

DRAFT MINUTES OF THE PARISH COUNCIL AGM

Newnham Clubroom, 9pm (to follow the Parish Assembly)

Invited: Parish Councillors June James (Chairman), Chris Alliston, Pauline Hedges.

Guest – Nately Scures advisor Nick Walker. Clerk Susan Turner

1 **WELCOME & APOLOGIES**

Apologies John Ashworth, Paul Gaskell

2 **ELECTION OF CHAIRMAN 2022-23**

AGREED Unanimously to re-elect June James as Chairman for 2022/23.
Declaration of Office made and signed, witnessed by Clerk.

3 **MINUTES OF PREVIOUS MEETING** of 30th March agreed and signed.

4 **DECLARATIONS OF INTEREST** in items on the Agenda – none.

5 **ACCOUNTS & AUDIT 2021/22**

.1 **Year End Accounts including pages for audit**

AGREED by all, signed by Chairman and Clerk. Year end balance £9,628.76 – **APPENDIX I**
No 2021/22 payments since last meeting.

.2 **AGAR (3) – Annual Governance Statements (S1)**

AGREED by all, signed by Chairman and Clerk. Year end balance £9,628.76 – **APPENDIX II.I**

.3 **AGAR (3) – Accounting Statements (S2)**

AGREED by all, signed by Chairman and Clerk. Year end balance £9,628.76 – **APPENDIX II.II**

6 **FINANCE & GOVERNANCE 2022/23**

.1 **Income to date** – Precept received, first six months @ £6,262.50, plus grass cutting grant £348.45. The second half of the Precept will be paid in the Autumn.

.2 **Payments to date**

1	Clerk Salary April	£360.00
2	Roy Wood Moles	£50.00
3	HALC (incl NALC) subs	£273.71
4	BHIB Insurance 4 BACs	£375.86

.3 Insurance renewal from 1st June 2022 – Beginning second year of three-year tie in with BHIB – premium and details stay the same (as above). Renewal documents circulated.

.4 **The Parish Council Code of Conduct** is presently as the BDBC Code of Conduct 2012.
On 24 March 2022 BDBC approved a new Code of Conduct for Councillors – in turn based on the LGA Model Code of Conduct – which will be implemented following the local elections as from 9 May 2022.

Legislation does not require Parish Councils to adopt the Code of Conduct of their principal authority but the Committee on Standards in Public Life 'acknowledges there are merits in achieving consistency'.

AGREED Unanimously to adopt the New Model Code of Conduct.

BDBC circulated the new Code plus additional documents:

- A flowchart on Interests **APPENDIX III** which is contained in the LGA Guidance on the new Code, and
- Social media guidance for councillors.

.7 **FURTHER REPORTS / UPDATES**

Planning update – as circulated - **APPENDIX IV**

.8 **NEXT MEETINGS** (Second Wednesday of alternate months)

