

NEWTON PARISH COUNCIL

Minutes of meeting held on 9th September 2020 via Videoconference

Present: Councillors Paul Presland (Chairman), Russel Bower, Rita Schwenk, Laura Smith, Philip Taylor and Sue Vince.

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

20/225 Apologies for Absence

None required.

20/226 Declaration of Interests and Requests for Dispensation

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

20/227 Minutes of Meeting held on 27th August 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.

20/228 Public Forum

Councillors reviewed James Finch's previously submitted report and he updated councillors on COVID-19, the return to Schools, the milestone of 1,000 miles of Suffolk roads being resurfaced being achieved, a new Suffolk Apprenticeships initiative and Fostering and Adoption services going virtual. The councillors reviewed Lee Parker's previously circulated report and he updated councillors on Babergh's agreement to build 45 affordable homes in Waldingfield Road, the completion of the Kingfisher refurbishment, a scheme to instal solar car ports outside the Kingfisher, shopping and parking in Sudbury.

20/229 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting, the councillors agreed to review the planning application just received for Perrywood's at the October meeting or, if Babergh do not give NPC an adequate extension, at an extra meeting. The Clerk to see if Perrywood's want to address the council when the application is reviewed.

20/230 Clerk's Report

Following a review of the Clerk's report (Appendix A), Cllr Presland updated councillors on 20/209. He had reviewed the shed in question with the resident and looking at the criteria for Permitted Development felt that it met the conditions.

20/231 Finance

- a. The External Audit report has not been received from PKF Littlejohn so this item is deferred to the next meeting.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by NPC.
- c. The councillors reviewed the insurance renewal from Came & Company and resolved to accept the quotation as it covered all the council's assets and the risks associated with the council's operation.
- d. 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.



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- e. Cllr Presland will use the phone process to get the account signatories and correspondent details for NPC's bank accounts at Barclays updated.

20/232 Planning

- a. The councillors reviewed **Planning Application DC/20/03337 Site Of Former Red House Farm, Sudbury Road** - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) on planning permission DC/18/00190 (to facilitate changes to house types, interior accommodation and other minor changes) and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/03581 Wrenwood, Sudbury Road** - Erection of first floor rear extension with balcony and resolved to support the application.
- c. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- d. Hastoe has updated NPC that the development off Alston Close was awaiting an agreement to be signed between themselves and Orwell before building works commence 3 months later.
- e. The councillors reviewed the status of previous applications and appeals (Appendix C).

20/233 Neighbourhood Plan

The parish councillors will update the Clerk with any comments they have on the draft Neighbourhood Plan by the 5th October 2020, for inclusion in NPC's response to the consultation.

20/234 Government White Paper on Planning

The parish councillors will update the Clerk with any comments they have on the White Paper by the 24th September 2020, for inclusion in NPC's response to the consultation.

20/235 Speed Sign

Due to the concerns of SCC Highways over the requirements of the posts to be installed for the SID, they are referring back to the manufacturer in order to make the assessment. James Finch is monitoring situation so that the posts are installed as quickly as possible.

20/236 CIL Policy and Privacy Policy

The councillors reviewed the draft policies developed by the Clerk and resolved to adopt them for NPC.

20/237 Village Hall and Trust updates

Cllr Schwenk updated councillors that the Village Hall was still closed and in light of Government restrictions on social gatherings will remain closed until further notice. Cllr Presland updated councillors that he had met representatives of the Village Hall Management Committee to discuss NPC's requirement for an electrical supply in the recreation ground. Councillors agreed that Cllr Schwenk updates the VPMC that NPC would like to instruct an electrician to review the option of feeding a supply from the village hall to the recreation ground taking into account the issues of isolating and metering the supply.

Cllr Taylor updated councillors on the removal of a split popular tree and looking for a suitable replacement as well as the issue of dead rabbits on and around the playingfield, which was due to myxomatosis. He also updated councillors that the instructions to contractors for the replacement bridge to the recreation ground was now being placed to ensure the completion before the end of September 2020.



