, NPC faces using its Asset Maintenance and some of its CIL reserves in the next financial year. The Village Hall reserve may be used towards the cost of the electrical supply to the Recreation Ground. 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 2023.

	2019 / 20		2020 / 21		2021 / 22	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	10,500.00	10,500.00	10,500.00	12,000.00	12,000.00	13,000.00
Village Hall	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Legal Fees	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs	1,500.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
Bus Shelter Grants	0.00	0.00	0.00	500.00	500.00	500.00
NNP	4,060.89	190.53	190.53	1,000.00	1,000.00	0.00
CIL	18,745.50	24,448.12	24,448.12	22,618.50	22,618.50	22,618.50
<b>Total Earmarked Reserves</b>	<b>37,806.39</b>	<b>39,538.65</b>	<b>39,538.65</b>	<b>40,618.50</b>	<b>40,618.50</b>	<b>40,618.50</b>
General Reserves	26,296.20	12,907.23	12,907.23	20,690.24	20,690.24	?

## Precept for 2021 / 2022

Babergh has written to NPC regarding the Tax Base for 2021 / 2022 which will increase from **219.71** in 2020 / 2021 to **225.28** in 2021 / 2022.

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 £10,518 and **keeping the Band D Council Tax at the 2020 / 2021 level**

**Example 2** Increase the Precept to £11,000 and **increase by £2.14 per year the Band D council tax**

**Example 3** Increase the Precept to £12,000 and **increase by £6.58 per year the Band D council tax**

	2019 / 20	2020 / 21	2021 / 22	2021 / 22	2021 / 22
			Example 1	Example 2	Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	37,806.39	39,538.65	40,618.50	40,618.50	40,618.50
General Reserves	26,296.20	12,907.23	20,690.24	20,690.24	20,690.24
<b>Total Reserves</b>	<b>64,102.59</b>	<b>52,445.88</b>	<b>61,308.74</b>	<b>61,308.74</b>	<b>61,308.74</b>
Income ex Precept	8,140.36	193,946.87	2,102.20	2,102.20	2,102.20
Precept	10,258.00	10,258.00	10,518.00	11,000.00	12,000.00
<b>Total Income</b>	<b>18,398.36</b>	<b>204,204.87</b>	<b>12,620.20</b>	<b>13,102.20</b>	<b>14,102.20</b>
Expenditure	30,055.07	£195,342.01	£19,029.00	£19,029.00	£19,029.00
<b>END OF YEAR</b>					
Earmarked Reserves	39,538.65	40,618.50	40,618.50	40,618.50	40,618.50
General Reserves	12,907.23	20,690.24	14,281.44	14,763.44	15,763.44
<b>Total Reserves</b>	<b>52,445.88</b>	<b>61,308.74</b>	<b>54,899.94</b>	<b>55,381.94</b>	<b>56,381.94</b>
<b>Tax Base</b>	209.34	<b>219.71</b>	225.28	225.28	225.28
<b>Band D Council Tax</b>	£49.00	<b>£46.69</b>	£46.69	£48.83	£53.27

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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**Appendix D Planning Status**

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/20/03810	Perrywood Garden Centre, Newton Road - Erection of a new garden centre building (Use Class A1) including restaurant, enclosed and open canopies and outdoor sales area. Erection of a glasshouse and store. Partial demolition of and erection of an extension to the existing garden centre building (to be used for Use Classes A1 and B1). Erection of a replacement potting shed. External alterations of the existing barn. Erection of electricity sub-stations and an electricity distribution building. Provision of landscaping, car parking areas, wildlife area and outdoor events space.	20/250a	Support	
DC/20/04701	Valley Farm, Valley Road - Application under Section 73 of The Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/18/00101 (Conversion of timber framed barn and adjoining brick granary to dwelling house.)	20/266a	Noted	Permission 14/12/2020
DC/20/04696	Valley Farm Valley Road - Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent DC/18/00102 (Conversion of timber framed barn and adjoining brick granary to dwelling house)	20/266b	Noted	Permission 14/12/2020
DC/20/05263	Jordans, Sudbury Road - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works	20/267a	Support	
DC/20/05183	Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.)	20/267b	No Comments	
DC/20/05203	Old Joe's Driving Range, Joes Road, Great Cornard - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building.	20/267c	No Comments	
DC/20/04876	Hurrells Farm, Boxford Lane - Application for Listed Building Consent - Conversion of end extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/267d	Support	
DC/20/04874	Hurrells Farm, Boxford Lane - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/267d	Support	

# NEWTON PARISH COUNCIL

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## Appendix E Risk Management



### NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2021

Risk	P	S	Control Action	Frequency	CP	CS	Responsible
1 Inadequate forward planning and budgetary	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors
			Budget Review	Annually			
2 Poor Reporting to Council, Record	2	3	Accurate Minutes	PC Meeting	1	3	Councillors
			Timely and accurate financial reporting	PC Meeting			
			Regular project reports	PC Meeting			
			Internal Audit Review	Annually			
			External Audit Review	Annually			
3 Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors
			Regular training for Councillors and Clerk				
4 Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	6 monthly	1	3	Councillors
			Create Committee & second skills required	As required			
5 Failure to respond to electors' right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors
6 Lack of maintenance of council owned	3	5	Maintenance programme	PC Meeting	2	4	Councillors
			External Risk Assessments of War Memorial	Every 10 years			
			Walk of Parish to review condition of assets	Annually			
7 Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk
			Play Equipment and MUGA Risk Assessments	Annually			
			Play Equipment and MUGA inspections	4 weekly			
			External Play Equipment Inspection	Annually			
			Walk of Parish to review	6 monthly			
8 Damage or loss to Council owned property	3	3	Asset Insurance cover	Annually	3	2	Councillors
			Assets insured against Asset Register	Annually			
9 Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors
10 Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors
			Review Bank Statements against reconciliation	PC Meeting			
11 Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description	Annually	1	4	Councillors
			Council electronic data	Daily			
							Computer data is on Clerk's One Drive cloud account
12 GDPR							
Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors
Council Awareness	4	4	Clerk training	As required	3	3	Councillors
Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors
Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk
Data Protection Officer	1	1	Parish Council does not need to appoint				
Information Held	2	3	Data Audit and associated actions reviewed annually	Annually	2	2	Councillors
Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors
Subject Access Requests	1	1	Adoption of Policy	Feb-21	1	1	Councillors

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

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Minutes of meeting held on 13<sup>th</sup> January 2021 via Videoconference

**Appendix F Internal Control and Internal Audit**

**Review the effectiveness of Internal Audit and Internal Controls process.**

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

**Internal Auditors**

Heelis and Lodge were appointed as NPC's Internal Auditor at its meeting held on 13<sup>th</sup> May 2020 minute 20/157. 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 2019 / 2020 accounts which you accepted at the Parish Council meeting held on 10<sup>th</sup> June 2020 minute 20/176a. 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.

**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 stored on Microsoft's One Drive 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. At the foot of each minute page, it states that NPC adopted the General Power of Competence at its meeting on the 13<sup>th</sup> May 2020. 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. Four councillors, Schwenk, Presland, Bower and Taylor are the signatories for the Bank accounts and a minimum of 2 must authorise cheque payments.

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 2021 / 2022 was reviewed at the NPC meeting on 9<sup>th</sup> December 2020 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March. However, during 2020 / 2021 due to the high level of expenditure incurred for the Recreation Ground project, VAT claims are being made on an appropriate monthly basis.

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



Mike Tuck  
Clinical Specialist Physiotherapist  
07508 986504

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## NEWTON PARISH COUNCIL

**Paul Presland – Chairman**  
01787 379204

**Sue Crawte – Vice Chairman**  
01787 377664

**Russell Bower**  
07838 060878

**Laura Smith**  
07967 393245

**Rita Schwenk**  
01787 210838

**Philip Taylor**  
01787 211265

**Dave Crimmin – 375085**  
**Parish Clerk**

**Lee Parker - District Councillor**  
**01787 376073**

## USEFUL VILLAGE PHONE NUMBERS

### PARISH CLERK

**Dave Crimmin 375085**

### NEWTON GREEN TRUST

Philip Taylor 211265

### VILLAGE NEWSLETTER

Sue Crawte - 377664

### CHURCH WARDEN

**Vacancy**

### VILLAGE HALL

Alan Vince - 373963

### NEIGHBOURHOOD WATCH

Sue Presland - 379204

### FIRESIDE CLUB

Wendy Turner - 372677

### NEWTON ART & CRAFT GROUP

Carole Langley - 373548

### SARACENS HEAD

**379036**

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Babergh District Council	01473 822801
Citizens Advice Bureau	01787 374671
Eastern Energy	0800 7838838
Police (Sudbury)	01284 774300
Police (Hadleigh)	01473 383430

West Suffolk Hospital	01283 713000
Sudbury Community Health Centre	01787 886300
Colchester Hospital	01206 853535
Misuse of Drugs & Alcohol	
Suffolk Helpline	0800 5870421