13th July, 14th September, 9th November

Meeting closed at 9.20pm with thanks to all present

APPENDIX I.II

NEWNHAM PARISH COUNCIL - EXPENDITURE 2021/22 - YEAR END														
Date	Supplier	Description	Pay	Fin / Admin	Salary	Expenses	Villager	GREEN	Project-volunteers	Mainten-ance	Community	VAT	Total	
08/04/21	HALC	HALC (incl NALC) subs	1	BACs	£273.55								£273.55	
20/04/21	Clerk	Salary April	2		£360.00								£360.00	
30/04/21	Roy Wood	Moles April	3	BACs				£50.00					£50.00	
20/05/21	Clerk	Salary MAY	4		£360.00								£360.00	
28/05/21	JJFor	Foxglove plugs for Green	5	BACs				£41.65				£8.33	£49.98	
28/05/21	Roy Wood	Moles May	6	BACs				£50.00					£50.00	
28/05/21	BHIB	Insurance	7	BACs	£375.86								£375.86	
17/01/00	Villager	Villager 2020-21	8	BACs			£659.50						£659.50	
21/06/21	Clerk	Salary JUNE	9		£360.00								£360.00	
27/06/21	PCC Newnham/NS	Benefice Youth Pilgrimage	10	BACs							£75.00		£75.00	
01/06/21	Roy Wood	Moles JUNE	11	BACs				£50.00					£50.00	
22/07/21	CandoversParris	PC Reid donation	12	BACs							£100.00		£100.00	
28/07/21	Clerk	Salary July	13	BACs	£360.00								£360.00	
28/07/21	Roy Wood	Moles JULY	14	BACs				£50.00					£50.00	
28/08/21	Clerk	SalaryAug	15	BACs	£360.00								£360.00	
28/08/21	Roy Wood	MolesAug	16	BACs				£50.00					£50.00	
02/10/21	Clerk	SalarySept	17	BACs	£360.00								£360.00	
02/10/21	Roy Wood	MolesSept	18	BACs				£50.00					£50.00	
02/10/21	ST for	Plastic sheeting for crassula	19	BACs				£39.95					£39.95	
06/10/21	WEL Medical	Defib & cabinet x 2	20	BACs							£2,500.00	£500.00	£3,000.00	
02/11/21	Clerk	Salary-October	21	BACs	£360.00								£360.00	
02/10/21	Roy Wood	MolesOctober	22	BACs				£50.00					£50.00	
02/10/21	PKKF Littlejohn	Extenal Audit	23	BACs	£200.00							£40.00	£240.00	
02/10/21	Peter Brown	Internal Audit	24	BACs	£50.00								£50.00	
01/12/21	Clerk	Salary-November	25	BACs	£360.00								£360.00	
01/12/21	Roy Wood	Moles/Nov	26	BACs				£50.00					£50.00	
01/12/21	Greening Campaign	Phase I	27	BACs							£50.00		£50.00	
01/12/21	Boston seeds	Snowdrops, bluebell bulbs	28	BACs					£264.59			£52.91	£317.50	
03/12/21	Greening Campaign	Phase II	29	BACs							£50.00		£50.00	
09/12/21	Old House	Green Working party lunch	30	BACs					£443.68			£45.25	£488.93	
13/12/21	B&M Fencing	Digger Hire Green Day	31	BACs				£60.00				£12.00	£72.00	
13/12/21	PGGM	Scarifiers, Dumper Green-Day	32	BACs				£150.00				£30.00	£180.00	
13/12/21	PGGM	Hours - Green Day	33	BACs				£704.00				£140.80	£844.80	
26/12/21	Clerk	Salary-December	34	BACs	£360.00								£360.00	
27/12/21	Roy Wood	MolesDec	35	BACs				£50.00					£50.00	
14/01/22	HCC	SiGN de-clutter Clubroom	36	BACs						£600.77			£600.77	
20/01/22	PGGM	Digger Hire-Barracks	37	BACs						£100.00		£20.00	£120.00	
21/01/22	Clerk	Salary-January	38	BACs	£360.00								£360.00	
22/12/22	Roy Wood	MolesJAN 2022	39	BACs				£50.00					£50.00	
22/02/22	Clerk	Salary-February	40	BACs	£360.00								£360.00	
06/03/22	Roy Wood	MolesFEB 2022	41	BACs				£50.00					£50.00	
11/03/22	PGGM	Buildout-NewnhamRd-modify	42	BACs						£30.00		£6.00	£36.00	
30/03/22	Roy Wood	MolesMAR 2022	43	BACs				£50.00					£50.00	
30/03/22	Clerk	Salary-MARCH	44	BACs	£360.00								£360.00	
30/03/22	Clerk	Allowable expenses	45	BACs		£216.00							£216.00	
	Totals:				£899.41	£4,320.00	£216.00	£659.50	£1,595.60	£708.27	£730.77	£2,775.00	£855.29	£12,759.84
													£12,759.84	
Date	Supplier	Description	Cheque No	Fin / Admin	Salary	Expenses	Villager	GREEN	Project-volunteers	Mainten-ance	Community	VAT	Total	

APPENDIX I.III

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TREASURERS ACCOUNT 30-90-53 00320598
PARISH COUNCIL OF NEWNHAM

£ 72.83 Current balance

£72.83 Available funds ?

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BUS BANK INSTANT 30-90-53 07467381
PARISH COUNCIL OF NEWNHAM

£ 8,805.93 Balance

APPENDIX I.IV

Newnham Parish Council - AUDIT SHEET**2021/22 Bank Reconciliation**

Receipts and payments summary		
1	Balance Brought Forward from 2020/21	£8,106.86
2	Plus Income	£14,281.74
3	Plus Lengthsman income	£16,500.00
4	Less Expenditure	£12,759.84
5	Less L/M Expenditure	£16,500.00
6	Balance to take over to 2022/23	£9,628.76
Reconciliation – YEAR END		
7	Bus Inst Access / Savings Account	£8,805.93
8	Current / Treasurers Account	£72.83
9	TOTAL BANK ACCOUNTS	£8,878.76
10	Plus Income outstanding (LM VAT)	£750.00
11	Balance to take over to 2022/23	£9,628.76

Chairman Date 11th May 2022

Susan Turner, RFO Date 11th May 2022

APPENDIX I.V

Newnham Parish Council

2021 / 2022 Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100 in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