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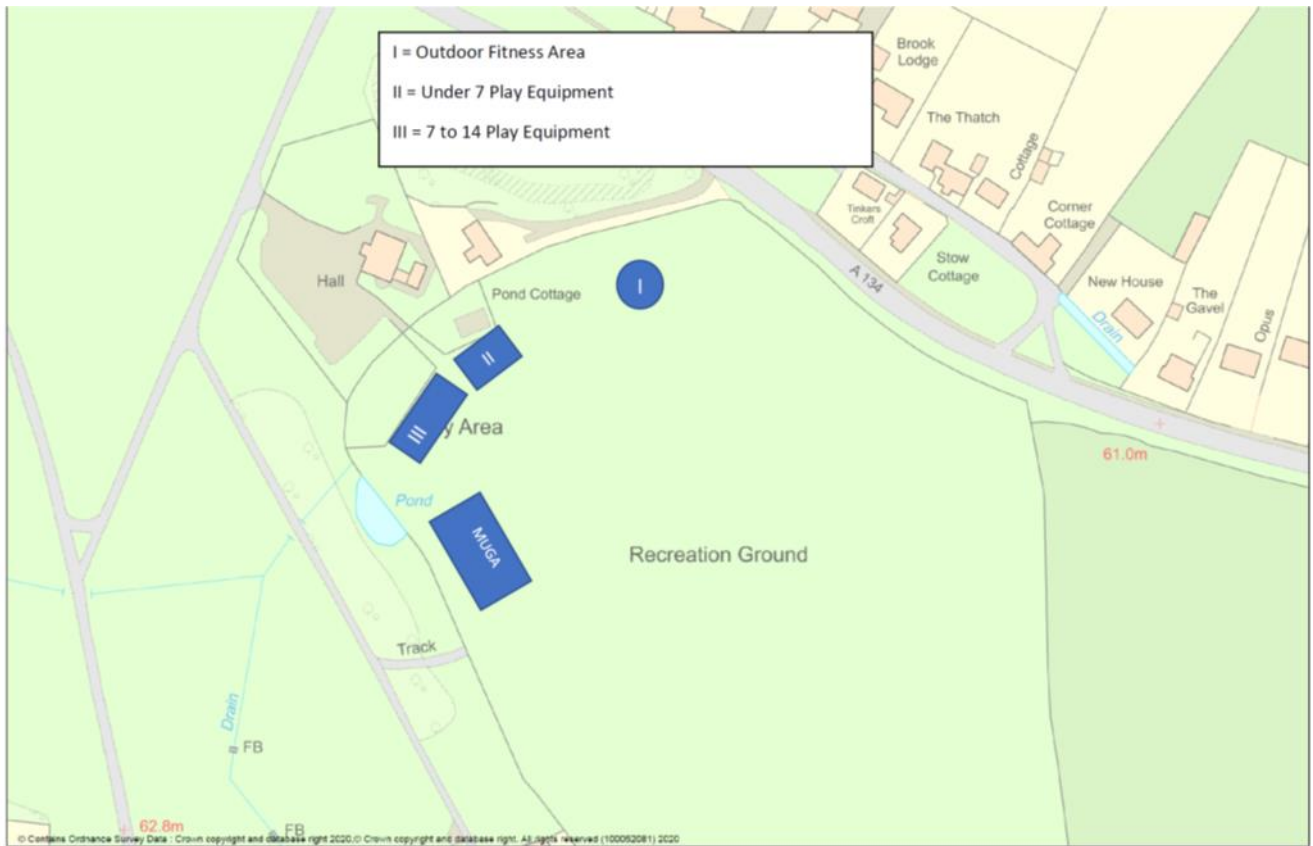
No questions submitted.

20/239 NPC Standing Orders

In accordance with NPC's Standing Order 3d the councillors resolved the exclusion of the public and press from the meeting due to the confidential nature of the Clerk's Contract of Employment and the commercial confidentiality of the tenders for the Recreation Ground.

20/240 Recreation Ground

The Clerk updated councillors on the progress of the project since the last NPC meeting on the 27th August 2020. Following the decision by NPC to proceed with the quotations received from Tennis 2000 for the MUGA and All Play Solutions for the Play Equipment and Forever Fit Equipment, Zoom meetings were held with both the suppliers on the 3rd and 4th September 2020. In both meetings the revised layout for the equipment and MUGA (as below) was discussed and All Play Solutions are happy to be working on the "greenfield" sites.