Item	Previous Yr Parish C 2020/2021	Previous Yr Lengthsman (HCC) 20/21	Previous Year 2020/21 Total	Current Yr Parish C 2021/2022	Current Yr Lengthsman (HCC) 21/22	Current Year 2021/22 Total	Difference	Diff %
1 Balance Brought Forward	£5,779.37		£5,779.37	£8,106.86		£8,106.86	£2,327.49	40.27%
2 Annual Precept	£10,845.00		£10,845.00	£11,929.00		£11,929.00	£1,084.00	10.00%
3 Total Other Receipts	£3,209.71	£19,500.00	£22,709.71	£2,352.74	£19,500.00	£21,852.74	£856.97	-3.77%
4 Staff Costs	£4,320.00		£4,320.00	£4,320.00		£4,320.00	£0.00	0.00%
5 Loan interest/capital repayments	£0.00		£0.00	£0.00		£0.00	£0.00	NA
6 Total other payments (excl salaries)	£7,407.22	£19,500.00	£26,907.22	£8,439.84	£19,500.00	£27,939.84	£1,032.62	3.84%
7 Balance carried forward	£8,106.86		£8,106.86	£9,628.76		£9,628.76	£1,521.90	18.77%
8 Cash & short term investments	£8,106.86		£8,106.86	£9,628.76		£9,628.76	£1,521.90	18.77%
9 Fixed assets & long term assets	£13,396.85		£13,396.85	£13,396.85		£13,396.85	£0.00	0.00%
10 Total borrowings	£0.00		£0.00	£0.00		£0.00	£0.00	0
11 Trust funds	NA		NA	NA		NA	NA	NA

NO SIGNIFICANT VARIATIONS

ChairmanDate 11th May 2022

Susan Turner, RFODate 11th May 2022

APPENDIX II.I

Section 2 – Accounting Statements 2021/22 for

NEWNHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	5,779	8,107	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	10,845	11,929	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	22,710	21,853	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,320	4,320	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	26,907	27,940	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	8,107	9,629	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	8,017	9,629	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	13,397	13,397	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the

[Redacted Signature]

Date 08/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2022

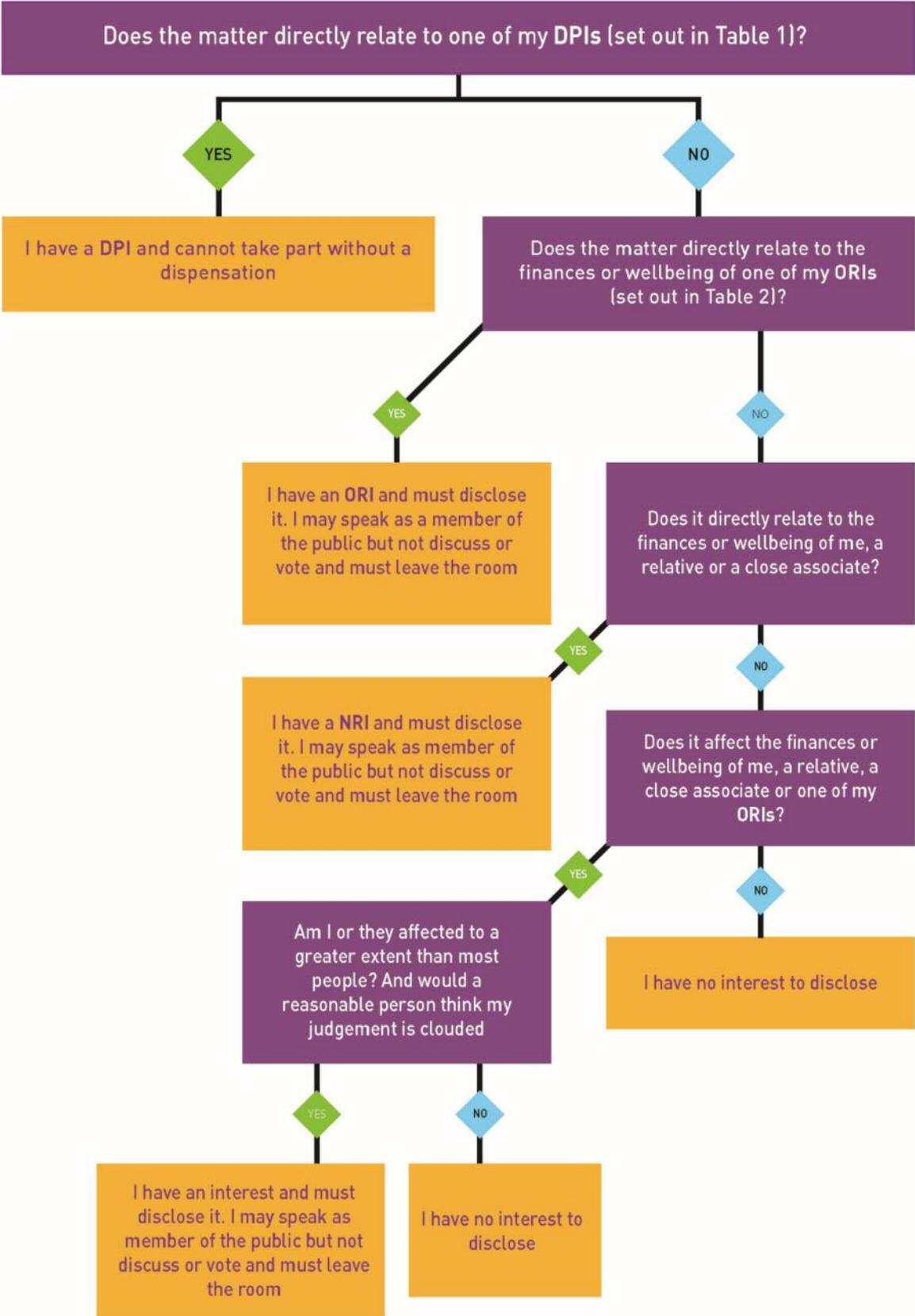
as recorded in minute reference:

7.3

Signed by Chairman of the meeting where the Accounting Statements were

[Redacted Signature]

APPENDIX III: FLOWCHART ON COUNCILLOR PECUNIARY INTERESTS



APPENDIX IV

PARISH PLANNING UPDATE – 8 May 2022

New applications since last meeting

[22/01240/LDPO](#) (Validated 28 Apr 2022) Grove Villa, Blackstocks Lane Nately Scures. Certificate of Lawfulness for the proposed erection of a single storey rear extension.

[22/01190/FUL](#) (Validated 05 May 2022) Land On West Side Of Nately Towers, Scures Hill. Erection of a detached five-bedroomed dwelling and detached garage, repositioning of entrance onto London Road (A30) and extension to footpath.

[22/00981/FUL](#) (Validated 31 Mar 2022) Land At Blackstocks Lane, Nately Scures. Erection of 1no. dwelling and associated landscape and parking. (Replacement application for one of two houses (the southern one of the two) allowed at Appeal. – Modifies design and increases plot size.)

Applications pending or recently decided.

[22/00754/HSE](#) (Pending 10 Mar 2022) Snipes Wood House, Scures Hill. Erection of first floor extension to existing garage to create home office with shower room and sauna.

[T/00051/22/TPO](#) (Approved 25 April) The Coppice, Newnham Road. Ash tree in centre of front garden. Work to be carried out is a re pollard of ash tree. Taking off roughly 3 to 5 meters over all. Taking back to previous pollard cuts.

[22/00132/FUL](#) (Pending 19 Jan 2022) Land off Ridge Lane. Siting of farm workers' dwelling for temporary period. Creation of earth bunds (2.5 metre max wide by 1.5 metre max height). Permeable surfaced farm access tracks. (Part retrospective.)

[21/03830/FUL](#) (Pending 19 Jan 2022) Land Adjacent to Tithe Barn, Ridge Lane. Erection of one dwellinghouse partly on the site of a tennis court with formation of access driveway and new access on to Ridge Lane. (Replacement application for 20/01798/FUL approved Dec 2020.)

[21/02185/HSE](#) (Granted 31st March) Tollgate House, London Road, Water End. Part demolition of the existing house/garage, replacement with a 3 storey side extension with a detached replacement garage with first floor accommodation over, new entrance gates, altered access, new windows throughout along with internal alterations.

[21/02135/RES](#) (Pending, Validated: Fri 25 Jun 2021) Land Adjacent Oakfield Farmhouse, Scures Hill. The application is for the consideration of appearance, landscaping, layout and scale only pursuant to the outstanding matters reserved by condition 1 of the approved outline permission 16/00097/OUT allowed at appeal.

[16/03282/RET](#) (Pending 15 Sep 2016) Manor Farm, Blackstocks Lane. 'Change of use from solely agricultural to mixed agricultural use to include the diversification of farm open days for no more than 100 days in a year with ancillary tea room and associated car parking.' Consultation on new description only. This application will be decided by Development Control Committee, date tba. (Most recent comment submitted June 2019.)