The Clerk has been in communication with Babergh's Planning Department in relation to the proposed move of the equipment and MUGA. It soon became apparent that as a local authority, NPC did not need to obtain planning permission for the upgrade of equipment as under Part 12 of the General Permitted Development Order NPC met the criteria. I wrote to Babergh to clarify the position as follows:

P. P. R.

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"In reviewing Part 12 of the General Permitted Development Order that you have referenced, I consider that NPC meet the criteria to have the permitted development rights to replace the play equipment on the Recreation Ground and to include a MUGA based on the following:

- *The Recreation Ground has been owned by the parish since 1978 when it was purchased by villagers and put into trust (Newton Green Trust – Charity Commission Ref 271085). NPC has installed and maintained the play equipment and the grass areas on which the equipment is placed in the Recreation Ground since the 1980's.*
- *The tallest piece of equipment planned in the refurbishment is 3.46 metres high and the total cubic capacity of the equipment is well below 200 cubic metres."*

Babergh's Planning Department responded to this "..... with the submitted information I cannot see any reason why this would need Planning permission. The provision of play equipment etc. can be seen as part of the Local Authority (Newton PC) performing its functions. Given the size limits you have described this would not need Planning permission."

- a. The councillors resolved that based on the feedback received, that the layout of the play equipment and MUGA in the Recreation Ground did not require planning permission. The councillors also resolved by a majority (Cllr Taylor against) that the play equipment (Items II & III on map) be moved as indicated in order to create seating and picnic areas, boules and landscaped features for adults and children accessing the equipment. However, approval was required from Newton Green Trust and it was agreed that representatives from both NPC and the Trust would meet the suppliers to agree the final positions for the MUGA and play equipment.
- b. Cllr Presland will obtain references for the two suppliers on Thursday 10th September 2020. Until he confirms that acceptable references have been received, the Clerk will not issue any Purchase Orders, Contracts or deposits to the suppliers.
- c. The Clerk gave councillors an overview of the costs of the contracts as agreed on the 27th August 2020 and as negotiated subsequently with suppliers. The councillors resolved to proceed with a 35 by 17 metre MUGA and to include the following options; Root Barrier, additional 50mm of base stone, basketball nets and a Binder coating for the tarmacadam surface. The works for the MUGA can start on the 6th October 2020. The costs for this and the Schedule of Payments being as follows:



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		Cost	VAT
	35 x 17 base	£50,596.00	£10,119.20
	Extras		
	Root Barrier	£1,105.00	£221.00
	Additional Base Stone	£3,066.00	£613.20
	Binder Coat	£690.00	£138.00
	Basketball	£1,000.00	£200.00
		£56,457.00	£11,291.40
Schedule of Payments			
25%	Deposit due upon order (within 2 months of commencement)	£14,114.25	£2,822.85
60%	Completion of surfacing	£33,874.20	£6,774.84
12.50%	On completion of colour spray	£7,057.13	£1,411.43
2.50%	12 months after practical completion	£1,411.43	£282.29
		£56,457.00	£11,291.40

The councillors resolved to proceed with the Play Equipment and Forever Fit Equipment as agreed on the 27th August 2020 and to include the following options; fencing around the Under 7 equipment and a Zip Wire for the 7 to 14 equipment. The works for the equipment can start in early November 2020. The costs for this and the Schedule of Payments being as follows:

	Revised	Cost	VAT
	Play Equipment Under 7 + Fencing	£30,918.00	£6,183.60
	Play Equipment 7 to 14 + Zip Wire	£37,810.80	£7,562.16
	Forever Fit Equipment	£13,819.00	£2,763.80
	Plant Hire, Site Welfare & Site Security	£1,600.00	£320.00
	RoSPA Post Installation Inspection	£450.00	£90.00
		£84,597.80	£16,919.56
Schedule of Payments			
25%	Equipment is on site and ground broken	£21,149.45	£4,229.89
72.50%	On Completion	£61,333.41	£12,266.68
2.50%	12 months after practical completion.	£2,114.95	£422.99
		£84,597.80	£16,919.56



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The total costs of the project compared to the grants and commitment from NPC are as follows:

Grants			Revised		
CIL 123		£87,891.90	Tennis 2000		£56,457.00
Grant Aid		£25,000.00			
S106		£7,103.10	All Play Solutions		£84,597.80
		£119,995.00			
NPC		£20,000.00			
		£139,995.00			£141,054.80

The councillors resolved that NPC will commit a further £1,059.80 towards the project from its CIL Funds. They further resolved that £10,000 should be moved from the Tracker Account to the Premium Account in light of the payment schedules. It was agreed that no further funding will be allocated towards the costs associated with ground resurfacing purely to accommodate the play equipment. The Clerk was requested to issue the purchase orders, contracts and deposits to suppliers as soon as the Item 20/240b had been successfully completed. NPC will advise the owners of Mill House and the Golf Club of the schedule of works for both suppliers.

- d. The councillor agreed that RoSPA would undertake the Post Installation Inspection of the Play Equipment and Forever Fit Equipment.

20/241 Clerk's Contract of Employment

The councillors resolved that the Clerk's hourly rate of pay be increased to £12.98 per hour in line with the National Joint Council for Local Government Services agreement from the 1st May 2020.

20/242 Next Meeting

The next scheduled NPC meeting will be held on Wednesday 14th October 2020, starting at 7.30 pm.

The meeting closed at 9.45 pm.



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Minute	Action	Complete ✓
20/161	Notice board repairs complete.	✓
20/205	Minutes sent to Newsletter and updated on website.	✓
20/208 a	Payments made to suppliers, individuals and organisations.	✓
20/209	Planning response sent to Babergh.	✓
20/209 e	Issue regarding shed possible requiring planning permission.	
20/212	Issues re footpaths raised with SCC Rights of Way.	✓
20/215	Meeting held with Village Hall re electrical outlet.	
20/219	Minutes sent to Newsletter and updated on website.	✓
	Speed watch equipment now returned to NPC.	✓
	Delegated Power	
	Nothing to report.	
	Clerk Hours	
	Up until 23rd August 2020 - 276.25 hours worked / 255 hours paid.	

Appendix B RFO Report**Receipts & Payments**

Date	Details	Cheque	Power	Receipts	Payments
31/07/20	ICO - Data Protection	D/Dr	Localism Act 2011 ss 1 to 8	0.00	35.00
09/09/20	DF Crimmin - Expenses May to Aug	101250	Localism Act 2011 ss 1 to 8	0.00	673.34
30/09/20	DF Crimmin - Salary July to Sept	101251	Localism Act 2011 ss 1 to 8	0.00	1,971.80
30/09/20	DF Crimmin - WFHA July to Sept	101251	Localism Act 2011 ss 1 to 8	0.00	78.00
30/09/20	HMRC - Clrk Tax	101252	Localism Act 2011 ss 1 to 8	0.00	493.00
30/09/20	HMRC - Employers NI	101252	Localism Act 2011 ss 1 to 8	0.00	36.96

Bank Reconcilliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/07/20	£100.00				
Premium Accounts	31/07/20	£54,454.60	£47,094.64	£7,026.88	£0.00	£433.08
Tracker Account	31/07/20	£11,163.42	£11,163.42	£0.00	£0.00	£0.00
		£65,718.02	£58,258.06	£7,026.88	£0.00	

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	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
Income			Expenditure			
Precept	£10,258.00	£5,129.00	Clerks Salary		£11,556.40	£7,017.70
Grants	£0.00	£4,505.00	Admin		£1,900.00	£509.54
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	£17.19	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£1,419.14	Insurance		£320.00	£0.00
			Inspection		£380.00	£180.00
			Maintenance		£2,000.00	£297.29
			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	£1,137.53
			Contingency		£500.00	£0.00
			NNP	£5,505.00	£0.00	£598.56
Total	£15,683.00	£18,200.82	Total	£29,953.12	£23,923.40	£12,388.64
			Assets Carried Forward			£58,258.06
Total		£70,646.70	Total			£70,646.70

Appendix C Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
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	Permission 28/08/2020
DC/20/02439	Saracens Cottage, The Green - Demolition of existing dwelling, amendments to boundary line and erection of replacement dwelling.	20/192a	Object	Permission 13/08/2020
DC/20/02719	1 Church Road - Householder Planning Application - Erection of log cabin.	20/209a	Support	
DC/20/03108	Land At Airey Close - Application under Section 73 of the Town and Country Planning Act for the removal or variation of a Condition following grant of planning permission DC/19/03383 subsequently varied by DC/20/02323 - Variation of Condition 2 (Approved Plans and Documents) and Condition 5 (Provision of Parking) - to facilitate car port to be added to plot 2.	20/209b	Support	
APP/D3505/W/20/3252989	Appeal against refusal of DC/20/00019 Woodean, Links View - Erection of 1no. dwelling and creation of vehicular access.	20/209c	Now object to the original planning application.	

End of Appendices

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